



Date: 09-Apr-2018

Ref: APCO/2018/HR/OFFER

Mr. Kishor Kumar Kejriwal,
Patrasayer Bankura(WB)-722206.
Mobile No.7699705839.

Subject: Offer Letter

Dear Mr.Kishor,

Based on our discussions we had with you on 29th Jan 2018, APCO is pleased to offer you a position of **Management Trainee(Finance)** and initial place of posting will be at our **Head Office, Lucknow.**

You are requested to report on **1st May 2018** at our **Corporate Office, Gurugram** for Induction Programme. Failing to report on due date, this offer shall be automatically stand as cancelled.

Kindly sign and return the duplicate of this letter, as token of your acceptance. This offer is issued on the information furnished by you to us in your application, and will be null & void if a material error (in the company's opinion) is discovered therein at any time. The detailed appointment letter shall be issued at the time of your joining/post joining the duty.

We welcome you to our Company and look forward to a long and mutually rewarding association with you and wishing you all the best!

For APCO Infratech (P) Ltd.

Ajit Choudhary
07/04/18
(Ajit Choudhary)

Asstt. General Manager(HR & Admin)

Note: You shall be required to submit Xerox of the following certificates & also the same shall be verified with the original at the time of Joining.

1. Permanent address proof / Proof of Date of birth.
2. All educational Mark sheets / Certificates.
3. 2 Nos. Passport size colored photograph of Self.

As discussed during the Campus Interview your CTC will be **Rs.650000/-** per annum including HRA out of which **CTC Rs.43750/- (43750*12=525000/- PA)** will be paid on monthly basis and rest amount of **Rs.125000/-** will be paid after successful completion of one year training period.

I acknowledge that I have received, read and understood each and every term and condition set out in this letter of offer and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions.

Signature: _____

Date: _____



Mr. Aman Khan
Jaipuria Institute of Management
Noida

Date : 11-01-2018

Subject : OFFER OF TRAINING

Dear Mr. Khan

We are pleased to appoint you as "Management Trainee" effective 01-03-2018 on the following terms and conditions:

1. Your initial training will be for a period of six months from 01-03-2018 to 01-09-2018.
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-L74899 DL 1986PLC023443)

Corp. Office : 36, Kaushambi, 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. Bulandshohar, U.P.-203205 India Unit - II : 332-338, Alur Village, Perandapalli, Hosur, Tamilnadu-635109 India

e-mail : info@aplpollo.com Website : www.aplpollo.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. Singh

Group Head – HR

(Signature)



Mr. Anchal Rastogi
Jalpuria Institute of Management
Noida

Date : 11-01-2018

Subject : OFFER OF TRAINING

Dear Mr. Rastogi

We are pleased to appoint you as "Management Trainee" effective 01-03-2018 on the following terms and conditions:

1. Your initial training will be for a period of six months from 01-03-2018 to 01-09-2018.
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.

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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 Singh

Group Head – HR

(Signature)



Date: 13th April 2018

Asian Paints Limited
1001, Sai Enclave,
10th Floor, Station Road,
Off. Eastern Express Highway,
Vikhroli (E), Mumbai - 400 083.
Tel.: (022) 2574 4455
Website : www.asianpaints.com

Dear Mr. Abhinav Gaur,

This has reference to the interview held on 30th March 2018. We are pleased to make an offer of appointment to you for the position of "Officer I – Sales" in our organization.

Location: Asian Paints Ltd,
18-C, Nakoda Industrial Area, Opp. Ritu Roadlines,
Basni Phase II, Basni Police Thana Street, Jodhpur – 342005

The compensation offered to you on joining will be as follows:
(All figures are in INR)


	Probation	Confirmation
Basic	17000	17000
PF at 12%	2040	2040
Gratuity	818	818
HRA	7500	7500
Education Allowance	800	800
Consolidated Allowance	10110	10110
Conveyance Allowance	1600	1600
Total per Month	39868	39868
LTA	0	7000
Medical	0	12000
Statutory Bonus	0	50000
Annual Cost to the Company	478416	547412

The detailed terms and conditions of your employment and compensation will be given in the appointment letter which will be handed over to you at the time of joining.

Your appointment to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check.

