

K. K. Das College

GRH – 17, Baishnabghata – Patuli

Kolkata – 700084

West Bengal

India



5.2.1

DVV Clarification

Appointment letter or Offer letter of

1. Debashis Lohar
2. Rima Dey
3. Pritish Chandra Mondal
4. Sayan Das
5. Abhinandan Roy
6. Richik Kar
7. Riya Mishra
8. Payal Das
9. Shreya Ghosh
10. Swarjit Biswas
11. Akash Debnath
12. Ritu Mondal
13. Tania Majumder

December 30, 2023

Ref. No.: ZRPL/OFFER/2023092

Mr. Debashis Lohar,
358C N.S.C Bose Road,
Naktala,
Kolkata - 700047,
West Bengal.

Sub: Offer for Employment for the post of “Junior Research Associate”.

Dear **Mr. Debashis,**

Congratulations!

We are pleased to offer you an appointment in our organization on the basis of final interview held on **December 26, 2023** Initially you will be designated as “**Junior Research Associate**” in **Quantitative Research Department**.

Your appointment date will be **January 05, 2024** or as agreed by your Hiring Authority.

Your total annual pay package is **₹225,000.00** (Rupees Two Lacs TwentyFive Thousand Only) per annum which includes Basic, Allowances and contribution to various funds as per Annexure A.

This is an offer letter and not an appointment letter. You need to complete all the formalities and submit documentary evidence mentioned below. Please do not resign from your current organization before completing all these formalities, as your appointment is subject to completion of all the formalities.

If you agree and accept this offer, please inform us by email and send a copy of acceptance of appointment as per Annexure B & Annexure B1.

1. Your complete details as per prescribed format as per Annexure C.
2. Your Qualification Details as per Annexure D.
3. Your previous employment details as per Annexure E.
4. Fitness Medical Certificate from Doctor.
5. Digitalized photograph taken from Studio (Scanned copy will not be accepted).

You will be issued an Appointment letter after your acceptance and completion of all the above formalities on or before the day of your joining our organization.

Feel free for any queries via reply or reach us at +91 33 4056 7071 / 72 / 73 / 74.

For, Zacks Research Pvt. Ltd.


Mahesh Prasad
Manager – HR



ANNEXURE A – PAY STRUCTURE

Salary Components	Per Month (₹)	Per Annum (₹)
Basic Salary	7,669.00	92,028.00
House Rent Allowance	3,834.00	46,008.00
Transport	1,600.00	19,200.00
Special Allowances	235.00	2,820.00
Meal Coupon / Encashment	2,000.00	24,000.00
Annual Bonus		18,408.00*
Annual Incentive		0.00**
Medical Allowance		0.00*
Company's Contribution to EPFO	1,380.00	16,560.00
Company's Contribution to ESIC	498.00	5,976.00
Total Pay Package		225,000.00

You will also be:

1. Eligible for Group Accident Insurance as per Company's Rule.
2. Entitled to retirement benefits as per Law.
3. Entitled for Incentive (if any).
4. Salary component are subjected to Statutory Deduction as applicable.
5. * Annual Bonus and Medical Allowance will be paid annually on proportional basis at the end of the Financial Year.
6. **You may be eligible for an annual incentive if any on your satisfactory completion of 12 (Twelve) months continuous service with the company.
7. Salary Components are subject to changes as per Company Policy and Statutory regulations.

ANNEXURE B - ACCEPTANCE LETTER

M/s. Zacks Research Pvt. Ltd.
10/D/2 Ho Chi Minh Sarani,
Kolkata – 700071.

Sub: Acceptance of Appointment offer.

As per your offer letter Ref. No. **ZRPL/OFFER/2023092** dated **December 30, 2023**, I am very pleased to accept the position of **Junior Research Associate** “with Zacks Research Pvt. Ltd.

Thank you again for the opportunity.

Further as per your email and discussion, the Annual Pay Package offered is accepted and willing to join your organization and look forward to starting employment on **January 05, 2024**. I have read the terms and conditions of the employment as set out in **Annexure B1** and hereby accept and agree to abide and also the rules and regulations of the company Zacks Research Pvt. Ltd. as applicable to employees of the company.

