



VIDYAVARDHAKASANGHA®
VIDYAVARDHAKA LAW COLLEGE
SHESHADRI IYER ROAD, MYSURU- 1

ASSESSMENT PERIOD 2019-20 To 2023-24



Criterion 5 - Student Support and Progression

Key Indicator – 5.2 Student Progression (50)

Metric No- 5.2.1- Percentage of placement of outgoing students during the last five years

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



VIDYAVARDHAKASANGHA®
VIDYAVARDHAKA LAW COLLEGE
SHESHADRI IYER ROAD, MYSURU- 1

Ref: VVLC/ 2023-24

Date: 15/05/2024

Declaration on Criteria 5.2.1

I do hereby declare that the outgoing students enter into legal practice on the recommendation of the college with Alumni and other notable advocate office. Hence their appointment letter and pay package is not available with us.


15/5/2024
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Vidyavardhaka Law College
Mysore - 570 001



RAMGAD MINERALS & MINING LIMITED

Regd. & Corp. Office, Baldota Enclave, Abheraj Baldota Road, Hosapete - 583 203, Karnataka.
Office : +91 8394 232002, 232003 Fax : +91 8394 232444
Email: email@mmml.in
CIN U27101KA1978PLC003360

RMML/HR/OL/182/2021-22

PRIVATE & CONFIDENTIAL

March 31, 2022

Mr. Devanand R
S/o. Mr. Raju K,
#473/1, C, SRP Road,
Thyagaraja Mohalla,
Bannur-571101., Mysuru, Karnataka

Dear Mr. Devanand R,

This is with reference to the interview you had with us on March 30, 2022 and subsequent discussion; we are pleased to offer you the position of Management Trainee – Legal on terms and conditions, which have been mutually discussed and agreed upon.

Your Annual Total Employment Cost to the Company will be Rs.2,80,000 /- (Rupees Two Lakhs Eighty Thousand Only)

The detailed appointment letter indicating all terms and conditions governing your employment will be handed over to you at the time of joining.

Please bring the following documents in original and one set photocopy of the same at the time of joining:

1. Four passport size photographs.
2. Educational certificates and mark sheets
3. Previous company Experience Certificate / Relieving letter
4. Passport/Driving License / Voter id for your address proof
5. PAN Card & Aadhar Card.
6. State Bank of India Bank Account Number

You are required to provide your acceptance by April 02, 2022 from your receipt of this offer letter

You are required to undergo pre-employment medical check-up. On your meeting the required health standard stipulated by us, you may make necessary arrangement to report on duty, on or before April 11, 2022, failing which this offer will stand cancelled.

We are happy to welcome you to Ramgad Minerals & Mining Limited

Yours faithfully,

For RAMGAD MINERALS & MINING LIMITED

Bilebrate Dash.

Vice President – HR & Admin

I, DEVANAND R., agree with the above said terms and conditions of my offer and I will report to duty from 11/04/2022.

Date: 01/04/2022


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Signature: *Devanand R.*
Devanand R



Chaitanya

CHAITANYA INDIA FIN CREDIT PRIVATE LIMITED

#145, 2nd Floor, NR Square, 1st Main Road, Sirs. Circle, Chamrajpet, Bangalore - 560018

CIN NO: U67190KA2C09PTCJ49494

Employee ID: C13493

Date: 02-May-2022

Pavana B K

Appointment Letter

Dear Mr./Ms. Pavana B K.

We are pleased to appoint you as **Senior Executive** with Chaitanya India Fin Credit Pvt Ltd (hereinafter referred to as "Employer") This appointment letter confirms and sets out the terms and conditions of your employment with Employer as below and supersedes all other prior correspondence.

1. Date of appointment:

Your employment will be effective from **02-May-2022**

2. Location:

Your position would be based in **Bengaluru, Karnataka** and may be transferable to other Chaitanya office locations, based on the Company's discretion. Your job may also require you to travel.

3. Compensation and benefits:

You will be paid a gross salary of **Rs 27000** per month which is subject to statutory deductions. The detailed breakup of salary has been enclosed herewith in Annexure I. Your compensation is very strictly private and confidential and should not be discussed with anyone except your Reporting Manager and Human Resource Department.

