



Gujarat Co-operative Milk Marketing Federation Limited

11, 24/02, Dams Road, Vija, Anand, Gujarat, Lucknow-226003
Phone: 0522692221-24

07.04.2017

TO: PSNL/010

Mrs. Deepika Gupta
330 D/139 C/MIA/1
Opp D.L. Lawn, Thakerganj
Hardol Road, Lucknow-226003
U.P.

Dear Mrs. Gupta,

APPOINTMENT LETTER

With reference to your application and subsequent interview, we are pleased to appoint you as under:

DESIGNATION	:	TERRITORY SALES INCHARGE - I
PLACE OF POSTING	:	LUCKNOW BRANCH OFFICE
HEAD QUARTER	:	LUCKNOW
REPORTING TO	:	BRANCH MANAGER, LUCKNOW
BASIC SALARY	:	RS. 13000/- P.M.
PAY SCALE	:	RS. 13000-550-26750/-

Your appointment is subject to following terms and conditions:

TERMS & CONDITIONS

- 1.01 At the time of reporting for duty, you are required to produce Relieving Certificate from the last employer, if any, together with certified copy of the same.
- 1.02 You will be required to work as per rules and regulations of Federation in force from time to time.
- 1.03 You will be entitled to all the allowances and benefits as per the rules and regulations of the Federation in force from time to time.
- 1.04 You will be on probation for a period of ONE YEAR with effect from the date of joining and unless confirmed in writing, you will continue to be on probation even after the end of the period of one year. You will not be entitled to any increment during probation period. Probation period can be extended, if necessary.

1 of 1

Amul SAGAR

Head Office : Amul Dairy Road, Anand 388001, INDIA Ph : (02692) 258506 / 07 / 08 / 09 www.amul.com

- 1.05 If any time during your probation period the Medical Officer of the Federation finds you mentally and/or physically unfit for employment, your services may be terminated by giving you ONE month's notice in writing.
- 1.06 Management reserves the right to discontinue your services during or at the end of probation period by giving you ONE month's notice, if the Management is of the opinion that you are not able to achieve the required level of efficiency or even for any other reason.
- 1.07 You are required to give ONE month's notice in writing to the Federation while leaving services during the probation period.
- 1.08 You will have to take necessary preventive medical treatment as and when required and as directed by your superiors.
- 1.09 You will not be allowed to pursue any further academic and/or professional education whatsoever during your employment with the Federation without obtaining prior written permission from the Management.
- 1.10 You will not be allowed to accept any part-time employment elsewhere during your employment with the Federation.
- 1.11 You can be transferred to any place in India as and when required by the Federation.
- 1.12 You will not divulge to others any information that may come within your knowledge by virtue of your employment with the Federation.
- 1.13 You will have to reside at the place where you are posted.
- 1.14 You will have to join all the staff benefit schemes of the Federation as and when you become eligible as per the rules of the said schemes.
- 2.01 As and when you are confirmed in the services, after the successful completion of the probation period, the following further terms and conditions shall be applicable to you.
- 2.02 If the date of your confirmation in the services of Federation is between 1st October and 31st of March (both dates inclusive), the date of first increment in your basic salary will be next 1st of April, similarly, if the date of your confirmation in the services of Federation is between 1st of April and 30th September (both dates inclusive), the date of your first increment in your basic salary will be next 1st of October.
- 2.03 The date of increment normally will remain same, either 1st April or 1st October.
- 2.04 If at any time during your service, the Medical Officer of the Federation finds you mentally and/or physically unfit for employment, your services may be terminated by giving you three months' notice in writing or by paying THREE month's wages in lieu thereof.


- 2.05 The Federation can terminate your services at any time by giving you THREE months' notice in writing or by paying THREE months' wages in lieu thereof.
- 2.06 You are required to give THREE months' notice in writing or to make payment of THREE months' wages, in lieu thereof, to the Federation while leaving its services.
- 2.07 You will retire on your attaining the age of 60 (Sixty) years.
- 3.01 A sheet showing the outline of your Roles & Responsibilities is enclosed herewith.
- 3.02 Your approximate pay details is enclosed as Annexure - I.
- 3.03 You are requested to report for duty on or before 11th April 2017 at :

GUJARAT COOPERATIVE MILK
MARKETING FEDERATION LTD.
C-2/192, Palam Spring Villa
Sushant Golf City
Near Best Price, Shaheed Path
Lucknow-226030

- 3.04 We are sending this appointment letter in duplicate. If you accept this offer and terms and conditions enumerated above, please return duplicate copy duly signed so as to reach us within 07 days from the date of receipt of this letter failing which this appointment letter is liable to stand cancelled without further reference to you.

Ms.Deeksha Gupta, we hope that your association with us will be a mutually beneficial and fruitful relationship.

Yours faithfully,

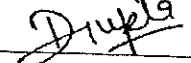

N.S. SINHA
ZONAL INCHARGE

I accept the above appointment with the terms and conditions mentioned herein and shall report for duty on 11-04-2017

Date : 11-04-2017

Name : DEEKSHA GUPTA

Station : LUCKNOW

Signature: 

cc: HO-Admin-Anand
cc: Branch Manager, Lucknow
cc: Accts Pay Roll/Int.Audit/P.File

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MBAtrek

#hit the ground *RUNNING*

December 23rd, 2016

Ms. Shreya
Jaipuria Institute of Management
Vineet Khand, Gomti Nagar
Lucknow - 226010

414, Suncity Business Towers,
Golf Course Road, Sector - 54,
Gurgaon - 122003, India

+ 91 98 21 94 8334
+ 91 98 21 94 8335

www.mbatrek.com

Dear Shreya,

LETTER OF APPOINTMENT

We are pleased to appoint you as Associate – Career Advisory with our company, i.e. MBAtrek Private Ltd.