Again, thank you very much.

Thanking you.

Yours faithfully.

*

Mr. Debashis Lohar,
358C N.S.C Bose Road,
Naktala,
Kolkata - 700047,
West Bengal.

Date:

* Please type your full name as a token of acceptance & submit hard copy.

ANNEXURE B1 - RULES AND REGULATIONS

1. **Probation:** You will be on probation for a period of six months from the date of commencement of your duties, which period may be further extended at the discretion of the Management. After the completion of probationary period, your appointment will be confirmed subject to your satisfactory performance. During the probation period, either party, on one day's notice in writing, can terminate this appointment.
2. **Transferability:** Your initial place of posting will be at Kolkata. However, your services are liable to be transferred from one location to another in India or abroad.
3. **Confidentiality of Remuneration:** It is a condition of your service to ensure that the policy of our organization of maintaining strictest confidentiality for the remuneration you receive is observed at all times.
4. **Confidentiality of Information:** You shall observe utmost confidentiality and secrecy of any and all information received by you or entrusted to you in the course of your employment and you shall at all times, whether during or after the termination of your employment, act with utmost fidelity and not disclose or divulge such information to a third party or make use of such information for your own benefit. Upon termination of your employment, you will immediately surrender to the organization all documents and any other property entrusted to you in the course of your employment.
5. **Termination:**
 - a. During the probation period, either party, on one day's notice in writing, can terminate this appointment.
 - b. After completion of probation period, this appointment can be terminated by either party on one month's notice (30 Days) in writing or one month's gross remuneration in lieu of the notice period.
 - c. Notwithstanding anything contained herein, your services are liable to be terminated at the sole discretion of the organization without assigning any reason therefore, but with 1(one) day's notice during the probation period and 30 (thirty) day's notice thereafter, or salary in lieu of such notice.
 - d. The company shall be entitled to terminate your employment without any notice or payment in lieu of notice in any of the following events:
 - i. If you shall in the opinion of the Company be guilty of dishonesty or misconduct (including theft or fraud) or commit any act or are guilty of such neglect as in the opinion of the Company is likely to bring the Company or any of its related Companies or any of their officials or employees into disrepute, whether such dishonesty, misconduct or neglect is or is not directly related to the affairs of the Company.

- ii. If you commit an act of bankruptcy or have a receiving order or an adjudication order in bankruptcy made against you.
- iii. If you have after showing cause in writing been found to have committed any serious breach or repeated or continual material breach of any of your duties or obligations under this appointment.
- iv. If any declaration/statement or information given by you in the application or in connection with your appointment is at any time found to be false or untrue or any material particulars are suppressed.
- v. If you are found to have made illegal monetary profit or received any gratuities or other rewards (whether in cash or kind) out of any of the Company's affairs or any of its related Companies.
- e. Upon such termination you shall not be entitled to claim any compensation or damages for or in respect to or by reason.
- f. After the termination from whatever cause of this employment, you will not at any time or any purpose use the name of the Company in connection with your own or any other name to suggest that you are or have been connected with the Company's business.

7. General:

- a. You will not either directly or indirectly engage yourself, either full time or part time, elsewhere in any job profession or business of any nature.
 - b. In all matters concerning your service in the organization you shall, in all respects, be bound by the Staff Rules and Regulations and any amendments and alterations thereof and additions thereto.
 - c. At the time of reporting for duty in the organization, you will have to produce the following testimonials:
 - i. Certificate in original along with attested copies in support of your educational qualifications.
 - ii. ICSE / CBSE / Madhyamik or equivalent certificate, in original, along with additional attested copies as proof of your age and evidence of your date of birth.
 - iii. Relieving certificate from the present employer, if any.
 - iv. 4 (Four) copies of recent passport size photograph, duly signed on the front side with your name and date of joining on the reverse.
 - d. You will not join any organization which is our competitor or in same line of activity for a period of 3 (Three) months after leaving our organization.
8. If you agree to the aforesaid terms and conditions of your offer, you may communicate to us your acceptance of the above offer of appointment by duly affixing your signature in the duplicate copy of the Letter of Appointment.

