

PROVISIONAL OFFER LETTER

Mr. M.Pavan Kumar

26-11-2021

Congratulations!

We are pleased to confirm you that you have been provisionally selected for certification course in "Retail Banking Sales Management" at TVS Training & Services. The certification course is a 15 days program where exposure on the following areas will be given- basics of banking, banking products and selling skills. Upon successful completion of certification course you will be joining ICICI Bank as a Sales officer.

The following are the terms and conditions of the certification course:

Commencement/Term:

- You shall be required to join the certification course on 3rd December 2021.

Other terms:

You will be required to send the scan copy of the following documents.

- Address Proof
- Photo Id proof
- Aadhar Card
- Education Certificates and Mark sheets (10th, 12th & UG Marksheets & Provisional/Degree Certificate)
- PAN Card (If not available, then the application number).
- This provisional will be valid only if you have cleared your graduation at the time of joining.
- You have to pay Rs.8,850/- (Eight Thousand Eight Hundred and Fifty Rupees) in the favor of TVS Training & Services for your 15 days training program.

If you are agreeable to the above terms and conditions, please intimate your acceptance to subramanyam@tvsts.com by returning a copy of provisional, duly signed by you.

Yours faithfully



G.Narayana Murthy
Chief Executive Officer

PROVISIONAL OFFER LETTER

Miss. V.Ashwini

26-11-2021

Congratulations!

We are pleased to confirm you that you have been provisionally selected for certification course in "Retail Banking Sales Management" at TVS Training & Services. The certification course is a 15 days program where exposure on the following areas will be given- basics of banking, banking products and selling skills. Upon successful completion of certification course you will be joining ICICI Bank as a Sales officer.

The following are the terms and conditions of the certification course:

Commencement/Term:

- You shall be required to join the certification course on 3rd December 2021.

Other terms:

You will be required to send the scan copy of the following documents.

- Address Proof
- Photo Id proof
- Aadhar Card
- Education Certificates and Mark sheets (10th, 12th & UG Mark sheets & Provisional/Degree Certificate)
- PAN Card (If not available, then the application number).
- This provisional will be valid only if you have cleared your graduation at the time of joining.
- You have to pay Rs.8,850/- (Eight Thousand Eight Hundred and Fifty Rupees) in the favor of TVS Training & Services for your 15 days training program.

If you are agreeable to the above terms and conditions, please intimate your acceptance to subramanyam&tvsts.com by returning a copy of provisional, duly signed by you.

Yours faithfully



G.Narayana Murthy
Chief Executive Officer

PROVISIONAL OFFER LETTER

Mr. Mouli Ram Prasad

26-11-2021

Congratulations!

We are pleased to confirm you that you have been provisionally selected for certification course in "Retail Banking Sales Management" at TVS Training & Services. The certification course is a 15 days program where exposure on the following areas will be given- basics of banking, banking products and selling skills. Upon successful completion of certification course you will be joining ICICI Bank as a Sales officer.

The following are the terms and conditions of the certification course:

Commencement/Term:

- You shall be required to join the certification course on 3rd December 2021.

Other terms:

You will be required to send the scan copy of the following documents.

- Address Proof
- Photo Id proof
- Aadhar Card
- Education Certificates and Mark sheets (10th, 12th & UG Mark sheets & Provisional/Degree Certificate)
- PAN Card (If not available, then the application number).
- This provisional will be valid only if you have cleared your graduation at the time of joining.
- You have to pay Rs.8,850/- (Eight Thousand Eight Hundred and Fifty Rupees) in the favor of TVS Training & Services for your 15 days training program.

If you are agreeable to the above terms and conditions, please intimate your acceptance to subramanyam@tvsts.com by returning a copy of provisional, duly signed by you.

Yours faithfully



G.Narayana Murthy
Chief Executive Officer

PROVISIONAL OFFER LETTER

Mr. M.Madhu Kumar

26-11-2021

Congratulations!

We are pleased to confirm you that you have been provisionally selected for certification course in "Retail Banking Sales Management" at TVS Training & Services. The certification course is a 15 days program where exposure on the following areas will be given- basics of banking, banking products and selling skills. Upon successful completion of certification course you will be joining ICICI Bank as a Sales officer.

The following are the terms and conditions of the certification course:

Commencement/Term:

- You shall be required to join the certification course on 3rd December 2021.

Other terms:

You will be required to send the scan copy of the following documents.

