

Ref Code: OPAR10305

19-Sep-2020

Mr.Chandhan R R

#15, Sonnanayakanapura village Indlawadi post Anekal taluk Bangalore urban dist

Letter of Appointment

Dear Chandhan R,

This is with reference to your application for employment and the subsequent interviews you had with us. The Management is pleased to appoint you in the role of Operations Assistant cum Cashier (OAC),1A (Designation:Officer ) based at AnekalSouth Bangalore.

Your date of joining will be on or before 21-Sep-2020. You are requested to join on or before the aforementioned joining date. Your employment will be governed by the terms and conditions of this Appointment Letter and [HR Manual] as amended from time to time.

1. You will be entitled to a Total Fixed Pay of Rs.1,62,000/- per annum ( One Lac Sixty Two thousand) as set out in Annexure I & II.
2. You will also be eligible for a Variable Pay as per prevailing guidelines mentioned in the Bonus Policy. The details are set out in Annexure III.
3. In case you are eligible for any additional emoluments, please refer the enclosed Annexures.
4. You shall perform with diligence such duties as the post you hold calls for and such other duties that may be assigned to you by the management depending upon the exigency of work.
5. You will be under probation for a period of 90 days from the date of joining. Based on your performance, your services will be deemed confirmed after completion of probation period unless the probation period is extended by the Company. Please note that it is also mandatory to complete induction post joining, which will be an important factor for your confirmation.
6. During probation, the period of notice required for cessation of employment is 15 days on either side. In case of unsatisfactory work or conduct during the probationary period, your services are liable to be terminated any time without notice or without assigning any reasons there to. In case of confirmed employee, either party may terminate the employment by giving a notice of one month. The management reserves the right to take any exception towards shortfall of notice period.
7. If an employee fails to serve notice period or clear any dues, the Company has the right to withhold any payment due to the employee in full and final settlement.
8. Presently the place of your work will be [Anekal] however during the course of your service, you may be transferred or posted to any location of Jana Small Finance Bank Limited, its Group Company or its subsidiaries, within or outside India.
9. During your employment with the Company you will devote your whole time, attention and devotion and skill to the best of your ability. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.
10. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Company, its customer lists, employment policies, personnel, and information about the Company's products, offerings, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
11. At no time, will you remove any Confidential Information from the office without permission.
12. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this letter and/or your employment with the Company.
13. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.
14. You understand and agree that by virtue of this employment, you may come across information that may be in confidential in nature, whether such information relates to the business, date, technology, intellectual property rights, Human asset profile or relating to the Company or its group in general (confidential information). During your employment as well as post cessation of your employment, you shall maintain confidentiality of the confidential information and will not disclose, divulge or make public without the written authority of the Company, to anyone other than the Company's officers authorized to receive them.
15. Without prejudice to any other provisions, your employment with the company may be terminated at any time on following grounds or any grounds that are in violation of the company's HR Policies, Rules & Regulations or Code of Conduct.
  - a) Your inability to perform up to the expectation, in Company's opinion;
  - b) Conviction in a criminal case or framing of charges in a criminal case;
  - c) Involvement in fraud within or outside the company;
  - d) Your acceptance & agreement to employment with the Company conflicts with, violates or constitute a breach of any employment or other agreement to which you are a party;
  - e) Submission of fake documents to secure/continue appointment;

paise ki kadar

**Registered Office:**

Jana Small Finance Bank Ltd.

