



Date **23-06-2022**

To,

Subhrajyoti Buragohain

SUB: Provisional Letter

**Dear Sir / Madam,**

With reference to your application with us for Trainee, we are pleased to engage you as Trainee under YASHASWI for On The Job training at **MARICO LIMITED GUWAHATI** Subject to the following terms and conditions:

1. Your joining will be from date...**10.../08/...2022**.....for On The Job training for a period of up to **36** month.
2. You will be paid the consolidated stipend of **Rs. 18,635.46/-** Per month
3. As a Trainee you shall learn your subject field conscientiously and diligently and attend to on job training, practical and instructional training regularly.
4. Trainee agent can terminate the agreement with the Trainee (YASHASWI) on account of unlawful behavior on the part of YASHASWI Trainee or account of repeated flouting of company/ industry policies or for continuous irregularity in attending to the scheduled training as notified for the Training.
5. As a Trainee you shall be liable to abide by the rules and regulations of YASHASWI in all matter of conduct, discipline and safety and carry out all lawful orders to the establishment.
6. As a Trainee you shall maintain a record of your work during the training Period .

7. Yashaswi will formulate a "Training Program" for training of trainees and shall make suitable arrangement for facilitating the same.
8. The stipend for a particular month shall be paid on or before the **7<sup>th</sup>** of the following month.
9. Any disagreement or dispute between Yashaswi and a trainee arising out of the training shall be referred to the governing body of trainee agent.

This letter of Traineeship is provisional. In due course of time you will receive the Trainee letter as per YASHASWI Regulations at your training site. Till such time this provisional Traineeship letter will be enforce.

We wish you all the success in your new assignment.

Yours sincerely,

For **Yashaswi Academy for Skills,**

**Trainee Signature**



**Authorized Signatory**

A handwritten signature in blue ink, likely belonging to the Registrar of the University of Science &amp; Technology, Meghalaya.

Registrar  
University of Science & Technology,  
Meghalaya

**ADP Private Limited**

Regd. Office: ADP Boulevard, Survey No. 88/AA and 88/E, Nanakramguda Village,  
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008

Phone: +91 40 6757 0000

[adp.com](http://adp.com)

May 30, 2023

Mr. Hardik Jaishi  
House No: 40, C/O Damu Ram Jaishi, North Cachar Hills, Near Assam Gramin Vikas Bank,  
Deswali Basti, Harangajao-PO, Haflong, Assam 788818.

Dear Hardik,

Congratulations! Subsequent to the discussions we had with you, we are pleased to extend an offer for you to be a part of ADP. Please find the offer details below:

<b>Position:</b>	Member Technical
<b>Grade:</b>	G2L1
<b>Start Date:</b>	On or Before Sep 4, 2023
<b>Compensation:</b>	Total CTC of INR 600,015.00 (Six Lakh And Fifteen Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP.
<b>Probation &amp; Notice Period:</b>	You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits as per ADP's policy & your employment with the Company is terminable by serving a notice of sixty days on either side. On successful completion of probation period, the notice period would be ninety days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non performance and elimination of the position per ADP's business needs.
<b>Place of work:</b>	Your initial place of work will be Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,

**Satyanarayana Vinjamoori**  
(Vice President - HR)

The Square Survey No: 35,  
Hissa No. 9+10+11+12,  
Nagar Road, Wadgaonsheri,  
Pune, Maharashtra - 411014  
Phone: +91 20 6757 5444



## ADP Private Limited

Regd. Office: ADP Boulevard, Survey No. 88/AA and 88/E, Nanakramguda Village,  
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008

Phone: +91 40 6757 0000

[adp.com](http://adp.com)

### Terms and Conditions

#### 1. Working Hours

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday.

#### 2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining, regarding your employment and the business matters of the organization.

#### 3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

#### 4. Documents

Our offer is subject to the completion of separation formalities at your previous employer. At the time of joining the organization, you are required to produce a copy of the relieving letter (if you have previous work experience) from your last employer.

#### 5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

#### 6. Statutory Benefits

**Provident Fund:** Provident Fund will be deducted from your salary as per EPF Act. The organization will also contribute a matching amount towards your Provident Fund. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable from time to time.

**Gratuity:** The Gratuity is paid to the associates as per the Gratuity Act, 1972 and would be governed by the relevant statutory laws as may be applicable from time to time.

#### 7. Statutory Compliance

Income Tax and Profession Tax or any other payments will be deducted from your salary, as applicable as per statutory laws.

#### 8. Flexible Benefits

The Flexible Benefit is a key component in your Gross Yearly Compensation. It allows you the flexibility to claim tax exemption benefit, as per Income Tax norms / rules in practice for the given financial year.

#### 9. Health Insurance

You and your dependents will be covered as per the existing Medicaclaim Insurance Policy provided by the organization.

#### 10. Personal Accident Insurance

You will be covered as per the existing Group Personal Accident Insurance Plan provided by the organization.

#### 11. Leave

You are eligible for Privilege Leaves and Casual Leaves as per the organization policy. You are also entitled to avail the Public Holidays as per the organization policy. Leave should be taken, as mutually agreed between you and the Reporting Manager.

