



MMS
Mathakondapalli Model School
[CBSE SCHOOL]
HOSUR-635 114
Email: contact@nicemms.com | www.nicemms.com
Tel.: +91 4347 229700

MATHAKONDAPALLI MODEL SCHOOL (CBSE)
CBSE AFF. NO. 1930175
Mathakondapalli - Post, Via Hosur, Tamil Nadu - 635 114
Email: contact@nicemms.com; Website: nicemms.com
Mobile: +91 94878 10752 | 94878 10753 | 94878 10760
Tel.: +91 4347 229 700
ISO 9001:2015 certified

pg

Date: 01/08/2019

To

Ms. MANASA .B.A
#4/32, "Lakshmi Sudharma"
Bazaar Street,
Schoolagiri Tq
Krishnagiri Dist

*

Sub: Appointment Order

Dear Ms. MANASA.B.A

Ref: You're Application dated 25th July 2019 and the subsequent interviews with us

It gives us immense pleasure in inviting you to join RURAL INSTITUTE FOR COMMUNITY EDUCATION - MATHAKONDAPALLI MODEL SCHOOL (CBSE) (hereinafter referred to as Institution), as one of its valuable staff. We believe that institutions grow and flourish fuelled by the enthusiasm and energy of the people who are willing to invest in its future. Our employees are truly our ASSOCIATES in our journey of providing quality education to our students.

Your designation will be "Teacher of Psychology & Counsellor" and you will be reporting to Principal Subject to the fulfilment of other obligations mentioned herein, your employment shall commence from 01-08-2019.

You will undergo an in-house training in order to learn the systems and procedures followed in the organisation.

Your employment with the institution is subject to (i) your unconditional acceptance and execution of the Employment Agreement, CBSE bye-laws and the Intellectual Property, Child Protection Policy and Confidentiality Agreement and such other documents that may be presented to you at the time of joining and from time to time during your employment with the Institution and (ii) your delivery of the documents mentioned in Annexure-I. If you fail to sign and deliver the aforesaid documents and any other documents as required by the Institution, your employment with the Institution shall not take effect and this offer shall be withdrawn immediately without any liability to the Institution, unless decided otherwise by the Institution.

Ma B.A.

1

[Signature]
[Stamp]

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 Anekal South 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, data, 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;

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Registered Office:

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- 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: _____

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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

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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

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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

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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

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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

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17 Sep 2019

Ms. LEMTSINGLA SANGTAM

#49, Lower Pr Hill
Kohima
Nagaland

Dear Ms. LEMTSINGLA SANGTAM,

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you a position of 'AR ASSOCIATE' Omega Healthcare Management Services Pvt Ltd, on the following terms and conditions:

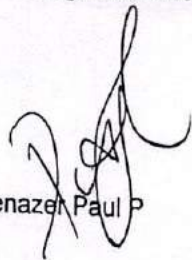
01. Your Annual Cost to the Company (CTC) will be Rs.234744.00 (Rupees Two Lakh Thirty Four Thousand Seven Hundred And Forty Four only) as per the details attached.
02. You will be entitled to Leave, Gratuity, P.F., Medical Insurance & Personal Accident Insurance, etc. in accordance with the Law / Company Policy from time to time.
03. Your place of posting will be at Bengaluru and you will report for duty on 17 Sep 2019 at 9:00AM.
04. This letter of offer is subject to completing other joining formalities as specified in Annexure- 1 and on completion a detailed appointment letter will be given.
05. You are required to submit your PAN number to HR within one month of your Joining.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,

For Omega Healthcare Management Services Pvt. Limited.


Ebenazer Paul P

Senior Manager - Talent Acquisition



Helping you reach full potential

Stepping Stones Center

(A Unit of Iyer Educational Institutions Private Limited)

For Children with Autism and Other Development Disabilities

#76, Karthik Nagar, Near Karthik Nagar Children's park, Marathahalli Post, Bangalore – 560037

W: www.steppingstonescenter.in

Offer Letter

13th Aug 2019

Dear Rakesh S,

We are delighted to offer you the position of **Direct Instructor Trainee**. Stepping Stones Center is an ABA based school for children with Autism and other developmental disabilities. We are excited with the prospect of working with you to create an institution that we will be proud of. As a result, we are delighted to send you this offer letter to have you join the Stepping Stones Team. The terms and conditions of your employment are as follows:

1. **CTC** : Your annual CTC will be Rs: 2,53,068 (Two lakh Fifty three thousand and sixty eight only)

Your Compensation packages would be as in Annexure I. However the structure of the compensation plan may be altered/changed from time to time with the compensation policy practices of the Company.