- Address Proof
- Photo Id proof
- Aadhar Card
- Education Certificates and Mark sheets (10th, 12th & UG Mark sheets & Provisional/Degree Certificate)
- PAN Card (If not available, then the application number).
- This provisional will be valid only if you have cleared your graduation at the time of joining.
- You have to pay Rs.8,850/- (Eight Thousand Eight Hundred and Fifty Rupees) in the favor of TVS Training & Services for your 15 days training program.

If you are agreeable to the above terms and conditions, please intimate your acceptance to subramanyam@tvsts.com by returning a copy of provisional, duly signed by you.

Yours faithfully



G.Narayana Murthy
Chief Executive Officer

PROVISIONAL OFFER LETTER

Mr. M.Ashok

26-11-2021

Congratulations!

We are pleased to confirm you that you have been provisionally selected for certification course in "Retail Banking Sales Management" at TVS Training & Services. The certification course is a 15 days program where exposure on the following areas will be given- basics of banking, banking products and selling skills. Upon successful completion of certification course you will be joining ICICI Bank as a Sales officer.

The following are the terms and conditions of the certification course:

Commencement/Term:

- You shall be required to join the certification course on 3rd December 2021.

Other terms:

You will be required to send the scan copy of the following documents.

- Address Proof
- Photo Id proof
- Aadhar Card
- Education Certificates and Mark sheets (10th, 12th & UG Mark sheets & Provisional/Degree Certificate)
- PAN Card (If not available, then the application number).
- This provisional will be valid only if you have cleared your graduation at the time of joining.
- You have to pay Rs.8,850/- (Eight Thousand Eight Hundred and Fifty Rupees) in the favor of TVS Training & Services for your 15 days training program.

If you are agreeable to the above terms and conditions, please intimate your acceptance to subramanyam@tvsts.com by returning a copy of provisional, duly signed by you.

Yours faithfully



G.Narayana Murthy
Chief Executive Officer

PROVISIONAL OFFER LETTER

Mr. A.Prema Raju

26-11-2021

Congratulations!

We are pleased to confirm you that you have been provisionally selected for certification course in "Retail Banking Sales Management" at TVS Training & Services. The certification course is a 15 days program where exposure on the following areas will be given- basics of banking, banking products and selling skills. Upon successful completion of certification course you will be joining ICICI Bank as a Sales officer.

The following are the terms and conditions of the certification course:

Commencement/Term:

- You shall be required to join the certification course on 3rd December 2021.

Other terms:

You will be required to send the scan copy of the following documents.

- Address Proof
- Photo Id proof
- Aadhar Card
- Education Certificates and Mark sheets (10th, 12th & UG Mark sheets & Provisional/Degree Certificate)
- PAN Card (If not available, then the application number).
- This provisional will be valid only if you have cleared your graduation at the time of joining.
- You have to pay Rs.8,850/- (Eight Thousand Eight Hundred and Fifty Rupees) in the favor of TVS Training & Services for your 15 days training program.

If you are agreeable to the above terms and conditions, please intimate your acceptance to subramanyam&tvsts.com by returning a copy of provisional, duly signed by you.

Yours faithfully



G.Narayana Murthy
Chief Executive Officer

इंडियन ऑयल कॉर्पोरेशन लिमिटेड
विपणन प्रभाग: दक्षिणी क्षेत्र, इंडियन ऑयल भवन,
139, उत्थमर गांधी सड़क (नुंगम्बाक्कम हाई रोड),
चेन्नै- 600 034.

Indian Oil Corporation Limited
Marketing Division, Southern Region,
'IndianOil Bhavan',
139, Uthamar Gandhi Road, (Nungambakkam High Road)
Chennai - 600 034.



विपणन प्रभाग
Marketing Division

Ref No: P/APPR/2021-22-PH.II

Date: 07.03.2022

BY SPEED POST

To
Smt /Sri/Ms. MALA RAMA KRISHNA (5125005437)
77 200 A12, VENKATACHALAPATHI NAGAR
KALLUR ESTATE, KALLUR,
KURNOOL, ANDHRA PRADESH,
518003.