For those members who joined the organization after 1st of January, Leave entitlement for the period between your Start date and 31st of December will be allocated on a pro rata basis.

The Square Survey No: 35,  
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[adp.com](http://adp.com)

#### 12. Variable Performance Incentive

You will be eligible for variable performance incentive based on your performance, performance of your business unit & ADP. This incentive will be paid as a one-time amount every year as per the organization's variable performance incentive payment cycle. In case the period of employment is less than one year at the time of bonus cycle, the amount will be computed on a pro-rata basis.

#### 13. Maternity Benefit

Women associates would be eligible to avail maternity related benefits per prevailing statute and relevant organizational guidelines applicable from time to time.

#### 14. Drug Test

You will be required to undergo a drug test with the organization on the day of induction. If tested positive for any of the banned & illegal drugs as per the organization policy, it would result in action leading up to termination.

#### 15. Background Checks

In accordance with our policy, this offer is conditioned upon your successful completion of a background check. Because this is a conditional offer of employment, you should not give notice to your present employer, sell real estate, or incur any other expense associated with acceptance of employment until you receive confirmation that you have successfully satisfied the preconditions of employment. This process is generally completed within 3 weeks, however the process may take longer. Background checks may include, without limitation, criminal screening, educational and employment verification, and reference checks. This offer is subject to the authenticity of any information and documentation in connection with background screening provided by you or otherwise obtained by ADP before, during or after the offer is communicated to you. In the event any information provided by you or otherwise obtained by ADP for background screening is proven to be false, misleading, or otherwise unsatisfactory to ADP in its sole discretion, ADP reserves the right to immediately rescind this offer and/or terminate your employment, if applicable, at any time.

#### 16. Relocation Assistance

If you are joining from outside Hyderabad, you may avail the organization-paid accommodation for two weeks. To avail the facility, you need to send an e-mail to [adp\\_india\\_accommodation@ADP.com](mailto:adp_india_accommodation@ADP.com), confirming your requirement for such accommodation at least 15 days prior to the Start date. You are eligible for relocation assistance towards travel, expenses towards movement of goods and household articles (including insurance), brokerage, per diem and miscellaneous expenses subject to a maximum amount up to INR 60,000 if you are relocating with your family (dependent parents/in-laws, spouse & kids). If you are relocating without your family, you can claim up to INR 30,000. The claims are subject to submission of original bills (wherever applicable). In case you leave the organization, for any reason, within one year, you will be required to refund the relocation amount to the organization.



Registrar  
University of Science & Technology,  
Meghalaya

**STRICTLY PRIVATE & CONFIDENTIAL**

Date: 03/27/2023

**Sahid Ahmed Laskar**  
**SUDARSHONPUR PART-1, SAMARIKONA,**  
**Silchar, 788155**

**Subject: Offer Letter**

**Dear Sahid Ahmed ,**

In reference to your application and subsequent discussions, we are pleased to offer you the position of Senior Sales Manager - Agency Sales, Agency in Band GB2 A at Bajaj Allianz Life Insurance Company Limited (BALIC). .

1. You shall be based at **Silchar** .
2. You will report to **Debashis Paul**.
3. The proposed compensation details are attached in "Annexure A"

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately upon your joining

We would expect you to join latest by 03/31/2023. In the event of your not being able to join on or before the latest date mentioned, please intimate, failing which this offer will be deemed void. The Company, may, at its sole discretion, extend the period in writing

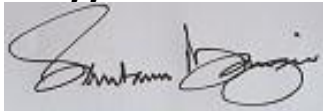
The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BALIC as being suppressed by you.

You are required to submit acceptance email of the offer along with the below mentioned documents at least 48 hours prior to your date of joining.

- a) Copy of relieving letters of last to last company (In case you have spent less than 6 years in your current company).
- b) Copy of resignation acceptance / relieving letter of current company.

Thanks again for your interest in being employed with BALIC and we look forward to you joining our organization at the earliest.

**For Bajaj Allianz Life Insurance Company Ltd.**



**Authorized Signatory**

322288/209856/Sahid Ahmed Laskar/50440

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789

Toll Free no.: 1800 209 7272 | Email: [customercare@bajajallianz.co.in](mailto:customercare@bajajallianz.co.in) | Website: [www.bajajallianzlife.com](http://www.bajajallianzlife.com)

CIN: U66010PN2001PLC015959

**ANNEXURE A: CTC Break Up****COMPENSATION BREAK UP SHEET**Date: **03/27/2023**

Name:	<b>Sahid Ahmed Laskar</b>		
Department:	Agency Sales		
Designation:	STM		
Band:	GB2 A		
Location Code:	Silchar	Location: Silchar	

S. No.	Components	Rs. Per Month	Rs. Per Annum
1	Fixed Basic	6,500.00	78,000.00
2	Minimum HRA	1,200.00	14,400.00
3	Conveyance Allowance	2,000.00	24,000.00
4	Telephone Allowance	2,000.00	24,000.00
5	Statutory Bonus	1,300.00	15,600.00
6	Flexible Benefits	9,907.00	118,884.00
7	Company's Provident fund contribution	1,800.00	21,600.00
8	Gratuity as per the Act	313.00	3,756.00
9	Total Fixed	<b>25,020.00</b>	<b>300,240.00</b>
	Total Fixed CTC in Words	<b>300,240.00(Three Lakh Two Hundred Forty)</b>	

