

त्रिपुरा विश्वविद्यालय

TRIPURA UNIVERSITY

(केन्द्रीय विश्वविद्यालय / A Central University)

सूर्यमणिनगर, अगरतला / Suryamaninagar, Agartala

त्रिपुरा(प.) / Tripura (W.), पिन / PIN – 799022, भारत / INDIA




दूरभाष / Phone : (0381) 237 4801

ई-मेल / E-Mail: tuoffice@tripurauniv.ac.in

वेबसाइट / Website : www.tripurauniv.ac.in

To Whom It May Concern

This is to certify that none of the students in the lists have been counted more than once.


Dr. Nirmalya Debnath 24/03/2022

Placement Officer

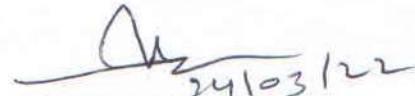
Tripura University

Placement Officer (I/C)

Tripura University

(A central University)

Suryamani Nagar-799022


Dr. Deepak Sharma 24/03/22

Dr. Deepak Sharma

Registrar

Tripura University

(Dr. Deepak Sharma)
Registrar
Tripura University

त्रिपुरा विश्वविद्यालय TRIPURA UNIVERSITY



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सूर्यमणिनगर, अगरतला / Suryamaninagar, Agartala

त्रिपुरा(प.) / Tripura (W.), पिन / PIN – 799022, भारत / INDIA

5.2.2 Average percentage of placement of outgoing students during the last five years (15)

Year	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
2015-16	Md. Azahar Uddin, Mob: 9402567935	MBA	HDFC BANK	2.2
2015-16	Amrit Sukla Baidya Mob: 7005436388	MBA	HDFC BANK	2.2
2016-17	Anamika Sinha, Mob: 9774816902	MBA	Indigo	1.6
2016-17	Ankita Goswami, Mob: 8413997090	MBA	Indigo	1.6
2016-17	Avinash Tiwari, Mob: 8974307987	MBA	Indigo	1.6
2016-17	Jayanta Chakraborty, Mob: 9774963614	MBA	Indigo	1.6
2016-17	Mousumi Chakraborty	MBA	Spicejet Airlines	
2016-17	Gourav Kar	MBA	Adecco Group India, Bangalore	2.4
2018-19	Ananta Singha Roy, Mob: 7005009223	MBA	N.E. Equipment Solutions, Assam	1.8
2018-19	Sweta Ray	M.COM	N.E. Equipment Solutions, Assam	1.8
2018-19	Ajay Tripura	M.COM	N.E. Equipment Solutions, Assam	1.8
2018-19	Sayantana Dewanjee, Mob: 8837246148	MBA	Karvy Stock Broking Ltd., Hyderabad	3
2018-19	Augustine Debbarma	MBA	ICICI Bank	3.02
2018-19	Bikram Giri	MBA	ICICI Bank	3.02
2018-19	Bishal Saha	MBA	ICICI Bank	3.02
2018-19	Debanjan Paul	MBA	ICICI Bank	3.02
2018-19	Deepayan Debnath	MBA	ICICI Bank	3.02
2018-19	Gitartha Katak	MBA	ICICI Bank	3.02
2018-19	Jiban Sarkar	MBA	ICICI Bank	3.02
2018-19	Litan Deb	MBA	ICICI Bank	3.02
2018-19	Md. Aklas Ahmed Laskar	MBA	ICICI Bank	3.02
2018-19	Mouna Paul	MBA	ICICI Bank	3.02
2018-19	Paolami Datta, 8787869104	MBA	ICICI Bank	3.02
2018-19	Salu Jamatia	MBA	ICICI Bank	3.02
2018-19	Sumit Debbarma	MBA	ICICI Bank	3.02
2018-19	Swarupa Saha	MBA	ICICI Bank	3.02
2018-19	Tanushree Das	MBA	ICICI Bank	3.02
2018-19	Ajay Saha (2)	MBA	ICICI Bank	3.02
2018-19	Arnab Mitra	M.Tech in Chemical and Polymer Engineering	Nestle India, Kolkata	3

Nismaya Debnath
23/03/2022
Placement Officer
Placement Officer (I/C)
Tripura University
(A central University)
Suryamani Nagar-799022

Dr. Deepak Sharma
23/03/22
(डॉ. दीपक शर्मा)
Dr. Deepak Sharma
कुलसचिव
Registrar
त्रिपुरा विश्वविद्यालय
Tripura University



त्रिपुरा विश्वविद्यालय
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2018-19	KY Bishal Singh	MSc in Microbiology	Nestle India, Kolkata	3
2018-19	Rahul Pal	M.Sc. In Molecular Biology and Bioinformatics	Nestle India, Kolkata	3
2018-19	Abhishek Ghosh	MBA	Basix Sub-K iTransaction Ltd.	4
2018-19	Apan Shib	MBA	Basix Sub-K iTransaction Ltd.	4
2018-19	Debasri Choudhury	MBA	Basix Sub-K iTransaction Ltd.	4
2018-19	Sanjoy Bhowmik, Mob:7005444892	MBA	Basix Sub-K iTransaction Ltd.	4
2019-20	Abhijit Chanda	MBA	BANDHAN BANK	3.4
2019-20	Miton Das, Mob: 8413029053	MBA	BANDHAN BANK	3.4
2019-20	Akash Nath, Mob: 8787508299	MBA	BANDHAN BANK	3.4
2019-20	Sourav Karmakar, Mob: 7005600613	MBA	BANDHAN BANK	3.4

Nirmalya Seshnath
23/03/2022
Placement Officer
Placement Officer (I/C)
Tripura University
(A central University)
Suryamani Nagar-799022

Dr. Deepak Sharma
23/03/22
(डॉ. दीपक शर्मा)
(Dr. Deepak Sharma)
कुलसचिव
Registrar
त्रिपुरा विश्वविद्यालय
Tripura University

HDFC Bank Ltd.

July 02, 2016
Applicant No. 51113325

Name : MD UDDIN		
Grade: Trainee		
Vertical: RETAIL BRANCH BANKING		
Location : AGARTALA		
Contact Number: 9402567935		
	Per Month (Rs)	Per Annum (Rs)
Base	5250	63000
Other Allowance	7860	94320
City Allowance *	1000	12000
Medical	1250	15000
Conveyance	1600	19200
Lunch Allowance	910	10920
Provident Fund		7560
Gross	17870	222000

* City Allowance - Linked to place of posting. Maximum amount payable

Welcome to the HDFC Bank family. 



We understand your world

July 02, 2016

51113325

MD UDDIN

AGARTALA

Dear MD,

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

Compensation:

Your annual compensation package will be as set out below:

Base salary	:	Rs. 63000/- p.a.
Allowance	:	Rs. 94320/- p.a.
Medical	:	Rs. 15000/- p.a.
Conveyance	:	Rs. 19200/- p.a.
Lunch Allowance	:	Rs. 10920/- p.a.
Provident Fund	:	You will be covered under the Bank's Provident Fund Trust. The Bank will contribute 12% of your Base salary per month to this trust.

Training Period:

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

Location:

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

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

Applicant No.51113325

2/5

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



Secrecy:

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

Alternative Employment:

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

Conditions Precedent:

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

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

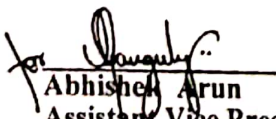
The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

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

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the receipt of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.

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

**Yours truly,
For HDFC BANK LIMITED,**


Abhishek Arun
Assistant Vice President - Human Resources



We understand your world

Personal & Confidential

July 02, 2016

51113325

MD UDDIN

AGARTALA

Dear MD,

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

Compensation:

Your annual compensation package will be as set out below:

Base salary	:	Rs. 63000/- p.a.
Allowance	:	Rs. 94320/- p.a.
Medical	:	Rs. 15000/- p.a.
Conveyance	:	Rs. 19200/- p.a.
Lunch Allowance	:	Rs. 10920/- p.a.
Provident Fund	:	You will be covered under the Bank's Provident Fund Trust. The Bank will contribute 12% of your Base salary per month to this trust.

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Location:

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Applicant No.51113325

4/5

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- b) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing for which you have been interviewed and offered.
- c) The Self Declaration given by you in respect of your medical fitness is in order.

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

**Yours truly,
For HDFC BANK LIMITED,**


Abhishek Arun
Assistant Vice President - Human Resources

Accepted,

MD UDDIN

Applicant No.51113325

5/5

HDFC Bank Ltd.

July 02, 2016
Applicant No. 51112724

Name : AMRIT BAIDYA		
Grade: Trainee		
Vertical: Retail Branch Banking		
Location : Udaipur Tripura		
Contact Number: 9774390824		
	Per Month (Rs)	Per Annum (Rs)
Base	5250	63000
Other Allowance	7860	94320
City Allowance *	833	9996
Medical	1250	15000
Conveyance	1600	19200
Lunch Allowance	910	10920
Provident Fund		7560
Gross	17703	220000

* City Allowance - Linked to place of posting. Maximum amount payable

Welcome to the HDFC Bank family.





We understand your world

Personal & Confidential

July 02, 2016

51112724

AMRIT BAIDYA

Udaipur Tripura

Dear AMRIT,

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

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Base salary	:	Rs. 63000/- p.a.
Allowance	:	Rs. 94320/- p.a.
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Location:

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

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Applicant No.51112724

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

2/5

HDFC Bank Limited,
Human Resources Division
HDFC Bank House, 2nd Floor,
Senapati Bapat Marg,
Lower Parel, Mumbai 400 013
Tel. : 6652 1000
Fax : 2490 4016
CIN : L65920MH1994PLC080618



Secrecy:

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

Alternative Employment:

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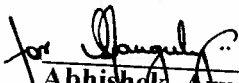
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Yours truly,
For HDFC BANK LIMITED,


Abhishek Arun

Assistant Vice President - Human Resources



We understand your world

HDFC Bank Limited,
Human Resources Division
HDFC Bank House, 2nd Floor,
Senapati Bapat Marg,
Lower Parel, Mumbai 400 013
Tel. : 6652 1000
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July 02, 2016

51112724

AMRIT BAIDYA

Udaipur Tripura

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Applicant No.51112724

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



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- b) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing for which you have been interviewed and offered.
- c) The Self Declaration given by you in respect of your medical fitness is in order.

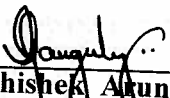
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We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,
For HDFC BANK LIMITED,

for 
Abhishek Arun
Assistant Vice President - Human Resources

Accepted,

AMRIT BAIDYA

Applicant No.51112724

**Walk in Drive Indigo Airlines - Agartala Airport ground staff vacancies - Date : 26th April 2017 Venue: On Campus
Time : 9 am - 12 Noon- All Final Year students can come for the drive**

Sudeshna Maity (HR,CCU) <Sudeshna.Maity@goindigo.in>

Tue, Mar 21, 2017 at 2:45 PM

To: "placements@tripurauniv.in" <placements@tripurauniv.in>, "jayantibhattacharya@tripurauniv.in" <jyantibhattacharya@tripurauniv.in>
Cc: "Arindam Debbarma (Apt,IXA)" <arindam.debbarma@goindigo.in>

Dear Placement cell,

Kindly arrange for an ON Campus Drive in college on 26th April at 9 am for all final year students. Salary offered CTC – 1.6 lakhs / Annum + 60000 Transport allowance per annum (Rs 5000 per month) + 18000 Efficiency bonus per annum

Career Website Link: [https://cont Career Website Link: https://content.goindigo.in/Information/careerhomeent.goindigo.in/Information/careerhome](https://content.goindigo.in/Information/careerhomeent.goindigo.in/Information/careerhome)



Join the force

IndiGo is hiring for Airport Operations and Customer Services.

Position: Customer Services / Security

Age: 18 years to 27 years

Walk-in Date(s): 26th April 2017
Time: 9 am to 12.00 noon
Venue : On Campus

Carry your recent resume and a passport size photograph

Eligibility criteria:

Education Qualification: Graduates/final year Result awaited • Desired Skills: Good Communication Skills, Customer Service Aptitude, Open to work in rotational shifts, Able to work under pressure • Airport Operations Experience preferred • Interviewed candidates can reapply after 6 month • For all details visit Careers page on goindigo.in.

Neither IndiGo nor any of its authorised recruitment agencies charge any fee from candidate towards appearing for an interview or securing an employment. Further, IndiGo does not have any tie ups with coaching centres for the purposes of coaching students to secure a job opportunity with IndiGo. Candidates shall be solely responsible for verifying the credentials of any agency / consultant that claims to be working with IndiGo either for recruitment or for training / coaching. Please note that anyone who relies on the representations made by these fraud employment agencies or coaching centres, does so at his/her own risk.