Your initial total cash compensation will be as follows:

Sr.No.	Particulars	Annual Rs.	Monthly Rs.
1	Basic	₹ 1,68,000.00	₹ 14,000.00
2	HRA	₹ 84,000.00	₹ 7,000.00
3	12% of basic in lieu of PF	₹ 20,160.00	₹ 1,680.00
4	Conveyance	₹ 19,200.00	₹ 1,600.00
5	Management Allowance	₹ 21,000.00	₹ 1,750.00
6	Lunch Subsidy	₹ 12,000.00	₹ 1,000.00
7	Retention pay*	₹ 36,000.00	₹ 3,000.00
8	Total Fixed pay	₹ 3,60,360.00	₹ 30,030.00
9	Performance Pay**	₹ 90,000.00	₹ 7,500.00
10	Total Pay (including Performance pay)	₹ 4,50,360.00	₹ 37,530.00

You will be under a 12-month probation period. Please note the conditions of Retention pay is as follows: Retention pay* of Rs. 3,000/- pm (Rs. 36,000, for the whole year), will be paid as retention pay only on completing 12 months of service in the company. There would be no pro-rata payment until the mandatory period of 12 months is completed.

Performance pay** of Rs.7,500/- p.m. (Annual – Rs. 90,000), is an incentive based component and will be will be governed by policy targeted to specific achievements determined at the beginning of the year.

Your performance will be reviewed at the end of 12 months i.e.; and if it is found meeting with the standards in the company, your services will be confirmed at the discretion of the management. If not confirmed after 12 months, the probation period will come to an end with no further extension and termination of your employment with the company. On confirmation, your salary will be revised, in line with your performance. Your salary will be paid on the last day of each month after making normal deductions i.e.; PF & Income Tax, if applicable in accordance with Company rules and regulations of the company. Your next annual increment will fall due on an annual basis.

Offer Accepted

Shreya 20/12/16



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Public Holidays & Annual Leave

In addition to a minimum of 8 days of public holidays, you will be eligible for 13 days of Annual Leave and 7 days of Casual Leave. Both Annual & Casual Leave are based on calendar year basis i.e.; January to December. Casual Leave will lapse with the end of the calendar year; while Annual Leave can be accumulated up to a maximum of 90 days. You will also be entitled to 12 working days of Medical Leave, only in case of hospitalization.

Tax Payment

Income Tax, if applicable will be deducted at source.

Office Hours

Normal office hours for you are five and six days on alternate week basis in a month. Monday to Saturday 09:00 a.m. to 05:30 p.m., having a lunch break of 30 minutes in between. Second and fourth Saturdays are off days and rest of the Saturdays are working days.

Notice

During the period of probation, your services may be terminated by giving notice of 1(One) month or salary in lieu of the notice period at the discretion of the management, without having to assign any specific reason. Similarly, you may leave the job by giving notice of 1(One) month or salary in lieu of notice period.

After confirmation, either may terminate this agreement by giving notice of 3(three) months or salary of 3(three) months in lieu of notice period, without having to assign any specific reason.

In the event of dishonesty, habitual late coming & absenteeism or misconduct, the Company may terminate your employment at any time without notice or payment in lieu of notice.

This offer is contingent upon successful completion of Company pre-employment checks, including satisfactory reference checks and you're signing an agreement relating to Intellectual Property and Confidential Information if not already done. You may be asked to sign the Confidentiality Agreement on a periodic basis, with or without modification.

As you can appreciate, your position as an Associate - Career Advisory, is critical one and the information that you obtain during the course of your work both as to our Company itself and entitled which this Company might represent and any other customer /client contacts are highly confidential. Under no circumstances except with the specific direction of the Managing Director should you divulge any information to other members of staff or to anyone outside this company.

Please sign and return duplicate copy of this letter in token of your acceptance. We congratulate you on your appointment and wish you a long and successful career with us. Should you have any questions, please feel free to contact us.

Yours truly,

For MBAtrek Private Limited

[Handwritten Signature]
Authorized Signatory



Accepted/Dated Shreya
30/12/18





Sudesh Group

Mr. Anurag Agarwal
Jalpura Institute of Management
Lucknow

Date : 03-06-2017

Subject : OFFER OF TRAINING

Dear Mr. Agarwal

We are pleased to appoint you as "Management Trainee" effective 22.06.2017 on the following terms and conditions:

1. Your initial training will be for a period of six months from 22.06.2018 to 21.07.2017.
2. Your salary and perquisites shall be as follows:

S. No.	Component	Monthly (In Rs.)	Yearly (In Rs.)
1	Basic Salary	17500	210002
2	HRA	8750	105001
3	Special Allowance	9009	108108
4	Conveyance Allowance	1600	19200
5	Medical Allowance	1250	15000
6	Monthly Gross Salary	38109	457311
7	PF	2100	25200
8	Bonus (Payable at Diwali)	1458	17493
9	Total (B)	3558	42693
10	CTC	41667	500004

3. You will at all times obey the Rules and Regulations prescribed by the Company through their Code of conduct and not divulge or communicate to any person /persons natural or juristic, any information (whether of technical, commercial or general nature) about the affairs of the Company or of their Management during the period of training or even thereafter.

