

**SYED AMMAL ARTS AND SCIENCE COLLEGE**  
**(Affiliated to Alagappa University)**

5.2.1 Average percentage of placement of outgoing students during the last five years

(10).

Sl. No	Particulars	Academic Year	Page No
1	Placement Details	2017-2018	1-15
2	Placement Details	2018-2019	16-25

HR/Senthil Vel/1/2020

**Personal and Confidential**

1<sup>st</sup> October 2020

**Senthil Vel S,**  
Ramanathapuram.

Dear Senthil,

Sub: Offer for the position of **Backend Developer**.

Pursuant to the interview held on the above-mentioned subject, we are pleased to offer you the position of **Backend Developer** in our organization.

The terms of the offer are as follows:

- Your compensation package is set at Rs. 3,00,000/- (Three Lakhs only) p.a., total cost to the company during the probation period and will be appraised based on your performance.
- We look forward to your joining Crayon'd as early as possible but no later than 4<sup>th</sup> January 2021. Please be informed that a formal appointment letter will be issued at the time of you joining.
- Probation: You will be on probation period for three months from the date of your joining. The Management may, at its sole discretion, extend your probationary period for such term as considered appropriate. During the period of probation, the appointment is terminable either by company or by you by giving 15 days notice.
- After confirmation, your employment is liable for termination, without assigning any reason, on one month notice in writing on either side. The company reserves the right to pay or recover salary in lieu of notice period. On receiving notice, if in the opinion of company it is prejudicial to its interest to continue employment during the notice period, the company may at its discretion relieve you before expiry of the notice period and is not bound to give any reason thereof.
- We practice a high-performance culture where we identify contributions and reward team members through appraisals and spot recognitions.
- Your compensation is highly confidential and if the need arises, you may discuss it only with your manager.
- This offer shall be valid for a period of 7 Days from today.

## Crayond Digital Private Limited

105, South West Boag Road, T.Nagar, Chennai – 600017

📍 Regd Off: 10/3A, Srinagar 2<sup>nd</sup> Street, Mullai Nagar, Coimbatore - 641041

📞 +91 74483 90100    ✉ info@crayond.com    🌐 www.crayond.com

- At the time of joining, you have to submit a copy of relieving letter from your present employer if applicable.

You are requested to state your acceptance of the above-mentioned terms and also indicate to us the date of joining of our organization.

You are also requested to bring along with you the following:

1. Degree certificates (Originals for verification) and photo copies
2. 4 Nos passport size photographs (Colour)
3. Photocopy of Pan card, Mark lists and Transfer Certificate
4. Proof of address
5. Relieving order if applicable
6. Aadhar Card

Annexure:

Breakup of the Cash Compensation

Option1:

Pay Components	Monthly	Annually
Basic Salary	12,500	150,000
House Rent Allowance	6,250	75,000
Telephone Allowance	1,000	12,000
Petrol Allowance	1,000	12,000
Internet allowance	1,000	12,000
Other Allowance	3,250	39,000
<b>Total CTC</b>	<b>25,000</b>	<b>300,000</b>

Notes: PF is optional whose basic salary is greater than Rs.15,000. ESI is not applicable whose gross salary is more than Rs.21,000

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105, South West Boag Road, T.Nagar, Chennai – 600017

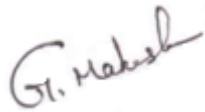
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Option2:

Pay Components	Monthly	Annually
Basic Salary	12,500	150,000
House Rent Allowance	6,250	75,000
Telephone Allowance	1,000	12,000
Petrol Allowance	1,000	12,000
Internet allowance	1,000	12,000
Other Allowance	1,450	17,400
Gross Salary	23,200	278,400
Employer PF	1,800	21,600
Total CTC	25,000	300,000

For Crayond Digital Private Limited



G.Makesh,

CEO

## Crayond Digital Private Limited

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## Cygnus SofTek (I) Pvt. Ltd

No.24, Vimal Nagar, Vadavalli,  
Coimbatore - 641 041  
Phone No. - 0422 4210001

Date : 05 - August - 2019

Dear : Vinoth V

Sub : Appointment Letter

Further to the interview you had with us, we are pleased to appoint you as **Junior, Trainee Programmer** with our organization effective from August 05, 2019 under the following terms and conditions.

### 1. Training Period

- a. By signing this agreement you are under contract for 24 months from the training period and committing to work with us for the same period. You will be on training for a period of 6 months effective from August 05, 2019.
- b. On your successfully completing the training period as described above, you may be considered for employment with the company if it is found that your performance is satisfactory during the training period, in the view of the management and you will be moved into probation for a period of nine months.
- c. During the tenure of your training/employment, the company reserves its rights to terminate your services any time without assigning any reason or compensation thereof. You are also eligible to resign from your job after giving three - month notice to the company in writing once your minimum service period of 24 months from the date of joining the company had expired in terms of your service contract with the Company. You hereby agree that failure to provide such notice will jeopardize the normal functioning of the company resulting in severe monetary damages and harm the reputation of the company as well. If you fail to provide such notice the company will pursue legal action against you to recover the damages caused by your sudden departure without providing the notice as mentioned in this offer letter. Optionally, the company at its sole discretion and based on the circumstance may ask you, based on your request, to pay three months salary instead of three months notice period.