Download IndiGo mobile app now from [Apple iPhone Store](#), [Google Play Store](#), [Windows Phone Store](#) and [BlackBerry World](#) & enjoy the hassle free experience on the go!
Or simply log on to our responsive website www.goindigo.in from your PC, tablet or smartphone.

Like us on Facebook - <https://www.facebook.com/goindigo.in>

Follow us on Twitter - <https://twitter.com/IndiGo6E>

CONFIDENTIALITY NOTICE & DISCLAIMER

The contents of this e-mail are confidential to the ordinary user of the e-mail address to which it was addressed and may also be privileged. If you are not the addressee of this e-mail you may not copy, forward, disclose or otherwise use it or any part of it in any form whatsoever. If you have received this e-mail in error please e-mail the sender by replying to this message. The recipient should check this email and any attachments for the presence of viruses. InterGlobe accepts no liability for any damage caused by any virus transmitted by this email.



May 18, 2017

Ms. Anamika Sinha
Ujan Abhoynagar, Near Life Drop,
Tripura West - 799005

APPOINTMENT LETTER

This Appointment Letter (hereinafter referred to as the "**Appointment Letter**") is made on this **18th Day of May 2017** at **Gurgaon**.

BETWEEN

Ms. Anamika Sinha an employee of InterGlobe Aviation Limited (hereinafter called the "Employee" of the one part); and

InterGlobe Aviation Limited, a company duly incorporated under the provisions of the Companies Act, 1956 having its registered office at Ground Floor, Central Wing, Thapar House, 124, Janpath, New Delhi 110001, India (hereinafter referred to as the "**Company**" or "**IndiGo**", which expression shall include its successors and assigns) of the other part.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. **Appointment:** The Company is pleased to appoint Employee as **Customer Service Officer, (Band A)** with effect from **June 01, 2017**. Employee will report to the **Airport Manager - Agartala** and/or such other person as may be notified, from time to time, in writing to Employee by the Company. Employee's appointment is subject to Employee being found medically fit and a satisfactory verification of Employee's qualification and references.
2. **Compensation:** Employee's annual cost to the Company shall be **INR 1,60,000/- (Rupees One Lac Sixty Thousand Only)** detailed in **Annexure 'A'** hereto. The other benefits such as leave entitlements shall be as per statutory and regulatory requirements and Company policies, as may be applicable to Employee and the Company from time to time. Employee shall adhere to the leave policy as framed by the Company and as amended from time to time. The payments made to Employee by the Company shall be subject to withholding of taxes as applicable under the laws of India. Further, Employee shall be liable for any income tax and all other applicable taxes arising out of payments received by Employee by way of remuneration as stated in this clause.

It is hereby clarified that as per the provisions of the Income Tax Act, 1961, (as amended from time to time), it shall be the Employee's obligation to furnish a copy of his/her Indian Permanent Account Number ("PAN") Card issued by the Income Tax Department of India, to the Company in order to enable the Company to release payments to be made to him/her hereunder.

The Employee hereby agrees, acknowledges and undertakes that the submission of his/her correct and valid PAN card details is a pre-condition for the release of advance and/or accruing payments and/or other emoluments as applicable hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act, 1961 (as amended from time to time).

It is further clarified that the Employee shall be solely responsible for the authenticity and validity of the PAN card details furnished to the Company and shall at all times keep the Company indemnified in this regard.

3. **Probation & Confirmation:** From the date of appointment, Employee shall undergo six months of probation in the Company, which may be extended if so deemed necessary by the Company for such further period as it deems fit. If Employee successfully completes the probation period, either initial or extended as the case may be, the Company may in its sole discretion confirm Employee's employment. Employee will be deemed to be on probation till Employee receives a letter of confirmation in writing from the Company. During the probation period either party can terminate the contract of employment with thirty days prior written notice without assigning any reasons therefore.

4. **Notice Period:** On confirmation, the Employee's appointment with the Company will be subject to termination by the Company with payment in lieu thereof as specified in Annexure A. Should Employee desire to resign from the Company, Employee shall provide the Company with one (1) month's prior written notice of such resignation. If Employee desires to resign from the Company, Employee shall, make him/herself available during all office hours, for such period from the date of tendering his/her resignation, as may be required by the Company at its discretion in order to ensure a smooth transition. In the event the Employee decides to resign from the services of the Company, it shall always be the discretion of the Company whether he/she shall be required to serve the entire notice period or be allowed an early relieving subject to making a payment in lieu of the notice period so not served by the Employee. The full and final process shall be initiated by the Company only once the Employee has served the notice period.

5. **Retirement:** Employee shall retire upon attaining such retirement age as may be determined by the Company as per its policies from time to time or as proposed from time to time. In and upon such retirement, Employee shall cease to be an employee of the Company. The Company may, however, at its sole discretion, elect to extend the term of Employee's employment for such further period as it deems fit.

6. **Location/Domicile:** Employee will initially be posted in **Agartala**. However, the Company may, at any time, at its sole discretion, transfer/second and/or depute Employee from one place to another anywhere in India or abroad and/or from one department to another and/or from one division to another and / or to any of its affiliates, associates, subsidiaries, group companies or Clients or other concern in which the Company may be having any interest whether existing or which may be set up in future.

7. **Company Policies:** During the course of Employee's employment with the Company, Employee shall be required to keep him/herself informed, updated and compliant with all of the published policies and procedures of the Company in force and as may be amended from time to time and as applicable to Employee, which shall be considered to be a part of Employee's Appointment Letter and terms of employment. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to Employee, owing to Employee not being aware of and/or updated with any such Company policies and amendments thereto.

8. **Role & Responsibilities:** Employee's job description, roles and responsibilities are annexed hereto as **Annexure `B`** to this Appointment Letter. However, in addition to Employee's usual duties, Employee may be required to discharge and perform any responsibility or work that may be entrusted and assigned to him/her by the Company. During the course of Employee's employment with the Company, the Company shall be entitled to change Employee's designation and / or reporting structure. Employee will also be responsible for the effective functioning of the staff or employees, if any, under his/her supervision.

9. **Confidentiality:** Employee will maintain strict confidentiality as regards all matters concerning the Company and will not divulge any information regarding the Company to any third party, without the prior written consent of the Company. In addition to the provisions of this clause, Employee's confidentiality obligations towards the Company shall be governed by the terms and conditions of the Confidentiality and Non-Disclosure Agreement, attached hereto as **Annexure `C`**, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any confidentiality related provisions between the contents of this Appointment Letter and the Confidentiality and Non-Disclosure Agreement, the provisions of the Confidentiality and Non-Disclosure Agreement shall take precedence.

10. **Veracity of Particulars Submitted:** It is understood that this employment is being offered to Employee on the basis of the particulars submitted by Employee in his/her application for employment. However, if at any time it should emerge that the particulars furnished by Employee as a part of the joining formalities are false, incorrect or inaccurate, or if any material or relevant information has been suppressed or concealed, this appointment would be considered ineffective and irregular and would be liable to be terminated for cause by the Company forthwith without notice. This will be without prejudice to the right of the Company to take disciplinary action against Employee for the same.

It shall be the responsibility of the Employee to apprise the Company of any litigation, court proceedings and other matters that he/she is involved in, where such involvement may have an adverse impact on the terms and conditions and/or the performance of the Employee's functions under this Appointment Letter before the commencement of his / her employment and/or while in employment with the Company.

11. **Exclusivity:** During the period of Employee's employment with the Company Employee shall work exclusively for the Company and shall not secure any other job, either for remuneration or on honorary basis, without the prior written consent of the Company.

12. **Non Solicitation:** Employee shall not at any time during the term of his/her employment with the Company or thereafter, under any circumstances, directly or indirectly solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to leave the employment of the Company and/ or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the Company to take any action or inaction that may adversely impact the performance by the Company of its obligations under this Letter and / or any other contract or adversely impact the ability of the Company to carry out its normal business activities. Employee further agrees that he/she shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the Company, or with those customers of the Company with whom Employee had any contact during his/her employment with the Company and for a period of one year after his/her employment ceases with the Company.

13. **Personal Particulars:** Employee shall keep the Company informed of his/her latest postal address and other contact details at all times and intimate in writing in case of change of such address or contact details. Any communication sent to Employee by the Company on Employee's last known address shall be deemed to have been duly served notwithstanding the fact that he/she may have changed his/her address.

14. **Training:** During the course of Employee's employment with the Company, Employee may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable him/her to effectively discharge his/her current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between Employee and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards Employee's specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between Employee and the Company, Employee shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

15. **Term and Termination**

- a. **Term:** This Appointment Letter between the Company and Employee shall continue in full force and effect unless and until it expires or is terminated in accordance with the terms herein.
- b. **Termination For Cause:** Notwithstanding anything to the contrary herein, the Company may terminate this Appointment Letter with respect to an individual Employee without the obligation of any notice period, upon the occurrence of any of the following:
 - i. **Material Breach:** If the Employee commits a material breach of any of the obligations of the Appointment Letter, the Confidentiality and Non-Disclosure Agreement, the Goodwill / Commitment Agreement, or other duly executed agreement between the Employee and the Company.
 - ii. **Incompetence or Negligence:** If the Employee is duly investigated and found guilty of incompetence or negligence in the performance of his / her duties.
 - iii. **Unsatisfactory Work Conduct:** If the Employee is duly investigated and found to have exhibited work conduct that is not found satisfactory by the Company, including insubordination, dishonesty, insobriety, theft, intimidation, sexual harassment, ethical infractions, committing acts or omissions which are detrimental to the reputation and /or business interests of the Company, or other behaviors identified and prohibited in Company policies.
 - iv. **Alcohol or Substance Abuse:** If the Employee consumes alcohol or other prohibited substances during duty or within proscribed timeframes prior to a duty period in contravention to policies established by the Company and / or any applicable rules established by the DGCA, and / or any applicable rules of any relevant aviation supervisory and / or regulatory authority, as may be amended from time to time.
 - v. **Failure to Undergo Preventive Treatment:** If the Employee refuses or fails to undergo any inoculation, vaccination, or other preventive treatment directed to be taken by the Company, and as a result becomes sick, disabled or unable to properly perform his / her duties without becoming a nuisance or menace to other colleagues or others working.
 - vi. **Illegal Activity:** If the Employee is found guilty of violating any law or applicable rule or regulation, including but not limited to directions of the DGCA, with respect to the performance of his / her duties, or is convicted of a felony or of a criminal offense involving moral turpitude;

- vii. **Failure to Retain Licenses or Permits:** If the Employee fails to obtain or retain any of the permits, licenses or approvals which are required for him / her to perform his / her duties in the service of the Company.
 - viii. **Lack of Dependability:** If an Employee who has been duly notified that he / she shall be monitored under the Company's Dependability Control Program and, under the terms of that Program then applicable, is deemed to be undependable.
 - ix. **Solicitation:** If the Employee directly or indirectly violates the provision of Paragraph 12, "Non-Solicitation", above.
 - x. **Unprofessional Interaction with Customers:** If the Employee is duly investigated and found guilty of in unprofessional interaction with the Company's customers while on duty.
 - xi. **Veracity of Particulars Submitted:** If the Employee violates the provisions of Paragraph 10, "Veracity of Particulars Submitted", above.
- c. **Termination by the Company for Other Reasons:** The Company may, in its sole discretion and business judgment, terminate an Employee's employment under this Appointment Letter at any time. Any such termination would be subject to any and all applicable provisions concerning notice period, retirement, or other provisions (for example, training expenses) agreed to herein or in other agreements between Employee and the Company.
 - d. **Termination by the Employee:** An Employee who desires to resign from the service of the Company must comply with the provisions of Paragraph 4 "Notice Period" above, and with any other provisions agreed to herein or in other agreements between Employee and the Company (for example, training expenses, confidentiality and non-disclosure, etc.).

For avoidance of doubt it is hereby clarified that the employment of the Employee shall also stand terminated on the occurrence of any of the following:

- i. **Death:** If the Employee dies during the pendency of his employment with the Company, termination shall be effective on the date of death; or
- ii. **Long-Term Disability:** If the Employee is unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, due to a long-term medical condition.

16. **Suspension of Duty in Lieu of Termination For Cause:** Notwithstanding anything to the contrary contained herein, the Company may, at its sole discretion, determine that an Employee who has qualified for termination under the terms of the "Termination For Cause" Section above may instead be suspended from duty, either with pay or without pay, and with benefits or without benefits, as the Company shall determine.

17. **Jurisdiction:** Any dispute of whatsoever nature between Employee and the Company shall be subject to the exclusive jurisdiction of courts of Delhi only, whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

18. **Medical Fitness:** Employee's appointment and its continuation is subject to Employee being medically fit and capable of performing his/her duties as assigned by the Company. The Company reserves its right to ask Employee to undergo appropriate medical examination(s), as and when the Company deems it necessary, by a medical professional designated by the Company.