The Fairway Business Park, # 10/1, 11/2 & 12/2B, Off

Domlur, Koramangla Inner Ring Road, Next to Embassy Golf

T+91 80 4602 0100

Einfo@janabank.com

Wwww.ianabank.com



- f) Sexual harassment charges which are proven after an enquiry as per the guidelines laid down by the organization;
  - g) Absence for a continuous period of 21 days without prior approval of your superior, (including overstay on leave / training);
  - h) Found guilty of major misconduct on enquiry as listed in the *HR manual or service rules as applicable*
  - i) Any other conduct or any act of commission or omission that may affect adversely the interest or reputation of the organization or is in violation of the any term of this letter or detrimental to the interests or policies of the Company.
16. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including in your resume), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
17. Your appointment is subject to satisfactory reference checks, documents provided by you and clearance from any secrecy /service agreements that you may have executed, which could have a bearing on your working with us. The Company reserves the rights to conduct any reference checks including in relation to education, experience, character, address, police verification or any other as may be deemed fit, at any given time and assumes to have your default consent for such reference checks.
18. The Company reserves the rights to refer you to any medical examination and tests such as Drug Test, Alcohol Test, and such other medical tests as may be deemed necessary or appropriate, through authorized or appointed authority and you shall abide by such decision.
19. You will be eligible for leave and benefits as per prevailing Company's policy.
20. You will not place yourself under pecuniary obligation to any person/client with whom you may be having official dealings or otherwise accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company and if you are offered any, you should immediately report the same to the Management. Any dispute between yourself and the Company concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of the competent court in Bangalore.
21. You will automatically retire from the service of the company on attaining the age of 60 years.
22. The Company reserves the right to change, modify or frame any rule or policy that it might deem fit for the benefit of the organization without any prior intimation.
23. You are required to execute the confidentiality & secrecy bond as part of your employment with JSFB.
24. In accordance with the standard practice of the Company we request you to treat the terms of your employment as confidential. If the above offer, is acceptable to you, please sign and return to us the duplicate copy in token of your acceptance of the terms and conditions of employment within 7 working days, failing which the offer would stand null and void/lapsed. Also, please note that in case, you do not join on or before the given date, please note that the offer would stand withdrawn.

**Please note that "as an employee of Jana Small Finance Bank Ltd. ("Company") your salary account will be opened with Jana Bank and all the employments and expenses reimbursement/s by the company shall be credited into the salary account. The bank at its sole discretion may choose to offer various services such as Debit Card, Prepaid Card and other transaction facilities (NEFT/RTGS/IMPS) at no cost to the employee"**

**During your employment in the Company, you may be considered for Awards and Rewards, including stock option / stock purchase. In the event of the Bank determining in its reasonable discretion, that you are in material breach of all or any of Bank's policies and procedures, employment offer and code of conduct, the entitlement to the Awards and Rewards will lapse entirely, without any due course for the same in future.**

**In the event of having exercised the specified Awards and Rewards issued to you, the Bank reserves the right to recover, partially or fully, any shares or benefits that you have received, without paying any compensation.**

We look forward to your fruitful and long association with the company.  
Yours Sincerely,

For Jana Small Finance Bank Limited,

**Usha Sonavaria**  
**Head - HRBP, Talent Acquisition & HR Operations**

I have read, understood and agree to abide by the aforesaid terms and conditions of employment.

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

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

paise ki kadar

**Registered Office:**  
Jana Small Finance Bank Ltd.  
The Fairway Business Park, # 10/1, 11/2 & 12/2B, Off  
Domlur, Koramangla Inner Ring Road, Next to Embassy Golf

T+91 80 4602 0100  
Einfo@janabank.com  
Wwww.ianabank.com





## Annexure I

Name: Mr. Chandhan R R  
Job Role: Operations Assistant cum Cashier (OAC)  
Job Grade: 1A  
Designation: Officer  
Function: Operations

Component	Yearly value	Monthly value
Basic	78,000	6,500
House Rent Allowance	31,200	2,600
Special Allowance	32,534	2,711
Statutory Bonus	7,002	584
Gross Salary	1,48,736	12,395
Employer PF Contribution	13,264	1,105
Total Fixed Pay	1,62,000	13,500

### PLEASE NOTE:

1. Your contribution towards Provident Fund, including Pension Fund shall be deducted from basic salary towards @ 12%.
2. TDS and Professional Tax as applicable shall be deducted as per prevailing tax rules.
3. It is mandatory to provide pan card or proof of pan application (application acknowledgement copy). Minimum 20% tax shall be deducted in absence of pan number, which will continue to be deducted till the time the pan card is submitted.
4. Variable Pay as per prevailing Jana Small Finance Bank Bonus Policy will be payable based on your performance and company's performance.
5. You will be covered under prevailing group medi-claim insurance and group personal accident insurance policy of the company.

For Jana Small Finance Bank Limited,

**Usha Sonavaria**  
Head - HRBP, Talent Acquisition & HR Operations Human Resources

paise ki kadar

Registered Office:  
Jana Small Finance Bank Ltd.  
The Fairway Business Park, # 10/1, 11/2 & 12/2B, Off  
Domlur, Koramangla Inner Ring Road, Next to Embassy Golf