322288/209856/Sahid Ahmed Laskar/50440

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789  
Toll Free no.: 1800 209 7272 | Email: [customercare@bajajallianz.co.in](mailto:customercare@bajajallianz.co.in) | Website: [www.bajajallianzlife.com](http://www.bajajallianzlife.com)  
CIN: U66010PN2001PLC015959

**Other Benefits:**

1. Group Term Life Insurance: You will be covered by a life insurance cover, for a sum assured as per company policy. This cover remains only as long as you remain in the service of the Company as per company policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.
2. Group Personal Accident: Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.
3. You will be covered under the company group Medclaim policy. The company shall subsidize the annual premium as per policy. The balance amount, if any, shall be borne by you and recovered from your salary.
4. Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
5. Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
6. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.
7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable\*to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company
8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company

322288/209856/Sahid Ahmed Laskar/50440

**Bajaj Allianz Life Insurance Company Limited**

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 Toll Free no.: 1800 209 7272 | Email: [customercare@bajajallianz.co.in](mailto:customercare@bajajallianz.co.in) | Website: [www.bajajallianzlife.com](http://www.bajajallianzlife.com)  
 CIN: U66010PN2001PLC015959

**Background Verification Form**  
**Letter of Authorization**  
**Declaration and Authorization by the Candidate**  
 To whom it may concern

I understand that Bajaj Allianz Life Insurance Company Limited may use an outside agency to verify and validate the information I have provided including my employment, my personal background, professional standing, work history and qualifications. I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, College records and professional and personal references. I authorize, without reservation, any individual, corporation or other private or public entity to furnish Bajaj Allianz Life Insurance Company Limited and the outside background agency all information about me.

I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to Bajaj Allianz Life Insurance Company Limited and the outside agency information that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested. I hereby confirm that, the below information is correct to the best of my knowledge and I understand that any misrepresentation or discrepancy noted in regards to me and/ or any other disclosures made by me, company shall have complete right and authority to take necessary disciplinary action against me as deemed necessary, including immediate termination of my services and employment, without any notice thereof.

**Name in CAPITAL LETTERS: Sahid Ahmed Laskar**

IMPORTANT: Copy of documents (as per "Documents Check-List") MUST be attached. Please enter your name as it appears in your Passport or PAN Card. Name change case : Kindly attach the name change Proof.

Personal Details		
Full Name	Gender	
Sahid Ahmed Laskar	Male	
Date of Birth (mm/dd/yyyy) :	Permanent Account Number :	Marital Status :
09/01/1997	AOGPL9556G	Single
<b>Former Name(s) / Maiden Name (if applicable)</b>		<b><u>Date of Name Change(mm/dd/yyyy)</u></b>
		<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
<b><u>First Name Middle Name Last Name</u></b>		<b>(If Applicable)</b>
Father's Name:	Mother's Name:	<b><u>Spouse's Name :(First &amp; Last)</u></b>
Sams Uddin Laskar	Romisa Begum Laskar	
Current Address: SUDARSHONPUR PART-1, SAMARIKONA, SUDARSHONPUR PART-1, SAMARIKONA , Matijuri, Hailakandi, Assam,		
Pin : 788155		
<b><u>Signature of the employee:</u></b>		



## EMPLOYEES PROVIDENT FUND ORGANIZATION

Employees provident funds scheme, 1952 (paragraph 34 & 57)  
& Employees pension scheme 1995 (paragraph 24)

### New Form No.11- Declaration Form

(To be retained by the employer for future  
reference)

**Emp Code:**

Company: Bajaj Allianz Life Insurance

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 end /of EPS1995 is applicable)

1	Name of the member	Sahid Ahmed Laskar
2	<b><u>Father's Name ( ) Spouse's Name ( )</u></b> (Please Tick Whichever Is Applicable)	
3	Date of Birth (MM/DD/YYYY)	09/01/1997
4	Gender: ( male / Female /Transgender )	Male
5	Marital Status (married /Unmarried /widow/divorce)	Single
6	(a) Email ID: (b) Mobile No:	sahidlaskar576@gmail.com 9085665682
7*	<b><u>Whether earlier a member of Employees 'provident Fund Scheme 1952</u></b>	<b>Yes</b> <b>No</b>
8*	<b><u>Whether earlier a member of Employees 'Pension Scheme ,1995</u></b>	<b>Yes</b> <b>No</b>