The company provides benefits such as PF, ESI, Gratuity, Accidental & Medical insurance etc.

4. Probation period:

You will be on probation for a period of Six (6) months from the date of your appointment. At the end of your probation period, your service will be considered as confirmed automatically unless there is any communication on Probation extension. On such confirmation in service, your employment with the company shall continue unless terminated in accordance with Clause 1 below. During the probation period, we may terminate your service by giving 30 days notice without assigning any reasons whatsoever.

5. Salary review:

Your salary will be reviewed once in a year. Salary increase following a performance review is not automatic but it depends on your performance as well as the performance of the company and the prevailing market conditions.

6. Leave:

Every 2nd & 4th Saturdays and all Sundays of the month will be holiday. All other Saturdays and week days will be full day working except Public holidays – 12 per year and leaves applicable as per the Company Policy.

Pavana B K

Head Office : #98, Sirsi Circle, Mysore Road, Chamrajpet, Bangalore - 560018

hrho@chaitanyaindia.in www.chaitanyaindia.in



CHAITANYA INDIA FIN CREDIT PRIVATE LIMITED

#145, 2nd Floor, NR Square, 1st Main Road, Sirsi Circle, Chamrajpet, Bangalore - 560018

CIN NO: U67190KA2009PTC049494

1. Representations and Warranties:

You represent and warrant to the Employer that

(i) You are free to enter in to this employment with the Employer without violation of any third-party rights and that your employment with Employer will not result in violation of any agreement or restrictive condition you may have with any third party including any former employer;

(ii) You are not a party to any arrangement or agreement which will compromise your ability to carry out your duties for Employer;

(iii) All information provided by you to the Employer, including information set forth in your résumé, information provided during the interview process and information in any employment application, is truthful and accurate; and

(iv) You will not disclose to the Employer, or induce the Employer to use, any confidential or proprietary information or materials belonging to any third party, including any previous employers.

2. Duties and Responsibilities:

You will be employed mainly in an officer or managerial capacity of such nature as may from time to time be specified by the Company or any of its Directors or other officers. You will devote your whole time and attention to the business of the Company, obey and observe all lawful orders and instructions given to you, and generally use your best endeavours to promote the success of the Company.

3. Travel and Transfers:

If you are required to travel on the Company's business all expenses related to such travel will be reimbursed as per company policies applicable to your grade at: actual, on transfer to other postings in India, transfer expenses will be paid according to the Company's scale applicable to you at the time.

4. Confidential information:

You will not, either during your employment with the Company or after the termination of such employment, divulge to anyone any information relating to the Company's business or any of its affairs.

5. Termination:

(i) Both you and the Employer will have an option of terminating the employment. This option may be exercised at any time by either party, by providing the other party with at least 2 (Two) month written notice or 2 (Two) month remuneration (including all allowances) in lieu of such notice.

ii) If you commit a breach of this agreement or any of your representations and warranties are found to be untrue, or you are guilty of misconduct (including drunkenness, dishonesty, absence without leave, infringement of the Company's regulations and disobedience to lawful orders or instructions) or conduct yourself in a disreputable manner to the Company or its employees or if you borrow money from any of the customers of the Company or from anyone trading with the Company, you will be discharged immediately without notice or salary in lieu of notice and in such cases will have no claim on the Company whatsoever. For further details please refer to Chapter 16 "Disciplinary Action" and Chapter 17 "Termination of employment" of Standing Order for the procedure followed in the company.

iii) On termination of your employment for any of the foregoing reasons, you may be asked by the Company, at its option, to vacate your service prior to the effective date of termination and to cease all activities on Company's behalf. Upon the termination of your employment in any manner, you shall immediately surrender all records, documents, plans, letters, papers, computer files and other materials of every description (including all materials made or compiled by you as well as all materials furnished to you by anyone else in connection with the employment and all copies of or extracts of any such materials) within your possession or control relating to the affairs and business of the

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CIN NO: U67190KA2009PTC049494

Company. Your dues with the Company shall be settled only upon the return of all the Company's property to a nominated representative of the Company.