2. You shall be on probation for a period of 3 months (90 calendar days) from the effective start of your employment.
3. Your start date of employment will be 19th Aug 2019. Please note that your August salary will be credited along with September salary.
4. You are expected to attend Office not less than 5 days a week (8:45 am to 5:00 pm). Staff meetings on alternate Saturdays (9:00 am till 4:00 pm) will be compulsory.
5. You are required to give **two months'** notice, should you decide to resign from the services of the Company. In the case if you have not provided due notice, a fine in the amount equal to your two month's salary should be provided from you to the Company. Company reserves the right to pursue legal actions to collect that amount if the same was not paid at the time of leaving the Company.
6. Leave Policy : The leaves taken during the probation and notice period will be unpaid. You are entitled to 14 days of paid leave throughout the academic year (June till May). The paid



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W: www.steppingstonescenter.in

leave will be applicable on a prorata basis post your probation period. If you have not utilized the leaves, it cannot be carry forwarded, but compensated in the same year. The 2 weeks summer holidays (last 2 weeks of May) is applicable only when you complete 11 months of employment on or before May of that academic year.

7. In case your performance is not meeting the expectations of the Company, it reserves the right to terminate your service, if proper remediation was provided for improvement of required skills over the maximum of two months.
8. Upon confirmation of Direct Instructor, you will be entitled to leave and public/national holidays as decided by the Company. During the probation period, all sick/personal leave taken by you will be deducted from the stipend.
9. For matters not specifically mentioned in this Contract, the Company's existing Policies and Procedures including changes thereof in relation to Employees will apply to you.
10. The Company may, in its sole discretion, at any time extend this period of probation. If in the opinion of the Company you are found suitable for the post in which you are appointed, you will be confirmed. If you are continued after the expiry of probation period, either original or extended, you will be deemed to continue as probationer only until you are confirmed or terminated. Notwithstanding anything contained herein, during your probation period, Company may terminate your employment upon fifteen (15) calendar days' notice to you with or without cause, and with or without cause, and without stating any reasons whatsoever.
11. By accepting this offer, you expressly agree that you will join the training and begin employment immediately upon completion of university graduation.
12. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive your acceptance before the expiration of seven (7) days from the date of this letter, or if, after your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing.



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13. The offer letter will be considered as accepted only when signed and submitted to the Company.

GENERAL

a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this agreement.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this agreement shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you relating to the same subject matter.

Whilst employed by the Company:

- You will devote your full time and attention to the service of the Company and will not work for any other Company during your employment with the Company.
- You are also not permitted to, directly or indirectly either on your own behalf or any other entity, person, firm or company to:
 - (i) Carry on or be engaged in any business or activities with
 - (ii) Canvass or solicit orders from
 - (iii) Have dealing in the course of any such business withany entity, person, firm or Company which is a competitor, client, supplier or customer of the Company. This includes clients, suppliers or customers who are in the process of negotiation with the Company
- You will not be permitted to undertake any other employment or engage in any external activities of commercial nature without prior written approval. Except in the proper course of your employment or thereafter, you will not divulge to any third party any information regarding the affairs or business matters of the Company or information



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regarding its customers without prior written approval. All information that comes to your knowledge by reasons of the employment with the Company is deemed to be confidential. Acceptance of this offer letter shall be legally considered equivalent to signing the confidentiality agreement as per the standard format of the Company.

- You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. On behalf of the Company, we wish you every success in your position and trust that our relationship will be long and mutually rewarding.