Identity Card

ID Card No. KOLKZY303

M/s: Enlist Mgmt Consultants Pvt Ltd

Address: 23 Rustomjee Street, Surya, 1st Floor,
Kolkata-700019



Name Rima Dey

Date of Issue 01-01-23

Date of Expiry 30-06-23



(Seal of the Agency)

Manager

Rima Dey
Signature of Holder

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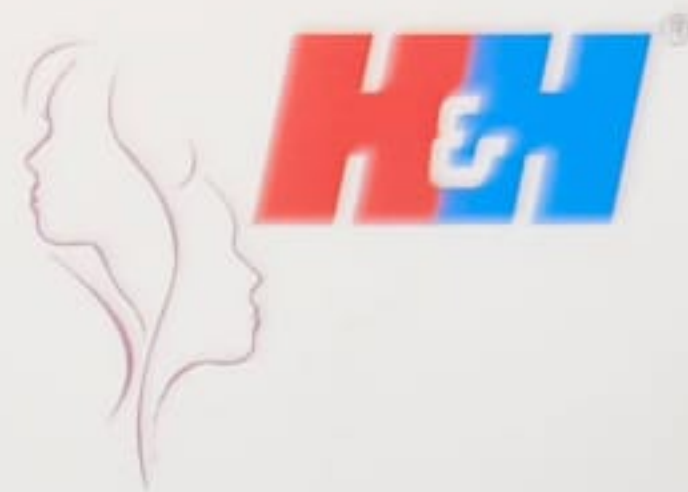
Mr. Prithish Chandra Mandal
Executive - Purchase

Employee Code :MJP0551

Blood Group :B+

Mobile No :8016300402

SAYAN DAS, GRADUATED
DERMATOLOGICAL SALES OFFICER
Mobile : 7003387980
E-mail : sayan.das@hhpharma.com



HEGDE & HEGDE PHARMACEUTICA LLP

11A-15 1st Floor, Free Press House, 215 Nariman Point, Mumbai - 400 021.

Tel : (022) 6624 5999 E-mail : mail@hhpharma.com Website : www.hhphrama.com

13, West Minster Building, No: 405, 2nd Floor, Cunningham Road, Bangalore - 560 052.

Tel : (080) 2238 1511 Fax : (080) 3058 1054 E-mail : mail@hhpharma.com

Dear Abhinandan Roy

With your joining day approaching, we not only want to congratulate you for your role as Branch:Branch Relationship Officer at Axis Bank, but we also want to let you know that we are really excited to have you on board.

Posting Details:

Role	Branch:Branch Relationship Officer
Date of Joining	10-Aug-2023
Posted Location	E5187:GHATAKPUKUR CAL WB
Posted Location Address	Ground Floor, Jl No: 100, RS No: 18, RS Khatian No:948, RS DagNo:1499, PO:B- Gobindapur, PS:Bhangar, District:South 24 Parganas, Pin Code: 743502, Bhangar I, West Bengal, 743502.
Supervisor Name	Kausik Dutta

Further to your reporting at the given location or logging in as per your previous conversation with the HR Representative, you will:

- Meet/ contact your HR Representative/ Supervisor who will induct you to the team
- Be provided with your Employee ID by your HR representative
- Be enrolled to the 'Head Start' induction program/ an equivalent program to help you understand the Bank and its functioning

Be rest assure that we at Axis will make sure that your first day on the job is a comfortable one with Axis representatives helping you at every step.

By motto and by attribute each one of us is '**Dil se open**'

Welcome to the Axis Family.