Subject: Engagement of Apprentice as per The Apprentices Act 1961

Dear Sir/Madam,

With reference to your performance in the Written Test held on **12.02.2022** and subsequent document verification, we are pleased to engage you as **TRADE APPRENTICE ACCOUNTANT** at **Vijayawada Divisional Office**, under the Apprentices Act, 1961 (as amended from time to time) on the following Terms and Conditions: -

1. You shall be given training in accordance with the provisions of the Apprenticeship Act, 1961 (as amended from time to time) for a period of 12 months. During this period of training, periodical tests will be conducted. **Upon successful completion of the Apprenticeship period, the Contract shall stand terminated.**
2. Your engagement as Apprentice shall be subject to you being found medically fit by Corporation's Medical Officer or by Government Medical Officer of the status of Civil Surgeon (as per Forms in Part-I, II and III enclosed). In the event of your being declared medically unfit, this Offer of Engagement will be deemed to have been cancelled automatically.
3. During the Apprenticeship period, you shall be paid a consolidated stipend of **Rs.9000/- per month + Rs.2,500/- per month for 12 months** as notified by the Ministry of Skill development & entrepreneurship, Govt. of India as per Gazette notification dated 25th September 2019 under Apprentices Act, 1961 or as amended from time to time.
4. You shall enter into a Contract of Apprenticeship, which shall be registered with the Regional Directorate of Apprenticeship Training (in case of designated trades) or National Skill Development Council (in case of optional trades), of the respective States in which you are engaged for apprenticeship, under the aegis of Ministry of Skill Development & Entrepreneurship Directorate General of Training. The Contract of Apprenticeship, in case of Technician Apprentices will be registered with Board of Apprenticeship Training, Chennai under the Ministry of Human Resource Development.

.....2



: 2 :

5. You shall be an Apprentice and not a Worker; however, you shall be covered under the Certified Standing Orders applicable to Workmen of Marketing Division, IOCL. You shall abide by the Rules/Regulations of the Company in the matter of discipline & safety.
6. You shall have to submit an Affidavit on non-judicial stamp paper of Rs.100/- to the fact that you have not undergone Apprenticeship Training under Apprentices Act, 1961 (as amended from time to time) and Rules framed there under in the same trade and no other Contract of Apprenticeship subsists already between you and any other Employer and undertake that you shall not enter into any other Contract of Apprenticeship with any other Employer before the expiry of termination of this Contract of Apprenticeship.
7. The offer of engagement as Apprentice is valid only in case the following eligibility criteria are fulfilled:
 - i. You have not undergone an Apprenticeship Training earlier or are not pursuing Apprenticeship anywhere in India on the date of issue of the letter.
 - ii. You are not facing a prosecution in any Court of Law for any serious criminal offence.
8. The following leave shall be admissible to you during the Apprenticeship period :
General Leave: 32 days @ 8 days per quarter during the period of Apprenticeship including on medical grounds. Casual Leave: 12 days per calendar year.
9. You shall carry out all lawful orders of the superiors in the establishment and
 - i. You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
 - ii. You shall maintain a record of your work during the period of your Apprenticeship Training in a proforma approved by the Appropriate Authority.
 - iii. You shall attend the classes, as per arrangement by the Appropriate Authority.
 - iv. You shall not remain absent except with prior permission in terms of Point (8) above.
10. You shall observe such Holidays as are observed in the Location where you are undergoing Apprenticeship Training.
11. During the period of Apprenticeship, apart from monthly stipend as prescribed above, no other monetary or non-monetary benefit/facility such as Accommodation, HRA, Conveyance, Medical facility etc. shall be admissible to you. You have to make your own arrangement for Accommodation, Conveyance, Medical, etc.
12. You shall be provided with one pair of Safety Shoes and a Helmet (on non-returnable basis), wherever applicable.
13. You shall produce, in original, the Pre-engagement Medical Forms (Form-I, II and III) duly filled and signed by Corporation's Medical Officer or by Government Medical Officer in the status of Civil Surgeon.
14. After successful completion of Apprenticeship period, you shall be relieved from training. It shall not be obligatory on the part of management to offer you appointment after successful completion of the Apprenticeship period. The above engagement is under the Apprenticeship Act, 1961 and does not confer any right or claim for absorption against regular vacancies or otherwise.



: 3 :

15. In the event of furnishing false information or concealing / suppressing of any factual information prior to or at any time during your apprentice training, your engagement shall be liable for termination besides any other action in accordance with law that shall be taken against you.

If the above mentioned Terms and Conditions are acceptable to you, you are advised to confirm your acceptance immediately by mail at gokulakrishnansr@indianoil.in with your expected date of joining.

You are advised to complete the pre-engagement medical formalities in the attached format which is to be duly certified for fitness by a Government Civil Surgeon and report to the **Location in charge at Vijayawada Divisional Office** (address given below) along with the test reports **on or before 15.03.2022**, failing which, this Offer of Engagement shall stand withdrawn and no correspondence shall be entertained in this regard.

Reporting Location Address

INDIAN OIL CORPORATON LIMITED
Vijayawada Divisional Office
3rd FLOOR, G.V.R. TOWERS,,
BHARATHI NAGAR RING ROAD, VIJAYAWADA,,
PIN CODE - 520 008.