19. **Amendment:** Any amendment or modification to this Appointment Letter shall be made in writing and signed by both parties.

20. **Severability:** It may be noted that in the event any one or more provisions of this Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

Kindly sign and return a copy of this letter to the under-signed as a token of Employee's acceptance of the above terms.

IndiGo wishes you every success in this assignment!

Yours faithfully,
For and behalf of,
InterGlobe Aviation Limited



ASHISH BANGA
DIRECTOR – HR (AOCS, Cargo & Engineering)

cc: Personal file

Agreed and Accepted by Employee

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove.

Anamika Sinha
Dated:

Annexure A: Total Rewards Statement

Name: Anamika Sinha
Designation: Customer Service Officer
Band: A
Department: Airport Operations & Customer Services

COMPENSATION w.e.f June 01, 2017

	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	4,667	56,004	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,800	33,600		HRA is calculated as 60% of Basic
	A3	Conveyance Allowance	1,600	19,200		Rs 1,600 per month is tax free as per current Income Tax laws
	A4	Special Allowance	899	10,788		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Reimb/Allow (B)	B	Medical Reimbursement	1,250	15,000		Reimbursed against submission of actual bills. (maximum up to 15,000 per annum). This can also be converted from reimbursement to an allowance and will be subject to taxation.
Retirals* (C)	C1	Provident Fund (Company Contribution)	560	6,720	Monthly	The Company contributes an amount equal to 12% of the Basic in accordance with the Provident Funds and Misc. Act, 1952. The percentage is subject to change as per the laws of the country.
	C2	Gratuity	224	2,688		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B + C	Q	Total Fixed	12,000	1,44,000	Monthly	
Variable / Incentive/ Bonus*** (D)	D1	Monthly Bonus	667	8,004	Monthly	This bonus will be paid as monthly bonus and may be linked to AOCS/ Cargo parameters at a later stage. This is calculated as 5% of CTC
	D2	Annual Bonus	667	8,004	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+D)	R	Cost to Company (CTC)	13,334	1,60,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (E)**						
Other Benefits (E)**	E1	Transport Allowance	5,000	60,000	Monthly	Employees working at airport locations are paid transport allowance applicable as per Airport Locations Transport Policy (Rs.6,500 pm for Metro Location / Rs.5,000 pm for Non Metro Location). However, employees opting for shared company provided transport will not be receiving this amount.
	E2	Efficiency Bonus		18,000	Quarterly	Paid out in the month(s) of Jul / Oct/ Jan / Apr to employees who have not taken an SL / CL in the consecutive three months block period (s) and have a minimum SL / CL balance as per the Efficiency Bonus Policy
Insurance Benefit (F)	F1	Medi-claim Insurance		2,600	Annual	This is an average insurance premium amount contributed by the company for this band for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	F2	Life Insurance		2,200	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+E+F)	S	Total of Emoluments		2,42,800		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance.

****Night Shift Allowance:** For employees working at the airport, If he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

*****Annual Bonus / PLI :** An employee who is not employed by the Company as of March 31st of the concerned financial year may not be eligible for such payment. The amount shall be pro-rata for the number of days the employee worked in the organization in the prior fiscal year.

JOB DESCRIPTION

Customer Service Officer

Job purpose:

To carry out safe and secure on time operations in accordance with the ground operations manual and all applicable procedures.

Key responsibilities and accountabilities:

Assist customers through all procedures related to arrivals & departures in the following activities.

Reservations & ticketing:

- Making reservations across the counter
- Selling of tickets.
- Remitting cash to the concerned department.
- Answering customer queries over the telephone.

Departures

- Attend the pre – flight and post flight briefings.
- Setting up of check in counters.
- Screening of checked in baggage.
- Maintain high quality of Check in procedures.
- To assist customers with special requests.

Arrivals

- To assist customers with special requests.
- To assist customers with Mishandled / damaged baggage. Prepare all required reports for the same.
- Co-ordination with the baggage vendor for the damaged bags.
- Follow up with the en-route stations regarding lost baggage.

Post flight departure

- Filing of all necessary flight papers
- Any other responsibility assigned by the management from time to time

“Be aware of and comply with his / her safety responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives.”



May 18, 2017

**Ms. Anamika Sinha
Ujan Abhoynagar, Near Life Drop,
Tripura West - 799005**

Dear Anamika,

Subject: Confidentiality and Non-Disclosure Agreement.

1. We refer to your appointment letter dated **May 18, 2017**. Please treat the contents of this Agreement as part of the said Appointment Letter, whereby the contents of this letter are incorporated into the said Appointment Letter. In the event of any conflict between the contents and effect of this Agreement and the Appointment Letter, the contents of this Agreement shall take precedence.

2. During your employment and association with **InterGlobe Aviation Limited**, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. As used in this letter, the term "Proprietary and Confidential Information" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including you, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors in possession of the disclosing party, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. Information shall not be deemed Proprietary and Confidential Information and you shall have no obligation with respect to any such information, if and only if you can prove by written records: (i) that it was already known to you, prior to receipt from the disclosing party, without any obligation to maintain confidentiality, from a source other than the disclosing party; (ii) is or hereafter becomes publicly known through no wrongful act, fault or negligence of you; (iii) is received by you without restriction and without breach of this letter, Appointment Letter or any other agreement, from a third party entitled to so disclose it; (iv) is approved for release by written authorization of the Company; (v) is independently developed by you without, either directly or indirectly, any access to, or knowledge of, such Proprietary and Confidential Information; or (vi) is required to be disclosed to comply with any order of a judicial and /or regulatory authority of competent jurisdiction or due to any requirement of legal and / or regulatory process, regulation, governmental order, decree, regulations or rules. If you are required to disclose any such Proprietary and Confidential Information in such a manner, you shall immediately notify the Company of such a requirement prior to such disclosure.

3. You shall use the Proprietary and Confidential Information received, at any time, solely in respect of your duties as part of your employment and association with Company. You shall not make any copies, in whole or in part, machine readable or otherwise, of the Proprietary and Confidential Information except for copies that need to be made strictly in respect of your duties as part of your employment and association with Company. You shall, at the request of Company at any time, promptly return to Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.

4. Except as may be expressly provided herein, you shall, at no time, whether during your employment or association with Company or after its termination or expiry, as the case may be, disclose any proprietary and Confidential Information in whole or in part to any third party.

5. Any and all Proprietary and Confidential Information shall, at all times, remain the property of the disclosing party. Upon termination or expiry of your employment or association with Company, whichever occurs first, you shall promptly return to Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies, whether machine readable or otherwise, or at the option of Company, shall destroy all tangible copies, intangible copies and partial copies whether machine stored, machine readable or otherwise and you shall provide Company with a written certification as to such destruction, in the form and manner acceptable to Company.

6. Nothing contained in this Letter or the Appointment Letter shall be construed as: (i) requiring the disclosing party to disclose to you any particular information; (ii) granting to any party a license, either express or implied, under any patent, copyright, trade secret or other intellectual property right or any other Proprietary and Confidential Information, now or hereafter owned, obtained or licensed by the disclosing party; (iii) creating warranties of any kind in connection with any particular information; (iv) constituting or implying any representation or commitment as to the development or availability of commercial products, features or services; or (v) soliciting any business or organization changes or incurring any obligations of any kind not specified herein.

7. You will not utilize any such Proprietary and Confidential Information to develop products or produce articles for your own or another's use, or to develop products or produce articles sold or offered for sale or otherwise transferred or offered for transfer to anyone, without the prior written consent of Company.

8. This letter shall be interpreted and the rights of both you and Company shall be determined in accordance with the laws of India.

9. You acknowledge that Company is a listed company and the Confidential Information received under this Agreement could also constitute "price-sensitive information" for the securities of the Company, and the possession of such information imposes statutory and regulatory obligations on how the information should be handled, and restrictions on trading in securities of the Company. You shall be responsible for compliance with applicable regulatory requirements in this regard and in relation to disclosure of any such information in a manner stipulated under this Agreement.

10. You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this letter or the Appointment Letter by you, and you agree that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance of this letter and/or the Appointment Letter in order to protect its rights hereunder, without limiting any other rights and remedies that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, may have.

11. The contents of this letter supersede any prior oral or written understandings with respect to the subject matter of Proprietary and Confidential Information between you and Company and constitutes the entire agreement between you and Company with respect to the subject matter of Proprietary and Confidential Information, and no modification, amendment or waiver thereof shall be effective unless in writing and signed by both Parties.

Yours faithfully,
For and behalf of,
InterGlobe Aviation Limited



ASHISH BANGA
DIRECTOR – HR (AOCS, Cargo & Engineering)

Agreed and Accepted

I have gone through the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove and agree to the same being incorporated as part of my Appointment Letter dated **May 18, 2017**.

Anamika Sinha
Dated:

Signature Not Verified

Digitally signed by
ashish.banga@goindigo.in
Date: 2017.05.19 17:21:37
IST



May 18, 2017

Ms. Ankita Goswami
C/O-Ahindra Narayan Goswami, Badharghat, Sripalli (East Side Of R.T. College),
PO Siddhiashram, Agartala, West Tripura - 799003

APPOINTMENT LETTER

This Appointment Letter (hereinafter referred to as the "**Appointment Letter**") is made on this **18th Day of May 2017** at **Gurgaon**.

BETWEEN

Ms. Ankita Goswami an employee of InterGlobe Aviation Limited (hereinafter called the "Employee" of the one part); and

InterGlobe Aviation Limited, a company duly incorporated under the provisions of the Companies Act, 1956 having its registered office at Ground Floor, Central Wing, Thapar House, 124, Janpath, New Delhi 110001, India (hereinafter referred to as the "**Company**" or "**IndiGo**", which expression shall include its successors and assigns) of the other part.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. **Appointment:** The Company is pleased to appoint Employee as **Officer - Security, (Band A)** with effect from **June 01, 2017**. Employee will report to the **Airport Manager - Agartala** and/or such other person as may be notified, from time to time, in writing to Employee by the Company. Employee's appointment is subject to Employee being found medically fit and a satisfactory verification of Employee's qualification and references.
2. **Compensation:** Employee's annual cost to the Company shall be **INR 1,60,000/- (Rupees One Lac Sixty Thousand Only)** detailed in **Annexure 'A'** hereto. The other benefits such as leave entitlements shall be as per statutory and regulatory requirements and Company policies, as may be applicable to Employee and the Company from time to time. Employee shall adhere to the leave policy as framed by the Company and as amended from time to time. The payments made to Employee by the Company shall be subject to withholding of taxes as applicable under the laws of India. Further, Employee shall be liable for any income tax and all other applicable taxes arising out of payments received by Employee by way of remuneration as stated in this clause.

It is hereby clarified that as per the provisions of the Income Tax Act, 1961, (as amended from time to time), it shall be the Employee's obligation to furnish a copy of his/her Indian Permanent Account Number ("PAN") Card issued by the Income Tax Department of India, to the Company in order to enable the Company to release payments to be made to him/her hereunder.

The Employee hereby agrees, acknowledges and undertakes that the submission of his/her correct and valid PAN card details is a pre-condition for the release of advance and/or accruing payments and/or other emoluments as applicable hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act, 1961 (as amended from time to time).

It is further clarified that the Employee shall be solely responsible for the authenticity and validity of the PAN card details furnished to the Company and shall at all times keep the Company indemnified in this regard.

3. **Probation & Confirmation:** From the date of appointment, Employee shall undergo six months of probation in the Company, which may be extended if so deemed necessary by the Company for such further period as it deems fit. If Employee successfully completes the probation period, either initial or extended as the case may be, the Company may in its sole discretion confirm Employee's employment. Employee will be deemed to be on probation till Employee receives a letter of confirmation in writing from the Company. During the probation period either party can terminate the contract of employment with thirty days prior written notice without assigning any reasons therefore.

4. **Notice Period:** On confirmation, the Employee's appointment with the Company will be subject to termination by the Company with payment in lieu thereof as specified in Annexure A. Should Employee desire to resign from the Company, Employee shall provide the Company with one (1) month's prior written notice of such resignation. If Employee desires to resign from the Company, Employee shall, make him/herself available during all office hours, for such period from the date of tendering his/her resignation, as may be required by the Company at its discretion in order to ensure a smooth transition. In the event the Employee decides to resign from the services of the Company, it shall always be the discretion of the Company whether he/she shall be required to serve the entire notice period or be allowed an early relieving subject to making a payment in lieu of the notice period so not served by the Employee. The full and final process shall be initiated by the Company only once the Employee has served the notice period.