Date: 13.08.2023

Mr Richik Kar
C-2, Sreekanan, 203, Chirantani Park,,
Master Da Surya Sen Fire Station,,
Bansdroni,
Kolkata,
West Bengal-700070
Mob.No: 8420566876

Subject: Letter of Appointment

Dear Sir,

1. We are pleased to convey your appointment in the Company. You will be designated as Graduate Sales Trainee in grade M9L2.
2. This appointment takes effect from 02.08.2023.
3. The details of your Compensation Package are furnished in the Annexure. In addition you will be eligible for performance based Sales Incentive*/Variable Pay** as per Company policy.
4. Your initial posting will be in REGION-BENGAL, KOLKATA 6. However, the Company reserves the right to utilize your services at any other place within or outside the country.
5. You will be entitled to avail of leave in accordance with the rules of the Company.
6. You will be on probation for a period of 12 months, which may be extended by a further period at the discretion of the management. On successful completion of the probationary period, you will be eligible for confirmation in the services of the Company.
7. You will execute and perform all duties as may be entrusted to you from time to time, in the above capacity or in any other capacity, to the best of your ability and also conduct yourself faithfully and conscientiously.
8. You will promote and expand the business of the Company and may not, directly or indirectly, and neither solely nor jointly, be engaged in any other business or profession, whether it be during or after the hours of employment, without written approval from the Company.
9. During your employment with the Company, you may receive and / or have access to confidential or proprietary information relating to the Company, or other organizations in which the Company may have interest (equity or otherwise). You are required not to disclose or divulge or cause to be disclosed or divulged such information without the prior written approval of or clearance of the Company. This condition shall continue to apply even when you are no longer employed by the Company.

(Richik Kar, Personnel No. 00067532)

10. You are bound to abide by and adhere to the policies, rules, and regulations enforced by the Company from time to time including those relating to Sales Quality policy of the company, conduct, discipline, benefits, salary review, retirement, and any other matters as though these rules, regulations and orders were a part of this contract of employment. Such policies, rules, and regulations are subject to alteration and amendment from time to time.

11. Except as provided otherwise in this letter, your employment may be terminated at any time by either party without assigning any reason, by either party giving in writing the minimum required notice of one month during probation and three months after confirmation. However, if your employment is terminated by the Company without any or sufficient notice, you shall be paid, basic salary due in lieu of the notice or insufficient notice.

12. Notwithstanding the above, during the period of your probation, or after your confirmation, in case you breach any of the clauses of this appointment, or you are found to have committed an act of misconduct, your services may be terminated with immediate effect. In such event, it would not be necessary for the Company to give you any notice whatsoever.

13. Please note that in case you choose to resign from the Company, you will be required to give sufficient notice. The notice period shall be one month in case of employees on probation, and three months in case of confirmed employees.

14. The Company may, at its discretion, require you to serve the entire notice period or accept notice pay in lieu of notice.

15. In case notice pay (salary in lieu of notice) is payable by the Company or the employee, it shall be calculated solely on the basis of the basic salary as applicable, and will not include the value of any allowances, benefits, or perquisites due in terms of your appointment.

16. You will be governed by the Terms and Conditions of Services of SBI Life Officers as approved by the Board from time to time.

17. You will have to open an account with State Bank of India and advise your account no. and name of SBI branch within 3 days after joining. Please note that your salary will not be processed till the bank account details are received by us.

18. We look forward to a long and mutually beneficial association between you and SBI Life. We trust that our relationship will be guided by a quest for excellence in all facets of our interactions, as well as based on a foundation of mutual respect and sincerity in all dealings.

19. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd, for any reasons whatsoever, the admissibility or otherwise of payment of incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

(Richik Kar, Personnel No. 00067532)

20. The normal age of superannuation shall be 60 years.

21. Please return the duplicate copy of this letter, duly signed, as confirmation that you have accepted the terms and conditions of this appointment. Please also return the enclosed Form on Declaration of Fidelity and Secrecy duly signed.

Note:

a) Please visit www.ebandhan.net for HR policies and formats.

b) Employees in DM Group & BDM group are requested to visit Confirmation Norms on eBandhan and get themselves familiarized with performance expectation parameters during their probation. (Path: eBandhan > HRZone -> Policies -> Recruitment, Probation and Confirmation).

c) Your ESS (SWAYAM) User ID is 00067532 and Password is Sbilife@123 (Path: <https://swayam.ebandhan.net/irj/portal>)