### 2. Place and Time of Work

- a. At your present place of work will be in Coimbatore. However, you may be required to travel to various places as the company may require you to do so for execution of various works of the company. At a future date, the company may transfer your job to such other places where the company may have its office, without affecting your terms of employment and emoluments thereon. While stationed at a particular place, if you are required to travel for the work of the company, you will be eligible for traveling allowance etc., as per the rules of the Company.

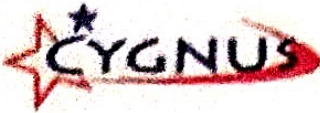
### 3. Emoluments and Employee Benefits

During the training period you will be paid consolidated pay of Rs. 14500.00/- per month. During the probation period you will be paid consolidated pay of Rs. 19500.00/- per month.

- a. On confirmation of your employment, you will be placed in a suitable grade as decided by the management. Your salary after confirmation is based upon your performance.
- b. Bonus or incentive is paid based on company performance and your performance towards the goal of the company and paid once a quarter at the end of follow quarter contingent upon your current employment with the company.
- c. Tax on your salary will be deducted at source as per prevailing Income Tax rules.

S. P. S.





## Cygnus SofTek (I) Pvt. Ltd

No.24, Vimal Nagar, Vadavalli,  
Coimbatore - 641 041  
Phone No. - 0422 4210001

### 4. Non-Disclosure Agreement

On the date of your joining the company, you will be required to sign a comprehensive nondisclosure, proprietary information and invention agreement and undertaking with non-compete and minimum service clauses (described as NDA) as per the draft enclosed. Such NDA shall be in full force during the tenure of your employment with the company on training as well as on employment you will be required to fulfill all the terms and conditions of this non-disclosure agreement. Any failure or violation on your part of any of the terms and conditions of the NDA will entitle the management to terminate your services without giving any notice and also claim for damages and other remedies from you as provided in the above NDA.

### 5. Service Agreement

On commencement of your training with the company as described here above, you will be required to sign a Service Contract with the company as per the format enclosed herewith duly guaranteed by your father or legal guardian.

### 6. Fitness

In order to perform your duties towards the company, you are required to keep yourself in good health and Fitness physically and mentally. You may be subjected to medical checkup by the company regular intervals. If it is found on your medical checkup that you are not physically or mentally fit to perform your duties towards the company, your services will be liable to be terminated without any notice or compensation thereof.

### 7. Training Programs and Conferences

As an employee of the company, you may be required to undergo various training programs and attend various conferences at the management of the company may deem fit to keep you abreast of latest developments and to develop/improve your skills. The company may also required you to go abroad for some special training programs or attending conferences or some special assignment. Once you are directed to do so, you should immediately consent to the company about your joining the training program or attending the conference or for the special assignment and submit the necessary documents required to process the VISA in case of USA and other related work. If the company sends you abroad for some special training program or any special assignment, the company may require you to sign a minimum period of service contract in addition to your normal service contract with the company and you shall not be eligible to refuse execution of such agreement.

### 8. Professionalism

In course of your training/employment with the company, you are expected to exert high degree of professionalism in discharging your duties towards the company and in dealing with other employees of the company including your superiors. All your actions must be directed towards the best interests of the company. Your services will be liable to be terminated without any notice in case you are found guilty of dishonesty, disobedience, misappropriation, moral turpitude or misdemeanor, willful negligence of duty, absenteeism, absence without authorization, conduct to ruin the reputation of Cygnus SofTek in market etc. This list of misconduct is only illustrative and not exhaustive.

9. If you are terminated from service due to misconduct the management has the right to take legal action against you to the fullest extent to recover any damages caused by your action to the Company and/or as per the terms and condition mentioned in the service agreement.

10. All other terms and conditions of your employment will be governed by the employment policy of the company being in force at the relevant period. A copy of the HR policy of the company is enclosed herewith.



## Cygnus SofTek (I) Pvt. Ltd

No.24, Vimal Nagar, Vadavalli,  
Coimbatore - 641 041  
Phone No. - 0422 4210001

11. You are requested to sign a copy of this letter and send it back to the company in token of your acceptance of the above terms and conditions of your employment. Please note that your obligations under this letter of appointment, the NDA, the tripartite service agreement and HR policy of the company start on you're signing and accepting the above documents.

### 12. Caution

You are hereby specifically informed that you're acceptance of the terms and conditions contained in this letter and also of the terms and conditions contained in the enclosed NDA and Service Contract shall create important contractual obligations and obligations of Trust which affects your rights, including rights to inventions which you may make during your employment and breach of any terms and conditions of the above documents to be executed by you, would make you liable to pay damages and compensation for breach of trust and contractual obligations apart from other legal consequences.

For Cygnus SofTek (I) Pvt. Ltd.,

Manager - HR

Received, Read and Understood and Accepted

Signature of the Employee

Vinoth V

3/451,A,

Balan Nagar,

Paramakudi





**01-Sep-2020**

**Mr.Dhamotharan S  
Chennai**

**Letter of Appointment**

Dear **Dhamotharan S**

We hereby place on record the following terms and conditions of employment on which you are appointed as **Front End Developer** with Hogarth Worldwide in Chennai, a Unit of WPP Marketing Communications India Private Limited effective **01-Sep-2020**.