4. You will be entitled to casual leave of 06 days per annum and sick leave of 06 days per annum and earned leaves of 18 days per annum. The modalities of computation of the above leave would be as per company's rules.

APL Apollo Tubes Limited (CIN-L74S99 DL 19s6PLco23443)

Corp. Office : 36, Kaushombi, Near Anand Vihar Terminal, Delhi - NCR, 201010, India Tel:+91-120-4041400 Fax:+91-120-4041444

Regd. Office : 37, Hargovind Enclave, Vikas Marg, Delhi 110092, India Tel:+91-11-22373437 Fax:+91-11-22373537

Unit - I : A-19, Industrial Area, Sikandrabad, Distt Bulandshahar, U.P.-203205 India Unit - II : 332-338, Alur Village, Perandapalli, Hosur, Tamilnadu-635109 India
e-mail : info@aplapollo.com Website : www.aplapollo.com

5. This offer for training does not bind the company to provide regular employment to you during or after the completion of your training period nor does it entitle you to claim employment in the Company during or after the completion of your period of training.

6. After satisfactory completion of your training and subject to the availability of vacancies in the company at that time, you will be confirmed in the regular service of the company in writing.

7. You shall at all times well and truly account for and shall, when so required hand them over to responsible authority all properties and things belonging to the Company which may have been placed in your custody or under your superintendence or may otherwise have come into your possession or under your control.

8. You may be posted, from time to time to any office or factory or associate or subsidiary of the company and to any shift in case the factory works more than one shift. Your working hours will be determined by the office or factory to which you are posted from time to time. You will be required to reside at the place where your posting is and to make your own arrangements for residence at the place.

9. You will keep the Management informed about any change in your address from time to time. A notice served by post at the last address known to the Management will be deemed to have been personally served on you.

10. You will be subject to one month notice period on either side or pay in lieu thereof on cessation of engagement.

11. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your employment with the company and such invention will be the sole property of the company.

12. Notwithstanding anything to the contrary, this contract will be deemed to have been concluded at Delhi for all intents and purposes.

If you accept the above terms and conditions, please return the duplicate copy of this letter, duly signed as token of your acceptance.

Yours faithfully,

For APL Apollo Tubes Ltd.


J P Singli

Group Head - HR

(Signature)

Ref. Offer-NORTH/Jun/17-18/ASM/DSF/Gurgaon 2/1571

Jun 30, 2017

Rahul Saini
2723-A, 5, Bal Bharti Public School,
Vishnu Garden Gurgaon -122001

Dear Rahul Saini,

We are pleased to offer you the position of Assistant Sales Manager-DSF in band "C2" on the following terms and conditions:

- 1. Role:** You will be responsible for achieving and exceeding sales targets. Further, the Company may review your role and responsibilities from time to time. Additional details of your role and expected outputs will be provided to you on your joining the Company.
- 2. Date of Joining:** Your appointment will be effective Jun 30, 2017 or any other date mutually agreed upon in writing, but is subject to successful completion of your Background Verification process, or any other date mutually agreed upon.
- 3. Location:** Your current place of work is Gurgaon 2. Your place of work may be changed to any other location within India, as directed by the Company from time to time.
- 4. Reporting:** You will report to the Branch Manager, or any other designate person as specified by the Company from time to time.
- 5. Remuneration:** Your total remuneration on a cost to the company basis would be **INR 450,000/- (Rupees Four Lakh and Fifty Thousand Only)**. This amount will be paid out to as follows:
 - A total fixed cost of **INR 300,000/- (Rupees Three Lakh Only)**. This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts.
 - A grade performance bonus of **INR 150,000/-** (on achievement of 100% of your targets) as governed by the Grade Performance Bonus plan which will be shared with you on joining the company. Details of the applicable payouts under the plan are outlined in Annexure C of this letter.
- 6. Benefits:** All benefits will be governed by the prevailing guidelines and policies of the Company and can be modified from time to time.
- 7. Sales Incentive:** In addition to the designate remuneration and benefits you will be eligible for sales incentive, on commencement of business; this incentive will be governed by the terms and conditions of the Sales incentive scheme, details of which will be shared separately. The Company reserves the right to amend the scheme from time to time. The Company can also discontinue and/ or change the level and terms of the designate sales incentive scheme. You shall not be entitled to an incentive (whether or not any incentive has been declared)

Sandul

CIN - U66010DL2000PLC107880

IRDA Reg. No. 122

Aviva Life Insurance Company India Limited

Head Office: Aviva Tower, Sector Road, Opposite Golf Course,

DLF Phase - V, Sector 43, Gurgaon-122 003

Tel.: +91 124 2709000, Fax: +91 124 2571210



1800-180-2266 / 0124-2709046
1800-103-7766



customerservices@avivalindia.com



www.avivalindia.com

Date: 31 March, 2017

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Provisional Emp. No. PR14350**Strictly Confidential**

Kinshuk Chhabra
Jaipuria Institute of Management
A-32A, Sector 62
Noida, Uttar Pradesh 201309

Dear Kinshuk

This has reference to your application and subsequent discussions. We are pleased to offer you the position of "Executive Trainee" at Bajaj Allianz General Insurance Company Limited. You are expected to apply yourself diligently during the training period and make full use of the learning opportunities being provided to you.