<b><u>If response to any or both of (7) &amp; (8) above is yes. MANDATORY FILL UP THE (COLUMN 9)</u></b>												
9	a) Universal Account Number(UAN)										NA	
	<b><u>b) Previous PF a/c No</u></b>		<b><u>AP</u></b>	<b><u>HYD</u></b>	<b><u>EST.CODE</u></b>	<b><u>EXTN</u></b>	<b><u>PF NO.</u></b>					
	c) Date of exit from previous employment (MM/DD/YYYY)											
	d) Scheme Certificate No (if Issued )											
	e) Pension Payment Order (PPO)No (if Issued)											
10	a) International Worker:										Yes	No
	b) If Yes , State Country Of Origin (India /Name of Other Country)											
	c) Passport No											
	d) Validity Of Passport (MM/DD/YYYY) to(MM/DD/YYYY)											
11	<b>KYC Details: (attach Self attested copies of following KYCs) **</b>											
	<b><u>a) Bank Account No.&amp; IFS code</u></b>											
	b) AADHAR Number (12 Digit)										501554258834	
	c) Permanent Account Number (PAN),If available										AOGPL9556G	
<b>UNDERTAKING</b>												
1. Certified that the Particulars are true to the best of my Knowledge 2. I authorize EPFO to use my Aadhar for verification / e KYC purpose for service delivery 3. Kindly transfer the funds and service details, if applicable if applicable, from the previous PF account as declared above to the present P.F Account(The Transfer Would be possible only if the identified KYC details approved by previous employer has been verified by present employer 4. In case of changes In above details the same Will be intimate to employer at the earliest												
Date:03/27/2023 Place: Silchar												
<b><u>Signature of Member</u></b>												

**DECLARATION BY PRESENT EMPLOYER**

1. The member /Ms./Mrs **Sahid Ahmed Laskar** has joined on .....and has been allotted PF Number.....

2, In case person was earlier not a member of EPF Scheme ,1952 and EPS,1995

- (Post allotment of UAN ) The UAN Allotted for the member is NA
- Please tick the Appropriate Option:
- The KYC details of the above member in the UAN database
  - Have not been uploaded
  - Have been uploaded but not approved
  - Have been uploaded and approved with DSC

3, In case the person was earlier a member of EPF Scheme ,1952 and EPS, 1995:

- The above PF account number /UAN of the member as mentioned in (a) above has been tagged with his /her UAN/previous member ID as declared by member
- Please Tick the Appropriate Option
  - The KYC details of the above member in the UAN database have been approved with digital signature Certificate and transfer request has been generated on portal.
  - As the DSC of establishment are not registered With EPFO the member has been informed to file physical claim (Form13) for transfer of funds from his previous establishment.

Date: 03/27/2023

**Signature of Employer With seal of Establishment**

**FORM 2 (REVISED)****Nomination and Declaration form for Unexempted/Exempted Establishments****Declaration and Nomination Form under the Employees' Provident Funds and Employees' Pension Scheme****(Paragraphs 33 & 61(1) of the Employees Provident Fund Scheme, 1952 and Paragraph 18 of the Employees' Pension Scheme, 1995)**

1. Name (in Block Letters) : Sahid Ahmed Laskar  
2. **Father's/ Husband's Name** :  
3. Date of Birth : 09/01/1997  
4. Sex : Male  
5. Marital Status : Single  
6. **Account** :  
7. Address : SUDARSHONPUR PART-1, SAMARIKONA,  
SUDARSHONPUR PART-1, SAMARIKONA , Matijuri, Hailakandi,  
Assam  
Permanent : SUDARSHONPUR PART-1, SAMARIKONA,  
SUDARSHONPUR PART-1, SAMARIKONA , Matijuri, Hailakandi,  
Assam  
**Temporary** :  
8. Date of Joining :

**PART- A (EPF)**

**I hereby nominate the person(s)/ cancel the nomination made by me previously and nominate the person(s) mentioned below to receive the amount standing to my credit in the Employees' Provident Fund, in the event of my death.**

Name of nominee/no minees	<b><u>Address</u></b>	Nominee's relationship with the member	<b><u>Date of Birth</u></b>	Total amount of share of accumulation in Provident Fund to be paid to each nominee	If the nominee is a minor, name & relationship & address of the guardian who may receive the amount during the minority of nominee
1	2	3	4	5	6
Romisa Begum Laskar		Mother	06/01/1972		

1. \*Certified that I have no Family as defined in para 2(g) of the Employees' Provident Fund Scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.
2. \*Certified that my father/mother is /are dependent upon

\* Strike out whichever is not applicable.

**PART B (EPS) (Para 18)**

**I hereby furnish below particular of the members of my family who would be eligible to receive widow/ children pension in the event of my death.**

<u>S No.</u>	<u>Name and Address of the family member</u>		<u>Date of Birth</u>	<u>Relationship with member</u>
	<u>Name</u>	<u>Address</u>		
1.				
2.				
3.				
4.				
5.				

\*\*Certified that I have no family as defined in para 2(vii) of Employees' Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly widow pension (admissible under para 162(a)(i) and

(ii) in the event of my death without leaving any eligible family member for receiving pension.

Name and Address of the Nominee	Date of Birth	Relationship with member
Romisa Begum Laskar	06/01/1972	Mother

Date : .....

\*\*Strike out whichever is not applicable

Signature or thumb impression of the subscriber

**CERTIFICATE BY EMPLOYER**

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri/Smt./Kum. .... employed in my establishment after he/she has read the entries/entries been read over to him/her by me and got confirmed by him/her

Place .....