**1. SALARY & ALLOWANCES**

Your Total Cost to Company (CTC) will be Rs. 350,000 (Rupees Three Lakhs Fifty Thousand only ) per annum and the break up details of your compensation is provided in the Annexure. All the elements of compensation including benefits and perquisites are governed by applicable policies/procedures and rules and regulations and these are available with the Human Resources Department.

You will participate in the Provident Fund Scheme as applicable to your category of the employees if eligible. Further, you may be covered by Company sponsored and /or administered employee benefit program e.g Mediclaim insurance, Insurance, Gratuity, etc., if applicable.

The compensation shall be reviewed periodically as per the Company policy. Your increments are discretionary and will be subject to and on the basis of effective performance and results at the sole discretion of the company.

The remuneration shall be subject to deduction of taxes in accordance with Indian tax laws and it shall be your responsibility to meet and fulfill all tax liabilities and requirements under Indian tax laws including compliance and filing of tax returns, etc.,

**2. PLACE OF POSTING**

Your initial place of posting shall be **Chennai**.

**3. JOB ASSIGNMENTS**

You may during the course of your employment be given any assignment arising out of the company's business that the company, in its subjective judgements, feels is suited to your background, qualifications or experience.

**4. WORKING HOURS & SHIFTS**

You will be required to attend the office as per working hours policy of the company. Work hours will be 8.30 hours in a day. You will be expected to work extra hours as may reasonably be required to complete your business duties.

You will be required to work in shifts as per the company's needs.

**5. COMPANY RULES & REGULATIONS AND CODE OF CONDUCT**





You will observe and be bound by the Company's rules and regulations as varied by the Company from time to time, as they affect your appointment with the Company.

Specifically, any disclosure of any remuneration terms shall be treated as violation of company's policies and shall result in immediate termination.

You agree that you will discharge the duties assigned to you from time to time with due diligence, integrity and responsibility to the entire satisfaction of the management and also maintain high standard of work ethics expected of you by the company.

You agree that you will (a) devote all of your business time and attention, your best efforts, and all of your skill and ability to promote the interests of the Company; (b) carry out your duties in a diligent, competent, faithful and professional manner; (c) work with other employees of the Company in a competent and professional manner; (d) generally promote the interests of the Company; and (e) comply with all of WPP policies and the Company's policies as in effect from time to time, including the WPP Code of Business Conduct.

It is implied that you do not intend to join any competing organization who is a direct competitor in the digital, media, internet business up to a period of 3 months after the last working day in the Company. Appropriate action including legal recourse may be taken in case there is violation of this clause.

The terms and conditions of this letter are as per the existing policies of the Company. The Company reserves the right to incorporate such other terms and conditions as it deems fit, including non-solicitation agreements, agreements relating to protection of the Company's intellectual property and such other agreements as reasonably required by the Company for the protection of its interests and business and you agree to be bound by the stipulations therein and the same shall be treated as if they were a part of this Letter of Appointment.

## 6. TRANSFER

In the Company's interest you may be transferred at any time from one job, section or department to another and from one establishment to any other establishment of the Company in India, on the salary you draw at the time of your transfer.

## 7. TERMINATION OF EMPLOYMENT

During the term of your Confirmed Employment, either party may terminate the employment by giving to the other **2 Months notice** in writing or pay in lieu without assigning any reason thereof. However, the Company shall not be liable to give such notice or pay in lieu thereof in case you are found guilty of violating any of the terms & conditions of this Letter of Appointment or other documents and undertaking executed by you.

Besides, in case of an employee resigning the services of the Company, the company shall have the discretion to accept or not to accept the pay in lieu of notice period offered by the said employee and accordingly shall have the right to insist on the employee serving the notice period.

The Company reserves the right to waive off the notice period given by you and may accept your resignation with a shorter notice period.



The Company's right to terminate the contract of employment on short notice where you are in breach of contract.

Your employment will in any event cease without notice on your retirement date which shall be the date on which you are 58 years of age.

## **8. OTHER BUSINESS INTERESTS OR EMPLOYMENT**

You shall, during your service with the Company, work to the best of your ability and devote your full time to the Company's business as directed by the Company. So long as you are employed by the Company you shall not have interests or be employed at any time either directly or indirectly in any other business except with the prior consent in writing of your reporting Manager and Human Resources.

## **9. RETIREMENT**

You will retire from the services of the Company upon attainment of fifty-eight years of age. The actual date of retirement shall be the last working day of the calendar month in which your 58<sup>th</sup> birthday falls. However, you may be retired at any age before fifty-eight years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or the mental infirmity or are not able to perform the given work for any other reason whatsoever.

## **10. STATEMENT OF FACTS**

Notwithstanding any other terms and conditions stipulated herein, if any stage, during the tenure of your service, it is found that any particulars or details furnished by you are incorrect and/or this agreement of service has been obtained by misrepresentation of facts, the Company shall, in addition to taking such further and other action in civil and criminal law as it may be advised, have the right to terminate your services forthwith without giving any notice. The company reserves the rights to conduct verification checks to ascertain facts if needed.

## **11. APPLICABILITY OF OTHER AGREEMENTS**

The Company has a policy of sponsoring certain employees for technical training assignments with the Group Companies/Company's Technical collaborators or any other Institutions/Organizations in India or abroad. Should you be selected for such an assignment, you will diligently and beneficially take part in such assignments. Further, all expenses towards travel, accommodation and other related expenses (excluding any personal expenses) for such training(s) shall be borne by the Company. In the event you voluntarily terminate the contract of service or this appointment before completing the 1 year from the date of such training, you shall be liable for payment of all expenses incurred by the Company for such training(s).