Yours sincerely,
For and on behalf of
Indian Oil Corporation Limited,

for General Manager (ER), SR

- Encl: :1. Pre-engagement Medical Form (part-I, II and III)
2. Draft Affidavit to be executed on Rs.100/- stamp paper
3. Format of Caste Certificate wherever applicable.

MSN Laboratories Private Limited

MSN House, Plot No.: C-24,
Sanath Nagar Industrial Estate, Sanath Nagar,
Hyderabad, Telangana, Pincode: 500018. India.
CIN: U24239TG2003PTC041583
Phone: +91-40-30438600 Fax: +91-40-30438798

September 07, 2020

Mr.Mallepogu Ramanjaneyulu
S/o Bazari
H.no.7-152
Polakallu, C Belagal
Kurnool518462
Mobile No: 8297054233

Dear Mr.Mallepogu Ramanjaneyulu,

Sub: Offer and Appointment Letter

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

1. Designation:

You will be designated as "Junior Executive-Trainee", Grade "G01", in Research & Development Department based at MSN Laboratories Private Limited - R&D Center Location.

This offer is subject to completion of your Masters in Science and submission of all the certificates to the company. Further, please note that, in the event of noncompliance of submitting the pass certificate within the stipulated period i.e., on or before 31st December 2020, this offer will be Cancelled. In this regard you are required to give declaration to the organization.

The Present Salary will be on the basis of BSc. Your Salary will be revised to MSc Grade, from the date of submission of Certificates.

2. Remuneration:

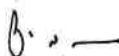
Detailed compensation structure as Total Cost to Company Rs.141000/- is mentioned in the Annexure-I.

3. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- All Educational Certificates and any other Certificates related to specific Training and Skills
- Previous employment Service Certificate / Relieving Letter, if any
- Last Six Months Bank Statement
- Aadhaar Cards of self and dependent family members
- PAN Card
- Passport / Driving License
- A cancelled cheque leaf of active bank account
- Medical Certificate with Reports
- Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, stating that, you will work with MSN Group of Companies for a minimum period of three years, from the date of joining.

Page 1 of 2



Name: Mallepogu Ramanjaneyulu

4. Medical Fitness:

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

5. Terms & Conditions:

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. As discussed, you need to join us on or before **September 10, 2020**, failing which this offer and Appointment Letter stands withdrawn.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Simhachalam Piniminti Contact No. 040-30438786 Email ID: simhachalam.piniminti@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,

For MSN Laboratories Private Limited

A handwritten signature in black ink, appearing to read "P. Narsimha Rao".

P Narsimha Rao

Senior Vice President - Group HR

September 07, 2020

Annexure-I

Mr.Mallepogu Ramanjaneyulu
Designation: Junior Executive-Trainee
Grade : G01
Department: Research & Development

TOTAL COST TO COMPANY


All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
A. Monthly Salary			
Basic Pay	7500	90000	Monthly
House Rent Allowance	1631	19566	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
A - Monthly Gross Total	9831	117966	
B. Statutory Benefits			
PF (Employer Contribution)	900	10800	Monthly
ESI (Employer Contribution)	320	3834	Monthly
Bonus / Ex-gratia	700	8400	Annual
B - Statutory Benefits Total	1920	23034	
C. Fixed Total Cost to Company (A+B)	11751	141000	
D. Gratuity (As per the Gratuity Act, 1972)	361	4329	
Total Cost to Company (C+D)	12112	145329	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

For MSN Laboratories Private Limited



P Narsimha Rao
Senior Vice President – Group HR

Name: Mallepogu Ramanjaneyulu

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than September 10, 2020, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at MSN Laboratories Private Limited - R&D Center Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as July 15, 1996, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

B. S. —

Name: Mallepogu Ramanjaneyulu

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

B. S. — .

Name: Mallepogu Ramanjaneyulu

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.