Date .....

Signature of the employer or other Authorized Officers of the Establishment

Destination .....

**FORM 'F'**  
**[See sub-rule(1 ) of rule 6 ]**  
**Nomination**

To.....[Give here name or description of the establishment with full address ]

I, Shri/ Shrimati/ Kumari Sahid Ahmed Laskar whose particulars are given in th e statement below,

hereby nominate the person (s ) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of

my death before that a month has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in the proportion indicated against the name(s ) of the nominee(s ).

1. I hereby certify that the person(s ) mentioned is a / are mem ber(s) of my family within the meaning of clause(h ) of section (2 ) of Payment ent of Gratuity Act, 1972 .

2, I hereby declare that I have no family within the meaning of clause (h ) of section (2 ) of the said

3, (a ) My father/ mother/ parents is / are not dependant on me

(b ) my husband's father/ mother/ parents iis/arenot dependent on my husband .

4, I have excluded my husband from m y family by a notice date th e ..... to th e controlling authority in terms of th e proviso to clause (h ) of section 2 of the said

5, Nomination made herein in validates my previous nomination .

**Nominee (S)**

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion which the gratuity will be shared
Romisa Begum Laskar	Mother	06/01/1972	100%
so on .			

### Statement

1. Name of employee in full : Sahid Ahmed Laskar
2. Sex : Male
3. Religion :
4. Whether unmarried/ married/ widow/ : Single
5. Department / Branch / Section where employed
6. Post held with Ticket or Serial , if any.
7. Date of appointment :
8. Permanent address : SUDARSHONPUR PART-1,  
SAMARIKONA SUDARSHONPUR PART-1, SAMARIKONA Matijuri, Hailakandi, Assam

Village.....Thana .....Sub-division .....Post Office.....

Place

Date

Signature/ Thumb impression of the employee

### Declaration by witnesses

Nomination signed/ thumb impressed before me.

Name in full and full Signature of witnesses

- |     |     |
|-----|-----|
| 1 . | 1 . |
| 2 . | 2 . |

Place

Date

### Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment .

Employer 's Reference No., if any

Signature of the employer/Officer authorized

Designation.....

Name and address of the Establishment or rubber stamp thereof.

Date

### Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date

Signature of the employee

**GROUP LIFE INSURANCE BENEFICIARY FORM**

Beneficiary's Full Name: Romisa Begum Laskar

Relationship to You: Mother

Beneficiary's Date of Birth :(mm/dd/yyyy): 06/01/1972

**Signature of the employee:**

E-Code -

  
Registrar  
University of Science & Technology,  
Meghalaya

322288/209856/Sahid Ahmed Laskar/50440

**Bajaj Allianz Life Insurance Company Limited**

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 |

Fax: +91-20-66026789

Toll Free no.: 1800 209 7272 | Email: [customercare@bajajallianz.co.in](mailto:customercare@bajajallianz.co.in) | Website: [www.bajajallianzlife.com](http://www.bajajallianzlife.com)

CIN: U66010PN2001PLC015959

Name: Saurav NandiDate: 24/02/2023Address: CharaideoMobile No: 7896123027**Intent of Offer letter for the post of Sales Trainee**Dear Saurav,

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our Housing Finance function based at Nalbari Branch.

We are pleased to offer you a fixed salary of Rs. 244,000/- per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

As mentioned, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have agreed to join the duties on or before **15<sup>th</sup> June 2023** (Date of joining).

You will have to complete the following formalities on the link provided before you join the organization.

- Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.
- Education mark sheets & Certificates (including final year passing certificate/ mark sheet).
- 2 passport size color photographs with red background.
- Attend a functional orientation training (Boot camp), which shall be communicated to you shortly.

Under the following circumstances the offer/employment will stand cancelled or revoked automatically:

- If for any reason you do not clear the final year examination.
- If you fail to attend the functional orientation training (Boot camp).
- In case, you fail to join on the above-mentioned date.
- Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,

For **Piramal Finance Sales and Service Private Limited**



**Pramod Gite**  
Head – Human Resources

Accepted by: \_\_\_\_\_

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

  
**Registrar**  
**University of Science & Technology,**  
**Meghalaya****Piramal Finance Sales and Service Private Limited**

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park Ganpatrao Kadam Marg, Lower Parel Mumbai City MH 400013 IN

T +91 22 62309400 and F +91 22 61513444

Name: Shahil Hague  
Address: Barpeta  
Mobile No: 8638900916

Date: 24/02/2023

**Intent of Offer letter for the post of Sales Trainee**

Dear Sahil,

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our Housing Finance function based at Nalbari Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Medichaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

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- Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,  
For **Piramal Finance Sales and Service Private Limited**



**Pramod Gite**  
Head – Human Resources

Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_



**Registrar**  
**University of Science & Technology,**  
**Meghalaya**

**Piramal Finance Sales and Service Private Limited**

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park Ganpatrao Kadam Marg, Lower Parel Mumbai City MH 400013 IN

T +91 22 62309400 and F +91 22 61513444

Name: Sahera Mazumder  
Address: Kamrup Metro  
Mobile No: 9508187399

Date: 24/02/2023

**Intent of Offer letter for the post of Sales Trainee**

Dear Sahera,

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our Houang Finance function based at Guwahati Branch.