1. Arbitration:

Any disputes in connection with your employment, including those pertaining to the terms and conditions, alleged breaches of contract, and remedies under contract, shall be governed by the laws of India and shall be settled exclusively and confidentially by final and binding arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996. The venue for arbitration shall be Bangalore.

2. Provision of Non Disclosure, Non-Compete and Non Solicitation (NDA - Annexure):

You shall, on accepting the offer of employment of the Company execute an undertaking agreeing with the non-disclosure, non-compete and non-solicitation provisions in the form and manner provided by the Company.

The terms here in above contained may from time to time be modified by mutual consent. You are required to sign and submit a copy of this appointment letter as a token of your acceptance of our terms and conditions.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Sincerely,
For Chaitanya India Fin Credit Private Limited

Gaurav Pathak
Head HR

I accept the terms and conditions set out above. I also declare that I am not a relative of a Director of the company under the definition of relative mentioned in Section 2(76) and 188 of the Companies Act, 2013.

Signature: *Pavana B.K.*


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CHAITANYA INDIA FIN CREDIT PRIVATE LIMITED

#145, 2nd Floor, NR Square, 1st Main Road, Sirsi Circle, Chamrajpet, Bangalore - 560018

CIN NO: U67190KA2009PTC049494

Date: 02-May-2022

Name: Pavana B K

Designation: Senior Executive

Annexure I

Description	Amount per month
Basic	21100
HRA	5900
LTA	0.00
Additional HRA	0.00
Special Allowance	0
Food Coupcns - Sode*c	0.00
Food Coupcns - Paytm	0.00
Telecom Allowance - Sode*xo	0.00
Fuel Allowance - Sode*c	0.00
Driver Allowance	0.00
Gross salary	27000

Gross salary of Rs 27000/-per month only.

Pavana B.K

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CIN NO: U67190KA2C09PTC049494

To,
Pavana B K,

Date: 02-May-2022

Dear Mr./Ms. Pavana B K.

Undertaking with respect to Non- Compete, Non- Disclosure of Confidential Information & Non-Solicitation Provisions

We refer to your letter of appointment letter dated 02-May-2022. In furtherance to the same and as part of the terms of your appointment, you are requested to adhere to the following:

PART A - Non-Disclosure Provisions:

- During your employment with the Company, you have/ shall have access to various information of the Company including commercial and technical information.
- In this regard, you hereby undertake to keep confidential at all times, all the information that you have/shall have access to and shall continue to keep all information received confidential. (whether or not marked confidential) You further confirm that you have not/shall not share and/or disclose the information to any third parties directly or indirectly, orally or in writing or in any other manner whatsoever.
- You hereby undertake that upon cessation of your employment you shall return to the Company all written, stored or otherwise recorded information (including copies, if any) obtained during the course of your employment with the Company.
- The confidentiality obligation shall not or no longer apply to information that:
 - is/was publicly known at the time of disclosure; and/or
 - is/ was already known to the receiving party prior to such disclosure
- You may disclose information in the event you receive any governmental, judicial, or administrative order, summons, discovery request, regulatory request or similar circumstances without liability, provided you promptly and mandatorily notify the Company in writing of such demand for disclosure.
- You hereby acknowledge and agree that in the event of any unauthorized disclosure of information to third parties by you, the Company shall be entitled to monetary damages along with other remedies available to the Company under applicable law.

PART B - Non Compete Provisions:

- You will not during the continuance of your employment with the Company, be engaged in any trade, business or occupation, other than the business of the Company, nor without the written consent of the Company be directly or indirectly interested in any other company / organization or business which directly or indirectly competes with the business of the Company.
- You will not during the continuance of your employment undertake any activity, which creates or could create, an actual or perceived conflict of interest with your employment, or which in any way compromises your duty of loyalty to the Company.
- During the tenure of your employment with the Company, and for a period of at least 6 (six) months thereafter, you shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business / activity (whether directly or indirectly, as a partner, shareholder, principal, agent, affiliate, director, consultant or in any other capacity or manner whatsoever) which is similar to the business of the Company nor engage in any activity that conflicts with your obligations to the Company without explicit permission from the Company.