T+91 80 4602 0100  
Einfo@janabank.com  
Wwww.ianabank.com

## Annexure II

### Flexible Benefits Plan Policy (FBP)\*

Reimbursements and allowances that are currently entitled and may be claimed under FBP	Maximum Limit	Eligible Designations
Company Car Lease	Please refer to Car Lease Policy	
Children's Education Allowances	1,200 / 2,400 per annum (As defined in the Policy)	All
Children's Hostel Allowances	3,600 / 7,200 per annum (As defined in the Policy)	All
Food Coupons	18,000, 30,000, 42,000 per annum (As defined in the Policy)	All
LTA	60,000 per annum	All
Driver Salary (personal car)	10,800 per annum	Assistant Manager and Above
Petrol Reimbursement and Repairs & maintenance (Car with less / equal / more than 1600 CC)	21,600, 28,800 per annum (As defined in the Policy)	Assistant Manager and Above
Professional Education Development Expenses	36,000 per annum	All
Books & Periodicals Reimbursement	36000 per annum	All
Telephone & Mobile Reimbursement	36000 per annum	All
Internet / Broadband Bill Reimbursement	36000 per annum	All

Note- \*the table is summary only of components under Flexi Benefit Plan that you may opt for currently, and their corresponding limits and eligibility based on designations. Please refer detailed policy Flexi Benefits Policy document for more information.

1. FBP would work purely based on individual declarations and initiative. If no declarations or supporting documents are provided, then the allowance will be paid as a taxable component. If declaration is provided and claims are not submitted by March, the balance eligibility of FBP components will be paid as taxable.
2. The final decision of clearing will be as per the Income Tax ruling.

For Jana Small Finance Bank Limited,

**Usha Sonavaria**  
Head - HRBP, Talent Acquisition & HR Operations

paise ki kadar

**Registered Office:**

Jana Small Finance Bank Ltd.  
The Fairway Business Park, # 10/1, 11/2 & 12/2B, Off  
Domlur, Koramangla Inner Ring Road, Next to Embassy Golf

T+91 80 4602 0100  
Einfo@janabank.com  
Wwww.janabank.com





## Annexure III

Name Mr. Chandhan R R  
Job Role: Operations Assistant cum Cashier (OAC)

Jana Small Finance Bank – Bonus Structure The target variable pay for Band 1 & 2 is 10% of the Total Fixed Pay (TFP). The Variable Pay is subject to satisfactory performance. Please refer to policy document – *Bonus Policy* for more details. The Variable pay policy is subject to review and change from time to time.

\* Variable pay on target performance and % fixed compensation P.S - Please note that variable pay is subject to the role being performed and employees who are covered by incentives program and will not be eligible for Bonus pay-out and vice versa.

For Jana Small Finance Bank Limited,

**Usha Sonavaria**  
Head - HRBP, Talent Acquisition & HR Operations

paise ki kadar

**Registered Office:**  
Jana Small Finance Bank Ltd.  
The Fairway Business Park, # 10/1, 11/2 & 12/2B, Off  
Domlur, Koramangla Inner Ring Road, Next to Embassy Golf

T+91 80 4602 0100  
Einfo@janabank.com  
Wwww.ianabank.com

## Annexure IV

### COLA – Cost of Living Allowance

1. Cost-of-living index expresses the difference in the cost of living between any two cities in the survey. The amount of money needed to sustain a certain level of living, including basic expenses such as housing, food, taxes, and healthcare. Cost of living is often used when comparing how expensive it is to live in one city versus another. The cost-of-living index shows the difference in living costs between cities.
2. COLA is classified and paid only for Tier 1 Plus, Tier 1 & Tier 2 Cities
3. Only employees in Band 1 falling under Tier 1 Plus, Tier 1 & Tier 2 cities are eligible for COLA pay-out
4. In case of any queries on the classification of your city of work, please contact your local HR representative

Band	Job Grade	Designation	Tier 1 Plus	Tier 1	Tier 2
Band 1	1G	Senior Manager	24000	18000	12000
	1F	Manager	24000	18000	12000
	1E	Asst. Manager	24000	18000	12000
	1D	Sr. Executive	18000	14400	8400
	1C	Executive	18000	14400	8400
	1B	Sr. Officer	18000	14400	8400
	1A	Officer	18000	14400	8400