Yours sincerely,



Hridaydeep Singh
Vice President

DECLARATION OF FIDELITY AND SECRECY

1. I have joined SBI Life Insurance Company Ltd. as Graduate Sales Trainee on 02.08.2023.
2. I am aware that by virtue of my employment in this Company, I will have access to Company data, some of which could be highly confidential.
3. I am further aware that any leakage of data through any of my acts of omission or commission may lead to an adverse effect on the business interests of the Company.
4. Therefore, I undertake the following:
 - i) During my employment, to treat all data as confidential whether so marked or not and not to disclose any operational data of the Company to any unauthorized person within or outside the Company. Data in this case includes facts such as the state of progress of various schemes, plans and policies or the names of persons working on various schemes, the kinds of schemes, etc.
 - ii) Further I shall ensure the safe custody of all data, records, and equipment in my custody. I shall hand over such records, data, etc. only to authorized persons against proper receipt.

iii) I shall avoid any communication of information on open channels such as telephone, fax or other methods that may lead to a loss of secrecy of information.

iv) Finally, I will not pass on any information, known or believed by me to be classified or sensitive, even after my leaving the organization for at least a period of three years.

Signature : _____

Name : Richik Kar

Date : _____

(Richik Kar, Personnel No. 00067532)



RAJPUR SONARPUR MUNICIPALITY

DEPARTMENT OF SOLID WASTE MANAG

NAME: RIYA MISHRA

DESIGNATION: NIRMAL SATHI

WARD NO.: 13

Riya Mishra

(SIGNATURE OF NIRMAL SATHI)



(CHAIRMAN)

RAJPUR-SONARPUR MUNICIPALITY



Offer Letter

Date-14-May-2023

Ref. NO.:U72900DL2013PTC252173

Ms. Payal Das,

Congratulation!

We are pleased to welcome you to the JAVATPOINT family as a **English Content Writer Intern**. We look forward to an enriching business relation and hope that as a member of JAVATPOINT you shall be always dedicated towards the growth and objectives of the company. Company shall pay you **Rs 6,000** stipend per month. You will be on a probation period of two months. Apart from the monetary rewards we shall provide you such an environment so that you can evolve and grow as a professional.

As an employee of JAVATPOINT you are subjected to the following conditions: -

1. Described Salary is the Gross Salary that shall be incremented according to the Company policy and your performance.
2. You should always be dedicated for the promotion of the Company.
3. You have to follow the hierarchy and etiquettes of the Company.
4. Company reserves the right to terminate your services any time.
5. The duration of this internship will be of 6 months. If you do not complete this internship period, you will not get any internship certificate.
6. Final decision in any matter will be taken by Director, of JAVATPOINT and that will be acceptable by you.
7. All legal disputes will be subjected to the Noida Judiciary only.

Your detailed role and responsibilities will be communicated by your Reporting Manager upon your joining on 15/May/2023. Your offer will be contingent upon completion of a successful reference check and background verification.

In case of any clarification or any communication with regard to your appointment please contact of HR department at JAVATPOINT.

Note: Return a signed copy of this letter as your acceptance.

Signature



AUTHORIZED SIGNATURE

- 🌐 www.javatpoint.com
- ✉ hr@javatpoint.com
- 📍 G-13, 2nd Floor, Sector 3
Noida U.P. 201301
- ☎ +91 - 9990449935

Terms of References

Dear Ms. SHREYA GHOSH,

We welcome you and are pleased to offer you the position and responsibility of **Administrative & Field Officer** vide CR file no: PFRI/2022/EM/KOL/07 w.e.f January 11, 2023 in Progyan Foundation for Research and Innovation (PFRI), a subsidiary research organ of South Asian Forum for Environment (SAFE) a registered, non-profit, nongovernmental organization (an ISO 14001:2015 certified) working towards environmental conservation & poverty alleviation in the Indian eco-region.