## **12. INTELLECTUAL PROPERTY RIGHTS, NON-DISCLOSURE AND CONFLICT OF INTEREST UNDERTAKING**

In course of your employment with the Company, you will have access to certain confidential and proprietary information of the Company/parent company/subsidiaries and their activities. You will not, at any time, without the written consent of an authorized signatory of the Company, disclose, divulge or make public except on legal obligations, any information related with Company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your employment of otherwise.



Further, if you conceive any new or advanced methods of improving process/formulae/systems in relation to the business/operation of the Company, and/or any of its subsidiaries such development will be fully communicated to the Company and will remain sole right/property of the Company. The copyright for any software and other relevant software designed by you, and the intellectual property rights of any other rights derived from the results of development and research through the research and development, including without limitation right to apply for patent, copyright for the software technical documents and technical information shall be that of Company.

You shall not disclose either during your employment or afterwards, by word of mouth or otherwise, any information detail/particulars pertaining to any technical, scientific, administrative, policy matter including financial details, pay packages/profile of employees and /or any other matter concerning the management or any of its subsidiaries etc., and/or any other matter/information/knowledge and/or skill that you may come to know acquire during your employment with the management/its subsidiaries/any other concern where you may be posted during your employment.

Should any dispute arise out of or in relation to this Letter of Appointment and the matters dealt with therein, the same shall be referred to arbitration by a sole arbitrator to be appointed by the Managing Director. The arbitration shall be governed by the Arbitration and Conciliation Act 1996, and the venue of the Arbitration shall be Chennai. The terms and conditions of this letter shall be governed and construed in accordance with the laws of India and, subject to the provisions as to resort to arbitration, in the event of any dispute arising out of this letter, the Courts at Chennai only shall have jurisdiction.

### 13. OTHER

Under the Sexual Harassment Prevention Act. 2013, sexual harassment is considered as misconduct. The Consequences of such misconduct can be termination of employment.

Your joining is subject to clearance of, positive reference reports and background verifications including of education and employment history.

The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Please sign and return the duplicate copy of this letter signifying your acceptance of the appointment and the conditions of service specified in this letter.

We wish you a very rewarding and successful career with Hogarth Worldwide.

**For Hogarth Worldwide, Chennai**  
**A Unit of WPP Marketing Communications India Private Limited**

**Krithika Vidyasagar**  
**Director, HR**

I hereby accept the appointment on the terms and conditions of employment set out in this letter and by my signature hereto, I bind myself to abide by these.

*This is a computer-generated document and does not require any signature.*



## Annexure – Compensation Structure

Name: Dhamotharan S

Designation: Front End Developer

Components	Employee salary per month (INR)	Employee salary per annum (INR)
<b>Cost to Company</b>	<b>29167</b>	<b>350000</b>
Basic Salary	11667	140004
House Rent Allowance	5834	70008
Special Duty Allowance	8066	96792
Transport Allowance	1600	19200
Children Education Allowance	200	2400
<b>Fixed Salary</b>	<b>27367</b>	<b>328404</b>
<b>Other Part</b>	<b>1800</b>	<b>21600</b>
Employer Provident Fund	1800	21600
<b>Total Cost to Company</b>	<b>29167</b>	<b>350000</b>

PS: A) In addition to your Annual Cost to company above cited, you will be eligible for insurance benefits coverage under the Company Group Hospitalisation, Accident Insurance scheme, Shift Allowance and other Statutory Benefits, as may be applicable to personnel placed in your level and as per prevailing rules & regulations of the company in force from time to time.

B) Your CTC salary includes due compensation for extra hours of work which may be required to put in considering the special nature of your work and the unique requirements of the industry.

For Hogarth Worldwide, Chennai  
A Unit of WPP Marketing Communications India Private Limited

**Krithika Vidyasagar**  
Director, HR

I have read and understood the above terms and conditions and confirm acceptance.

*This is a computer-generated document and does not require any signature.*





July 01, 2019

Mr. Karthic Samy  
15/8 Mv Sivagami Illam  
Devar Nagar, Jeevanagar 2<sup>nd</sup> Street  
Jaihind puram  
Madurai- 625011  
9843081104  
Praveenkarthick76@gmail.com

Dear Sir,

The Management is pleased to appoint you as "SALES OFFICER – KEY ACCOUNTS" for ZEVIDA, STRATEGIC BUSINESS UNIT of THE HIMALAYA DRUG COMPANY with effect from July 01, 2019 and you shall perform the duties assigned to you, until otherwise advised by the Company.

Please note that you will be on probation for six months.

**TERMS AND CONDITIONS:**

1. Your Basic Salary will be Rs. 7,500/- P.M. with effect from July 01, 2019.
2. Your allowances with effect from July 01, 2019 are as under:

HRA Rs. 5,200/- per month  
Special Allowance Rs. 5,600/- pm  
Medical Allowance Rs. 210/- pm  
Rs. 250/- per working day while at HQ  
Rs. 300/- per day at Metro  
(Only Chennai, Delhi, Kolkata and Mumbai)  
Rs. 250/- per day at EX HQ  
Rs. 800/- per day on tour (Out station)

3. During the period of service in employment of our Company you shall be bound by the rules and regulations of the Company for SALES OFFICER which are in force at present or which may be brought into force from time to time. You are to follow the instructions and guidance given to you by the Management and your GENERAL MANAGER - KEY ACCOUNTS, Mr. Prabal Guha.