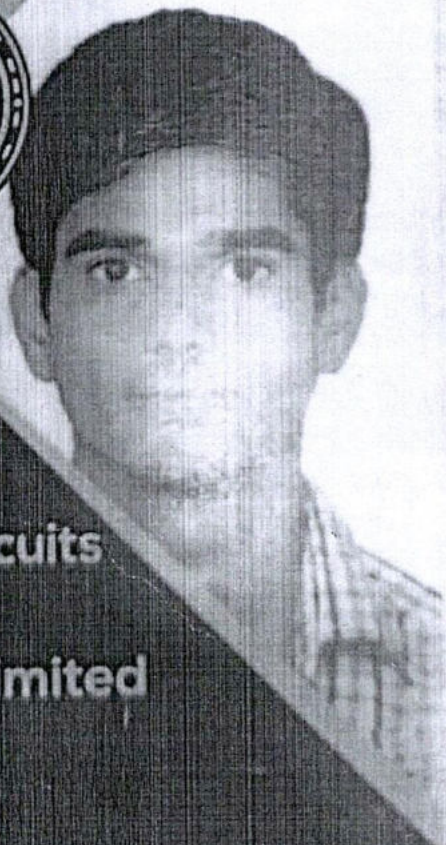
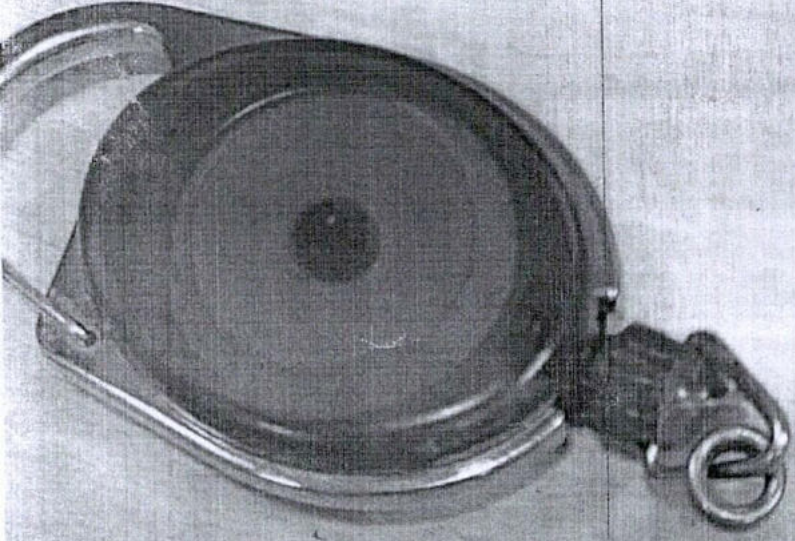
Yours sincerely,