Work Responsibilities:

You will be expected to deliver the following

Office:

1. Manage office supplies stock and place orders
2. Prepare regular reports on expenses and office budgets
3. Maintain and update organization databases
4. Organize a filing system for important and confidential company documents
5. Answer queries by employees and clients
6. Update office policies as needed
7. Maintain an office calendar and schedule appointments
8. Book meeting rooms as required
9. Distribute and store correspondence (e.g. letters, emails, and packages)
10. Prepare reports and presentations with statistical data, as assigned
11. Arrange travel and accommodations
12. Schedule in-house and external events
13. Salary and banking responsibilities

Field:

1. Regularly assist the field team in project implementation
2. Monitoring and helping in regular data collection and report preparation
3. Module development in simpler language for the community beneficiaries
4. Maintenance of beneficiary list
5. Monitoring and maintenance of the field laboratory in collaboration with the research team
6. Handling laboratory stocks and repair/purchase / restore the same as and when required
7. Photo documentation, and sharing of the field report

Organizational Responsibilities:

1. For activities related to office and field visits, you are directed to report to **Directors PFRI, SAFE.**
2. You will abide by the organization's prevalent HR rules and regulations.
3. You will abide by the prevalent communication framework system of the organization.

4. During your association with PFRI, SAFE, you will guard the interests of the organization. You will therefore neither communicate nor divulge any data or information connected with the organization.
5. You will inform any change in your postal address within two days of change, you will be solely responsible for consequences and liability arising out of not informing the organization.
6. You will be responsible for the safe keeping of, and return in good condition the organizations property/money/equipment entrusted to care and charge. The organization reserves the right to deduct money equivalent to the value of such articles if damaged/lost/not returned.
7. While you are expected to ensure a professional relationship with all of your colleagues and refrain from any argument and/or non-parliamentary discussions, the same should be received by you from others, failing which an immediate reporting of the fact by you to the Admin Department for necessary actions.
8. We appreciate and encourage advanced training and technical courses if attained by our full-time associate, such enrollments should be informed to organization with details, and care should be taken for actual responsibilities so that and work of the organization doesn't suffer.
9. The Governing body keeps the right to terminate your services without any notice in the event of a Breach of Trust, indiscipline, dishonesty, or misleading the organization and negligence of duty, incompetency, and work performance. During the period of the investigation if needed in such cases you will be suspended from duty.
10. You will be in the **self-developing phase for a period of 6 months** and based on your regularity, sincerity and performance your position and responsibilities will be upgraded with confirmation.
11. Your office timings are 10:00 am-6:30 pm and normally from Monday to Friday. Saturday and Sunday will be as per the office/ field requirement.
12. You are expected to provide pre-intimation or take prior permission from the Head of the organization on leave taken, and during your probation period all leave will be granted as Unpaid Leave. In case of illness intimation over the phone or email will be appreciated. (In some cases of prolonged absence, medical documents and certification will be required) If 02 half days of leave are taken in a month then 01 days of full leave is counted.
13. Your performance during the contract period will be reviewed and evaluation will be done based on your performance and deliverables.

Terms: The contract period is for **Two Years** starting from the **January 11, 2023**, with the intention to extend for a longer period.

Your honorarium with effect from your date of joining would be as hereunder:

Net Monthly Salary :10,000.00 INR. (Rs. Ten Thousand only).

(Organization will pay a monthly basis internet use charge i.e. up to 250 INR for field visits only)

Travel & Conveyance:

Local Travel: Organization will pay your local travel expenses in actual (travel on official duty) after submission of bills and local travel voucher.

Outstation travel: Organization will provide sleeper class/AC sleeper railway tickets or Air Ticket (as per availability) for outstation trips, and other logistic support as per requirement, as per the situation you may have to arrange and take initiatives of your own on travel logistics, the cost will be reimbursed by the organization on the placement of bills, tickets and relevant documents to the accounts department of PFRI, SAFE.

Personal growth & evolvement

1. Organization will place you in challenging situations, exposures, nourishing your organizational leadership qualities; you are expected to handle such situations, with dexterity and patience.
2. Organization will provide you ample guidance at work, and in case of any confusion or complaint or misunderstanding, or grudge, you are requested to refer it directly to the head of the institution.
3. You need to give a notice period of 03 months before leaving the organization.

DECLARATION

I hereby agree & accept the above terms & conditions and declare that I have never been convicted of a crime or any unscrupulous activity in any court of law:

Signature



HDFC Bank Limited

HDFC Bank House,
Senapati Bapat Marg,

HDFC Bank Ltd.