Accepted Sir,  
K. Samy:



4. This appointment is made strictly on the understanding between the parties that your position is in the Management Cadre and you are not entitled to benefits if any, available to workmen under the Industrial Disputes Act, 1947 or under any other legislative enactment and local authorities. It should be further clearly understood during your employment with the Company, you should not indulge in any acts derogatory to your status as an officer of the Company.
5. In case you desire to resign from services of the Company, you will give a month's notice to the Company. If you fail to do so, you will be liable to forfeit / pay one month salary.
6. If at any time during the course of employment, you are dishonest, disobedient, intemperate, irregular in attendance, negligent at work or otherwise render yourself incompetent to perform your duties, or commit breach of the terms of this appointment, the Company may, without prejudice to any of its rights under the terms of this document, terminate your employment without notice and deduct from your salary or any other dues, any loss that the Company may have sustained as a result of any such breach by you. In case, you become bankrupt or be adjudged insolvent or compound with your creditors, the Company shall be entitled to terminate your services forthwith, without any notice or any payment in lieu thereof.
7. As a Sales Officer – Key Accounts of the Company, you shall devote your full time and attention with utmost skill and ability to the business of the Company or any of its subsidiary or associated company or companies to whose service you are seconded or to whom your services are lent.
8. You have been presently posted at MADURAI, but you are liable to be, transferred anywhere in India without notice or any other extra remuneration and/or compensation. You are also liable to be transferred to any associate company/firm or establishment. In case of such transfer, you shall be governed by the conditions of service or rules and regulations prevailing at the place to which you may be transferred.
9. Your services may be terminated by the company by giving 30 days' notice in writing or by paying an amount equivalent to 30 days' salary.
10. You shall be responsible for the safe keeping and returning in good order of all the properties, which may be in your possession, custody, care or charge. The Management shall have the right to deduct the money value of such things from your dues and take such other actions as it deems fit in the event of your failure to account for such properties during the course of service. Either on termination or resignation by you, you shall return to the Company all the properties of the Company, which are in your possession before the final settlement of your dues. In case your services are terminated for any fraud involving financial loss to the Company, the same shall be recovered from your gratuity and/or your dues

...3  
Accepted sir,  
t. Singh



- 3 -

11. While in the service of the Company, or otherwise, you shall not divulge or disclose any secrets or confidential information of the Company which may be known to you as an employee of the Company to any outside party.
12. You shall have to fulfil a minimum sales quota fixed or assigned by the Company from time to time and in the event of non-fulfilment of the target set out, you shall be liable for disciplinary action or any other action as the Company may deem fit.
13. Unauthorized absence from work, habitual absence without leave, wilful insubordination or disobedience, neglect to attend any conferences / training/ seminar/meeting that may be arranged by the Company relating to the business of the Company including promotional work relating to the products of the Company, drunkenness, riotous, disorderly indecent behaviour during the course of employment or in connection with employment, threatening intimidating, quarrelling, fighting, with any employees of the Company, engaging in any form of agitating / demonstration / or inciting others to engage in unjustified strikes, theft, fraud, or dishonesty in connection with the Company business or property, engaging in the sale or authorized disposal of samples, compliments, gifts of the Company amounts to misconduct.
14. Submitting false reports, delay in submitting weekly reports, sending false orders, any other act / acts subversive of discipline and / or detrimental to the interest of the Company shall amount to misconduct.
15. The Management has the right to dismiss or discharge you from service without giving any notice to you if any misconducts are committed.
16. On confirmation, you shall be granted leave as per the Company rules as amended from time to time. No leave whatsoever will be granted during the probationary period.
17. You shall be entitled to receive Leave Travel Assistance (LTA) – one month's basic, once in two years. However you are entitled to avail this benefit only upon completion of one year from the date of joining with the Company.
18. Actual postage expenses incurred by you on the Company's behalf will be paid by the Company.

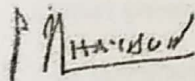
...4

Accepted sir,  
S. Singh

19. Your services are liable to be terminated as and when the Company comes to know of any previous conviction by any Court of Law without giving any notice or salary in lieu of notice or compensation.
20. You shall not, engage yourself in any other part-time or full time employment, undertake any other work or service directly or indirectly and / or engage yourself in any business. If you contravene the same, you shall be deemed to have committed a serious misconduct, entailing dismissal from service.
21. You shall retire from the service of the Company on completing 58 years of age.
22. Any dispute or differences, which may arise between you and the Company, shall be subject to the jurisdiction of Bangalore Courts only.
23. You should please signify your consent in writing to the above terms if they are agreeable to you.

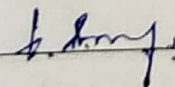
Kindly note the above terms & conditions are strictly to be complied with by you. These Terms & Conditions are subject to periodical revision, addition or amendment as the case may be by the management.

Yours faithfully,  
for THE HIMALAYA DRUG COMPANY,



Philippe Haydon  
Chief Executive Officer

I confirm and agree to my appointment on the above terms and conditions which has been read and understood by me.