1. Training Period

The training period shall be for one year from **5 June, 2017 to 5 June, 2018** and the training period may be extended, at the sole discretion of the Company, on account of your non performance and the decision of the Company on your non performance shall be final and binding. You will be automatically deemed to be under extended training period provided you get a written communication on your confirmation. The Company may at anytime, at its sole discretion may, instead of extending the training period, terminate your training either during the training period or at the end of training period or during deemed extended training period, as the case may be.

2. Location

Your place of posting will be communicated to you before your date of joining. However, the Company reserves the right to transfer you to any other location where the Company has office or newly established office as per the requirements of the Company. Your training are transferable at short notice, to any department or to any Office, Branch, division of this Company or you will be sent on deputation to any subsidiary Company/holding Company/group Company/ fellow subsidiary Company/group Company associate Company/affiliate entity of this Company or to any other incorporated Company/unincorporated entities, as per the discretion of this Company. In the event of your transfer/deputation, as the case may be, the terms and conditions of Training outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting/new company to which you are sent on deputation.

3. Stipend Package

(a) Your stipend package will be as detailed in Annexure A. The stipend package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

(b) If entitled, you shall become a member of Provident Fund and Trainees Pension Scheme and other applicable Trainee Welfare/ Benefit Schemes as presently applicable and as may be modified from time to time.

(c) If you were subscribing to the Trainees Provident Fund and Family Pension Scheme or Trainees Pension Scheme in your previous training, you shall furnish the full particulars such as your Account Number, family particulars etc. at the time of joining

4. Job Description

Although your normal work will consist of the duties assigned to you from time to time, you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

5. Medical Fitness

Your appointment and continuation during training period is subject to your being found fit in the pre-training Medical Examination and in any Medical Examination during the course of your training period as may be prescribed by the Company.

6. Leave

(a) You will be entitled for leave and paid holidays as per the policy of the Company as presently applicable and as may be modified from time to time. However, even if there is sufficient leave balance to your credit, you cannot remain absent from duty/office [for the reason other than due to your sickness or similar urgency which is beyond your control] without prior sanction from competent authority. Further, any such unauthorized absence continuously for more than the specified number of days as per policy of the Company will be treated as "absconding/disappearing" in which case your services are liable to be terminated, at the option of the Company, by initially giving one notice to you after expiry of unauthorized absence for more than the specified number of days as per policy of the Company and thereafter, by giving a further notice, if need be, in which case your services will automatically stand terminated for absconding/disappearing at the expiry of the period mentioned in the above further notice. Provided further, the service of notice referred to hereinabove may be served by the Company at your email address available with the Company which will be deemed to be sufficient service of notice without any further need to send such notice by courier/registered post AD/speed post/certificate of posting etc.,

(b) Upon your retirement, voluntary resignation or termination simplicitor of your services by the Company, the accrued Earned Leaves will be encashed at the rate of Basic Salary for the number of Earned leaves to your credit. Provided however, if there are any acts, commissions and omissions on your part for which disciplinary action is pending or contemplated, then notwithstanding voluntary resignation or otherwise, encashment of Earned Leaves will depend upon the final outcome of such disciplinary proceedings pending/contemplated and or as per legal provisions. Explanation: For the purpose of this clause, the usage of one month's Basic salary shall mean "Fixed Basic Salary" as mentioned in Annexure A [under the head "Fixed Basic"] attached hereto. It is further clarified that the corresponding Basic Salary actually applicable at the time of retirement, voluntary resignation or termination simplicitor, as the case may be, shall apply.

7. Compliances

You shall be responsible to meet all requirements under Indian Tax Laws, including tax compliance and filing of tax returns. The Company may withhold from any stipend or benefits payable to you, all Central, State, or other taxes as may be required to be paid by you pursuant to any legislation, regulation or notification.

8. Code of Conduct

You shall at all times during training period comply with the service regulations, Code of Conduct for the employees, etc. presently applicable and amended from time to time.

9. Retirement

The normal age of your retirement shall be 58 years and accordingly it is the condition of training that you will automatically retire on attaining the age of 58 years and no further notice whatsoever to you will be necessary in this regard. However the Company may, in its discretion require you to retire at any age after attaining the age of 50 years without assigning any reason whatsoever.

10. Other Terms and Conditions

(a) During your training period, you will be subject to the service Rules regulations applicable from time to time.

(b) The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Company subsequently during the course of your training period.

- (c) Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR Manual and other Policies and procedures of the Company as presently applicable and as may be amended from time to time.
- (d) You will not, during the continuance of your training period undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with us.
- (d) You shall not during the course of your training period engage, participate, whether directly or indirectly in any business competitive to the business of the Company.
- (e) You shall not do anything or cause to do anything, which shall bring dishonour and/or disrepute to the Company or engage in unlawful/immoral activities.
- (f) If at any time you involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Company the details thereof.
- (g) You shall not at anytime use your association with the Company to gain unfair advantage for personal purposes.
- (i) In compliance of various statutory provisions and to ensure the safety of its women trainees, Bajaj Allianz General Insurance Company Limited shall not require any of its women trainees to remain in the office and work beyond 7 PM. In the event a woman trainee needs to stay back after 7 PM on account of official work she has to inform the same to her reporting authority and obtain approval for the same and for any reason whatsoever such instances of staying back in office after 7 PM shall not be more than five times in a month.
- (j) It shall be the responsibility of the Branch Head/ Office Head to ensure that no women trainee stays back to work in the office after 7 PM without the approval from her reporting authority.