Applicant No.80064060

Name : Swarjit Biswas
Grade : Trainee
Vertical : RETAIL BRANCH BANKING
Location : Kolkata
Contact No : 8335977989

	Per Month (Rs)	Per Annum (Rs)
Base	7,500	90,000
Other Allowance	11,940	1,43,280
City Allowance *	1,250	15,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Lunch Allowance	910	10,920
Provident Fund		21,600
Gross	24,450	3,15,000

Note: City Allowance - Linked to place of posting.

Welcome to the HDFC Bank family.

Applicant No. 80064060

www.hdfcbank.com

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.

Corporate Identity No.: L65920MH1994PLC080618

Personal & Confidential

80064060
Swarjit Biswas
Kolkata

Dear Swarjit,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **EXECUTIVE-SERVICE** in HDFC Bank subject to the following terms and conditions:

Compensation:

Your annual compensation package will be as set out below:

Base salary	: Rs. 90,000/- p.a.	2 / 5	•••
Allowance	: Rs. 1,43,280/- p.a.		•••
Medical	: Rs. 15,000/- p.a.		•••
Conveyance	: Rs. 19,200/- p.a.		•••
Lunch Allowance	: Rs. 10,920/- p.a.		•••
Provident Fund	: You will be covered under the Bank's Provident Fund Trust and you will contribute 12% of your Base salary per month to this trust.		•••

Training Period:

The duration of your training will be for a period of twelve months from the date of joining. It is at the Management to extend the period of training or modify/alter the terms of this contract on the basis of suitability and/or for any other reason/s whatsoever, on such terms and conditions as determined by

Location:

Your initial place of posting will be **Kolkata**. Your final place of posting will be intimated to you subsequently. The Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company in India, that is in existence or may come into existence at a future date.

Termination of Contract:

This contract can be terminated by the Bank or by you at the discretion of the management, either by giving notice in writing or one month's emoluments in lieu of notice.

Applicant No. 80064060

www.hdfcbank.com

Secrecy:

It is a condition of your training that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your training with the Bank.

Alternative Employment:

During the course of your training with the Bank, you will not engage yourself directly or indirectly in any trade, business occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

Maternity Benefits:

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the commissioning mother, as the case may be. The maximum period of maternity leave for a woman legally adopting a child of over three months old and below the age of 6 years shall be eight weeks. 3 / 5

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CHRO provided the nature of work is such that she may work from home.

Creche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices /locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

Conditions Precedent:

The offer is made to you subject to the following pre-conditions:

- a) The Bank receiving attested copies of all your degrees, professional qualifications certificates and documents of scholarships/prizes won, if any.
- b) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing for which you have been interviewed and offered.
- c) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 180 days from the issuance of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 180 days from the date of this letter.

This Offer has been extended to you basis your representation, information and details provided by you during the interview and subsequent to your submitting of your personal information, requisite details, documents, educational qualification and work experience certificates, etc. uploaded by you on HDFC Bank Career Site/ E-Rec portal for seeking an employment with HDFC Bank. By accepting this Offer, you confirm that all the details filled in and the documents uploaded on HDFC Bank Career Site/ E-Rec portal are true and correct. In case any discrepancy is found in the information and details provided by you at any stage of your association with HDFC Bank, HDFC Bank reserves its right to take appropriate action against you at Bank's discretion

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,

For HDFC BANK LIMITED

Applicant No. 80064060

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www.hdfcbank.com



HDFC Bank Limited

HDFC Bank House,

Senapati Bapat Marg,

(Digitally Signed by **Ritesh Gupta**)

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

Digitally signed by DS HDFC BANK
LIMITED HUMAN RESOURCES
Date: 2023.08.21 17:58:30 +05:30

Applicant No. 80064060

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www.hdfcbank.com

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.