Signature :  \_\_\_\_\_





Date: 01-07-2020

Name: Ragupathi mahalingam,  
Candidate ID: TM03133  
Address: 1/281, Kallloor, Thiruvadana, C K Mangalam, Ramanthapuram-623402

**Sub: OFFER CUM APPOINTMENT ORDER**

Dear Mr.Ragupathi mahalingam

Pursuant to your application and the personal interview held on **25-Jun-20** we are pleased to offer you employment as **Branch Manager**. Please note that as part of your employment with the Organization, you may be required to provide your services for its Affiliates. Further, in the course thereof, you may be required to travel and work from time to time, at different operational locations of the Organization. In addition to the information furnished on the following clauses you will also be required to familiarize and follow yourself with the HR policies, the code of conduct, the relevant staff related rules and other policies and regulations introduced & implemented by the Organization from time to time.

You should ensure that the terms of your employment are kept confidential. If you have any queries on your employment terms, please contact Human Resources representative. Please acknowledge and return to us the printed copy of this offer cum appointment order duly signed indicating your acceptance towards your appointment and the terms & conditions associated therewith by providing copies of documents as mentioned in Annexure-1 for records within **10 days** Only on the receipt of the acknowledged offer cum appointment order agreeing to the terms and conditions therein, instructions will be given to the **C.K.Mangalam** to permit you to join. We wish to take this opportunity to welcome you to Belstar and wish you every success with this endeavor.

**1. DESIGNATION, REPORTING AND PLACE OF POSTING**

You will be designated as '**Branch Manager**' and your place of posting will be in '**C.K.Mangalam**' and you will report to **Regional Manager** for assignment of duties. You are liable for posting to any other assignment and also to other place/location as per the requirement of the organization.

**2. EFFECTIVE DATE OF APPOINTMENT:**

You are advised to report to duty on or before **01-Jul-20**. If you fail to report to your duty on or before **01-Jul-20** this appointment order will automatically stand cancelled. Your employment will be effective from the actual date of your joining. You are requested to confirm your date of joining on receipt of this order on or before **01-Jul-20** You are required to submit the various documents for our records, as mentioned in the list enclosed in Annexure-1, along with the above mentioned letter or at least on the date of your joining. You will be allowed to join duty only on submission of these documents.

**3. REMUNERATION:**

Your Monthly Gross would be **Rs. Rs.18700 /-** (**Rupees Eighteen Thousand Seven Hundred Only**) the details of which have been provided in Annexure-2 attached herewith. Provident Fund and Employee State Insurance benefits will be provided as per the applicable Acts. You will be liable to pay all tax liabilities such as Income Tax, Professional Tax etc arising out of payment pursuant to your employment with the Organization. Applicable deduction of Tax will be made at source every month. In case you make any investments eligible for income tax deductions you will have to submit necessary declarations at the commencement of the Financial year i.e in April and also produce necessary proof of such investments at the earliest.

**4. PROBATION & CONFIRMATION**

You will be on probation for a period of **Six Month**. Your performance will be reviewed during the Probationary period. On the close of the probationary period, your services may either be confirmed or extended for an additional period not exceeding **Six Month**, as decided by the Management. During the probationary period if your conduct and services are found to be unsatisfactory, your services are liable for termination without assigning any reasons.



#### 5. TRANSFER

You are liable to be transferred to any of the existing / proposed branches. Failure on your part to accept the transfer and report for duty at the new place of work will entail disciplinary action incorporated Termination of your services with due notice or payment of notice period, in lieu thereof, as applicable in your case.

#### 6. TERMINATION NOTICE / RESIGNATION

Your engagement can be terminated by giving **60 Days'** notice on either side or basic pay in lieu thereof, upon confirmation of services. During the probation period the notice or basic pay in lieu thereof, on either side shall be **30 days**. You will be governed by the laid down code of conduct framed from time to time by the Organization and if there is any breach of the same or with the terms and conditions laid down in this agreement, your service can be terminated without any notice.

#### 7. CONTINUOUS SATISFACTORY WORK PERFORMANCE

As a confirmed employee of the organization you are expected to be duty bound to give your maximum best to the organization in your work performance. You should continue to maintain satisfactory work performance and continue to show improved performance year after year. In that process you have to achieve / fulfill the targets prescribed by the organization. Your continued work performance will be assessed periodically and should there be any decline in your performance, an opportunity will be given to you to improve your Performance under the Performance Improvement Plan. In the eventuality of continued non performance, management reserves the right to initiate appropriate action, including separation from services by invoking Clause (6) it may noted that second half of Performance Improvement Plan shall subsume the notice period as applicable.

#### 8. LEAVE AND PUBLIC HOLIDAYS

You will be entitled for leave as per the eligibility norms prescribed in the Human Resource Policy. You will be entitled to the National and festival holidays as declared from time to time.

#### 9. MEDICAL FITNESS

You will continue to be in service as long as you're medically fit. On attaining the age of superannuation, you will retire from services of the organization.

#### 10. SUPERANNUATION

All confirmed employees will retire from regular services on completion of 58 years of age.

#### 11. ADHERENCE TO POLICIES

As a part of your continuing employment, it is your obligation that you comply with the Organization's other internal policies & procedures for the line of business in which you are to undertake your work. Also, you are requested to abide by the Organization's code of conduct as amended from time to time or superseded.