This offer of appointment is valid until 14th April 2018 for acceptance. If we do not hear from you by 14th April 2018 i.e. the date on which the validity for acceptance expires, this offer of appointment shall be treated as withdrawn. Your expected date of joining is 21st April 2018, In case you fail to join us by 21st April 2018 date, this offer shall be automatically treated as withdrawn.

Thanking you,
For Asian Paints Ltd.


Ms. Ankit Vig
Manager – Human Resource

Corporate Identification Number (CIN): L24220MH1945PLC004598
For Shares related queries email to Investor.relations@asianpaints.com
For Consumer queries email to customercare@asianpaints.com

Printed on 100% Recycled Paper





Asian Paints Limited
1001, Sai Enclave,
10th Floor, Station Road,
Off. Eastern Express Highway,
Vikroli (E), Mumbai - 400 083.
Tel.: (022) 2574 4455
Website : www.asianpaints.com

Date: 13th April 2018

Dear Mr. Abhishek Tulsidasani,

This has reference to the interview held on 30th March 2018. We are pleased to make an offer of appointment to you for the position of "Officer I – Sales" in our organization.

Location: Asian Paints Ltd,
18-C, Nakoda Industrial Area, Opp. Ritu Roadlines,
Basni Phase II, Basni Police Thana Street, Jodhpur – 342005

The compensation offered to you on joining will be as follows:
(All figures are in INR)


	Probation	Confirmation
Basic	17000	17000
PF at 12%	2040	2040
Gratuity	818	818
HRA	7500	7500
Education Allowance	800	800
Consolidated Allowance	10110	10110
Conveyance Allowance	1600	1600
Total per Month	39868	39868
LTA	0	7000
Medical	0	12000
Statutory Bonus	0	50000
Annual Cost to the Company	478416	547412

The detailed terms and conditions of your employment and compensation will be given in the appointment letter which will be handed over to you at the time of joining.

Your appointment to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check.

This offer of appointment is valid until 14th April 2018 for acceptance. If we do not hear from you by 14th April 2018 i.e. the date on which the validity for acceptance expires, this offer of appointment shall be treated as withdrawn. Your expected date of joining is 21st April 2018, in case you fail to join us by 21st April 2018 date, this offer shall be automatically treated as withdrawn.

Thanking you,
For Asian Paints Ltd.


Ms. Ankita Vig
Manager – Human Resource

Corporate Identification Number (CIN): L24220MH1945PLC004598
For Shares related queries email to investor@relations@asianpaints.com
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1001, Sai Enclave,
10th Floor, Station Road,
Off. Eastern Express Highway,
Vikhroli (E), Mumbai - 400 083.
Tel.: (022) 2574 4455
Website : www.asianpaints.com

Date: 13th April 2018

Dear Mr. Oinam Jacob Singh,

This has reference to the interview held on 30th March 2018. We are pleased to make an offer of appointment to you for the position of "Officer I – Sales" in our organization.

Location: Asian Paints Ltd,
18-C, Nakoda Industrial Area, Opp. Ritu Roadlines,
Basni Phase II, Basni Police Thana Street, Jodhpur – 342005

The compensation offered to you on joining will be as follows:
(All figures are in INR)


	Probation	Confirmation
Basic	17000	17000
PF at 12%	2040	2040
Gratuity	818	818
HRA	7500	7500
Education Allowance	800	800
Consolidated Allowance	10110	10110
Conveyance Allowance	1600	1600
Total per Month	39868	39868
LTA	0	7000
Medical	0	12000
Statutory Bonus	0	50000
Annual Cost to the Company	478416	547412

The detailed terms and conditions of your employment and compensation will be given in the appointment letter which will be handed over to you at the time of joining.

Your appointment to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check.

This offer of appointment is valid until 14th April 2018 for acceptance. If we do not hear from you by 14th April 2018 i.e. the date on which the validity for acceptance expires, this offer of appointment shall be treated as withdrawn. Your expected date of joining is 21st April 2018, In case you fail to join us by 21st April 2018 date, this offer shall be automatically treated as withdrawn.

Thanking you,
For Asian Paints Ltd.


Ms. Ankita Vig
Manager – Human Resource

Corporate Identification Number (CIN): L24220MH1945PLC004598
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10th Floor, Station Road,
Off. Eastern Express Highway,
Vikhroli (E), Mumbai - 400 083.
Tel.: (022) 2574 4455
Website : www.asianpaints.com

Date: 13th April 2018

Dear Mr. Saurabh Mishra,

This has reference to the interview held on 30th March 2018. We are pleased to make an offer of appointment to you for the position of "Officer I – Sales" in our organization.