We are pleased to offer you a fixed salary of Rs. 244,000/- per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Medclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

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- In case, you fail to join on the above-mentioned date.
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Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,

For **Piramal Finance Sales and Service Private Limited**



**Pramod Gite**  
Head – Human Resources

Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_



**Registrar**  
**University of Science & Technology,**  
**Meghalaya**

**Piramal Finance Sales and Service Private Limited**

CIN: U67200MH2020PTC345642

Internal Use--Confidential

Registered office - Floor 4, 2 Peninsula Corporate Park Ganpatrao Kadam Marg, Lower Parel Mumbai Mumbai City MH 400013 IN

T +91 22 62309400 and F +91 22 61513444

Name: S Ramit Singha  
Address: Nagaon  
Mobile No: 8811829469

Date: 24/02/2023

**Intent of Offer letter for the post of Sales Trainee**

Dear S Ramit,

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our Housing Finance function based at Nalbari Branch.

We are pleased to offer you a fixed salary of Rs. \_\_\_\_\_ per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

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- Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,

For **Piramal Finance Sales and Service Private Limited**



**Pramod Gite**  
Head – Human Resources

Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_

  
**Registrar**  
**University of Science & Technology,**  
**Meghalaya**

Name: Rohan MehbubDate: 24/02/2023Address: MorigaonMobile No: 8876889576**Intent of Offer letter for the post of Sales Trainee**Dear Rohan,

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our Housing Finance function based at Nalbari Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Medclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

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- Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,

For **Piramal Finance Sales and Service Private Limited**



**Pramod Gite**  
Head – Human Resources

Accepted by: \_\_\_\_\_

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

  
**Registrar**  
**University of Science & Technology,**  
**Meghalaya****Piramal Finance Sales and Service Private Limited**

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park Ganpatrao Kadam Marg, Lower Parel Mumbai City MH 400013 IN

T +91 22 62309400 and F +91 22 61513444

Name: Miftaur Zaman  
Address: Kamrup Metro  
Mobile No: 6900252266

Date: 24 / 02 / 2023

**Intent of Offer letter for the post of Sales Trainee**

Dear Miftaur,

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our Housing Finance function based at Nalbari Branch.

We are pleased to offer you a fixed salary of Rs. 244,000/- per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Medclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

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- In case, you fail to join on the above-mentioned date.
- Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,

For **Piramal Finance Sales and Service Private Limited**



**Pramod Gite**  
Head – Human Resources

Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_



**Registrar**  
**University of Science & Technology,**  
**Meghalaya**

**Piramal Finance Sales and Service Private Limited**

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park Ganpatrao Kadam Marg, Lower Parel Mumbai Mumbai City MH 400013 IN

T +91 22 62309400 and F +91 22 61513444

Name: Jatirmoyee Baruah  
Address: Goalpara  
Mobile No: 9802847926

Date: 24/02/2023

**Intent of Offer letter for the post of Sales Trainee**

Dear Jatirmoyee

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our Houang Finance function based at Nalbari Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

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- In case, you fail to join on the above-mentioned date.
- Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,  
For **Piramal Finance Sales and Service Private Limited**



**Pramod Gite**  
Head – Human Resources

Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_

  
**Registrar**  
**University of Science & Technology,**  
**Meghalaya**

**Piramal Finance Sales and Service Private Limited**

CIN: U67200MH2020PTC345642

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Registered office - Floor 4, 2 Peninsula Corporate Park Ganpatrao Kadam Marg, Lower Parel Mumbai Mumbai City MH 400013 IN

T +91 22 62309400 and F +91 22 61513444

Name: Ikbal Hussain Choudhury  
Address: Hailakandi  
Mobile No: 7002211450

Date: 24/02/2023

**Intent of Offer letter for the post of Sales Trainee**

Dear Ikbal Hussain

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our Housing Finance function based at Nalbari Branch.

We are pleased to offer you a fixed salary of Rs. 244,000/- per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Medclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

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- In case, you fail to join on the above-mentioned date.
- Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,

For **Piramal Finance Sales and Service Private Limited**



**Pramod Gite**  
Head – Human Resources

Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_

  
**Registrar**  
**University of Science & Technology,**  
**Meghalaya**

**Piramal Finance Sales and Service Private Limited**

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park Ganpatrao Kadam Marg, Lower Parel Mumbai Mumbai City MH 400013 IN

T +91 22 62309400 and F +91 22 61513444

Name: Ijai Amin  
Address: Darrang  
Mobile No: 8638388177

Date: 24/02/2023

**Intent of Offer letter for the post of Sales Trainee**

Dear Ijai,

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our Housing Finance function based at Nalbari Branch.