5. **Retirement:** Employee shall retire upon attaining such retirement age as may be determined by the Company as per its policies from time to time or as proposed from time to time. In and upon such retirement, Employee shall cease to be an employee of the Company. The Company may, however, at its sole discretion, elect to extend the term of Employee's employment for such further period as it deems fit.

6. **Location/Domicile:** Employee will initially be posted in **Agartala**. However, the Company may, at any time, at its sole discretion, transfer/second and/or depute Employee from one place to another anywhere in India or abroad and/or from one department to another and/or from one division to another and / or to any of its affiliates, associates, subsidiaries, group companies or Clients or other concern in which the Company may be having any interest whether existing or which may be set up in future.

7. **Company Policies:** During the course of Employee's employment with the Company, Employee shall be required to keep him/herself informed, updated and compliant with all of the published policies and procedures of the Company in force and as may be amended from time to time and as applicable to Employee, which shall be considered to be a part of Employee's Appointment Letter and terms of employment. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to Employee, owing to Employee not being aware of and/or updated with any such Company policies and amendments thereto.

8. **Role & Responsibilities:** Employee's job description, roles and responsibilities are annexed hereto as **Annexure `B`** to this Appointment Letter. However, in addition to Employee's usual duties, Employee may be required to discharge and perform any responsibility or work that may be entrusted and assigned to him/her by the Company. During the course of Employee's employment with the Company, the Company shall be entitled to change Employee's designation and / or reporting structure. Employee will also be responsible for the effective functioning of the staff or employees, if any, under his/her supervision.

9. **Confidentiality:** Employee will maintain strict confidentiality as regards all matters concerning the Company and will not divulge any information regarding the Company to any third party, without the prior written consent of the Company. In addition to the provisions of this clause, Employee's confidentiality obligations towards the Company shall be governed by the terms and conditions of the Confidentiality and Non-Disclosure Agreement, attached hereto as **Annexure `C`**, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any confidentiality related provisions between the contents of this Appointment Letter and the Confidentiality and Non-Disclosure Agreement, the provisions of the Confidentiality and Non-Disclosure Agreement shall take precedence.

10. **Veracity of Particulars Submitted:** It is understood that this employment is being offered to Employee on the basis of the particulars submitted by Employee in his/her application for employment. However, if at any time it should emerge that the particulars furnished by Employee as a part of the joining formalities are false, incorrect or inaccurate, or if any material or relevant information has been suppressed or concealed, this appointment would be considered ineffective and irregular and would be liable to be terminated for cause by the Company forthwith without notice. This will be without prejudice to the right of the Company to take disciplinary action against Employee for the same.

It shall be the responsibility of the Employee to apprise the Company of any litigation, court proceedings and other matters that he/she is involved in, where such involvement may have an adverse impact on the terms and conditions and/or the performance of the Employee's functions under this Appointment Letter before the commencement of his / her employment and/or while in employment with the Company.

11. **Exclusivity:** During the period of Employee's employment with the Company Employee shall work exclusively for the Company and shall not secure any other job, either for remuneration or on honorary basis, without the prior written consent of the Company.

12. **Non Solicitation:** Employee shall not at any time during the term of his/her employment with the Company or thereafter, under any circumstances, directly or indirectly solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to leave the employment of the Company and/ or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the Company to take any action or inaction that may adversely impact the performance by the Company of its obligations under this Letter and / or any other contract or adversely impact the ability of the Company to carry out its normal business activities. Employee further agrees that he/she shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the Company, or with those customers of the Company with whom Employee had any contact during his/her employment with the Company and for a period of one year after his/her employment ceases with the Company.

13. **Personal Particulars:** Employee shall keep the Company informed of his/her latest postal address and other contact details at all times and intimate in writing in case of change of such address or contact details. Any communication sent to Employee by the Company on Employee's last known address shall be deemed to have been duly served notwithstanding the fact that he/she may have changed his/her address.

14. **Training:** During the course of Employee's employment with the Company, Employee may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable him/her to effectively discharge his/her current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between Employee and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards Employee's specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between Employee and the Company, Employee shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

15. **Term and Termination**

- a. **Term:** This Appointment Letter between the Company and Employee shall continue in full force and effect unless and until it expires or is terminated in accordance with the terms herein.
- b. **Termination For Cause:** Notwithstanding anything to the contrary herein, the Company may terminate this Appointment Letter with respect to an individual Employee without the obligation of any notice period, upon the occurrence of any of the following:
 - i. **Material Breach:** If the Employee commits a material breach of any of the obligations of the Appointment Letter, the Confidentiality and Non-Disclosure Agreement, the Goodwill / Commitment Agreement, or other duly executed agreement between the Employee and the Company.
 - ii. **Incompetence or Negligence:** If the Employee is duly investigated and found guilty of incompetence or negligence in the performance of his / her duties.
 - iii. **Unsatisfactory Work Conduct:** If the Employee is duly investigated and found to have exhibited work conduct that is not found satisfactory by the Company, including insubordination, dishonesty, insobriety, theft, intimidation, sexual harassment, ethical infractions, committing acts or omissions which are detrimental to the reputation and /or business interests of the Company, or other behaviors identified and prohibited in Company policies.
 - iv. **Alcohol or Substance Abuse:** If the Employee consumes alcohol or other prohibited substances during duty or within proscribed timeframes prior to a duty period in contravention to policies established by the Company and / or any applicable rules established by the DGCA, and / or any applicable rules of any relevant aviation supervisory and / or regulatory authority, as may be amended from time to time.
 - v. **Failure to Undergo Preventive Treatment:** If the Employee refuses or fails to undergo any inoculation, vaccination, or other preventive treatment directed to be taken by the Company, and as a result becomes sick, disabled or unable to properly perform his / her duties without becoming a nuisance or menace to other colleagues or others working.
 - vi. **Illegal Activity:** If the Employee is found guilty of violating any law or applicable rule or regulation, including but not limited to directions of the DGCA, with respect to the performance of his / her duties, or is convicted of a felony or of a criminal offense involving moral turpitude;

- vii. **Failure to Retain Licenses or Permits:** If the Employee fails to obtain or retain any of the permits, licenses or approvals which are required for him / her to perform his / her duties in the service of the Company.
 - viii. **Lack of Dependability:** If an Employee who has been duly notified that he / she shall be monitored under the Company's Dependability Control Program and, under the terms of that Program then applicable, is deemed to be undependable.
 - ix. **Solicitation:** If the Employee directly or indirectly violates the provision of Paragraph 12, "Non-Solicitation", above.
 - x. **Unprofessional Interaction with Customers:** If the Employee is duly investigated and found guilty of in unprofessional interaction with the Company's customers while on duty.
 - xi. **Veracity of Particulars Submitted:** If the Employee violates the provisions of Paragraph 10, "Veracity of Particulars Submitted", above.
- c. **Termination by the Company for Other Reasons:** The Company may, in its sole discretion and business judgment, terminate an Employee's employment under this Appointment Letter at any time. Any such termination would be subject to any and all applicable provisions concerning notice period, retirement, or other provisions (for example, training expenses) agreed to herein or in other agreements between Employee and the Company.
 - d. **Termination by the Employee:** An Employee who desires to resign from the service of the Company must comply with the provisions of Paragraph 4 "Notice Period" above, and with any other provisions agreed to herein or in other agreements between Employee and the Company (for example, training expenses, confidentiality and non-disclosure, etc.).

For avoidance of doubt it is hereby clarified that the employment of the Employee shall also stand terminated on the occurrence of any of the following:

- i. **Death:** If the Employee dies during the pendency of his employment with the Company, termination shall be effective on the date of death; or
- ii. **Long-Term Disability:** If the Employee is unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, due to a long-term medical condition.

16. **Suspension of Duty in Lieu of Termination For Cause:** Notwithstanding anything to the contrary contained herein, the Company may, at its sole discretion, determine that an Employee who has qualified for termination under the terms of the "Termination For Cause" Section above may instead be suspended from duty, either with pay or without pay, and with benefits or without benefits, as the Company shall determine.

17. **Jurisdiction:** Any dispute of whatsoever nature between Employee and the Company shall be subject to the exclusive jurisdiction of courts of Delhi only, whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

18. **Medical Fitness:** Employee's appointment and its continuation is subject to Employee being medically fit and capable of performing his/her duties as assigned by the Company. The Company reserves its right to ask Employee to undergo appropriate medical examination(s), as and when the Company deems it necessary, by a medical professional designated by the Company.

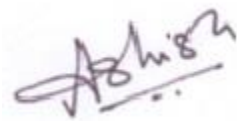
19. **Amendment:** Any amendment or modification to this Appointment Letter shall be made in writing and signed by both parties.

20. **Severability:** It may be noted that in the event any one or more provisions of this Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

Kindly sign and return a copy of this letter to the under-signed as a token of Employee's acceptance of the above terms.

IndiGo wishes you every success in this assignment!

Yours faithfully,
For and behalf of,
InterGlobe Aviation Limited



ASHISH BANGA
DIRECTOR – HR (AOCS, Cargo & Engineering)

cc: Personal file

Agreed and Accepted by Employee

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove.

Ankita Goswami
Dated:

Annexure A: Total Rewards Statement

Name: Ankita Goswami
Designation: Officer - Security
Band: A
Department: Airport Operations & Customer Services

COMPENSATION w.e.f June 01, 2017

	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	4,667	56,004	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,800	33,600		HRA is calculated as 60% of Basic
	A3	Conveyance Allowance	1,600	19,200		Rs 1,600 per month is tax free as per current Income Tax laws
	A4	Special Allowance	899	10,788		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Reimb/Allow (B)	B	Medical Reimbursement	1,250	15,000		Reimbursed against submission of actual bills. (maximum up to 15,000 per annum). This can also be converted from reimbursement to an allowance and will be subject to taxation.
Retirals* (C)	C1	Provident Fund (Company Contribution)	560	6,720	Monthly	The Company contributes an amount equal to 12% of the Basic in accordance with the Provident Funds and Misc. Act, 1952. The percentage is subject to change as per the laws of the country.
	C2	Gratuity	224	2,688		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B + C	Q	Total Fixed	12,000	1,44,000	Monthly	
Variable / Incentive/ Bonus*** (D)	D1	Monthly Bonus	667	8,004	Monthly	This bonus will be paid as monthly bonus and may be linked to AOCS/ Cargo parameters at a later stage. This is calculated as 5% of CTC
	D2	Annual Bonus	667	8,004	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+D)	R	Cost to Company (CTC)	13,334	1,60,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (E)**						
Other Benefits (E)**	E1	Transport Allowance	5,000	60,000	Monthly	Employees working at airport locations are paid transport allowance applicable as per Airport Locations Transport Policy (Rs.6,500 pm for Metro Location / Rs.5,000 pm for Non Metro Location). However, employees opting for shared company provided transport will not be receiving this amount.
	E2	Efficiency Bonus		18,000	Quarterly	Paid out in the month(s) of Jul / Oct/ Jan / Apr to employees who have not taken an SL / CL in the consecutive three months block period (s) and have a minimum SL / CL balance as per the Efficiency Bonus Policy
Insurance Benefit (F)	F1	Medi-claim Insurance		2,600	Annual	This is an average insurance premium amount contributed by the company for this band for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	F2	Life Insurance		2,200	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+E+F)	S	Total of Emoluments		2,42,800		

***National Pension Scheme (NPS)** : It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance.

****Night Shift Allowance:** For employees working at the airport, If he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

*****Annual Bonus / PLI** : An employee who is not employed by the Company as of March 31st of the concerned financial year may not be eligible for such payment. The amount shall be pro-rata for the number of days the employee worked in the organization in the prior fiscal year.

JOB DESCRIPTION

Officer – Security

Primary Responsibility:

You will be responsible for implementation of security policy and procedures laid down by the Company.

Mission:

To secure

- Safe operation
- Punctuality
- Customer Satisfaction
- Team efficiency
- Cost control
- Secure good working atmosphere and environment

Focus:

Manage safe and secure operations in accordance with security program and applicable procedures.

Functional Responsibilities:

- Maintain standards as per Company requirements
- Ensure effective threat assessment and response capability
- Achieve department goals and follow up
- Perform duties as per the Security Programme.
- Maintain performance standards and follow up with your shift
- Monitor continuously the Quality System and the level of conformance
- Secure quality levels
- Optimize resource
- Aware of Emergency Response Procedures, rules and regulations
- Acquire and maintain necessary skills required to perform job functions
- Maintain work procedures as per company requirements
- Carry out development dialogue with the Team leaders
- Control theft and pilferage of company property

"Be aware of and comply with his/her safety responsibilities and accountabilities as laid down in Indigo SMS Manual, Chapter Safety Policies and Objectives".