11. Termination:

(A) During Probation and after confirmation:

- (a) It is understood and agreed that during probation or after confirmation, this engagement/your services (i) may be terminated, at anytime, by either party without assigning any reasons by giving to the other party notice in writing of 30 days, in which case the termination shall take effect at the end of such notice period, and (ii) is/are liable to be terminated by either party with immediate effect, at anytime, without assigning any reasons, by:
 - (1) Employee paying 30 days' Basic Salary, in lieu of 30 days' notice, to the Company, (2) Company paying to the employee an amount equivalent to 30 days' Gross Salary, in lieu of 30 days' notice.
- (b) In the event the termination of this engagement/your services with 30 days' notice is at the instance of the Employee:
 - (i) Who has not requested a specific date for relieving, [before expiry of 30 days' notice period required to be served as per this appointment letter] then the Company at its sole discretion reserves the right to relieve the Employee on any date during the notice period by waiving the notice period in full or part by paying to the Employee, prorata Gross salary for the notice period/balance notice period waived. Acceptance of salary in lieu of notice period or for the balance notice period shall be deemed that the Employee has agreed to be relieved [upon resignation] on the date with effect from which the Company has waived the notice.
 - (ii) Who has requested a specific date for relieving, [before expiry of 30 days' notice period required to be served as per this appointment letter] then the Employee shall pay prorata Basic salary in lieu of balance notice period sought to be waived by the Company. Provided further that even if the employee has requested a specific date for relieving, the Company at its sole discretion reserves the right to relieve the Employee on any date before the requested specific date by paying to the Employee, prorata Gross salary for the balance notice period till the specific date requested by employee. Acceptance of prorata Gross salary, in lieu of balance notice period till the specific date requested by employee shall be deemed that the Employee has agreed to be relieved [upon resignation] on the date with effect from which the Company has waived the notice.

For the purpose of sub-clauses (a) and (b), (1) the usage of 30 days' Gross salary or salary shall mean "Gross Salary" as mentioned in Annexure A [under the component "Total Fixed Pay "] attached hereto, and (2) the usage of 30 days' Basic salary shall mean "Fixed Basic Salary" as mentioned in Annexure A [under the head "Fixed Basic"] attached hereto. It is hereby clarified that the corresponding amounts actually applicable at the time of issuance of termination notice shall apply.

(B) Notwithstanding what is stated in other clauses of this Appointment Letter, During Probation and After confirmation, at the sole discretion of the Company your services are liable to be terminated without any notice or without payment of any salary in lieu of notice, in the event of your involvement in any misconduct or misdemeanour or you are/have been convicted by any competent court of law for any criminal offence/s [which may or may not be directly connected with the business of the Company] and in such cases even if you submit resignation such resignation shall be deemed to have been automatically rejected upon issuing of show cause notice by the Company and the employee shall continue to be bound by the disciplinary proceedings initiated by issuing the show cause notice. Once the misconduct, misdemeanour or any criminal offence/s are brought to the notice of the employee by personal delivery or by RPAD or by speed post or by certificate of posting or by Email and the employee abruptly stop coming to work under alleged resignation not accepted by the Company, then such absence shall be treated as unauthorized absence coming under absconding definition with consequences, which is without prejudice to taking disciplinary proceedings. In this regard it is clarified that any acts of Sexual Harassment as per provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 or any amendments/new legislation shall be treated as a Misconduct attracting the suitable disciplinary action.

(C) Upon the termination of your employment/engagement, you shall return to the Company all documents and/or copies thereof and any other articles/properties belonging to the Company, including Identity Card, data card, Laptop etc., which may at the relevant time be in your possession. Failing to so return to the Company shall be treated as criminal breach of trust, attracting suitable criminal action by the Company.

12. Reservation of Rights

In the event of your leaving the service of the Company for any reason, you shall immediately repay all outstanding amounts due from you to the Company.

The Company at all times reserves the rights to have a lien over the dues payable to you for recovery of cash advances / loans advanced to you by the Company and which are outstanding against your name. Your obligation to repay the outstanding amounts will not cease till the time the outstanding dues have been paid back to the Company, even if you have been relieved from the service of the Company. In the event of your leaving the training period of the Company without settling amounts due from you to the Company or if the same are not recoverable, either in full or part, from the dues payable to you by the Company, the Company shall reserve the right to institute appropriate remedial proceedings to recover the outstanding amounts.

13. Confidential Information

(a) You acknowledge that the business of the Company is highly competitive and that any information concerning the Company's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, training and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Company's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Company.

(b) You hereby agree that you will not, at any time during or after your training period with the Company, make any unauthorized disclosure of any confidential business information or trade secrets of the Company, or make any use thereof, except for the benefit of and on behalf of, the Company. For the purpose of this paragraph, the term "Company" shall also include all affiliates of the Company.

(c) Any disclosure which has not been expressly authorised by the Company shall be called 'unauthorised disclosure'. For the purpose of this paragraph; the term "Company" shall also include all affiliates of the Company.

(d) Unauthorised Disclosure and use of confidential information constitutes a serious misconduct & the Company shall be entitled to take appropriate disciplinary action against you including termination of service.

Disclosure and use of Confidential information of the Company after the termination of your relationship with the Company shall entitle the Company to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction".

Where disclosure of Confidential information is made by you in observance of order of a competent court or may be required to be made under any applicable law you shall inform the Company either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.

14. Intellectual property

All Works developed by you during the course of your training with the Company, shall belong exclusively to the Company and you hereby assign the ownership of copyrights of such works and those of any other derivative works, to the Company. You will promptly provide to the Company a complete written disclosure for each such work identifying the features or concepts you or the Company believe to be new or different. You grant to the Company an irrevocable, nonexclusive, worldwide, perpetual, paid-up license under these Works.