**Usha Sonavaria**  
Head - HRBP, Talent Acquisition & HR Operations

paise ki kadar



P4



**Sierra Circuits  
(India)  
Private Limited**

**LOKESH N**  
**Emp. No. SS0322**  
**Blood Group : B+ve**  
**Emergency No.: 9611333638**



4

\*



SS

HGS

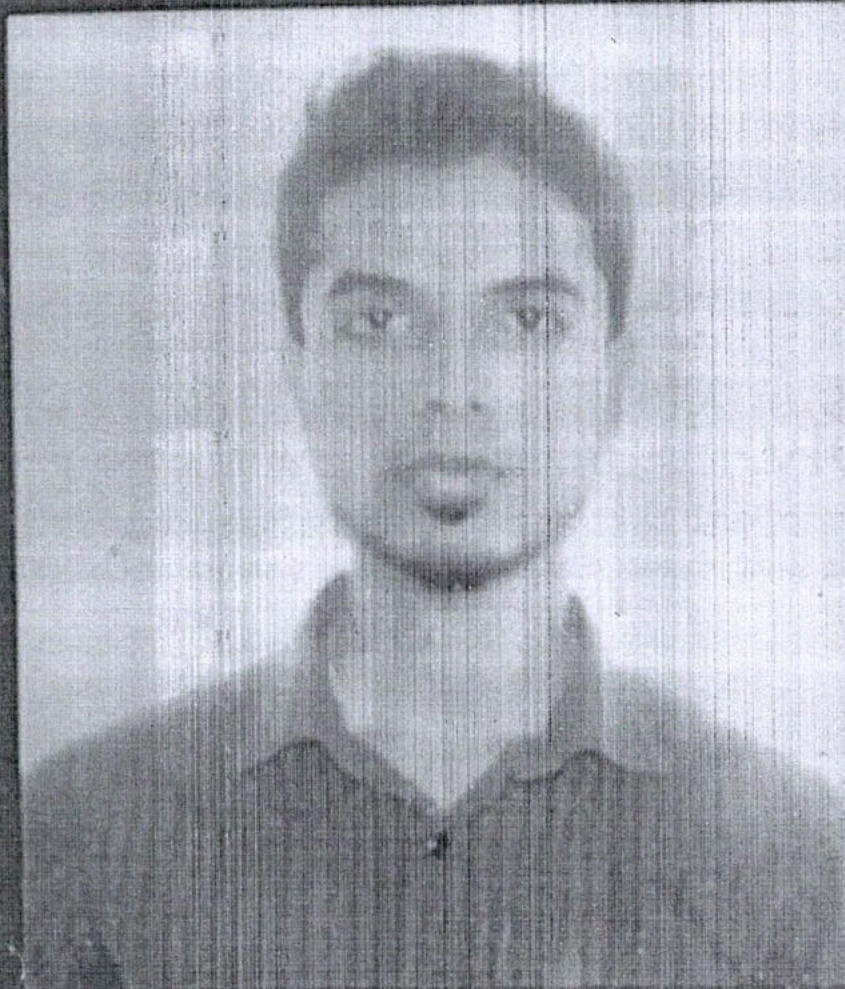
Shobha C  
EMP ID: 230788



**TATA**

**TATA CONSULTANCY SERVICES**

PC  
A  
5



**SHASHI**  
**M**

Card No 875974  
Associate No 1067667  
Blood Group C+

**Tata Consultancy Services Ltd.**

15th House, Kaveline Street, Fort  
Mumbai 400001, India



10  
6

A



# SVVN - PU COLLEGE

Neralur, Attibele Industrial Area, Bengaluru - 562 107  
Email : svvn.cbse@gmail.com Web : www.svvntrust.org  
Mobile : +91 97422489677, 8861188821

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

Ref No: \_\_\_\_\_

## APPOINTMENT ORDER

ID No. SVVN/048/19-20

- a. Name of the Applicant : PAVITHRA K
- b. D/o : KESHAVA REDDY
- c. Qualification : M.Com
- d. Department & Designation : Commerce & Accountancy Teacher
- e. Date of Birth : 10.10.1996
- f. Date of Joining : 15.07.2019



*[Signature]*  
PRINCIPAL

SVVN PU COLLEGE  
NERALUR,  
BENGALURU - 562 107

With reference to your Application dated 20.05.19 and the subsequent interview held at SVVN PU COLLEGE, The Management is pleased to offer you the post of Faculty - Accountancy at CTC.



Image Details



7

Candidate Details

Applied Type	Direct Candidate	Application No	2226130
Applicant Name	ABHISHEK H R	Post Applied	PS/CV/L
Date of Birth	22/12/1994	Gender	Male
Father Name	RAMAPPA H	Mother Name	RENUKAMMA Y
Category	SC	Date of Certificate	13/12/2013
EXS	No	Date of Discharge / NOC and Height	N/A
EXS Service rendered in	N/A	EXS Years in Service	N/A
EXS Child	No	Father Dead or permanent injured while in service	No
In-service candidate	No	Date of issue of NOC	N/A
In-Service Which wing of the ksp	N/A	In - Service Years if Service rendered	N/A
RURAL	No	Date of Certificate	N/A
PDP	No	Date of Certificate	N/A
KAN - MEDIUM	No	Date of Certificate	N/A
GOVT. Employee	No	NOC issue date	N/A
Claiming HK Reservation	No	HK Priority	N/A

Preferences Post PSI

1	Bengaluru City	Priority 1
2	Belagavi city	Priority 6
3	Southern Range, Mysuru	Priority 3
4	Eastern Range, Davanagere	Priority 5
5	Western Range, Mangaluru	Priority 4
6	Northern Range, Belagavi	Priority 7
7	Central Range, Bengaluru	Priority 2
8	Bellari Range, Bellari	Priority 8
9	North Eastern Range, Kalaburgi	Priority 9
10	Kalaburgi City	Priority 10

Date of Challan Generate	01/02/2021	Fee Paid ?	250
Bank	HDFC	Date of Payment	18 Feb 2021
Journal No	123456	Branch code	123456
Branch Address	NIL		
Remarks	Your Payment has been Confirmed !!		

Generate Application



93

**TTEI** India



Trainee Name : Anil Kumar K

Trainee ID No. : 90041

Date of Joining : 3/8/2020

*Rameswar*  
Issuing Authority's Signature

**TOYOTA INDUSTRIES ENGINE INDIA PRIVATE LIMITED**  
Plot No. 9, Phase II Jigani Industrial Area, Jigani, Bangalore-560 105, Karnataka, INDIA  
Tel : (+91) 08110424000 Fax : +91) 08110424001



11



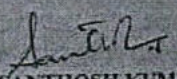
# St. Francis de Sales College

Affiliated to Bangalore University & Approved by Govt. of Karnataka  
Accredited with NAAC "A" Grade  
www.sfacollege.in

REF: SFDCS-APPT ORDER - SEC - /25/2019-2020 August 1, 2019

**READ:** The Written Application of Mr. Karthik R, for the post of Office Assistant, at St. Francis de Sales College, dated 25<sup>th</sup> July, 2019.