Pavana B K

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PART C - Non Solicitation Provisions:

- During the tenure of your employment with the Company, and for a period of at least 6 (six) months thereafter you shall not solicit, endeavour to solicit, influence or attempt to influence any client, customer, or other person directly or indirectly to direct its business to yourself or any person, firm, corporation, institution or other entity in competition with the business of the Company;
- During the tenure of your employment with the Company, and for a period of at least 6 (six) months thereafter you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an director, consultant, advisor, employee or worker or in any other manner) to terminate or otherwise cease such employment or engagement with the Company.

You acknowledge and agree that the above restrictions are considered reasonable for the legitimate protection of the business and goodwill of the Company, but in the event that such restriction shall be found to be void, but would be valid if some part thereof was deleted or the scope, period or area of application were reduced, the above restriction shall apply with the deletion of such words or such reduction of scope, period or area of application as may be required to make the restrictions contained herein valid and enforceable.

Further, you undertake to indemnify the Company and hold the Company free and harmless from any loss, damages, costs, claims, judgments, attorney's fees, or attachments, that it may suffer by reason of any acts and / or omissions by you, in this regard.

Please confirm your acceptance and compliance to the aforesaid terms by attesting your signature to this letter of undertaking and returning the signed copy to the Company. You may retain a copy of the same with you.

Sincerely,
For Chaitanya India Fin Credit Pvt Ltd

Gaurav Pathak
Head HR

In confirmation of having understood and accepted the terms and conditions set out in this letter of undertaking.

Signature: Pavana B K

Date: 02-May-2022

Name of Employee: Pavana B K


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Chaitanya

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CIN NO: U67190KA2009PTC049494

Code of conduct

The purpose of the Code of conduct is to describe principles of business conduct and to provide guidance in ethical decision making. Many sections of the Code reference matters for which specific policies exist as part of Board approved HR policies. You are expected to become familiar with Chaitanya's policies that directly impact your daily work.

Open Communication: Employees have the right and responsibility to bring their suggestions, complaints or concerns related to employment to the attention of management.

Dress code: An employee's dress and appearance should be appropriate to his/her job functions. All employees are expected to maintain an acceptable level of grooming and hygiene especially when interacting with customers/clients

Harassment: Chaitanya is committed to ensuring employees are treated fairly and rightfully in an environment free of bullying. Harassment could be a verbal or physical conduct that degrades or shows unfriendliness or hatred to an individual.

Sexual Harassment: Sexual harassment is an unacceptable form of action or misconduct which will not be tolerated under any circumstances. It's a severe offence if any employee involves in sexual harassment at the work place or other than work place.

Whistle blower policy: The Company has Whistle Blower policy / Vigil Mechanism for the directors and employees to report genuine concerns or grievances about unethical behaviour, actual or suspected fraud or violation of the company's Code of Conduct.

Employee safety: Chaitanya is committed to provide and maintain safe work environment to its employees. Company assesses all the risk prior to engage in new areas of operation.

Clean work Place: Employee should keep and maintain their work place clean and neat. Employees shouldn't keep non-work related or distracting things at office.

Attendance and punctuality: Employees are expected to be regular and punctual in attendance. This means being in the office, ready to work, at starting time each day.

Absence without notice: Employees who are unable to work due to illness or an accident should notify their supervisor. This allows the company to arrange for coverage of their duties and helps others continue to work in their absence. If an employee does a report for work and the company is not notified of an employee's status for 3 days, it is typically considered as absconding.

Conflict of Interest: Employees must not engage in any conduct that would create an actual or potential conflict of interest.

Principal
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Ravanna B K

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Confidentiality: During the course of his/her employment the employee may be disclosed with certain technical and business information of the company as well as that of the client such as methods, processes, pricing data, financial data, customer list etc. The employee needs to maintain confidentiality of the information he/she has with him/her.

Patents and Rights to Inventions, Creations, and Other Intellectual Property: All rights in and to any and all inventions, creations, ideas, techniques, methods, developments, and improvements ("inventions") that you (either alone or in conjunction with others) conceive, make, reduce to practice, or obtain during employment with the company are the property of the Company.