Yours sincerely,

Accepted

K.Amritha, COO

Rakesh S
Direct Instructor Trainee



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Annexure I Total Remuneration Worksheet

		Yearly	Monthly
(a)	Basic salary	92,400	7,700
(b)	House rent allowance (HRA)	46,200	3,850
(c)	Conveyance allowance	19,200	1,600
(d)	Medical Allowance	15,000	1,250
(e)	Special Allowance	58,200	4,850
	Gross Total	2,31,000	19,250
(f)	Employer's Contribution to Provident Fund (@ 12% of Basic)	11,088	924
(G)	Employer's Contribution to ESI @ 4.75% Gross Earnings	10,980	915
	Cost-to-company (CTC) as per Offer	2,53,068	21,089
	Deductions	Rs.	Rs.
(a)	[-] Employees' contribution to PF	11,088	924
(c)	[-] Employees' contribution to ESI	4,044	337
(e)	[-] Profession tax	2400	200
(f)	[-] Income-tax	-	-
	TOTAL	17,532	1,461
	Estimated take home pay	2,35,536	17,789



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W: www.steppingstonescenter.in

Offer Letter

Dear Sarah Gabriel ,

We are delighted to offer you the position of Program Supervisor. Stepping Stones Center is an ABA based school for children with Autism and other developmental disabilities. We are excited with the prospect of working with you to create an institution that we will be proud of. As a result, we are delighted to send you this offer letter to have you join the Stepping Stones Team.

The terms and conditions of your employment are as follows:

1. **ABA Training:** Prior to commencing probation, you are required to undergo a 2 week ABA Foundation Course. Amount of Rs:5000 is applicable as a training fee. There will be a supervision fee of Rs:10,000 if you are planning to go for the supervision.
2. **CTC :** Your annual CTC will be Rs: 2,59,644 (Two lakh fifty nine thousand six hundred and forty four only)

Your Compensation packages would be as in Annexure I. However the structure of the compensation plan may be altered/changed from time to time with the compensation policy practices of the Company.

3. You shall be on probation for a period of 3 months (90 calendar days) from the effective start of your employment.
4. Your start date of employment will be 18th November 2019 .
5. You are expected to attend Office not less than 5 days a week (8:30 am to 4:30 pm). Staff meetings on alternate Saturdays (9:00 am till 4:00 pm) will be compulsory.
6. You are required to give **two months'** notice, should you decide to resign from the services of the Company. In the case if you have not provided due notice, a fine in the amount equal to your two month's salary should be provided from you to the Company. Company



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reserves the right to pursue legal actions to collect that amount if the same was not paid at the time of leaving the Company.

7. Leave Policy : The leaves taken during the probation and notice period will be unpaid. You are entitled to 14 days of paid leave throughout the academic year (June till May). The paid leave will be applicable on a prorata basis post your probation period. If you have not utilized the leaves, it cannot be carry forwarded, but compensated in the same year. The 2 weeks summer holidays (last 2 weeks of May) is applicable only when you complete 11 months of employment on or before May of that academic year.
8. In case your performance is not meeting the expectations of the Company, it reserves the right to terminate your service, if proper remediation was provided for improvement of required skills over the maximum of two months.
9. Upon confirmation of Program Supervisor, you will be entitled to leave and public/national holidays as decided by the Company. During the probation period, all sick/personal leave taken by you will be deducted from the stipend.
10. For matters not specifically mentioned in this Contract, the Company's existing Policies and Procedures including changes thereof in relation to Employees will apply to you.
11. The Company may, in its sole discretion, at any time extend this period of probation. If in the opinion of the Company you are found suitable for the post in which you are appointed, you will be confirmed. If you are continued after the expiry of probation period, either original or extended, you will be deemed to continue as probationer only until you are confirmed or terminated. Notwithstanding anything contained herein, during your probation period, Company may terminate your employment upon fifteen (15) calendar days' notice to you with or without cause, and with or without cause, and without stating any reasons whatsoever.
12. By accepting this offer, you expressly agree that you will join the training and begin employment immediately upon completion of university graduation.
13. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive your acceptance before the expiration of seven (7) days from the date



Helping you reach full potential

Stepping Stones Center

(A Unit of Iyer Educational Institutions Private Limited)

For Children with Autism and Other Development Disabilities

#76, Karthik Nagar, Near Karthik Nagar Children's park, Marathahalli Post, Bangalore – 560037

W: www.steppingstonescenter.in

of this letter, or if, after your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing.