#### 12. CONFLICT OF INTEREST

Your position with the Organization calls for whole time employment and you will devote yourself exclusively to the business of the Organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Organization.

#### 13. STATEMENT OF FACTS

It must be specifically understood that this appointment is made based on your proficiency on Technical Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, later, any of your statements/particulars furnished are found to be false or misleading, the Organization shall have the right to terminate your services forthwith without notice.



#### 14. INTELLECTUAL PROPERTY RIGHT

If during the period of your employment with us, you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities, the Organization shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to BELSTAR for seeking any patent rights or for any other purpose. The Organization shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the Organization including but not limited to the creative concept that you may develop during your assignment with the Organization.

#### 15. NON-COMPETE CLAUSE

Your employment with us, involves information / data / employee contact and influence/customer contact and influence / domain knowledge / industry and technology exposure and other valuable inputs. Hence, it is determined that you have an obligation to desist from joining any competitor organizations or a client of the Organization for a period of at least 12 months from the time you sever the relationship with Belstar in the normal course. Competitor organizations will be construed as any such organization which is at that point of time engaged in similar lines / line of business.

#### 16. NON-DISCLOSURE AGREEMENT

You shall maintain utmost secrecy regarding the affairs of the Organization and keep confidentiality of any information, instruments, documents, etc., relating to the Organization that may come to your professional knowledge, as an employee of the Organization.

You will not disclose by word of mouth or otherwise, or details of business plans /trade secrets / finance / administration / know how / and or any confidential information of business coming to your knowledge by your being in the employment of **Belstar**. For this purpose, you will have to execute a non-disclosure agreement upon joining.

#### 17. SERVICE OF ANY COMMUNICATION

The address given by you (mentioned above) has been recorded as your Permanent / Communication address. Any communication intended for you may be sent to the above-mentioned address. Dispatch of any communication to the above-mentioned address shall be deemed as good service

In case there is any change of address it is your responsibility to furnish such latest address to us in writing. The organization will not be responsible for non-service of any communication to you in the present address on account of your failure to communicate the change of address. As already stated dispatch of communication to the last known address shall be deemed as sufficient service.

#### 18. GOVERNING LAW AND JURISDICTION

Your employment shall be governed by and interpreted in accordance with the laws of India. Each party irrevocably agrees to submit to the exclusive jurisdiction of the Courts of Chennai over any claim or matter arising under or about this Agreement.

Please affix your signature on every page of the duplicate copy of this letter for having understood and agreed to the terms and conditions of your engagement. We hope your association will be beneficial both to the organization and yourselves & we wish you the very best in your assignment.

Sincerely,

**FOR BELSTAR MICROFINANCE LTD**

**Ravindran P. S**  
Head-Human Resources



**Declaration**

I have understood the terms and conditions of this agreement and the implications thereof. I hereby accept the aforesaid terms and conditions and agree to abide by the same.

Name : \_\_\_\_\_

Date : \_\_\_\_\_

(Signature)

**CC: Personnel file**





**Annexure 2**

<b>CTC BREAK UP</b>		
<b>Name :</b>	<b>Ragupathi mahalingam</b>	
<b>Designation :</b>	<b>Branch Manager</b>	
<b>Location</b>	<b>C.K.Mangalam</b>	
<b>DESCRIPTION</b>	<b>PER MONTH</b>	<b>PER ANNUM</b>
Basic	7000	84000
HRA	4200	50400
Variable Allowance	2800	33600
<b>Sub Total [A]</b>	<b>14000</b>	<b>168000</b>
<b>Reimbursement</b>	<b>PER MONTH</b>	<b>PER ANNUM</b>
Fixed TA	3100	37200
Conveyance	1600	19200
Data Card	0	0
<b>Sub Total [B]</b>	<b>4700</b>	<b>56400</b>
<b>Total [A]+[B]</b>	<b>18700</b>	<b>224400</b>
<b>RETIRALS</b>	<b>PER MONTH</b>	<b>PER ANNUM</b>
Contribution of Employer Provident Fund	1176	14112
Contribution of Employer ESIC	455	5460
<b>Sub Total [C]</b>	<b>1631</b>	<b>19572</b>
<b>Total CTC [A+B+C]</b>	<b>20331</b>	<b>243972</b>

**Notes:**

- 1) Reimbursement will be credited 3-4 days post the salary credit
- 2) Employee Contributes equal amount of PF as per law
- 3) ESIC applicable if employee falling under the purview of ESIC wage ceilings
- 4) Other Deductions such as Income tax (as per individual Calculations), Labour Welfare Fund, Staff Welfare Fund, Professional Tax (as applicable).
- 5) Employees are covered under Personal Accident Policy, Medical Insurance by the company over and above the amounts mentioned here.
- 6) Based on your Eligibility, you will be entitled for payment of statutory bonus payable under "The Payment of Bonus Act, 1965".
- 7) Employees are eligible for Gratuity as per Act, 1972.

**BELSTAR MICROFINANCE LIMITED**

**Ravindran P. S**  
Head-Human Resources



## Annexure 1

### List of Documents to be submitted

- 1) Relieving letter from your present and past employers.
- 2) Your educational certificates (starting from 10thstd)
- 3) Proof of Salary Drawn – Copy of your appointment / revision letter along with annual compensation package from your present employer.
- 4) Last month pay slip
- 5) Three numbers of passport size photograph.
- 6) A proof of your age.
- 7) Identity Proof. Any of the documents given below can be produced as identity proof.
  - a. Ration Card
  - b. Driving License
  - c. Voters-ID Card/ Aadhar Card
  - d. PAN Card

### Please Note:

- Kindly produce the offer letter on the date of joining.
- We request you to bring both original and photocopies of all your documents. Photocopies of the document will be verified and retained for our records. Originals will be returned to you.