May 18, 2017

Ms. Ankita Goswami

**C/O-Ahindra Narayan Goswami, Badharghat, Sripalli (East Side Of R.T. College),
PO Siddhiashram, Agartala, West Tripura - 799003**

Dear Ankita,

Subject: Confidentiality and Non-Disclosure Agreement.

1. We refer to your appointment letter dated **May 18, 2017**. Please treat the contents of this Agreement as part of the said Appointment Letter, whereby the contents of this letter are incorporated into the said Appointment Letter. In the event of any conflict between the contents and effect of this Agreement and the Appointment Letter, the contents of this Agreement shall take precedence.

2. During your employment and association with **InterGlobe Aviation Limited**, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. As used in this letter, the term "Proprietary and Confidential Information" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including you, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors in possession of the disclosing party, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. Information shall not be deemed Proprietary and Confidential Information and you shall have no obligation with respect to any such information, if and only if you can prove by written records: (i) that it was already known to you, prior to receipt from the disclosing party, without any obligation to maintain confidentiality, from a source other than the disclosing party; (ii) is or hereafter becomes publicly known through no wrongful act, fault or negligence of you; (iii) is received by you without restriction and without breach of this letter, Appointment Letter or any other agreement, from a third party entitled to so disclose it; (iv) is approved for release by written authorization of the Company; (v) is independently developed by you without, either directly or indirectly, any access to, or knowledge of, such Proprietary and Confidential Information; or (vi) is required to be disclosed to comply with any order of a judicial and /or regulatory authority of competent jurisdiction or due to any requirement of legal and / or regulatory process, regulation, governmental order, decree, regulations or rules. If you are required to disclose any such Proprietary and Confidential Information in such a manner, you shall immediately notify the Company of such a requirement prior to such disclosure.

3. You shall use the Proprietary and Confidential Information received, at any time, solely in respect of your duties as part of your employment and association with Company. You shall not make any copies, in whole or in part, machine readable or otherwise, of the Proprietary and Confidential Information except for copies that need to be made strictly in respect of your duties as part of your employment and association with Company. You shall, at the request of Company at any time, promptly return to Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.

4. Except as may be expressly provided herein, you shall, at no time, whether during your employment or association with Company or after its termination or expiry, as the case may be, disclose any proprietary and Confidential Information in whole or in part to any third party.

5. Any and all Proprietary and Confidential Information shall, at all times, remain the property of the disclosing party. Upon termination or expiry of your employment or association with Company, whichever occurs first, you shall promptly return to Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies, whether machine readable or otherwise, or at the option of Company, shall destroy all tangible copies, intangible copies and partial copies whether machine stored, machine readable or otherwise and you shall provide Company with a written certification as to such destruction, in the form and manner acceptable to Company.

6. Nothing contained in this Letter or the Appointment Letter shall be construed as: (i) requiring the disclosing party to disclose to you any particular information; (ii) granting to any party a license, either express or implied, under any patent, copyright, trade secret or other intellectual property right or any other Proprietary and Confidential Information, now or hereafter owned, obtained or licensed by the disclosing party; (iii) creating warranties of any kind in connection with any particular information; (iv) constituting or implying any representation or commitment as to the development or availability of commercial products, features or services; or (v) soliciting any business or organization changes or incurring any obligations of any kind not specified herein.

7. You will not utilize any such Proprietary and Confidential Information to develop products or produce articles for your own or another's use, or to develop products or produce articles sold or offered for sale or otherwise transferred or offered for transfer to anyone, without the prior written consent of Company.

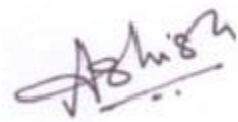
8. This letter shall be interpreted and the rights of both you and Company shall be determined in accordance with the laws of India.

9. You acknowledge that Company is a listed company and the Confidential Information received under this Agreement could also constitute "price-sensitive information" for the securities of the Company, and the possession of such information imposes statutory and regulatory obligations on how the information should be handled, and restrictions on trading in securities of the Company. You shall be responsible for compliance with applicable regulatory requirements in this regard and in relation to disclosure of any such information in a manner stipulated under this Agreement.

10. You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this letter or the Appointment Letter by you, and you agree that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance of this letter and/or the Appointment Letter in order to protect its rights hereunder, without limiting any other rights and remedies that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, may have.

11. The contents of this letter supersede any prior oral or written understandings with respect to the subject matter of Proprietary and Confidential Information between you and Company and constitutes the entire agreement between you and Company with respect to the subject matter of Proprietary and Confidential Information, and no modification, amendment or waiver thereof shall be effective unless in writing and signed by both Parties.

Yours faithfully,
For and behalf of,
InterGlobe Aviation Limited



ASHISH BANGA
DIRECTOR – HR (AOCS, Cargo & Engineering)

Agreed and Accepted

I have gone through the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove and agree to the same being incorporated as part of my Appointment Letter dated **May 18, 2017**.

Ankita Goswami
Dated:

Signature Not Verified

Digitally signed by
ashish.banga@goindigo.in
Date: 2017.05.19 17:21:39
IST



May 18, 2017

Mr. Avinash Tiwari
C/O-Shrikant Tiwari, 2/ 145, Harish Nagar, Gokul Nagar,
Purba Gokul Nagar, West Tripura - 799102

APPOINTMENT LETTER

This Appointment Letter (hereinafter referred to as the "**Appointment Letter**") is made on this **18th Day of May 2017** at **Gurgaon**.

BETWEEN

Mr. Avinash Tiwari an employee of InterGlobe Aviation Limited (hereinafter called the "Employee" of the one part); and

InterGlobe Aviation Limited, a company duly incorporated under the provisions of the Companies Act, 1956 having its registered office at Ground Floor, Central Wing, Thapar House, 124, Janpath, New Delhi 110001, India (hereinafter referred to as the "**Company**" or "**IndiGo**", which expression shall include its successors and assigns) of the other part.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. **Appointment:** The Company is pleased to appoint Employee as **Customer Service Officer, (Band A)** with effect from **June 01, 2017**. Employee will report to the **Airport Manager - Agartala** and/or such other person as may be notified, from time to time, in writing to Employee by the Company. Employee's appointment is subject to Employee being found medically fit and a satisfactory verification of Employee's qualification and references.
2. **Compensation:** Employee's annual cost to the Company shall be **INR 1,60,000/- (Rupees One Lac Sixty Thousand Only)** detailed in **Annexure 'A'** hereto. The other benefits such as leave entitlements shall be as per statutory and regulatory requirements and Company policies, as may be applicable to Employee and the Company from time to time. Employee shall adhere to the leave policy as framed by the Company and as amended from time to time. The payments made to Employee by the Company shall be subject to withholding of taxes as applicable under the laws of India. Further, Employee shall be liable for any income tax and all other applicable taxes arising out of payments received by Employee by way of remuneration as stated in this clause.

It is hereby clarified that as per the provisions of the Income Tax Act, 1961, (as amended from time to time), it shall be the Employee's obligation to furnish a copy of his/her Indian Permanent Account Number ("PAN") Card issued by the Income Tax Department of India, to the Company in order to enable the Company to release payments to be made to him/her hereunder.

The Employee hereby agrees, acknowledges and undertakes that the submission of his/her correct and valid PAN card details is a pre-condition for the release of advance and/or accruing payments and/or other emoluments as applicable hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act, 1961 (as amended from time to time).

It is further clarified that the Employee shall be solely responsible for the authenticity and validity of the PAN card details furnished to the Company and shall at all times keep the Company indemnified in this regard.

3. **Probation & Confirmation:** From the date of appointment, Employee shall undergo six months of probation in the Company, which may be extended if so deemed necessary by the Company for such further period as it deems fit. If Employee successfully completes the probation period, either initial or extended as the case may be, the Company may in its sole discretion confirm Employee's employment. Employee will be deemed to be on probation till Employee receives a letter of confirmation in writing from the Company. During the probation period either party can terminate the contract of employment with thirty days prior written notice without assigning any reasons therefore.

4. **Notice Period:** On confirmation, the Employee's appointment with the Company will be subject to termination by the Company with payment in lieu thereof as specified in Annexure A. Should Employee desire to resign from the Company, Employee shall provide the Company with one (1) month's prior written notice of such resignation. If Employee desires to resign from the Company, Employee shall, make him/herself available during all office hours, for such period from the date of tendering his/her resignation, as may be required by the Company at its discretion in order to ensure a smooth transition. In the event the Employee decides to resign from the services of the Company, it shall always be the discretion of the Company whether he/she shall be required to serve the entire notice period or be allowed an early relieving subject to making a payment in lieu of the notice period so not served by the Employee. The full and final process shall be initiated by the Company only once the Employee has served the notice period.

5. **Retirement:** Employee shall retire upon attaining such retirement age as may be determined by the Company as per its policies from time to time or as proposed from time to time. In and upon such retirement, Employee shall cease to be an employee of the Company. The Company may, however, at its sole discretion, elect to extend the term of Employee's employment for such further period as it deems fit.

6. **Location/Domicile:** Employee will initially be posted in **Agartala**. However, the Company may, at any time, at its sole discretion, transfer/second and/or depute Employee from one place to another anywhere in India or abroad and/or from one department to another and/or from one division to another and / or to any of its affiliates, associates, subsidiaries, group companies or Clients or other concern in which the Company may be having any interest whether existing or which may be set up in future.

7. **Company Policies:** During the course of Employee's employment with the Company, Employee shall be required to keep him/herself informed, updated and compliant with all of the published policies and procedures of the Company in force and as may be amended from time to time and as applicable to Employee, which shall be considered to be a part of Employee's Appointment Letter and terms of employment. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to Employee, owing to Employee not being aware of and/or updated with any such Company policies and amendments thereto.

8. **Role & Responsibilities:** Employee's job description, roles and responsibilities are annexed hereto as **Annexure `B`** to this Appointment Letter. However, in addition to Employee's usual duties, Employee may be required to discharge and perform any responsibility or work that may be entrusted and assigned to him/her by the Company. During the course of Employee's employment with the Company, the Company shall be entitled to change Employee's designation and / or reporting structure. Employee will also be responsible for the effective functioning of the staff or employees, if any, under his/her supervision.

9. **Confidentiality:** Employee will maintain strict confidentiality as regards all matters concerning the Company and will not divulge any information regarding the Company to any third party, without the prior written consent of the Company. In addition to the provisions of this clause, Employee's confidentiality obligations towards the Company shall be governed by the terms and conditions of the Confidentiality and Non-Disclosure Agreement, attached hereto as **Annexure `C`**, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any confidentiality related provisions between the contents of this Appointment Letter and the Confidentiality and Non-Disclosure Agreement, the provisions of the Confidentiality and Non-Disclosure Agreement shall take precedence.

10. **Veracity of Particulars Submitted:** It is understood that this employment is being offered to Employee on the basis of the particulars submitted by Employee in his/her application for employment. However, if at any time it should emerge that the particulars furnished by Employee as a part of the joining formalities are false, incorrect or inaccurate, or if any material or relevant information has been suppressed or concealed, this appointment would be considered ineffective and irregular and would be liable to be terminated for cause by the Company forthwith without notice. This will be without prejudice to the right of the Company to take disciplinary action against Employee for the same.

It shall be the responsibility of the Employee to apprise the Company of any litigation, court proceedings and other matters that he/she is involved in, where such involvement may have an adverse impact on the terms and conditions and/or the performance of the Employee's functions under this Appointment Letter before the commencement of his / her employment and/or while in employment with the Company.

11. **Exclusivity:** During the period of Employee's employment with the Company Employee shall work exclusively for the Company and shall not secure any other job, either for remuneration or on honorary basis, without the prior written consent of the Company.

12. **Non Solicitation:** Employee shall not at any time during the term of his/her employment with the Company or thereafter, under any circumstances, directly or indirectly solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to leave the employment of the Company and/ or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the Company to take any action or inaction that may adversely impact the performance by the Company of its obligations under this Letter and / or any other contract or adversely impact the ability of the Company to carry out its normal business activities. Employee further agrees that he/she shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the Company, or with those customers of the Company with whom Employee had any contact during his/her employment with the Company and for a period of one year after his/her employment ceases with the Company.

13. **Personal Particulars:** Employee shall keep the Company informed of his/her latest postal address and other contact details at all times and intimate in writing in case of change of such address or contact details. Any communication sent to Employee by the Company on Employee's last known address shall be deemed to have been duly served notwithstanding the fact that he/she may have changed his/her address.