The license scope is to make, have made, use, have used, sell, license or transfer items of such Works and to practice and have practiced methods pertaining to such Works. You are specifically made aware that you will not be liable to any stipend for such acts of yours, and that any rewards which the company may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you.

15. Indemnity

You shall indemnify the Company against any loss, damage, proceeding which the Company might suffer due to any wrongful acts, mala fide acts, negligence, negligence and/or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your training on such count or the right of the Company to seek other remedies which the Company may have to make good the Loss, damage.

16. Severability

If any provision of this agreement shall be invalid or unenforceable by any court of competent jurisdiction, the remainder of this agreement, other than that portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid provision of this agreement shall be enforced to the fullest extent permitted by law.

17. Governing laws & Jurisdiction

The Laws of the Union of India shall govern this relationship. Any dispute arising out of this agreement shall be subject to exclusive jurisdiction of courts at Pune.

18. Relationship with Directors

You will declare your relationship [relationship as defined in Section 2 (77) of The Companies Act 2013 or any amendments thereof, from time to time], in terms of Section 2 (77) of The Companies Act 2013. In case you become related to any of the Directors of the Company, you will inform the Company within 7 days of becoming so.

19. Validity

In case you do not communicate your acceptance of the offer or do not join duties on 5 June, 2017, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the Company, in writing. Upon your joining duties this letter of offer shall be deemed to be your appointment letter.

20. Background Verification -- Assurances & Undertakings

We are offering you the training in our Company as per the details mentioned in the appointment letter basing it on your assurances, undertaking and agreement that the education/qualification certificates, work experience certificates, previous employer's certificates, and all other certificates, information, declarations and undertakings are true and correct. However, our Company reserves its right to examine, verify and investigate [on our own or through our agents/consultants/investigation team] the correctness, truth or veracity of the various documents submitted by you i.e. Education/qualification certificates, work experience certificates, previous employer's certificates, and all other certificates, information, declarations and undertakings. Further, if at any time after your appointment our Company [upon verification, examining, investigation etc.,] finds and comes to a conclusion that any one or all your assurances, undertaking, agreements, documents of educational/qualification certificates, work experience certificates, previous employer's certificates, and all other certificates, information, declarations, assurances and undertakings are wrong, false, fraudulent, forged, or willful suppression of facts, willful wrong statements by you, your assertion of correctness of facts/statement though you do not believe them to be true and or not true, then our Company reserves the right to take appropriate disciplinary action as deemed fit."

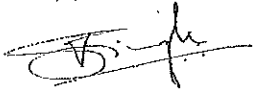
21. Mode of serving notice

Any notice or other communication to be served upon you as per terms and conditions of this appointment letter may be sent by sending the letter in physical paper form or by way of email or other electronic modes of service and accordingly any mode of service is sufficient service of notice or other communication upon you and no further confirmation of email or electronic communication is required.

22. Please sign and return a copy of this communication in acknowledgement of receipt and acceptance.

We take this opportunity to welcome you to the organization and look forward to having you on board as part of the team.

For Bajaj Allianz General Insurance Company Ltd.



Authorized Signatory

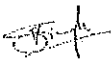
Acknowledgement and Acceptance

I have gone through all the terms and conditions mentioned in this letter. I hereby declare that I have fully understood these terms and agree that they shall remain binding. As a token of acceptance, I have hereby signed the duplicate of this letter.

Signature : _____

Name : _____

Date : _____



Bajaj Allianz General Insurance Company Limited

Relationship Beyond Insurance

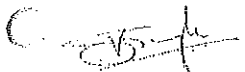
ANNEXURE - A
TRAINING STIPEND SHEET

Provisional No. PR14350 Controlled Document
 Name Kinshuk Chhabra
 Position description Executive Trainee 1st Original : With appointment letter
 Date of Joining June 5, 2017 Tentatively 2nd Original : Personal File
 Level & Grade Trainee
 Place of posting Not Decided

S No	Components	Per month	Per annum
1	Fixed Basic	9375	112500
2	HRA	3750	45000
3	Provident fund	1125	13500
4	Personal Pay	15125	181500
5	Statutory Bonus	1875	22500
	**Cost to Company	31250	375000

A On confirmation, the compensation structure shall be revised as per norms applicable to employees in that grade.

** All future ex-gratia Variable pay/ Performance pay would include prospective/ retrospectively increased or additional Statutory payments liable to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation, This is basis the fact that the CTC is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] as mentioned in this Annexure.



Authorised Signatory

I accept

Signature of the Trainee



Bajaj Allianz Life Insurance Co. Ltd.

Strictly Personal & Confidential

17 February 2017

Ms. Aanchal Singh

Campus- Jaipuria Institute Of Management, Lucknow

Letter of Intent

Dear *Aanchal*,

Thank you for meeting us to pursue an employment opportunity with Bajaj Allianz Life Insurance Company Ltd.

Based on your resume and the interviews you had with us, we are pleased to give you this Letter of Intent for the post of **Management Trainee** in Grade **MT** at Bajaj Allianz Life Insurance Company Ltd.

Your overall compensation will be 8.00 Lacs per annum.

Your fixed compensation will be 6.20 Lacs per annum and you would be entitled for the Performance Bonus of Rs. 1.80 Lacs per annum subject to your attaining a minimum Performance Rating of 'SE' ("Significantly Exceeds Expectations") at the end of your training period.