Protecting company assets: Employees should always act to protect company assets, including physical, intellectual, and electronic or digital properties.

Usage of Internet at office: Employees should use office internet for work related purpose only.

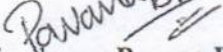
Mobile Phones and SMS Usage: Employee should use office SIM for work related purpose only. Employees have to be cautious while making calls and sending SMS. Making unwanted and irrelevant calls/SMS should be avoided.

Visitors: Visit by friends and relatives of employees can be disruptive and cause security and safety problems. Therefore, visits by friends and relatives for non-business purposes to be made with the permission of Reporting Manager.

Anti-bribery and corruption: Employees should always do their work fairly, honestly, and legally. Should not receive gifts, bribes, loans, and kickbacks

Smoke, Alcohol, Drug – FREE workplace: To promote the health and safety of employees & visitors, Chaitanya maintain an environment that is free from tobacco smoke, free from Alcohol, and drug free work places. Chaitanya expects its employees not to consume gutka and pan masala in the office premises

I acknowledge that I have read and understand Chaitanya's Code of Conduct (the "Code"). I commit to following the guidelines and principles presented in the Code.

Signature: 
Name of Employee: Pavana B K
Employee ID: C13493

Date: 02-May-2022


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Date: 06-Dec-2021

Sindhu Shripad Dikshit

MF 4/11, MIG D BLOCK, NANDINI LAYOUT Bangalore, Karnataka

Dear Sindhu,

We refer to the personal interview you have had with us on and we wish to inform you as under:-

This is to formalize our offer of appointment to you in our organization, **Tata Capital Financial Services Limited**, with effect from 27-Dec-2021 on the terms and conditions mentioned below. This appointment letter is highly confidential between you and the Company and any disclosure of the same to any third person will be viewed with utmost seriousness.

- 1. Designation:** You are appointed as a **Assistant Manager - Legal** in Grade M2 and you shall report to Associate Vice President - Legal, Commercial Finance.
- 2. Probation Period:** Initially you will be on probation for 06 months. Your confirmation will be communicated to you in writing upon your successful completion of the probation period. Either party i.e You or the company may terminate the employment during the probation period by giving one month's notice. However the company reserves the right to terminate your employment without any notice or notice pay in lieu of notice in case your performance, behavior and / or conduct during the probation period is found to be unsatisfactory.
- 3. Compensation:** You shall be paid an annual fixed cost totaling to **Rs. 5,50,000/- (Five Lakh Fifty Thousand)** as detailed in annexure A to this appointment letter subject to all the relevant tax laws. Your basic salary will be **Rs. 16,042/-** per month.

Increments will not be automatic but will be subject to your performance, attendance, good conduct, as may be fixed by the management at its sole discretion.

Performance Pay: Performance Pay Payout is a non guaranteed payment which is based on overall Company, Business and Individual performance and will be prorated in the year of joining. Kindly note that you shall not be entitled to performance pay in case you are no longer in the services of the company or are serving notice period upon resignation/termination as on date of actual payment of the performance pay.

Incentive Scheme: Please note that in case any incentive scheme is applicable to you, the same shall be communicated to you and your Performance Pay entitlement and payment would then be governed by such scheme.

Statutory Bonus: It is agreed between you and the Company that if any incentive / performance / productivity bonus is paid to you for any financial year, the same shall be in lieu of any other bonus payable under any applicable law, including in lieu of profit bonus payable under the Payment of Bonus Act, 1965.