Acknowledgement for the Acceptance of the Offer and Appointment Letter

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

Signature:

Date

B. J. — a



Biological E. Limited

Ref: BE/HR/E/2021/LoA/MPR ID: 2402/EMP ID 53118

Date: May 17, 2021

MR. VIJAYA KUMAR KOLLA
S/o Bala Raju K.
H.No : 49-50A-37c-9-1A,
Gourba Complex, Lakshmi Nagar,
Dt. Kurnool-518002,
Andhra Pradesh, Ph. No- 9381006927

Dear Vijaya Kumar,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as **Junior Executive in ASVS - Antisera Department** at **Gaganpahad** for our **Vaccine Division**, effective from **17.05.21** with the terms and conditions detailed here in below:-

1. You will be paid an all-inclusive total **CTC (Cost to Company)** of **Rs. 2,10,000/- PA** (Rupees Two Lakhs Ten Thousand Only). Please go through the attached Annexure - I for a detailed break up of your CTC.
2. You will be governed by Rules and Regulations of the Company, as applicable to other employees of corresponding grade as communicated from time to time.
3. In accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 you would be eligible to become a member of this Scheme as per statutory rules in force. The Company's contribution under this Scheme is currently fixed at twelve (12) per cent of your basic pay with a matching compulsory contribution from you. You will be required to submit necessary details to the Human Resources Department, along with your joining documents.
4. You will be eligible for payment of gratuity under the provisions of the Payment of Gratuity Act.
5. You will be entitled to Bonus / Ex-gratia as applicable to the grade and at the sole discretion of the Management.
6. You will be eligible to claim the Leave Travel Allowance (LTA) as per the Annexure I of this appointment letter and as per the rules prevalent from time to time.
7. You will be placed under probation initially for a period of one-year. On successful completion of the training period, confirmation on the rolls of the Company shall be based on the assessment by the Reporting Officer and appropriate fitment. Failure to meet the performance expectations during the training period within the time lines may result in termination of your services without further reference to you.
8. You are liable to be transferred from one job to another, from one section to another and from one establishment to another establishment at any place in India, where the Company has its business or interests or operations. Upon such transfer, you shall be governed by such rules and conditions of service that are applicable to employees of corresponding grade at the place so transferred and you are not entitled to any additional compensation on such transfer.

*

Plot No. 1, Subbar Park, Phase-I, Kottur Village, Shamsherpeta Mandal, Medchal-Malkajgiri District-500078
Narasaraopeta, India, Tel: +91 40 67380000, Fax: +91 40 30128159, E-mail: info@biologicale.com, www.biologicale.com
CIN: UIN120TD1951PLC001095

Celebrating Life Every Day



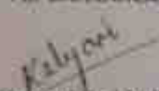
Biological E. Limited

18. As per Company's rules, retirement from the services of the Company is fixed at the attainment of 58 years of age for an employee and the same would be applicable to you. Further extension of continuance of employment may be permitted at the sole discretion of the Management on a case to case basis.

Please sign your acceptance on two copies of this letter of appointment, terms & conditions of service as a part of the joining formalities including the Employee Non-disclosure/ Confidentiality & Non-solicitation Undertaking and return the same to the BE HR representative retaining the original for your records.

We look forward to you having a very successful and fulfilling career at Biological E. Limited. We hope you will be able to contribute significantly and positively influence the work culture and the people within for a great future ahead for the organization!

With Best Wishes,
For BIOLOGICAL E. LTD.


Kalyani Prabhala
General Manager – HR

Acceptance of Terms & Conditions and Pledge of Appropriate Conduct:

I am pleased to accept the above letter as per the terms and conditions of service/employment mentioned herein and agree to abide by them. I also agree that I will familiarize myself with and adhere to all rules and regulations including the policies that are being implemented from time to time. I also agree to read the Company's Code of Conduct and Ethics document and make sure that I understand and uphold the appropriate standards of conduct & behavior. I also agree to abide by any additional policies or laws specific to my job/role and/or the location of my posting. I further agree to follow and espouse the Values of the Company in all that I do.

Signature of the candidate: 

Emp ID: 53115

Date: 12.05.21

Offer Letter

March 03rd, 2022

Mudarasa Balaswamy Naik
EMP ID: IA/32/2403
Hyderabad

Dear Balaswamy,
Sub: Appointment Letter

Congratulations! Subsequent to our discussions, we are pleased to offer you the position of "**Associate Software**" with **IQ ACCENCIS TECHNOLOGIES PRIVATE LIMITED** at our Hyderabad office, in the position you will be reporting to the Manager Operations. You are requested to report on **07th March, 2022**.

We take this opportunity to congratulate you on your selection and wish you a long, rewarding, and enriching career with us. We are sure that **IQ ACCENCIS** will provide you with a satisfying and challenging work environment along with a successful growth path.

This is a full-time position, your cost to the company (CTC) would be **INR 2,79,984/-** (Two Lakh Seventy-Nine Thousand Nine Eighty-Four Rupees only) or above. Per annum. But at training period you will get sty fund Twelve to Twenty Thousand Rupees only based on employee performance, after training you will be worked in client place or in our organization and successful completion of Probation and review based on clearing client round evaluated by the client or company, your final CTC this package will be entitled or hiked. The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time.