14. The offer letter will be considered as accepted only when signed and submitted to the Company.

GENERAL

a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this agreement.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this agreement shall continue in full force and effect.

c. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you relating to the same subject matter.

Whilst employed by the Company:

- You will devote your full time and attention to the service of the Company and will not work for any other Company during your employment with the Company.
- You are also not permitted to, directly or indirectly either on your own behalf or any other entity, person, firm or company to:

(i) Carry on or be engaged in any business or activities with

(ii) Canvass or solicit orders from

(iii) Have dealing in the course of any such business with

any entity, person, firm or Company which is a competitor, client, supplier or customer of the Company. This includes clients, suppliers or customers who are in the process of negotiation with the Company



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- You will not be permitted to undertake any other employment or engage in any external activities of commercial nature without prior written approval. Except in the proper course of your employment or thereafter, you will not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of the employment with the Company is deemed to be confidential. Acceptance of this offer letter shall be legally considered equivalent to signing the confidentiality agreement as per the standard format of the Company.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures. On behalf of the Company, we wish you every success in your position and trust that our relationship will be long and mutually rewarding.

Yours sincerely,

K.Amritha, COO

Accepted

Ms.Sarah Gabriel



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Annexure I Total Remuneration Worksheet

		Yearly	Monthl y
(a)	Basic salary	94,800	7,900
(b)	House rent allowance (HRA)	47,400	3,950
(c)	Conveyance allowance	19,200	1,600
(d)	Medical Allowance	15,000	1,250
(e)	Special Allowance	60,600	5,050
	Gross Total	2,37,000	19,750
(f)	Employer's Contribution to Provident Fund (@ 12% of Basic)	11,376	948
(G)	Employer's Contribution to ESI @ 4.75% Gross Earnings	11,268	939
Cost-to-company (CTC) as per Offer		2,59,644	21,637
Deductions		Rs.	Rs.
(a)	[-] Employees' contribution to PF	11,376	948
(c)	[-] Employees' contribution to ESI	4,152	346
(e)	[-] Profession tax	2400	200
(f)	[-] Income-tax	-	-
TOTAL		17,928	1,494
Estimated take home pay		2,19,072	18,256



CIN. U74999KL2016PTC0470

AVANT TAX CONSULTANCY PRIVATE LIMITED

Date:

Date :18.03.2019

Nikhil Joy
Ammiyankal House
Moonnilavu PO
Pala, Kottayam
Mob-6362075761

Sub: Appointment Letter for the position of US Tax Accountants

Dear Mr. Nikhil,

We have immense pleasure in offering you the above position effectively ^{21/03/2019} ~~03/20/2019~~ subject to successful completion of a three months' probation period at your end. We are a growing Organization with International Operations and we hope, you will enjoy working with us.

You will be working at our premises at _____.

Your starting salary will be 15000.00/- Rupees per month. Your salary will be payable once a month at month end, less required deductions.

As an employee of AVANTTAX CONSULTANCY SERVICES, Pvt.Ltd, you will receive two of paid vacation per year, pro-rated for your first year if applicable. Vacation will be agreed in advance for such time or times as are mutually convenient between the employer and the employee.

Please indicate your acceptance of this offer by signing and dating where indicated below and returning it to me by the close of business on March ^{21st} ~~20th~~, 2019.

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

VII/186-F23, SECOND FLOOR, PUTHIRI TOWER, NEAR K.S. R. T. C. BUS STAND,
THODUPUZHA, Idukki, Kerala, India, 685 584
Mob: 7012437258, 7025470169



Bal Krishna
②
④

16 February 2019

Balakrishna Shivakumar
157, Chikkathogur Cross
Shivanna Layout
Bangalore

Dear Balakrishna

Further to your recent interview and conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with HSBC Electronic Data Processing India Private Limited, with a commencement date of 21 February 2019. Please report to the undersigned on 21 February 2019 at 09:00 AM at Bangalore 4; GSC Bangalore IV, 148/1, Futura (2), Bannerghatta Road, Bilekahalli Village, Bangalore - 560 076. Karnataka.