14. **Training:** During the course of Employee's employment with the Company, Employee may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable him/her to effectively discharge his/her current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between Employee and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards Employee's specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between Employee and the Company, Employee shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

15. **Term and Termination**

- a. **Term:** This Appointment Letter between the Company and Employee shall continue in full force and effect unless and until it expires or is terminated in accordance with the terms herein.
- b. **Termination For Cause:** Notwithstanding anything to the contrary herein, the Company may terminate this Appointment Letter with respect to an individual Employee without the obligation of any notice period, upon the occurrence of any of the following:
 - i. **Material Breach:** If the Employee commits a material breach of any of the obligations of the Appointment Letter, the Confidentiality and Non-Disclosure Agreement, the Goodwill / Commitment Agreement, or other duly executed agreement between the Employee and the Company.
 - ii. **Incompetence or Negligence:** If the Employee is duly investigated and found guilty of incompetence or negligence in the performance of his / her duties.
 - iii. **Unsatisfactory Work Conduct:** If the Employee is duly investigated and found to have exhibited work conduct that is not found satisfactory by the Company, including insubordination, dishonesty, insobriety, theft, intimidation, sexual harassment, ethical infractions, committing acts or omissions which are detrimental to the reputation and /or business interests of the Company, or other behaviors identified and prohibited in Company policies.
 - iv. **Alcohol or Substance Abuse:** If the Employee consumes alcohol or other prohibited substances during duty or within proscribed timeframes prior to a duty period in contravention to policies established by the Company and / or any applicable rules established by the DGCA, and / or any applicable rules of any relevant aviation supervisory and / or regulatory authority, as may be amended from time to time.
 - v. **Failure to Undergo Preventive Treatment:** If the Employee refuses or fails to undergo any inoculation, vaccination, or other preventive treatment directed to be taken by the Company, and as a result becomes sick, disabled or unable to properly perform his / her duties without becoming a nuisance or menace to other colleagues or others working.
 - vi. **Illegal Activity:** If the Employee is found guilty of violating any law or applicable rule or regulation, including but not limited to directions of the DGCA, with respect to the performance of his / her duties, or is convicted of a felony or of a criminal offense involving moral turpitude;

- vii. **Failure to Retain Licenses or Permits:** If the Employee fails to obtain or retain any of the permits, licenses or approvals which are required for him / her to perform his / her duties in the service of the Company.
 - viii. **Lack of Dependability:** If an Employee who has been duly notified that he / she shall be monitored under the Company's Dependability Control Program and, under the terms of that Program then applicable, is deemed to be undependable.
 - ix. **Solicitation:** If the Employee directly or indirectly violates the provision of Paragraph 12, "Non-Solicitation", above.
 - x. **Unprofessional Interaction with Customers:** If the Employee is duly investigated and found guilty of in unprofessional interaction with the Company's customers while on duty.
 - xi. **Veracity of Particulars Submitted:** If the Employee violates the provisions of Paragraph 10, "Veracity of Particulars Submitted", above.
- c. **Termination by the Company for Other Reasons:** The Company may, in its sole discretion and business judgment, terminate an Employee's employment under this Appointment Letter at any time. Any such termination would be subject to any and all applicable provisions concerning notice period, retirement, or other provisions (for example, training expenses) agreed to herein or in other agreements between Employee and the Company.
 - d. **Termination by the Employee:** An Employee who desires to resign from the service of the Company must comply with the provisions of Paragraph 4 "Notice Period" above, and with any other provisions agreed to herein or in other agreements between Employee and the Company (for example, training expenses, confidentiality and non-disclosure, etc.).

For avoidance of doubt it is hereby clarified that the employment of the Employee shall also stand terminated on the occurrence of any of the following:

- i. **Death:** If the Employee dies during the pendency of his employment with the Company, termination shall be effective on the date of death; or
- ii. **Long-Term Disability:** If the Employee is unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, due to a long-term medical condition.

16. **Suspension of Duty in Lieu of Termination For Cause:** Notwithstanding anything to the contrary contained herein, the Company may, at its sole discretion, determine that an Employee who has qualified for termination under the terms of the "Termination For Cause" Section above may instead be suspended from duty, either with pay or without pay, and with benefits or without benefits, as the Company shall determine.

17. **Jurisdiction:** Any dispute of whatsoever nature between Employee and the Company shall be subject to the exclusive jurisdiction of courts of Delhi only, whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

18. **Medical Fitness:** Employee's appointment and its continuation is subject to Employee being medically fit and capable of performing his/her duties as assigned by the Company. The Company reserves its right to ask Employee to undergo appropriate medical examination(s), as and when the Company deems it necessary, by a medical professional designated by the Company.

19. **Amendment:** Any amendment or modification to this Appointment Letter shall be made in writing and signed by both parties.

20. **Severability:** It may be noted that in the event any one or more provisions of this Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

Kindly sign and return a copy of this letter to the under-signed as a token of Employee's acceptance of the above terms.

IndiGo wishes you every success in this assignment!

Yours faithfully,
For and behalf of,
InterGlobe Aviation Limited



ASHISH BANGA
DIRECTOR – HR (AOCS, Cargo & Engineering)

cc: Personal file

Agreed and Accepted by Employee

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove.

Avinash Tiwari
Dated:

Annexure A: Total Rewards Statement

Name: Avinash Tiwari
Designation: Customer Service Officer
Band: A
Department: Airport Operations & Customer Services

COMPENSATION w.e.f June 01, 2017

	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	4,667	56,004	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,800	33,600		HRA is calculated as 60% of Basic
	A3	Conveyance Allowance	1,600	19,200		Rs 1,600 per month is tax free as per current Income Tax laws
	A4	Special Allowance	899	10,788		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Reimb/Allow (B)	B	Medical Reimbursement	1,250	15,000		Reimbursed against submission of actual bills. (maximum up to 15,000 per annum). This can also be converted from reimbursement to an allowance and will be subject to taxation.
Retirals* (C)	C1	Provident Fund (Company Contribution)	560	6,720	Monthly	The Company contributes an amount equal to 12% of the Basic in accordance with the Provident Funds and Misc. Act, 1952. The percentage is subject to change as per the laws of the country.
	C2	Gratuity	224	2,688		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B + C	Q	Total Fixed	12,000	1,44,000	Monthly	
Variable / Incentive/ Bonus*** (D)	D1	Monthly Bonus	667	8,004	Monthly	This bonus will be paid as monthly bonus and may be linked to AOCS/ Cargo parameters at a later stage. This is calculated as 5% of CTC
	D2	Annual Bonus	667	8,004	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+D)	R	Cost to Company (CTC)	13,334	1,60,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (E)**	E1	Transport Allowance	5,000	60,000	Monthly	Employees working at airport locations are paid transport allowance applicable as per Airport Locations Transport Policy (Rs.6,500 pm for Metro Location / Rs.5,000 pm for Non Metro Location). However, employees opting for shared company provided transport will not be receiving this amount.
	E2	Efficiency Bonus		18,000	Quarterly	Paid out in the month(s) of Jul / Oct/ Jan / Apr to employees who have not taken an SL / CL in the consecutive three months block period (s) and have a minimum SL / CL balance as per the Efficiency Bonus Policy
Insurance Benefit (F)	F1	Medi-claim Insurance		2,600	Annual	This is an average insurance premium amount contributed by the company for this band for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	F2	Life Insurance		2,200	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+E+F)	S	Total of Emoluments		2,42,800		

***National Pension Scheme (NPS) :** It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance.

****Night Shift Allowance:** For employees working at the airport, If he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

*****Annual Bonus / PLI :** An employee who is not employed by the Company as of March 31st of the concerned financial year may not be eligible for such payment. The amount shall be pro-rata for the number of days the employee worked in the organization in the prior fiscal year.

JOB DESCRIPTION

Customer Service Officer

Job purpose:

To carry out safe and secure on time operations in accordance with the ground operations manual and all applicable procedures.

Key responsibilities and accountabilities:

Assist customers through all procedures related to arrivals & departures in the following activities.

Reservations & ticketing:

- Making reservations across the counter
- Selling of tickets.
- Remitting cash to the concerned department.
- Answering customer queries over the telephone.

Departures

- Attend the pre – flight and post flight briefings.
- Setting up of check in counters.
- Screening of checked in baggage.
- Maintain high quality of Check in procedures.
- To assist customers with special requests.

Arrivals

- To assist customers with special requests.
- To assist customers with Mishandled / damaged baggage. Prepare all required reports for the same.
- Co-ordination with the baggage vendor for the damaged bags.
- Follow up with the en-route stations regarding lost baggage.

Post flight departure

- Filing of all necessary flight papers
- Any other responsibility assigned by the management from time to time

“Be aware of and comply with his / her safety responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives.”



May 18, 2017

Mr. Avinash Tiwari
C/O-Shrikant Tiwari, 2/ 145, Harish Nagar, Gokul Nagar,
Purba Gokul Nagar, West Tripura - 799102

Dear Avinash,

Subject: Confidentiality and Non-Disclosure Agreement.

1. We refer to your appointment letter dated **May 18, 2017**. Please treat the contents of this Agreement as part of the said Appointment Letter, whereby the contents of this letter are incorporated into the said Appointment Letter. In the event of any conflict between the contents and effect of this Agreement and the Appointment Letter, the contents of this Agreement shall take precedence.

2. During your employment and association with **InterGlobe Aviation Limited**, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. As used in this letter, the term "Proprietary and Confidential Information" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including you, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors in possession of the disclosing party, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. Information shall not be deemed Proprietary and Confidential Information and you shall have no obligation with respect to any such information, if and only if you can prove by written records: (i) that it was already known to you, prior to receipt from the disclosing party, without any obligation to maintain confidentiality, from a source other than the disclosing party; (ii) is or hereafter becomes publicly known through no wrongful act, fault or negligence of you; (iii) is received by you without restriction and without breach of this letter, Appointment Letter or any other agreement, from a third party entitled to so disclose it; (iv) is approved for release by written authorization of the Company; (v) is independently developed by you without, either directly or indirectly, any access to, or knowledge of, such Proprietary and Confidential Information; or (vi) is required to be disclosed to comply with any order of a judicial and /or regulatory authority of competent jurisdiction or due to any requirement of legal and / or regulatory process, regulation, governmental order, decree, regulations or rules. If you are required to disclose any such Proprietary and Confidential Information in such a manner, you shall immediately notify the Company of such a requirement prior to such disclosure.

3. You shall use the Proprietary and Confidential Information received, at any time, solely in respect of your duties as part of your employment and association with Company. You shall not make any copies, in whole or in part, machine readable or otherwise, of the Proprietary and Confidential Information except for copies that need to be made strictly in respect of your duties as part of your employment and association with Company. You shall, at the request of Company at any time, promptly return to Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.

4. Except as may be expressly provided herein, you shall, at no time, whether during your employment or association with Company or after its termination or expiry, as the case may be, disclose any proprietary and Confidential Information in whole or in part to any third party.

5. Any and all Proprietary and Confidential Information shall, at all times, remain the property of the disclosing party. Upon termination or expiry of your employment or association with Company, whichever occurs first, you shall promptly return to Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies, whether machine readable or otherwise, or at the option of Company, shall destroy all tangible copies, intangible copies and partial copies whether machine stored, machine readable or otherwise and you shall provide Company with a written certification as to such destruction, in the form and manner acceptable to Company.

6. Nothing contained in this Letter or the Appointment Letter shall be construed as: (i) requiring the disclosing party to disclose to you any particular information; (ii) granting to any party a license, either express or implied, under any patent, copyright, trade secret or other intellectual property right or any other Proprietary and Confidential Information, now or hereafter owned, obtained or licensed by the disclosing party; (iii) creating warranties of any kind in connection with any particular information; (iv) constituting or implying any representation or commitment as to the development or availability of commercial products, features or services; or (v) soliciting any business or organization changes or incurring any obligations of any kind not specified herein.

7. You will not utilize any such Proprietary and Confidential Information to develop products or produce articles for your own or another's use, or to develop products or produce articles sold or offered for sale or otherwise transferred or offered for transfer to anyone, without the prior written consent of Company.

8. This letter shall be interpreted and the rights of both you and Company shall be determined in accordance with the laws of India.

9. You acknowledge that Company is a listed company and the Confidential Information received under this Agreement could also constitute "price-sensitive information" for the securities of the Company, and the possession of such information imposes statutory and regulatory obligations on how the information should be handled, and restrictions on trading in securities of the Company. You shall be responsible for compliance with applicable regulatory requirements in this regard and in relation to disclosure of any such information in a manner stipulated under this Agreement.

10. You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this letter or the Appointment Letter by you, and you agree that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance of this letter and/or the Appointment Letter in order to protect its rights hereunder, without limiting any other rights and remedies that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, may have.

11. The contents of this letter supersede any prior oral or written understandings with respect to the subject matter of Proprietary and Confidential Information between you and Company and constitutes the entire agreement between you and Company with respect to the subject matter of Proprietary and Confidential Information, and no modification, amendment or waiver thereof shall be effective unless in writing and signed by both Parties.