Location: Asian Paints Ltd,
18-C, Nakoda Industrial Area, Opp. Ritu Roadlines,
Basni Phase II, Basni Police Thana Street, Jodhpur – 342005

The compensation offered to you on joining will be as follows:
(All figures are in INR)


	Probation	Confirmation
Basic	17000	17000
PF at 12%	2040	2040
Gratuity	818	818
HRA	7500	7500
Education Allowance	800	800
Consolidated Allowance	10110	10110
Conveyance Allowance	1600	1600
Total per Month	39868	39868
LTA	0	7000
Medical	0	12000
Statutory Bonus	0	50000
Annual Cost to the Company	478416	547412

The detailed terms and conditions of your employment and compensation will be given in the appointment letter which will be handed over to you at the time of joining.

Your appointment to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check.

This offer of appointment is valid until 14th April 2018 for acceptance. If we do not hear from you by 14th April 2018 i.e. the date on which the validity for acceptance expires, this offer of appointment shall be treated as withdrawn. Your expected date of joining is 21st April 2018, In case you fail to join us by 21st April 2018 date, this offer shall be automatically treated as withdrawn.

Thanking you,
For Asian Paints Ltd.


Ms. Ankita Vig
Manager – Human Resource

Corporate Identification Number (CIN): L24220MH1945PLC004598
For Shares related queries email to investor@relations@asianpaints.com
For consumer queries email to customercare@asianpaints.com

Printed on 100% Recycled Paper



Date: 23 April, 2018

Provisional Emp. No. PR17756

Strictly Confidential

Aishwarya Pandey
Jaipuria Institute Of Management, Placement Cell
Vineet Khand, Gomti Nagar
Lucknow-226010

Dear Aishwarya

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 7 May, 2018 to 7 May, 2019 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 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

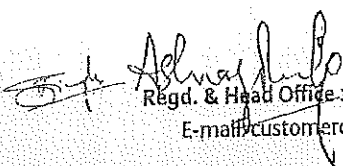
The Laws of the Union of India shall govern this relationship. Any dispute arising out of this agreement shall be subject to exclusive jurisdiction of courts at Pune.

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 7 May, 2018, 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."

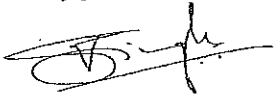
21. Mode of serving notice

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.



Authorised 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 : Aishwarya Pandey
Name : Aishwarya Pandey
Date : 1/05/2018

ANNEXURE - A
TRAINING STIPEND SHEET

Provisional No. PR17756
 Name Aishwarya Pandey
 Position description Executive Trainee
 Date of Joining 7 May, 2018 Tentatively
 Level & Grade Trainee
 Place of posting Not Yet Decided

Controlled Document

1st Original : With appointment letter
 2nd Original : Personal File


S No.	Components	Per month	Per annum
1	Fixed Basic	10000	120000
2	HRA	4000	48000
3	Provident fund	1200	14400
4	Personal Pay	16133	193600
5	Statutory Bonus	2000	24000
6	**Cost to Company	33333	400000
7	Performance Bonus*		75000

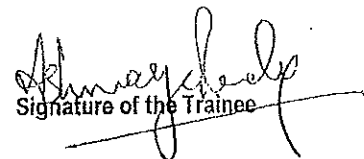
A. On confirmation, the compensation structure shall be revised as per norms applicable to employees in that grade.

* Performance Bonus will be paid out on a pro rated basis, based on your Performance rating at the end of your Training period.

** 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 statues. 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.

I accept


 Authorised Signatory


 Signature of the Trainee

Date: 23 April, 2018

Provisional Emp. No. PR17757

Strictly Confidential

Ansh Lakhtakia
Jaipuria Institute Of Management, Placement Cell
Vineet Khand, Gomti Nagar
Lucknow-226010

Dear Ansh

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 **7 May, 2018 to 7 May, 2019** 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 **7 May, 2018**, 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.