You will be on probation for a period of 6 months which may be extended further for a period of 3 months during which your performance shall be reviewed by the Company. At the end of the probationary and / or extended probationary period you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by the Company.

JOB TITLE: GSU Analyst

Your Staff Number will be issued on joining the company.

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with your grade in the company. On occasions for training purposes and to cover operational requirements you may also be required to undertake other duties at a higher or lower grade as necessary.

PAY

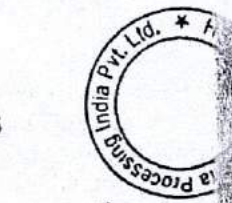
Your commencing remuneration – Total Cost will be INR 300000 per annum. The detailed break-up of your Total Cost is indicated in the attached annexure. You will also be covered under Hospitalization Insurance for a sum of INR 200000 per annum and under Personal Accident Insurance for a sum of INR 984798.5. You will also be covered under Life Insurance for a sum of INR 984798.5 per annum. The Hospitalization Insurance cover is a family floater policy that gives flexibility in the usage of the cover amount as the entire entitlement amount can be utilized by either an individual or any member/s of the family (self, spouse, children-up to two). Details of the insurance scheme will be provided to you on joining the company.

Payments will be made on or around the 24th of each month for that calendar month; is subject in cases to Income Tax and other statutory deductions; and will be paid into an account, which will be opened in your name with Hong Kong and Shanghai Banking Corporation Limited. If you already have an account with Hong Kong and Shanghai Banking Corporation Limited, please provide us with details as soon as possible.

HSBC Electronic Data Processing India Pvt. Ltd.,
FUTURA, 148/1, Bilekahalli Village, Begur Hobli, Bannerghatta Road, Bangalore-560 076
Phone: +91-80-67084000, Fax: +91-80-26594680

Registered Office Address:

HSBC House, Plot No.8, Survey No.64 (part), Hitec City Layout, Madhapur, Hyderabad - 500 081
Ph: +91 40 3980 2000, Fax: +91 40 6684 0999 Corporate Identification Number (CIN) - U72200TG2000PTC033500



PRINCIPAL
St. Francis de Sales Col
Electronics City Post, Bangalore - 56



15 November 2019

Chethana K
No 1075, 8th Cross, AECS Layout, A block
Singasandra Kudlu
Bengaluru

Dear Chethana

Further to your recent interview and conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with HSBC Electronic Data Processing India Private Limited, with a commencement date of **21 November 2019**. Please report to the undersigned on **21 November 2019** at 09:00 AM at **Bangalore 4; GSC Bangalore IV, 148/1, Futura (2), Bannerghatta Road, Bilekahalli Village, Bangalore - 560 076, Karnataka.**

You will be on probation for a period of 6 months which may be extended further for a period of 3 months during which your performance shall be reviewed by the Company. At the end of the probationary and / or extended probationary period you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by the Company.

JOB TITLE: Associate

Your Staff Number will be issued on joining the company.

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with your grade in the company. On occasions for training purposes and to cover operational requirements you may also be required to undertake other duties at a higher or lower grade as necessary.

PAY

Your commencing remuneration – Total Cost will be **INR 300000** per annum. The detailed break-up of your Total Cost is indicated in the attached annexure. You will also be covered under Hospitalization Insurance for a sum of **INR 300000** per annum and under Personal Accident Insurance for a sum of **INR 984799**. You will also be covered under Life Insurance for a sum of **INR 984799** per annum. The Hospitalization Insurance cover is a family floater policy that gives flexibility in the usage of the cover amount as the entire entitlement amount can be utilized by either an individual or any member/s of the family (self, spouse, children-up to two). Details of the insurance scheme will be provided to you on joining the company.

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HSBC Electronic Data Processing India Pvt. Ltd.,
"FUTURA", 148/1, Bilekahalli Village, Begur Hobli, Bannerghatta Road, Bangalore-560 076
Phone: +91 80 6684 0000, Fax: +91 80-26594680

Registered Office Address:
HSBC House, Plot No.8, Survey No 84 (part), Hitec City Layout, Madhapur, Hyderabad - 500 081
Ph: +91 40 3980 2000, Fax: +91 40 6684 0699 Corporate Identification Number (CIN) - U72200TG2000PTC033658