Yours faithfully,
For and behalf of,
InterGlobe Aviation Limited



ASHISH BANGA
DIRECTOR – HR (AOCS, Cargo & Engineering)

Agreed and Accepted

I have gone through the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove and agree to the same being incorporated as part of my Appointment Letter dated **May 18, 2017**.

Avinash Tiwari
Dated:

Signature Not Verified

Digitally signed by
ashish.banga@goindigo.in
Date: 2017.05.19 17:21:41
IST



May 18, 2017

Mr. Jayanta Chakraborty
Bhatiabhoyanagar, Near Vivekananda Club Agartala,
West Tripura - 799001

APPOINTMENT LETTER

This Appointment Letter (hereinafter referred to as the "**Appointment Letter**") is made on this **18th Day of May 2017** at **Gurgaon**.

BETWEEN

Mr. Jayanta Chakraborty an employee of InterGlobe Aviation Limited (hereinafter called the "Employee" of the one part); and

InterGlobe Aviation Limited, a company duly incorporated under the provisions of the Companies Act, 1956 having its registered office at Ground Floor, Central Wing, Thapar House, 124, Janpath, New Delhi 110001, India (hereinafter referred to as the "**Company**" or "**IndiGo**", which expression shall include its successors and assigns) of the other part.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. **Appointment:** The Company is pleased to appoint Employee as **Customer Service Officer - Ramp, (Band A)** with effect from **June 15, 2017**. Employee will report to the **Airport Manager - Agartala** and/or such other person as may be notified, from time to time, in writing to Employee by the Company. Employee's appointment is subject to Employee being found medically fit and a satisfactory verification of Employee's qualification and references.
2. **Compensation:** Employee's annual cost to the Company shall be **INR 1,60,000/- (Rupees One Lac Sixty Thousand Only)** detailed in **Annexure 'A'** hereto. The other benefits such as leave entitlements shall be as per statutory and regulatory requirements and Company policies, as may be applicable to Employee and the Company from time to time. Employee shall adhere to the leave policy as framed by the Company and as amended from time to time. The payments made to Employee by the Company shall be subject to withholding of taxes as applicable under the laws of India. Further, Employee shall be liable for any income tax and all other applicable taxes arising out of payments received by Employee by way of remuneration as stated in this clause.

It is hereby clarified that as per the provisions of the Income Tax Act, 1961, (as amended from time to time), it shall be the Employee's obligation to furnish a copy of his/her Indian Permanent Account Number ("PAN") Card issued by the Income Tax Department of India, to the Company in order to enable the Company to release payments to be made to him/her hereunder.

The Employee hereby agrees, acknowledges and undertakes that the submission of his/her correct and valid PAN card details is a pre-condition for the release of advance and/or accruing payments and/or other emoluments as applicable hereunder, failing which the Company shall have the right to deduct withholding tax at the rates as applicable under the Income Tax Act, 1961 (as amended from time to time).

It is further clarified that the Employee shall be solely responsible for the authenticity and validity of the PAN card details furnished to the Company and shall at all times keep the Company indemnified in this regard.

3. **Probation & Confirmation:** From the date of appointment, Employee shall undergo six months of probation in the Company, which may be extended if so deemed necessary by the Company for such further period as it deems fit. If Employee successfully completes the probation period, either initial or extended as the case may be, the Company may in its sole discretion confirm Employee's employment. Employee will be deemed to be on probation till Employee receives a letter of confirmation in writing from the Company. During the probation period either party can terminate the contract of employment with thirty days prior written notice without assigning any reasons therefore.

4. **Notice Period:** On confirmation, the Employee's appointment with the Company will be subject to termination by the Company with payment in lieu thereof as specified in Annexure A. Should Employee desire to resign from the Company, Employee shall provide the Company with one (1) month's prior written notice of such resignation. If Employee desires to resign from the Company, Employee shall, make him/herself available during all office hours, for such period from the date of tendering his/her resignation, as may be required by the Company at its discretion in order to ensure a smooth transition. In the event the Employee decides to resign from the services of the Company, it shall always be the discretion of the Company whether he/she shall be required to serve the entire notice period or be allowed an early relieving subject to making a payment in lieu of the notice period so not served by the Employee. The full and final process shall be initiated by the Company only once the Employee has served the notice period.

5. **Retirement:** Employee shall retire upon attaining such retirement age as may be determined by the Company as per its policies from time to time or as proposed from time to time. In and upon such retirement, Employee shall cease to be an employee of the Company. The Company may, however, at its sole discretion, elect to extend the term of Employee's employment for such further period as it deems fit.

6. **Location/Domicile:** Employee will initially be posted in **Agartala**. However, the Company may, at any time, at its sole discretion, transfer/second and/or depute Employee from one place to another anywhere in India or abroad and/or from one department to another and/or from one division to another and / or to any of its affiliates, associates, subsidiaries, group companies or Clients or other concern in which the Company may be having any interest whether existing or which may be set up in future.

7. **Company Policies:** During the course of Employee's employment with the Company, Employee shall be required to keep him/herself informed, updated and compliant with all of the published policies and procedures of the Company in force and as may be amended from time to time and as applicable to Employee, which shall be considered to be a part of Employee's Appointment Letter and terms of employment. The Company shall not be responsible for any damage/loss of any nature whatsoever accruing to Employee, owing to Employee not being aware of and/or updated with any such Company policies and amendments thereto.

8. **Role & Responsibilities:** Employee's job description, roles and responsibilities are annexed hereto as **Annexure `B`** to this Appointment Letter. However, in addition to Employee's usual duties, Employee may be required to discharge and perform any responsibility or work that may be entrusted and assigned to him/her by the Company. During the course of Employee's employment with the Company, the Company shall be entitled to change Employee's designation and / or reporting structure. Employee will also be responsible for the effective functioning of the staff or employees, if any, under his/her supervision.

9. **Confidentiality:** Employee will maintain strict confidentiality as regards all matters concerning the Company and will not divulge any information regarding the Company to any third party, without the prior written consent of the Company. In addition to the provisions of this clause, Employee's confidentiality obligations towards the Company shall be governed by the terms and conditions of the Confidentiality and Non-Disclosure Agreement, attached hereto as **Annexure `C`**, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any confidentiality related provisions between the contents of this Appointment Letter and the Confidentiality and Non-Disclosure Agreement, the provisions of the Confidentiality and Non-Disclosure Agreement shall take precedence.

10. **Veracity of Particulars Submitted:** It is understood that this employment is being offered to Employee on the basis of the particulars submitted by Employee in his/her application for employment. However, if at any time it should emerge that the particulars furnished by Employee as a part of the joining formalities are false, incorrect or inaccurate, or if any material or relevant information has been suppressed or concealed, this appointment would be considered ineffective and irregular and would be liable to be terminated for cause by the Company forthwith without notice. This will be without prejudice to the right of the Company to take disciplinary action against Employee for the same.

It shall be the responsibility of the Employee to apprise the Company of any litigation, court proceedings and other matters that he/she is involved in, where such involvement may have an adverse impact on the terms and conditions and/or the performance of the Employee's functions under this Appointment Letter before the commencement of his / her employment and/or while in employment with the Company.

11. **Exclusivity:** During the period of Employee's employment with the Company Employee shall work exclusively for the Company and shall not secure any other job, either for remuneration or on honorary basis, without the prior written consent of the Company.

12. **Non Solicitation:** Employee shall not at any time during the term of his/her employment with the Company or thereafter, under any circumstances, directly or indirectly solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to leave the employment of the Company and/ or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the Company to take any action or inaction that may adversely impact the performance by the Company of its obligations under this Letter and / or any other contract or adversely impact the ability of the Company to carry out its normal business activities. Employee further agrees that he/she shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the Company, or with those customers of the Company with whom Employee had any contact during his/her employment with the Company and for a period of one year after his/her employment ceases with the Company.

13. **Personal Particulars:** Employee shall keep the Company informed of his/her latest postal address and other contact details at all times and intimate in writing in case of change of such address or contact details. Any communication sent to Employee by the Company on Employee's last known address shall be deemed to have been duly served notwithstanding the fact that he/she may have changed his/her address.

14. **Training:** During the course of Employee's employment with the Company, Employee may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable him/her to effectively discharge his/her current or new responsibilities assigned. In such cases the Company may propose that an agreement, in a form and manner acceptable to the Company, be entered into between Employee and the Company. Such agreement shall primarily intend to offset the expenses incurred by the Company towards Employee's specialized training / skill and / or knowledge enhancement. In the event that such an agreement is executed between Employee and the Company, Employee shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

15. **Term and Termination**

- a. **Term:** This Appointment Letter between the Company and Employee shall continue in full force and effect unless and until it expires or is terminated in accordance with the terms herein.
- b. **Termination For Cause:** Notwithstanding anything to the contrary herein, the Company may terminate this Appointment Letter with respect to an individual Employee without the obligation of any notice period, upon the occurrence of any of the following:
 - i. **Material Breach:** If the Employee commits a material breach of any of the obligations of the Appointment Letter, the Confidentiality and Non-Disclosure Agreement, the Goodwill / Commitment Agreement, or other duly executed agreement between the Employee and the Company.
 - ii. **Incompetence or Negligence:** If the Employee is duly investigated and found guilty of incompetence or negligence in the performance of his / her duties.
 - iii. **Unsatisfactory Work Conduct:** If the Employee is duly investigated and found to have exhibited work conduct that is not found satisfactory by the Company, including insubordination, dishonesty, insobriety, theft, intimidation, sexual harassment, ethical infractions, committing acts or omissions which are detrimental to the reputation and /or business interests of the Company, or other behaviors identified and prohibited in Company policies.
 - iv. **Alcohol or Substance Abuse:** If the Employee consumes alcohol or other prohibited substances during duty or within proscribed timeframes prior to a duty period in contravention to policies established by the Company and / or any applicable rules established by the DGCA, and / or any applicable rules of any relevant aviation supervisory and / or regulatory authority, as may be amended from time to time.
 - v. **Failure to Undergo Preventive Treatment:** If the Employee refuses or fails to undergo any inoculation, vaccination, or other preventive treatment directed to be taken by the Company, and as a result becomes sick, disabled or unable to properly perform his / her duties without becoming a nuisance or menace to other colleagues or others working.
 - vi. **Illegal Activity:** If the Employee is found guilty of violating any law or applicable rule or regulation, including but not limited to directions of the DGCA, with respect to the performance of his / her duties, or is convicted of a felony or of a criminal offense involving moral turpitude;

- vii. **Failure to Retain Licenses or Permits:** If the Employee fails to obtain or retain any of the permits, licenses or approvals which are required for him / her to perform his / her duties in the service of the Company.
 - viii. **Lack of Dependability:** If an Employee who has been duly notified that he / she shall be monitored under the Company's Dependability Control Program and, under the terms of that Program then applicable, is deemed to be undependable.
 - ix. **Solicitation:** If the Employee directly or indirectly violates the provision of Paragraph 12, "Non-Solicitation", above.
 - x. **Unprofessional Interaction with Customers:** If the Employee is duly investigated and found guilty of in unprofessional interaction with the Company's customers while on duty.
 - xi. **Veracity of Particulars Submitted:** If the Employee violates the provisions of Paragraph 10, "Veracity of Particulars Submitted", above.
- c. **Termination by the Company for Other Reasons:** The Company may, in its sole discretion and business judgment, terminate an Employee's employment under this Appointment Letter at any time. Any such termination would be subject to any and all applicable provisions concerning notice period, retirement, or other provisions (for example, training expenses) agreed to herein or in other agreements between Employee and the Company.
 - d. **Termination by the Employee:** An Employee who desires to resign from the service of the Company must comply with the provisions of Paragraph 4 "Notice Period" above, and with any other provisions agreed to herein or in other agreements between Employee and the Company (for example, training expenses, confidentiality and non-disclosure, etc.).

For avoidance of doubt it is hereby clarified that the employment of the Employee shall also stand terminated on the occurrence of any of the following:

- i. **Death:** If the Employee dies during the pendency of his employment with the Company, termination shall be effective on the date of death; or
- ii. **Long-Term Disability:** If the Employee is unable to perform the duties as required by the Company from time to time for a single period, or combination of periods, due to a long-term medical condition.

16. **Suspension of Duty in Lieu of Termination For Cause:** Notwithstanding anything to the contrary contained herein, the Company may, at its sole discretion, determine that an Employee who has qualified for termination under the terms of the "Termination For Cause" Section above may instead be suspended from duty, either with pay or without pay, and with benefits or without benefits, as the Company shall determine.