We look forward to having you onboard!

Warm Regards,

HR MANAGER
IQ ACCENCIS TECHNOLOGIES PVT LTD

I ACCEPT _____
MUDARASA BALASWAMY NAIK
(SIGNATURE & DATE)



Dr. Reddy's Laboratories Ltd.
8-2-337, Road No. 3, Banjara Hills,
Hyderabad - 500 034, Telangana,
India.
CIN: L85195TG1984PLC004507

Tel : +91 40 4900 2900
Fax : +91 40 4900 2999
Email : mail@drreddys.com
www.drreddys.com

Dated: 20-Jan-2022

To,
Giripogu Akhil Kumar
Hno: 5-92
Ternekal(V&P), Devanakonda(M)
Kurnool (D)

Dear Giripogu Akhil Kumar,

SUBJECT: Offer cum Appointment letter for the post of Technical Trainee

On behalf of the management of Dr Reddy's Laboratories Limited, I take great pleasure in offering you appointment as **Technical Trainee** in the work level **TT**.

The terms and conditions of the employment are as per Annexure - I.

Your fixed Total Cost to Company (TCC), including all benefits will be Rs. **220000** per annum. The detailed breakup of the TCC is as per in Annexure-II. The exact payout will depend on the performance of the organization, respective business unit and yourself, which could be higher or lower.

As on the date of this Offer, if you have not received the final result in the qualifying exam/professional degree, it shall be understood and acknowledged that this Offer is subject to you obtaining qualifying marks of at least 60% aggregate in the examination on the date of announcement of results without any backlogs, failing which we may at our sole discretion terminate this offer immediately without payment of any compensation of any kind.

Further, this Offer is subject to your medical fitness and on our understanding that all the details given in your job application form and Document furnished by you are correct and complete in all respects, which maybe subject to a Background verification.

Please return one duly signed copy of this offer to us at the above mentioned address as a token of your acceptance. Your tentative joining date will be **24-Jan-2022**. In case you do not join the organization on or before the above date the offer shall stand cancelled.

We welcome you to Dr Reddy's and look forward to your significant personal and professional growth during your association with us.

With best wishes,

Yours faithfully,

For **Dr. Reddy's Laboratories Ltd.**

Namrata Gill Tyagi.

Head COE & Corporate HR

ACCEPTANCE

I have read and understood the terms and conditions mentioned above and those in Annexure I and II. I also agree that the TCC and related components are confidential between the organization and myself. I undertake that there would be no breach of this confidentiality agreement. I hereby accept the employment on the said terms and conditions.

I will be joining the organization on or before _____

Signature:

Date:

Annexure I

1. Please bring the originals and a copy of the following certificates at the time of joining:

- (a) Date of Birth
- (b) Educational Qualifications (Provisional or final certificates of all qualifications obtained from SSC to date)
- (c) Salary particulars of previous employment (if applicable), and,
- (d) Relieving Order from the services of the previous employment (if applicable).
- (e) PF, EPF and SA account numbers along with Company code number if you are a member.
- (f) Form 16 (Income Tax Act) or provisional certificate in lieu of the same from the previous employer (if applicable).
- (g) 4 passport size photographs of yourself at the time of joining.
- (h) Permanent Account Number (PAN) mandatory as per the CBDT guidelines

Important: The information mentioned above / certificates should be submitted at the time of joining, without which we will not be in a position to process your salary. We do not accept any affidavit in lieu of any of the above certificates.

2. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from service without notice.

3. You will be required to sign an Employee Non- disclosure/Confidentiality Agreement with the Company at the time of joining.

4. You will be expected to sign a Conflict of Interest document with the Company. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of our manufacturing processes, documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your service with the Company or thereafter. In the event of your acting in any contract or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.

5. You will be eligible to receive salary and reimbursements / allowances as per the Annexure - II.

6. Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and other relevant criteria.

7. You will be liable to conform to Company policies and procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.

8. You will be entitled to statutory benefits such as Provident Fund, Gratuity etc., as per the applicability of the respective Acts.

9. You will be covered under the Employee Benevolent Fund, Term Life Insurance, Group Personal Accident policy and Mediclaim Policy. For the Employee Benevolent Fund and Mediclaim policy a nominal amount by way of contribution / premium is recovered from your total salary, as per the company policy.

10. You will be on training for a period of One year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), the services can be terminated by the employee or the organization by giving each other a month's notice or one month's Basic salary in lieu of the notice period.