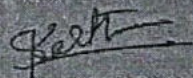
**ORDER:** The Management of St. Francis de Sales College is pleased to appoint, Mr. Karthik R to the post of Office Assistant, at St. Francis de Sales College on probation, for a period of eleven months (05.08.2019 - 04.07.2020). He should join duty in the forenoon of 5<sup>th</sup> August 2019. Kindly submit the duty report to the undersigned.


  
REV. DR. R. SANTHOSH KUMAR MSFS

THE MANAGER  
St. Francis de Sales College  
Electronics City Post, Bangalore - 560 100

I, the undersigned hereby accept the appointment order number SFDCS-APPT ORDER-SEC - /25/2019-2020 dated August 1<sup>st</sup> 2019 and declare that I shall abide by the rules and regulations of St. Francis de Sales College with utmost sincerity.

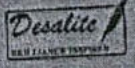
NAME: KARTHIK R  
DATE: 23/8/19

  
Signature of the Employee

  
PRINCIPAL  
St. Francis de Sales College  
Electronics City Post, Bangalore - 560 100



Hebbagodi, Electronics City P.O., Bengaluru - 560 100  
Tel : 080-27836165 / 27834611. Fax : 080-27832299, E-mail : principal@sfscollege.in | sfscollege@rediffmail.com







Bangalore  
BAPTIST HOSPITAL



**Ranjith Kumar.S**

09944

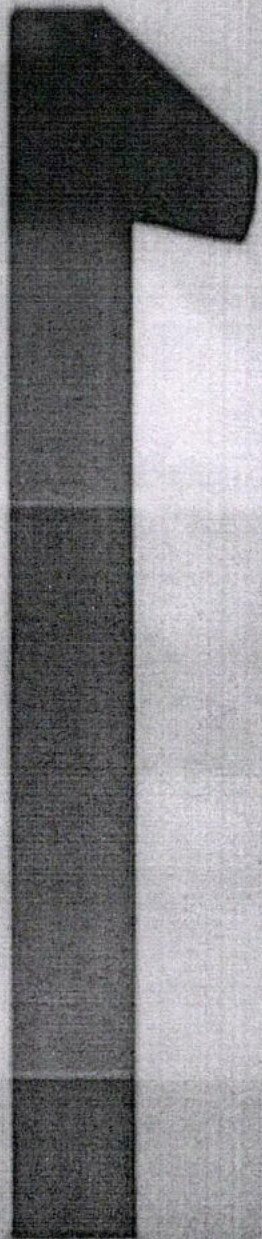
Fin-Accounts

A handwritten signature in dark ink, appearing to be 'Rajesh...', is written over the printed text 'Issuing Authority'.

Issuing Authority



# 1POINT™



Supriya K

OPO077311

28.11.1995

B-

A handwritten signature in black ink, appearing to be 'Supriya K', written over a horizontal line.

Authorised Signatory



115



Taj SATS Air Catering Limited  
Kempegowda International Airport, Devanahalli,  
Bengaluru 560 300, India, T: +91 80 6644 4000



NAME: SURESH V

DEPARTMENT: FINANCE

TICKET NO: 501089 BLOOD GROUP: B+

VALID FROM: 09.10.2019 TO: 08.10.2021





# SVVN - PU COLLEGE

Neralur, Attibele Industrial Area, Bengaluru - 562 107  
Email : svvn.cbse@gmail.com Web : www.svvntrust.org  
Mobile : +91 97422489677, 8861188821

Ref No:

Date:

## APPOINTMENT ORDER

**ID No. SVVN/052/19-20**

- a. Name of the Applicant : Veda L
- b. D/o : Lakshman M
- c. Qualification : M.Com
- d. Department & Designation : Lecturer
- e. Date of Birth : 02/04/1996
- f. Date of Joining : 16/08/2019



SVVN PU COLLEGE  
NERALURU,  
BENGALURU - 562 107

With reference to your Application dated 14.08.19 and the...

*[Signature]*  
PRINCIPAL  
St. Francis de Sales College  
Electronics City Post, Bangalore - 560 100