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter.

Please submit the following documents in soft copy within next 7 days so that your detailed appointment letter can be issued.

- Aadhar Card (Front & Back side)
- PAN Card
- Education Documents

We look forward to your joining our organisation on **01 June 2017**.

Thanking you,

For Bajaj Allianz Life Insurance Company Limited

Authorised Signatory

Bajaj Allianz Life Insurance Co. Ltd.



**Bajaj Allianz Life Insurance Company Limited
Management Trainee
Letter Of Intent**

Date: 17th February 2017

Dear Farheen,

Subject: Selection as Bajaj Allianz Life Insurance Company Limited Management Trainee.

Congratulations! This offer letter is being shared on your selection for the position of Management Trainee with Bajaj Allianz Life Insurance Company Limited.

Your date of joining the Company is fixed as 1st June 2017. This offer letter will be automatically deemed to have been withdrawn in case you fail to join the Company on the determined date of joining. The management reserves the right to utilize your services in any of our departments or group companies, located anywhere in India, either in existence or which may come in existence. We shall confirm the location of your initial joining shortly.

This offer is subject to your successful completion of final year MBA/PGDM.

Kindly share a signed scanned acceptance of this offer along with the following documents latest by 25th February 2017 for further processing of appointment letter. In case we do not receive your confirmation on the acceptance of the offer, it will be deemed that you have declined the offer. No further reminder to this letter shall be issued by the Company. The compensation structure is illustrated in Annexure 1 and the documents to be submitted by you are mentioned in Annexure 2

Also mention the location (hometown / campus) from where you shall be travelling to Pune so we may further communicate the travel plans & stay arrangement accordingly.

Should you have any queries, please do not hesitate to contact Rithima Oberoi at Rithima.oberoi@bajajallianz.co.in

Note: This is an offer letter and your appointment letter shall be processed on the basis of your signed scanned confirmation of acceptance of offer.

For Bajaj Allianz Life Insurance Company Limited
Farheen Khan

Farheen Khan
20-02-17

(Request your signature and date in the above space indicating offer acceptance)

Bajaj Allianz Life Insurance Co. Ltd.

Annexure 1

Compensation

Components	Per Month (INR)	Per Annum (INR)
BALIC Fixed Cost To Company	51,667	6,20,000
Variable Compensation*		1,80,000
BALIC Total Cost To Company		8,00,000

*Variable Compensation

Particulars

You would be eligible for a confirmation bonus of up to 3.5 months of your fixed compensation upon successful completion of your management trainee period
 The confirmation bonus would be subject to your attaining a minimum performance rating of 'A' ("Meets Expectations") at the end of your management trainee period
 The confirmation bonus indicated is towards the best performance rating of "A+" ("Exceeds Expectations") at the end of your management trainee period
 The confirmation bonus amount indicated is the maximum one-time payment amount
 The actual confirmation bonus pay-out could vary based on Company and individual performance
 Any rewards/ bonus/ incentive/ compensation revision/ promotion pay-out will be subject to income tax deduction as applicable
 Any rewards/ bonus/ incentive/ compensation revision/ promotion pay-out will be made only if the employee is on the rolls of the Company as on the day of pay-out (and is not serving notice period)

Annexure 2

Documents to Be Submitted

Documents To Be Submitted

- Soft copy of your resume
- Scan copy 10th marksheet
- Scan copy 12th marksheet
- Scan copy graduation marksheet
- Scan copy of your last semester marksheet (MBA/PGDM)
- Photo id proof (PAN Card / Aadhar Card / Voter Id / Driving License)
- Permanent address proof (Aadhar Card / Passport / Driving License / Voter Id / Electricity Bill)
- Contact details (Email id, cell number)

For Bajaj Allianz Life Insurance Company Limited
 Farheen Khan

Farheen Khan
 20-02-17

(Request your signature and date in the above space indicating offer acceptance)

Bajaj Allianz Life Insurance Co. Ltd.



**Bajaj Allianz Life Insurance Company Limited
Management Trainee
Letter Of Intent**

Date: 17th February 2017

Dear Gagandeep,

Subject: Selection as Bajaj Allianz Life Insurance Company Limited Management Trainee.

Congratulations! This offer letter is being shared on your selection for the position of Management Trainee with Bajaj Allianz Life Insurance Company Limited.

Your date of joining the Company is fixed as 1st June 2017. This offer letter will be automatically deemed to have been withdrawn in case you fail to join the Company on the determined date of joining. The management reserves the right to utilize your services in any of our departments or group companies, located anywhere in India, either in existence or which may come in existence. We shall confirm the location of your initial joining shortly.

This offer is subject to your successful completion of final year MBA/PGDM.

Kindly share a signed scanned acceptance of this offer along with the following documents latest by 25th February 2017 for further processing of appointment letter. In case we do not receive your confirmation on the acceptance of the offer, it will be deemed that you have declined the offer. No further reminder to this letter shall be issued by the Company. The compensation structure is illustrated in Annexure 1 and the documents to be submitted by you are mentioned in Annexure 2

Also mention the location (hometown / campus) from where you shall be travelling to Pune so we may further communicate the travel plans & stay arrangement accordingly.

Should you have any queries, please do not hesitate to contact Rithima Oberoi at Rithima.oberoi@bajajallianz.co.in

Note: This is an offer letter and your appointment letter shall be processed on the basis of your signed scanned confirmation of acceptance of offer.