- 4. Duties:** The Company will have the authority to determine and may change from time to time the portfolio of your duties and responsibilities in the Company, which you shall diligently perform.
- 5. Exclusivity:** You shall devote yourself exclusively to the performance of your duties in the Company and you shall not during the course of your employment with the Company, be engaged or concerned or interested in any other employment or business whether with or without remuneration. Further, during the period of your employment with the Company, you shall not engage in any endeavor or activity which conflicts with the interests and business of the Company.
- 6. Confidentiality:** You shall not divulge any confidential information to any third party nor shall you utilize any of the confidential information for any purpose other than the business of the Company and / or as may be required in the ordinary course of your employment with the Company.
- 7. Term of Appointment:** Your appointment shall commence on the date you join the Company (which shall not be later than 27-Dec-2021).
- 8. Posting & Transfers:** You will initially be posted at our Bengaluru - Prestige Corniche office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / section(s) / establishment(s) of the Company including any of its subsidiary / holding / associate companies or those that may come into existence in the future in India or

TATA CAPITAL FINANCIAL SERVICES LIMITED

Registered Office 11th Floor, Tower A, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

Tel + 91 22 6606 9000 Fax 91 22 6656 2699 Web www.tatacapital.com

Corporate Identity Number : U67100MH2010PLC210201

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abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

9. Resignation and Termination:

a) Your employment is terminable by either side by giving 90 days' notice and during the notice period you will have to continue to perform your duties and will not be entitled for any leave. The Company alone at its discretion, may opt to make/accept payment in lieu of notice period, which will be calculated on the basis of the monthly Basic salary. Notwithstanding any terms and the conditions, the Company at its sole discretion may accept or reject your resignation from the services of the Company

b) Your services may be terminated by the Company merely by payment of notice pay in lieu of notice which will be calculated on your Basic Salary.

c) Notwithstanding the above, the Company may terminate your services without any payment in lieu of notice in the event you commit any misdemeanor or illegal act including but not limited to fraudulent, dishonest conduct or indiscipline, breach of integrity, embezzlement / misappropriation of company property, insubordination, insolvency, conviction of any offence involving moral turpitude, irregularity of attendance, unauthorized absence from the place of work for more than ten working days or upon loss of confidence in you by the management or for functional or behavioural incompatibility or upon your conducting yourself in a manner which is regarded by the Company as prejudicial to its own interest or to the interest of its clients.

10. Suspension: In case an investigation is to be carried out against you relating to any of the matters mentioned in para. 9 above, your services may be suspended without any subsistence allowance during the period of such investigation / enquiry.

11. Leave: You will be entitled to leave as per the Leave Policy of the Company which may vary from time to time at the Company's sole discretion

12. Age of Retirement: You shall retire from the service of the Company as per the Retirement Policy of the Company from time to time (which currently provides for retirement upon attaining the age of 60 years).

13. Intellectual Property Rights (IPR): All IPRs devised, developed or created by you in the course of your employment with the Company shall belong to and be the absolute property of the Company or of such other person as the Company may nominate.

14. Company Property: Upon the termination of your employment with the Company, you will not retain or continue to use (unless permitted by the Company in writing to do so) any documents, compilations (bound or unbound), CDs, other electronic media containing any information relating to the Company or its business, equipment, vehicle or residential premises/guest houses of the Company, whether owned or taken on lease by the Company.

15. Medical Fitness: You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from a Company appointed Practitioner / Clinic / Authority. This is a pre-condition for employment.

The opinion of the Practitioner / Clinic / Authority shall be final and binding. The Company also reserves the right to require you to get yourself examined by a Practitioner / Clinic / Authority at anytime during your employment to ascertain your medical fitness. Your failure, refusal or inability to appear for such a medical examination will result in the determination of your employment without any notice or notice pay in lieu of notice.

If, at anytime during the period of your employment, you are found to be medically unfit for the job as may be certified by the Company appointed Practitioner / Clinic / Authority, your services are liable to be terminated immediately.

16. Arbitration: If any dispute arises between you and the Company with respect to the terms of employment, the parties hereto shall first endeavour to co-operate to resolve the dispute or controversy by mutual consultation and agreement. All disputes, claims arising out of this letter shall be referred to the Arbitration of a sole arbitrator nominated by the Company under the Arbitration and Conciliation Act, 1996 or any statutory modifications made thereof from time to time. The venue for the arbitration shall be in Mumbai, India, and the parties shall be subject to the jurisdiction of the Courts in India, which shall have exclusive jurisdiction in the proceedings regarding the enforceability of this letter and all other matters arising herefrom.

17. Codes, Policies, Rules & Regulations: The following codes / policies which have been adopted by the Company will be applicable to you and you shall convey to the Company in writing that you agree to be bound by the same.