Authorised 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 : Ansh

Name : Ansh Lakhtakia

Date : 02/05/2018

ANNEXURE - A
TRAINING STIPEND SHEET

Provisional No.	PR17757		<u>Controlled Document</u>
Name	Ansh Lakhtakia		
Position description	Executive Trainee		1st Original : With appointment letter
Date of Joining	7 May, 2018	Tentatively	2nd Original : Personal File
Level & Grade	Trainee		
Place of posting	Not Yet Decided		


S No.	Components	Per month	Per annum
1	Fixed Basic	10000	120000
2	HRA	4000	48000
3	Provident fund	1200	14400
4	Personal Pay	16133	193600
5	Statutory Bonus	2000	24000
6	**Cost to Company	33333	400000
7	Performance Bonus*		75000

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

* Performance Bonus will be paid out on a pro rated basis, based on your Performance rating at the end of your Training period.

** 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 statues. 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

Caringly yours

BAJAJ | Allianz

Bajaj Allianz General Insurance Company Limited

Date: 23 April, 2018

Provisional Emp. No. – PR17772

Strictly Confidential

Atul Kumar Singh
Jaipuria Institute Of Management, Placement Cell
Vineet Khand, Gomti Nagar
Lucknow-226010

Dear **Atul Kumar Singh**

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 **20 May, 2018 to 20 May, 2019** 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 **Varanasi**. 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.

Bajaj Allianz General Insurance Company Limited

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.



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- (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.

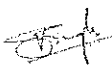
11. Termination:

(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**

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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.

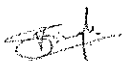
(b) You hereby agree that you will not, at any time during or after your training period with the Company, make any unauthorized disclosure of any confidential business information or trade secrets of the Company, or make any use thereof, except for the benefit of and on behalf of, the Company. For the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



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Bajaj Allianz General Insurance Company Limited**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

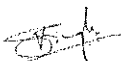
In case you do not communicate your acceptance of the offer or do not join duties on **7 May, 2018**, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the Company, in writing. Upon your joining duties this letter of offer shall be deemed to be your 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



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Caringly yours



Bajaj Allianz General Insurance Company Limited

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 : _____

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Bajaj Allianz General Insurance Company Limited

ANNEXURE - A
TRAINING STIPEND SHEET

Provisional No. PR177672
 Name Atul Kumar Singh
 Position description Executive Trainee
 Date of Joining 7 May, 2018 Tentatively
 Level & Grade Trainee
 Place of posting Varanasi

Controlled Document

1st Original: With appointment letter

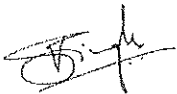
S No.	Components	Per month	Per annum
1	Fixed Basic	10000	120000
2	HRA	4000	48000
3	Provident fund	1200	14400
4	Personal Pay	16133	193600
5	Statutory Bonus	2000	24000
6	**Cost to Company	33333	400000
7	Performance Bonus*		75000

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

* Performance Bonus will be paid out on a pro-rated basis, based on your performance rating at the end of your Training period.

** 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.

I accept



Authorised Signatory

Signature of the Trainee



Date: 23 April, 2018

Strictly Confidential

Provisional Emp. No. PR17755

Avni Chauhan
Jaipuria Institute Of Management, Placement Cell
Vineet Khand, Gomti Nagar
Lucknow-226010

Dear Avni

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 7 May, 2018 to 7 May, 2019 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.

- (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 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 **7 May, 2018**, 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."

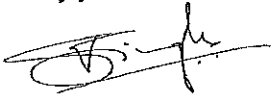
21. Mode of serving notice

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.

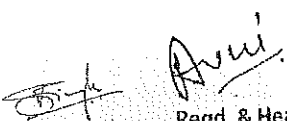


Authorised Signatory

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 : Avni
 Name : Avni Chauhan
 Date : 1st May '18.



ANNEXURE - A
TRAINING STIPEND SHEET

Provisional No. PR17755
Name Avni Chauhan
Position description Executive Trainee
Date of Joining 7 May, 2018
Level & Grade Trainee
Place of posting Not Yet Decided

Tentatively

Controlled Document

1st Original : With appointment letter
2nd Original : Personal File

S No.	Components	Per month	Per annum
1	Fixed Basic	10000	120000
2	HRA	4000	48000
3	Provident fund	1200	14400
4	Personal Pay	16133	193600
5	Statutory Bonus	2000	24000
6	**Cost to Company	33333	400000
7	Performance Bonus*		75000

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

* Performance Bonus will be paid out on a pro rated basis, based on your Performance rating at the end of your Training period.

** 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.

I accept



Signature of the Trainee



Authorised Signatory