We are pleased to offer you a fixed salary of Rs. 244,000/- per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Medclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

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- Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,

For **Piramal Finance Sales and Service Private Limited**



**Pramod Gite**  
Head – Human Resources

Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_



**Registrar**  
**University of Science & Technology,**  
**Meghalaya**

Name: 1badahunshisha Nongram  
Address: Ri Bhoi Meghalaya  
Mobile No: 7085695624

Date: 24/02/2023

**Intent of Offer letter for the post of Sales Trainee**

Dear 1badahunshisha

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our Housing Finance function based at Guwahati Branch.

We are pleased to offer you a fixed salary of Rs. 244000/- per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Mediciam Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

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- In case, you fail to join on the above-mentioned date.
- Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,

For Piramal Finance Sales and Service Private Limited



**Pramod Gite**  
Head – Human Resources

Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_

  
**Registrar**  
**University of Science & Technology,**  
**Meghalaya**

**Piramal Finance Sales and Service Private Limited**

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park Ganpatrao Kadam Marg, Lower Parel Mumbai Mumbai City MH 400013 IN

T +91 22 62309400 and F +91 22 61513444

Name: Dipshikha Deka  
Address: Nagaon  
Mobile No: 6900492337

Date: 24/02/2023

**Intent of Offer letter for the post of Sales Trainee**

Dear Dipshikha

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our Harang Finance function based at Nalbari Branch.

We are pleased to offer you a fixed salary of Rs 244,000/- per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Medclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

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- Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,  
For **Piramal Finance Sales and Service Private Limited**



**Pramod Gite**  
Head – Human Resources

Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_



**Registrar**  
**University of Science & Technology,**  
**Meghalaya**

**Piramal Finance Sales and Service Private Limited**

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park Ganpatrao Kadam Marg, Lower Parel Mumbai Mumbai City MH 400013 IN

T +91 22 62309400 and F +91 22 61513444

Name: Ahmed Arif Laskar  
Address: Ransup Metro  
Mobile No: 8402038158

Date: 24/02/2023

**Intent of Offer letter for the post of Sales Trainee**

Dear Ahmed Arif

With reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our Houang Finance function based at Nalbari Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Medclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

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Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of employment.

We wish you all the best!

Yours Sincerely,  
For **Piramal Finance Sales and Service Private Limited**



**Pramod Gite**  
Head – Human Resources

Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_

  
**Registrar**  
**University of Science & Technology,**  
**Meghalaya**

**Piramal Finance Sales and Service Private Limited**

CIN: U67200MH2020PTC345642

Registered office - Floor 4, 2 Peninsula Corporate Park Ganpatrao Kadam Marg, Lower Parel Mumbai Mumbai City MH 400013 IN

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**PRIVATE AND CONFIDENTIAL****Ref. No.: /BBL/HR/REC/12435/2022-2023****Date: 22-Aug-2022****Mr. Jahir Ahmed****C/O - Basir Ahmed, 339/C Maizdhi BSF Camp Road, Ward No. 2, Ambarkhana Settlement Road  
Karimganj, Karimganj, Assam 788712****LETTER OF APPOINTMENT**Dear **Mr. Ahmed**,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Customer Relationship Officer** for **1768-Hatigaon Branch** at **Guwahati East Cluster** at **Executive** grade.

You shall be required to join the Bank on or before **13-Sep-2022**.

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance on or before **27-Aug-2022**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For **Bandhan Bank Limited**,**Shivesh Kumar Singh****Head-Business HR Partner General Banking**  
**Registrar  
University of Science & Technology,  
Meghalaya**

## **ANNEXURE I**

### **TERMS AND CONDITIONS OF EMPLOYMENT**

#### **1. Appointment**

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the “Company Policies”) as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 You will be required to report at **1768-Hatigaon** under **Guwahati East**. You will be accountable for duties & responsibilities to the **Branch Head** or to any such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.
- 1.3 Your appointment and continuation in employment at Bandhan Bank is subject to clearance of all hand-over, dues in your previous organisation and submission of unconditional Relieving Letter and Experience Letter along with attested copies of all your degrees and professional qualification certificates at the time of joining.

Further, your appointment is subject to you being found medically fit for service by a registered medical practitioner as mentioned in Point 14 of this letter.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.

#### **2. Probation & Confirmation**

- 2.1 You will be on a probation period of (6 months) from the date of your joining at Bandhan Bank. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such period as it

may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

### **3. Leave**

- 3.1 You will be governed by Bandhan Bank's Leave Policy announced from time to time. However, you must obtain prior approval of the concerned reporting manager prior to availing privilege leave.

### **4. Termination**

- 4.1 During the probationary period of **(6 months)** including any extension, either party may terminate this appointment by giving 30 days prior notice in writing without assigning any reasons therefor. After confirmation, either party may terminate this appointment by giving 90 days' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfillment of notice period, proper handover of charge to your successor to the satisfaction of the Company and any other conditions as may be communicated to you in writing.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may, at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

- 4.2 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Conduct and Ethics or any of the terms and conditions set forth herein. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality, any act involving moral turpitude, including conviction in any criminal case during your present or previous employment, breach of any applicable law or regulation, breach of the Company's Code of Conduct and Ethics, refusal to carry out reasonable instructions and the like. The said right of the Company is without

prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

- 4.3 In the event of your continuous absence for a period exceeding 15 days, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. The contract of service shall come to an end when the employee abandons his / her job.
- 4.4 Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you attain the age of 60 years.
- 4.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.
- 4.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions stipulated in clauses 5 and 6.
- 4.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 5, 6 and 7 survive expiration or termination of your employment contract with the Company.