# **KINGS TRAVELS**

**ONLINE WORKS and OFFSET PRINTERS**

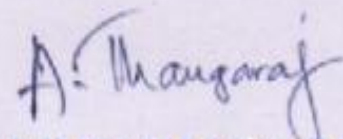
2/145, Ratha Complex, Iyengar Bakery (Opp),  
DEVIPATTINAM.

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Date : .....

I am Sending this letter to Confirm that **Mr.M.SABARI KATHIRAVAN BSc(Computer Science).**, has been employed at **KINGS TRAVELS AND ONLINE CENTER CSC** Since February 1, 2020. His Position Title is **COMPUTER OPERATOR.** Mr.M.Sabari Kathiravan works full time for a total number of 6 days per week. His salary is **12,000** per Month.

Thanking You



**KINGS TRAVELS & ONLINE SERVICE**  
**DEVIPATTINAM,**  
**RAMANATHAPURAM - 623 514.**

## APPOINTMENT LETTER OF ACCOUNTANT

DATE:27/11/2020

NAME : SANKAR M

D.O.B : 15/01/1999

F/NAME: MANI

ADDRESS: ¾ PURAKUDI STREET, MADAVANOR..  
DEVIPATTINAM.RAMNATHAPURAM (DST).

APPOINTED AS: CHOLAA PROCESS..  
SF.NO.259, VAYAKKATTU THOTTAM,  
MURUGAMPALAYAM (PO)  
TIRUPUR-641 687.

DESIGNATION : ACCOUNTANT

EDUCATION AND QUALIFICATION : B.COM AND TALLY COURSE COMPLETED.

SALARY AND COMPENSATION: 17000/-(P.M)

JOB LOCATION : TIRUPUR

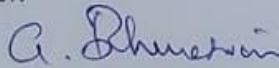
WORKING DAY :MONDAY TO SATURDAY

WORKING HOURS: 9HOURS (9.00AM TO 6.00 PM)

LAUNCH BREAK : 1 HOUR (1.00PM TO 2.00PM)

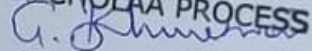
WE CONGRATULATE YOU ON YOUR APPOINTMENT AND WISH FOR YOU A LONG CAREER WITH US.  
WE ASSURE YOU HAVE A GREAT JOURNEY AND GET YOUR FULL SUPPORT FOR YOUR PROFESSIONAL GROWTH AND  
DEVLEOPMENT.

SINCERELY:



**CHOLAA PROCESS**  
SF No: 259, Vayakkattu Thottam,  
Murugampalayam,  
Murugampalayam Post, Tirupur-641687.

SIGN BY:

For CHOLAA PROCESS  


PROPRIETRIX



Reference No. - 1384026881

**R Asikin**

Date: 11 Jan 2021

Name: **R Asikin**

Reference ID: **1384026881**

Dear R,

**Sub: Participation in certificate course in Sales Management at ICICI Bank Sales Academy**

### **Congratulations!**

With reference to your application and subsequent interview for the position of Sales Officer at ICICI Bank, we are pleased to confirm your selection to join the ICICI Bank Sales Academy as part of Sales Management Certificate Course (hereinafter referred to as "Certificate Course"). On completion of the Certificate Course, which includes classroom training and on the job internship, you shall be awarded a certificate in Sales Management.

On successful completion of classroom training, you will undergo 15 days of on the job internship at ICICI Bank. On commencement of on the job internship at ICICI Bank, you will be absorbed in the grade of Sales Officer Trainee posted at **DINDIGUL - SALAI ROAD\_BR**. The date of joining ICICI Bank post successful completion of classroom training will be informed to you at the Sales Academy during your classroom training.

On successful completion of the 15 days on the job internship, you shall be fitted at the grade of Officer and shall be on probation for a period of 11 months from date of completion of on the job internship or such extended period as may be decided by ICICI Bank depending on your performance during the probation period. On successful completion of probation period including that of extended period, if any, you shall be confirmed in the services of ICICI Bank by way of a written communication. Your role as a sales officer would entail new customer acquisition, generation of prospective customer base, outdoor field sourcing and other activities relevant to the role.

The following detailed terms and conditions shall govern classroom training, on the job internship period and your employment with ICICI Bank which includes probation period:

### **Certificate Course Details & Benefits**

1. The classroom training would span over a period of 15 (fifteen) days in ICICI Bank Sales Academy followed by 15 (fifteen) days of on the job internship at ICICI Bank. On successful completion of the classroom training and on the job internship, you will be awarded a certificate in Sales Management.





# Salary Details



## February - 2021

CURRENT MTH CAL DAYS 28.00

CURRENT MTH PAID DAYS 30.00

TOTAL EARNINGS 9,862.00

TOTAL DEDUCTIONS 1,049.00

NET PAY 8,813.00



LEAVE



MUSTER



I-PASS



LATE  
SIGN IN



HOLIDAY  
CALENDAR