Corporate Identity No.: L65920MH1994PLC080618



SAYAN KUMAR GUPTA <skg@kkdascollege.ac.in>

Fwd: Offer letter from ENKON Group Hotels Pvt Ltd

KKDC Student <kkdc.student.23@gmail.com>
To: skg@kkdascollege.ac.in

24 August 2023 at 15:18

----- Forwarded message -----

From: **KKDC Student** <kkdc.student.23@gmail.com>
Date: Sat, 5 Aug, 2023, 10:34 pm
Subject: Re: Offer letter from ENKON Group Hotels Pvt Ltd
To: Akash Debnath <144akash14400@gmail.com>

Thanks for your mail

On Sat, 5 Aug, 2023, 1:15 pm Akash Debnath, <144akash14400@gmail.com> wrote:

----- Forwarded message -----

From: **Arijita Paul** <arijita@enkon.org>
Date: Tue, 28 Mar 2023, 11:41 am
Subject: Offer letter from ENKON Group Hotels Pvt Ltd
To: 144Akash14400@gmail.com <144Akash14400@gmail.com>
Cc: Aninda Banerjee <aninda@enkon.org>

To,
Mr. Akash Debnath
Address- Kolkata

Sub: Offer letter from ENKON Group Hotels Pvt Ltd (Downtown Kitchen & Bar)

With reference to your application and subsequent interview held with us, we are pleased to offer you a position in our organisation on the following terms and conditions:

- 1. Position: DJ**
- 2. Date of Joining:** Your appointment will be effective from your date of joining which shall be by **01.04.2023**, failing which this offer will stand automatically withdrawn. You will submit NOC, resignation from your current company and other relevant documents prior to joining.
- 3. Remuneration:** You will receive a consolidated salary of **Rs.20,000** per month (in hand). First 6 (six) months will be probation period.
- 4. Place of Posting:** Your initial posting will be at Kolkata. However, your services are transferable to any other place or to any subsidiary or associate company; whether existing or formed later. Such transfer/deputation will be in accordance with the rules in force.
- 5. Probation:** You will be deemed to be on probation in the services of the Company until confirmed in writing. The initial period of probation is 6 months.
- 6. Leave:** During probation you will be entitled to 3 days sick leave only, subject to the provision that not more than a day's leave can be taken in a single calendar month.

Your individual remuneration is purely a matter between yourself and the company. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

We look forward to welcome you into our midst and wish you a long and highly successful career with **US**. Please reply to this email as your confirmation.

Thanking you,
Arijita Paul



AOC

EN: WARNING: Plastic bags can be dangerous. To
 CHIT: 此膠袋可能引起危險，切勿隨意亂丟及
 Plastikposer kan være farlige. For at undgå faren for kvælningsfare, bør du altid
 plastik zakken kunnen gevaarlijk zijn. Houdt deze zak uit de buurt van babies en kleine kinderen om verstikkingsgevaar
 te voorkomen.
 sacs en plastique peuvent être dangereux. Pour éliminer tout danger d'étouffement, ne pas laisser ce sac à la portée
 des enfants et des bébés.
 Plüsen können gefährlich sein. Um Erstickungsgefahr bei Babies und Kindern zu vermeiden, verhindern Sie es
 diesen fernhalten.
 OIHAIH: O'i nãotnikéç oakòkèç jmqpe! va elvai erikivúveç. fia va atropúyete tav erivúveç.
 akovúaa jmakpida ano jupka kai naividá.
 di plastica possono essere pericolosi. Per evitare il pericolo di soffocamento tenere que
 del bambini.
 お子様がビニール袋をあそばれないようご注意ください。
 le plástico podem ser perigosos. Para evitar perigo de asfixia, mantenha este saco fora
 das pequenas.
 as pequeñas.
 Opbevaras uligengelligt for små børn og spebarn for å unngå fare
 kan være farlige.
 cosas de plástico pueden ser peligrosas. Para evitar peligro de asfixia, mantener este sa
 unos pequeños.
 rapsasat at farliga for barn. Tank på kvävningsrisken.
 Bogulima tehlikesini önlemek için haykırı tutulartı bekletmeyiniz.
 Kırıyırı tehnikeli obabılır.



Teleperformance
each interaction matters
 Ritu Mondal
 100000000677815
 Operation






TANIA MAJUMDER
Teacher

KIDZEE
BORAL



SHOT ON MI A2
MI DUAL CAMERA