TATA CAPITAL FINANCIAL SERVICES LIMITED

Registered Office 11th Floor, Tower A, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

Tel + 91 22 6606 9000 Fax 91 22 6656 2699 Web www.tatacapital.com

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- i) The Tata Code of Conduct
- ii) Prevention of Sexual Harassment Policy
- iii) Code of Conduct for Prevention of Insider Trading
- iv) Whistle Blower Policy
- v) Information Security Policy
- vi) Such other polices and codes as may be adopted by the Company from time to time at its sole discretion

During your employment with the Company, you will be governed by the rules and regulations of the Company applicable to you at present and as may be modified or introduced from time to time at the sole discretion of the Company.

18. Force Majeure: In the event of any fire, flood, explosion, acts of God, riots, commotion or acts of government or any cause beyond the reasonable control of the company, your employment may be suspended or terminated as the case may be without prior notice.

19. Other Matters: Certified copies of your certificates and testimonials, including the proof of your age, together with originals, may please be submitted for verification to the Human Resources department. If any of the information / documents submitted by you for getting employment is/are found to be false / bogus / fraudulent / misrepresentative, your services, being void, ab initio, will be terminated forthwith without any notice or payment in lieu thereof.

We request you to return a signed copy of this Appointment Letter to signify your acceptance of the appointment and the terms and conditions thereof.

It is our pleasure to welcome you into **Tata Capital Financial Services Limited**, and we wish you a successful career in the Company.

For **Tata Capital Financial Services Limited**.

Mallika

Mallika Narendra Vyas
Senior Vice President - Human Resources

[Signature]
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Mysore - 570 001

TATA CAPITAL FINANCIAL SERVICES LIMITED

Registered Office 11th Floor, Tower A, Peninsula Business Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

Tel + 91 22 6606 9000 Fax 91 22 6656 2699 Web www.tatacapital.com

Corporate Identity Number : U67100MH2010PLC210201

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Annexure I

INDICATIVE SALARY OFFER		
Name	Sindhu Shripad Dikshit	
Location	Bengaluru - Prestige Corniche	
Designation	Assistant Manager - Legal	
Grade	M2	
Salary Components	Payable Monthly (Rs.)	Payable Annual (Rs.)
Basic	16,042	1,92,500
HRA	9,625	1,15,500
LTA	1,337	16,042
Superannuation Allowance	2,406	28,875
Composite Allowance	13,727	1,64,724
Total Gross Salary	43,137	5,17,641
Employer Provident Fund	1,925	23,100
Gratuity	772	9,259
Total Retirals	2,697	32,359
Total Fixed CTC	45,833	5,50,000
Performance Pay(Indicative)	5,500	66,000
Grand Total CTC	51,333	6,16,000

Note:

* Performance Pay: Indicative payout considered for the offer. As per current policy, payout is a percentage of Total Fixed CTC and contingent on Company, Business & Individual performance and will be prorated in the year of joining. Please note that in case an incentive scheme is applicable to you, the same shall be intimated to you on your joining.

*** Superannuation: This will be paid as part of monthly cash, subject to tax.

Accommodation: If Company Leased accommodation is availed off, HRA will be set off against the same and the lease value will not exceed the monthly HRA entitlement. Deposit paid, will be 10 times of HRA or lease rent, whichever is lower.

Medical Benefit: Covered under the Company's Hospitalisation Scheme for Self & Dependents (1 + 5)

Medical Benefit:

- Group Term Life Coverage: 60 times of monthly basic
- Group Hospitalization Coverage: Rs. 7,50,000/- cashless administered through TPA
- Group Personal Accident Insurance: 60 times of monthly basic

Additional Benefits:

Free Annual Health Checkup for self.

All Municipal and toll taxes and parking charges incurred during course of work (other than commuting to & fro from work) will be reimbursed at actuals, against produce of receipts if applicable.

Monthly Mobile phone reimbursement (for identified roles / functions): as per current Company policy.

N.B.: All policies and benefits subject to change as per decision by the Management.

Agreed & Accepted

Sindhu Shripad Dikshit


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