11. On satisfactory completion of the training period, your appointment will be confirmed in writing, and, thereafter your services shall cease at any time giving three months' notice in writing or payment of three month's salary on either side. In case no letter of confirmation is issued to you at the end of the training period, you will be deemed to continue on training for further period till your services are confirmed or terminated in writing as the case may be. The management reserves the right to accept your resignation and relieve you immediately by waving the notice.

12. You will be in full time employment with the company. You are liable to be transferred anywhere in the world to any department, factory or establishment forming part of our organization or associate companies without any extra remuneration, and you will abide by the working conditions and policies of the department, office or establishment concerned.

13. As per the policy of the Company, we expect all our full-time employees to devote their full attention and effort to the business of the Company and to continuously develop their professional skill in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. So also, you will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation/image, or interests whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated, at the discretion of the management.

14. You will be responsible for the safe keeping and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.

15. Your date of birth as recorded by the Company on the basis of documentary evidence produced by you at the time of your appointment is **13-Jun-1998**. You are advised to take note that this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.

16. As per the Company's policy, the age for superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.

17. You are required to keep us informed of any change in your personal details (residential address, marital status, educational qualifications, dependants details etc.) or in your civil status.

18. Unauthorized absence for a period equal to more than 10 consecutive working days without timely or acceptable prior notification to supervisor or HR, or , your decision to be absent even though supervisor permission was not granted will be deemed as 'absconding'. The company in such cases reserves the right to terminate your services without giving any notice or salary in lieu of notice and initiate suitable action as deemed fit.

19. You are required to comply with the company's Code of Business conduct and Ethics (COBE). In the event you violate any COBE regulation, you shall be subject to an enquiry and if proven guilty, be subject to disciplinary action by the Company including without limitation termination of your services with immediate effect. Nothing in this offer letter shall render the Company liable to reimburse you or any other person any gifts or payments, offered, paid or promised in violation of COBE.

20. We will be conducting a Background Verification of your credentials post your joining the organization. Any false information may result in termination of your employment with immediate effect without any further enquiry.

21. Any disputes arising out of and/or related to your employment with the Company shall be subject to Hyderabad City jurisdiction.

<p>NOTE: On the day of joining you are requested to report at following address Leadership Academy, Dr.Reddy's Laboratories Ltd , Survey No 42, 45, 46 & 54 , Bachupally , Qutubullapur, Ranga Reddy Dist - 500090 , Telangana</p>
--

Name: Giripogu Akhil Kumar

Work Level: TT

Designation: Technical Trainee

SALARY COMPONENTS	Monthly	Yearly
Basic	11,140	1,33,684
House Rent Allowance	4,456	53,474
Minimum Guaranteed Bonus	0	0
Sub Total	16,296	1,95,558
Provident Fund	1,337	16,042
Bonus / Exgratia	700	8,400
Total Fixed		220000

Reliance SMSL Limited

Ref: **HR/MAY/22/K1/60421903/1001208117**

Date: **06.05.2022**

DEVI AZIT KUMAR
State: **Andhra Pradesh**

Offer cum Appointment Letter

Dear **DEVI AZIT KUMAR**,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to appoint you as **Customer Service Officer** in the employment of the company.

Your Employment shall be for a Fixed Term commencing from **06.05.2022** and shall automatically end on **05.05.2023**.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **Jr. Associate** in Grade **K1** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of Rs.**144000.00** /- **One Lakh Forty Four Thousand Rupees** /- per annum as below:

	Rs. per month
Basic	6500
HRA	5500
Conveyance Allowance	0.00
Monthly Gross	12000
Annual Gross	144000

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client. Upon your joining, the terms and conditions in this letter shall form your appointment letter and terms of appointment as mentioned in Annexure I.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Reliance SMSL Limited

Yours faithfully,
For **Reliance SMSL Limited**



Authorized Signatory

Signature of the Employee: _____

Encl:

1. Terms and Conditions of Employment - **Annexure - I**
2. List of Documents - **Annexure - II**

Reliance SMSL Limited

Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your contract of employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Company. The Company has the right to get you medically examined by company nominated medical practitioner anytime during the course of employment. In the event of your being found medically unfit, you will lose your lien on the employment leading to determination of this contract.
2. Your appointment is based on the basis of the personal particulars furnished by you in the application for employment. In case any information furnished by you is found false or incorrect, your appointment will be liable to be terminated without any notice or notice pay in lieu of notice.
3. The address and the email address as indicated in your application for appointment shall be used for sending any communication to you and every such sent communication shall be deemed to have been served upon you. You will immediately notify change of address or civil status, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You have expressly given no objection in favour of the Company (Or its group Companies and associates) to share and suitably store your personal information and documents, including but not limited to Aadhar number and other Government issued Identity Cards with any antecedent verification agencies or any other service providers appointed by the company from time to time.
6. You agree to abide by all practices and policies of the company as may be applicable from time to time such as dress code, Leave and Holidays Policy, Compensation, Working Hours, Weekly Holiday, IT Policy, Information Security Policy, Policy against Sexual Harassment, Policy on Ethics & Code of Conduct and discipline, Service Rules, administrative orders and any such other rules or orders of the client or the Company.
7. Your employment is transferable to any other present or future place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. Such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
8. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you return to work within 8 days from the commencement of such absence and explain in writing to the satisfaction of the Management regarding such absence.
9. Your Contract is liable to be terminated any time by giving one month notice in writing by either side or payment of one month Basic salary in lieu thereof. You shall attend duties till you are relieved from the service in writing.

Reliance SMSL Limited

10. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency / poor performance. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
11. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
12. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
13. You shall cooperate with the client's employees, customers, representatives/ promoters of other companies and discharge duties to the best of your skill and ability and display high standard of initiative, efficiency and economy. You shall obey and comply with all the orders and directions given to you by your superior/s or any other person duly authorized in that behalf at the place of your posting.
14. Your employment is purely on exclusive basis and you will not take up any independent or individual assignments without the express written consent of your superiors. You will refrain from any activity that results in a conflict of interests between you and the Company.
15. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
16. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
17. You shall not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
18. You shall diligently attend company sponsored all training or development programs.
19. You will be responsible for the safe keeping of company or client's properties given to you and its return in good condition as and when required. For the loss of any property, the company will have a right to assess on its own basis and recover the loss / damages from you.
20. You agree that all information, correspondence, documents, material or assets provided to you by the client or by us are provided to you in good faith and you shall promptly return the same to the client or company, as the case may be, on completion of assignment or termination of the service.
21. Any disputes or proceedings shall subject to jurisdiction of courts at Navi Mumbai.
22. The clauses of this letter are to be read and interpreted in its entirety. In case of one / more clauses become untenable, the rest of the does not become null and void.
23. Your contract of FTC will end upon you attaining the age of 58 years or date of end of contract, whichever is

Reliance SMSL Limited

earlier.

24. At the time of joining, you will submit the following documents: Copy of Resume, Application for employment, Copies of Educational Certificates starting from SSC, Medical fitness Certificate from Doctor not less than MBBS, One white background passport size photograph, Copies of Government Identity and address proof (Passport / License / Election Card / PAN Card/Aadhar etc.), UAN and ESIC No. if applicable.

ACKNOWLEDGEMENT (For pages 1 to 3)

I have read contents of the above contract of employment and have fully understood the same. I declare that the same to be binding on me in its entirety.

Name : **DEVI AZIT KUMAR**

Signature : _____

Date : _____

Reliance SMSL Limited

Annexure - II

LIST OF DOCUMENTS

1. Copy of Resume
2. Copy of Educational Certificate starting from SSC
3. Medical Certificate from Doctor not less than MBBS
4. 4 Blue background passport size photographs
5. 2 family photographs post card size
6. Copy of Id proof (Passport / License / Election Card / PAN Card)
7. Copy of Address Proof (Permanent/Present)

Offer date: 12-07-2021

P,ANIL KUMAR

Bangalore

OFFER OF EMPLOYMENT

Dear P,ANIL KUMAR,

Based on the meetings you have had with the Senior Management team at bigbasket, we are pleased to extend an offer of employment. The substantive terms of the offer are as follows:

1. You will be designated as "F&V QC" at Grade and will be based out of **Bangalore**.
2. Your date of commencement of Employment will be on **15-07-2021**.
3. You will be entitled to receive a compensation of (CTC) **INR. 270000/-**
4. Your fixed salary will be **INR.270000/-PA** (Breakup as per Annexure A)
5. You will be on probation for 6 months from your date of joining
6. You need to submit the following documents within a week of joining.

- a) Academic Certificates (all from 10th to Highest)
- b) Relieving letter from previous employer
- c) Proof of compensation last drawn (3 Month Salary Slip)
- d) Four passport size photographs (Recent)
- e) ID & address proof

Wishing you all the very best for a long and rewarding career at bigbasket.

Yours Sincerely,

For IRCPL,



B Praveen S
HR MANAGER