For Bajaj Allianz Life Insurance Company Limited
Gagandeep Singh

18-02-2017

(Request your signature and date in the above space indicating offer acceptance)

Annexure 1

Compensation

Components	Per Month (INR)	Per Annum (INR)
BALIC Fixed Cost To Company	51,667	6,20,000
Variable Compensation*		1,80,000
BALIC Total Cost To Company		8,00,000

*Variable Compensation

- Particulars
- You would be eligible for a confirmation bonus of up to 3.5 months of your fixed compensation upon successful completion of your management trainee period
 - The confirmation bonus would be subject to your attaining a minimum performance rating of 'A' ("Meets Expectations") at the end of your management trainee period
 - The confirmation bonus indicated is towards the best performance rating of "A+" ("Exceeds Expectations") at the end of your management trainee period
 - The confirmation bonus amount indicated is the maximum one-time payment amount
 - The actual confirmation bonus pay-out could vary based on Company and individual performance
 - Any rewards/ bonus/ incentive/ compensation revision/ promotion pay-out will be subject to income tax deduction as applicable
 - Any rewards/ bonus/ incentive/ compensation revision/ promotion pay-out will be made only if the employee is on the rolls of the Company as on the day of pay-out (and is not serving notice period)

Annexure 2

Documents to Be Submitted

- Documents To Be Submitted
- Soft copy of your resume
 - Scan copy 10th marksheet
 - Scan copy 12th marksheet
 - Scan copy graduation marksheet
 - Scan copy of your last semester marksheet (MBA/PGDM)
 - Photo id proof (PAN Card / Aadhar Card / Voter Id / Driving License)
 - Permanent address proof (Aadhar Card / Passport / Driving License / Voter Id / Electricity Bill)
 - Contact details (Email id, cell number)

For Bajaj Allianz Life Insurance Company Limited
Gagandeep Singh

Gagandeep Singh
18-02-2017

(Request your signature and date in the above space indicating offer acceptance)



Bajaj Allianz Life Insurance Co. Ltd.

Strictly Personal & Confidential

17 February 2017

Mr. Harshit Gupta

Campus- Jaipuria Institute Of Management, Lucknow

Letter of Intent

Dear *Harshit*,

Thank you for meeting us to pursue an employment opportunity with Bajaj Allianz Life Insurance Company Ltd.

Based on your resume and the interviews you had with us, we are pleased to give you this Letter of Intent for the post of **Management Trainee** in Grade **MT** at Bajaj Allianz Life Insurance Company Ltd.

Your overall compensation will be 8.00 Lacs per annum.

Your fixed compensation will be 6.20 Lacs per annum and you would be entitled for the Performance Bonus of Rs. 1.80 Lacs per annum subject to your attaining a minimum Performance Rating of 'SE' ("Significantly Exceeds Expectations") at the end of your training period.

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter.

Please submit the following documents in soft copy within next 7 days so that your detailed appointment letter can be issued.

- Aadhar Card (Front & Back side)
- PAN Card
- Education Documents

We look forward to your joining our organisation on **01 June 2017**.

Thanking you,

For Bajaj Allianz Life Insurance Company Limited

Authorised Signatory



Bajaj Allianz Life Insurance Co. Ltd.

Strictly Personal & Confidential

17 February 2017

Ms. Insha Zehra

Campus- Jaipuria Institute Of Management, Lucknow

Letter of Intent

Dear *Insha*,

Thank you for meeting us to pursue an employment opportunity with Bajaj Allianz Life Insurance Company Ltd.

Based on your resume and the interviews you had with us, we are pleased to give you this Letter of Intent for the post of **Management Trainee** in Grade **MT** at Bajaj Allianz Life Insurance Company Ltd.

Your overall compensation will be 8.00 Lacs per annum.

Your fixed compensation will be 6.20 Lacs per annum and you would be entitled for the Performance Bonus of Rs. 1.80 Lacs per annum subject to your attaining a minimum Performance Rating of 'SE' ("Significantly Exceeds Expectations")-at the end of your training period.

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter.

Please submit the following documents in soft copy within next 7 days so that your detailed appointment letter can be issued.

- Aadhar Card (Front & Back side)
- PAN Card
- Education Documents

We look forward to your joining our organisation on **01 June 2017**.

Thanking you,

For Bajaj Allianz Life Insurance Company Limited

Authorised Signatory



Bajaj Allianz Life Insurance Co. Ltd.

Strictly Personal & Confidential

17 February 2017

Ms. Isha Nayyar

Campus- Jaipuria Institute Of Management, Lucknow

Letter of Intent

Dear *Isha*,

Thank you for meeting us to pursue an employment opportunity with Bajaj Allianz Life Insurance Company Ltd.

Based on your resume and the interviews you had with us, we are pleased to give you this Letter of Intent for the post of **Management Trainee** in Grade **MT** at Bajaj Allianz Life Insurance Company Ltd.

Your overall compensation will be 8.00 Lacs per annum.

Your fixed compensation will be 6.20 Lacs per annum and you would be entitled for the Performance Bonus of Rs. 1.80 Lacs per annum subject to your attaining a minimum Performance Rating of 'SE' ("Significantly Exceeds Expectations") at the end of your training period.

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Please submit the following documents in soft copy within next 7 days so that your detailed appointment letter can be issued.

- Aadhar Card (Front & Back side)
- PAN Card
- Education Documents

We look forward to your joining our organisation on **01 June 2017**.

Thanking you,

For Bajaj Allianz Life Insurance Company Limited

Authorised Signatory