## **5. Confidentiality & Employment Policy**

- 5.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to Company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Company, and / or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this
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engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

- 5.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.
- 5.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- 5.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Company or its affiliates or customers may require in this regard, from time to time.

## **6. Disclosure of Information**

- 6.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval.

## **7. Intellectual Property Rights**

- 7.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in
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Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

## 8. Compensation

- 8.1 Your gross annual compensation will be the aggregate of Total Fixed Pay & Benefits as set forth in the **Annexure II (“Compensation”)** and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company compensation review cycle. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your Compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company’s Policies of maintaining strict confidentiality of the compensation you receive from the Company.
- 8.2 It is however clarified that the Benefits as set forth in the Annexure are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

## 9. Learning & Development

- 9.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you notice as referred to in clause 4 above, without being under obligation to make any payments to you.

## 10. Avoidance of Conflict of Interest

- 10.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your
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best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

**11.** Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.

**12.** In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment on a contractual basis under this Agreement, such dispute or claim shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the sole Arbitrator to adjudicate upon the dispute/difference. Parties also agree to submit themselves to the exclusive territorial jurisdiction of courts at Kolkata. The arbitration proceedings shall be conducted in English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

**13. The Insider Trading – Code of Conduct of the Bank (“Code”) and SEBI (Prohibition of Insider Trading) Regulations, 2015 (“Regulations”)**

13.1 By virtue of your appointment in the Bank, you shall abide by the provisions of the PIT Code and PIT Regulations. The PIT Code is available on the intranet of the Bank. It is the responsibility of each employee to become familiar with the Bank's PIT Code and understand these laws and regulations.

13.2 Depending on your role and grade, you may fall under the definition of Designated Person as per the PIT Code and PIT Regulations. As a result, you shall adhere to the conditions/ restrictions as laid down in the PIT Code and the PIT Regulations at all times, while dealing in the securities of the Bank or grey list companies. You shall submit the appropriate disclosures (Initial/Annual/Continual) on ESSCOM Portal within the prescribed timeline or as may be communicated to you from time to time.

13.3 Further, in compliance with the conditions/ restrictions as laid down in the PIT Code, you shall abide by the PIT Code while dealing in the securities of the Bank or grey list companies for a period of six months from the date of your relieving from the Bank and your trade shall be subject to pre-clearance by the Compliance Officer of the Bank.

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**14. Health Check-up**

Your appointment in the Bank is subject to being found medically fit by a registered medical practitioner. You shall require to undergo stipulated medical test, at your own expense, and obtain a registered medical practitioner's certificate and submit the same at the time of your joining the Bank. In the event of your failure to submit a medical fitness certificate or submitting an unsatisfactory medical fitness certificate shall result in rescinding of the appointment with the Bank.

A duplicate copy of this letter is enclosed herewith, which may please be signed and returned to us in acceptance of the terms and conditions mentioned above.

For **Bandhan Bank Limited**



**Shivesh Kumar Singh**

**Head-Business HR Partner General Banking**

Agreed and Accepted: \_\_\_\_\_  
(Candidate Name) (Candidate Signature)

## ANNEXURE II – Compensation Details

### Confidential

**Candidate Name:** Jahir Ahmed

**Grade:** Executive

**Position Name:** Customer Relationship Officer

**Location:** 1768-Hatigaon Branch - Guwahati East Cluster

Particulars	Monthly (Rs.)	Yearly (Rs.)
Basic Salary	₹ 6,300	₹ 75,600
HRA	₹ 3,150	₹ 37,800
Special Allowance	₹ 4,150	₹ 49,800
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Statutory Bonus	₹ 1,400	₹ 16,800
Mobile Bill Reimbursement	₹ 150	₹ 1,800
<b>Gross Salary</b>	<b>₹ 18,000</b>	<b>₹ 2,16,000</b>
<b>Benefits</b>		
PF (Employer Contribution)	₹ 1,614	₹ 19,368
Gratuity #	₹ 303	₹ 3,636
Insurance Valuation - Mediclaim, Term Life and Accidental Benefit	₹ 724	₹ 8,688
<b>Cost to Company(CTC)</b>	<b>₹ 20,641</b>	<b>₹ 2,47,692</b>

# Payable as per the Payment of Gratuity Act.

#### Confidentiality:

Matter of your compensation is confidential information of the Bank and should be treated with absolute confidentiality except to the extent you are required to make disclosure for any tax, legal or



**Bandhan  
Bank**

**Bandhan Bank Limited**

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Email: info@bandhanbank.com | Website: www.bandhanbank.com

regulatory purpose. Any breach of this confidentiality obligations will be considered as breach of fidelity and secrecy clause under your terms of appointment.

  
Registrar  
University of Science & Technology,  
Meghalaya