17. **Jurisdiction:** Any dispute of whatsoever nature between Employee and the Company shall be subject to the exclusive jurisdiction of courts of Delhi only, whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

18. **Medical Fitness:** Employee's appointment and its continuation is subject to Employee being medically fit and capable of performing his/her duties as assigned by the Company. The Company reserves its right to ask Employee to undergo appropriate medical examination(s), as and when the Company deems it necessary, by a medical professional designated by the Company.

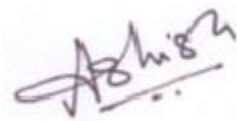
19. **Amendment:** Any amendment or modification to this Appointment Letter shall be made in writing and signed by both parties.

20. **Severability:** It may be noted that in the event any one or more provisions of this Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

Kindly sign and return a copy of this letter to the under-signed as a token of Employee's acceptance of the above terms.

IndiGo wishes you every success in this assignment!

Yours faithfully,
For and behalf of,
InterGlobe Aviation Limited



ASHISH BANGA
DIRECTOR – HR (AOCS, Cargo & Engineering)

cc: Personal file

Agreed and Accepted by Employee

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove.

Jayanta Chakraborty
Dated:

Annexure A: Total Rewards Statement

Name: Jayanta Chakraborty
Designation: Customer Service Officer - Ramp
Band: A
Department: Airport Operations & Customer Services

COMPENSATION w.e.f June 15, 2017						
	S.NO	COMPONENTS OF COMPENSATION	Monthly	Annual	FREQUENCY OF PAYMENTS	DESCRIPTIONS (IF ANY)
Basic & Allowances (A)	A1	Basic	4,667	56,004	Monthly	Basic Salary is calculated as 35% of the CTC
	A2	House Rent Allowance (HRA)	2,800	33,600		HRA is calculated as 60% of Basic
	A3	Conveyance Allowance	1,600	19,200		Rs 1,600 per month is tax free as per current Income Tax laws
	A4	Special Allowance	899	10,788		For employees at the airport who wear a uniform, an amount of INR 1500 per month will be reflected as Uniform Allowance (Tax exempt as per current tax laws) in their pay-slip and rest of it will be paid as Special Allowance.
Reimb/Allow (B)	B	Medical Reimbursement	1,250	15,000		Reimbursed against submission of actual bills. (maximum up to 15,000 per annum). This can also be converted from reimbursement to an allowance and will be subject to taxation.
Retirals* (C)	C1	Provident Fund (Company Contribution)	560	6,720	Monthly	The Company contributes an amount equal to 12% of the Basic in accordance with the Provident Funds and Misc. Act, 1952. The percentage is subject to change as per the laws of the country.
	C2	Gratuity	224	2,688		Payable on separation post completion of 5 years of continuous service as per "The Payment of Gratuity Act"
A + B + C	Q	Total Fixed	12,000	1,44,000	Monthly	
Variable / Incentive/ Bonus*** (D)	D1	Monthly Bonus	667	8,004	Monthly	This bonus will be paid as monthly bonus and may be linked to AOCs/ Cargo parameters at a later stage. This is calculated as 5% of CTC
	D2	Annual Bonus	667	8,004	Annual	Bonus is an Annual variable pay and is paid as 5% of the CTC
(Q+D)	R	Cost to Company (CTC)	13,334	1,60,000		All increments / Salary changes calculations will be basis CTC
Other Benefits (E)**	E1	Transport Allowance	5,000	60,000	Monthly	Employees working at airport locations are paid transport allowance applicable as per Airport Locations Transport Policy (Rs.6,500 pm for Metro Location / Rs.5,000 pm for Non Metro Location). However, employees opting for shared company provided transport will not be receiving this amount.
	E2	Efficiency Bonus		18,000	Quarterly	Paid out in the month(s) of Jul / Oct/ Jan / Apr to employees who have not taken an SL / CL in the consecutive three months block period (s) and have a minimum SL / CL balance as per the Efficiency Bonus Policy
Insurance Benefit (F)	F1	Medi-claim Insurance		2,600	Annual	This is an average insurance premium amount contributed by the company for this band for employee and family members (spouse & kids). If the employee wants to cover his/her parents, the cost of the premium will be borne by the employee.
	F2	Life Insurance		2,200	Annual	This is an average insurance premium amount contributed by the company at this band.
(R+E+F)	S	Total of Emoluments		2,42,800		

***National Pension Scheme (NPS)** : It is a voluntary, defined contribution retirement savings scheme. In case an employee opts for NPS, upto 10% of basic will be deposited and adjusted from the Special Allowance.

****Night Shift Allowance:** For employees working at the airport, If he/ she is rostered for a night shift and is working accordingly, he / she will be entitled for a night shift allowance as per the Night Shift Allowance Policy.

*****Annual Bonus / PLI** : An employee who is not employed by the Company as of March 31st of the concerned financial year may not be eligible for such payment. The amount shall be pro-rata for the number of days the employee worked in the organization in the prior fiscal year.

JOB DESCRIPTION

Customer Service Officer – Ramp

- Confirm the ETA of the flight from OCC or System(Navitaire).
- Take the bay no. from Apron and convey it to all the stations on R.T.
- Ensure that you are at the bay D-20 mins with all the equipments required.
- Note down the Touch down and Chocks and convey it on R.T.
- Align the ramp properly.
- Make sure there are enough coaches available for deplaning the pax and take care that baggage should reach Arrival before the pax.
- Check the cleaning and take the boarding clearance from the Cabin crew and announce it on R.T.
- Make sure loading is done as per Loading Instruction Report given by the Load and Trim staff.
- After departure make sure that all the equipments are sent back to the transport yard.
- Fill the ramp filling.
- During the flight ensure everyone is smooth, safe and flight is on time.

Be aware of and comply with his/her safety responsibilities and accountabilities as laid down in the IndiGo SMS Manual, Chapter Safety Policy and Objectives.



May 18, 2017

**Mr. Jayanta Chakraborty
Bhatiabhoyanagar, Near Vivekananda Club Agartala,
West Tripura - 799001**

Dear Jayanta,

Subject: Confidentiality and Non-Disclosure Agreement.

1. We refer to your appointment letter dated **May 18, 2017**. Please treat the contents of this Agreement as part of the said Appointment Letter, whereby the contents of this letter are incorporated into the said Appointment Letter. In the event of any conflict between the contents and effect of this Agreement and the Appointment Letter, the contents of this Agreement shall take precedence.

2. During your employment and association with **InterGlobe Aviation Limited**, you may be provided with or come in contact with or create certain Proprietary and Confidential Information. As used in this letter, the term "Proprietary and Confidential Information" shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, including business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, including which is marked proprietary, confidential, or the equivalent, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including you, may reasonably consider as proprietary, confidential or the equivalent. Proprietary and Confidential Information also includes notes, extracts, analyses or materials prepared by the Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors in possession of the disclosing party, which are copies of or derivative works of any Proprietary and Confidential Information, or from which the substance of the Proprietary and Confidential Information can be inferred or otherwise understood. Information shall not be deemed Proprietary and Confidential Information and you shall have no obligation with respect to any such information, if and only if you can prove by written records: (i) that it was already known to you, prior to receipt from the disclosing party, without any obligation to maintain confidentiality, from a source other than the disclosing party; (ii) is or hereafter becomes publicly known through no wrongful act, fault or negligence of you; (iii) is received by you without restriction and without breach of this letter, Appointment Letter or any other agreement, from a third party entitled to so disclose it; (iv) is approved for release by written authorization of the Company; (v) is independently developed by you without, either directly or indirectly, any access to, or knowledge of, such Proprietary and Confidential Information; or (vi) is required to be disclosed to comply with any order of a judicial and /or regulatory authority of competent jurisdiction or due to any requirement of legal and / or regulatory process, regulation, governmental order, decree, regulations or rules. If you are required to disclose any such Proprietary and Confidential Information in such a manner, you shall immediately notify the Company of such a requirement prior to such disclosure.

3. You shall use the Proprietary and Confidential Information received, at any time, solely in respect of your duties as part of your employment and association with Company. You shall not make any copies, in whole or in part, machine readable or otherwise, of the Proprietary and Confidential Information except for copies that need to be made strictly in respect of your duties as part of your employment and association with Company. You shall, at the request of Company at any time, promptly return to Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies thereof, whether machine readable or otherwise.

4. Except as may be expressly provided herein, you shall, at no time, whether during your employment or association with Company or after its termination or expiry, as the case may be, disclose any proprietary and Confidential Information in whole or in part to any third party.

5. Any and all Proprietary and Confidential Information shall, at all times, remain the property of the disclosing party. Upon termination or expiry of your employment or association with Company, whichever occurs first, you shall promptly return to Company, all tangible forms of the Proprietary and Confidential Information, including any and all copies and partial copies, whether machine readable or otherwise, or at the option of Company, shall destroy all tangible copies, intangible copies and partial copies whether machine stored, machine readable or otherwise and you shall provide Company with a written certification as to such destruction, in the form and manner acceptable to Company.

6. Nothing contained in this Letter or the Appointment Letter shall be construed as: (i) requiring the disclosing party to disclose to you any particular information; (ii) granting to any party a license, either express or implied, under any patent, copyright, trade secret or other intellectual property right or any other Proprietary and Confidential Information, now or hereafter owned, obtained or licensed by the disclosing party; (iii) creating warranties of any kind in connection with any particular information; (iv) constituting or implying any representation or commitment as to the development or availability of commercial products, features or services; or (v) soliciting any business or organization changes or incurring any obligations of any kind not specified herein.

7. You will not utilize any such Proprietary and Confidential Information to develop products or produce articles for your own or another's use, or to develop products or produce articles sold or offered for sale or otherwise transferred or offered for transfer to anyone, without the prior written consent of Company.

8. This letter shall be interpreted and the rights of both you and Company shall be determined in accordance with the laws of India.

9. You acknowledge that Company is a listed company and the Confidential Information received under this Agreement could also constitute "price-sensitive information" for the securities of the Company, and the possession of such information imposes statutory and regulatory obligations on how the information should be handled, and restrictions on trading in securities of the Company. You shall be responsible for compliance with applicable regulatory requirements in this regard and in relation to disclosure of any such information in a manner stipulated under this Agreement.

10. You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this letter or the Appointment Letter by you, and you agree that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including any temporary or permanent injunction and / or specific performance of this letter and/or the Appointment Letter in order to protect its rights hereunder, without limiting any other rights and remedies that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, may have.

11. The contents of this letter supersede any prior oral or written understandings with respect to the subject matter of Proprietary and Confidential Information between you and Company and constitutes the entire agreement between you and Company with respect to the subject matter of Proprietary and Confidential Information, and no modification, amendment or waiver thereof shall be effective unless in writing and signed by both Parties.

Yours faithfully,
For and behalf of,
InterGlobe Aviation Limited



ASHISH BANGA
DIRECTOR – HR (AOCS, Cargo & Engineering)

Agreed and Accepted

I have gone through the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove and agree to the same being incorporated as part of my Appointment Letter dated **May 18, 2017**.

Jayanta Chakraborty
Dated:

Signature Not Verified

Digitally signed by
ashish.banga@goindigo.in
Date: 2017.05.19 17:21:49
IST

Fwd: Staff requirement for Spicejet, Agartala.

Jayanti Bhattacharya <jb12bh@gmail.com>
To: Nirmalya Debnath <nirmalyadebnath@tripurauniv.in>

Fri, Mar 18, 2022 at 9:51 PM

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

From: **Jayanti Bhattacharya** <jayantibhattacharya@tripurauniv.in>
Date: Fri, 10 Feb 2017, 4:45 pm
Subject: Fwd: Staff requirement for Spicejet, Agartala.
To: <jb12bh@gmail.com>

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

From: **Jayanti Bhattacharya** <jayantibhattacharya@tripurauniv.in>
Date: Fri, Feb 10, 2017 at 4:44 PM
Subject: Fwd: Staff requirement for Spicejet, Agartala.
To: rajtu08@gmail.com, punamdasmunai@gmail.com, sonu thapa <thapas155@gmail.com>, Debasmita Nag <debasmitanag2014@gmail.com>, Mousumi Chakraborty <mousumichakraborty05@gmail.com>

Dear Candidates,

Please find the details in the following forwarded email. I already have informed you over telephone about other necessary details regarding the interview.

Best Wishes..
Jayanti Mam.

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

From: **Jayanti Bhattacharya** <jayantibhattacharya@tripurauniv.in>
Date: Fri, Feb 10, 2017 at 4:37 PM
Subject: Re: Staff requirement for Spicejet, Agartala.
To: Bhabesh Chakraborty - Airport Manager - Agartala <bhabesh.chakraborty@spicejet.com>

Dear Sir,

Please find the Following list of students will be appearing on the said interview on 13-02-2017 at your office Spicejet-Agartala Airport.

1. Ms.Rajasree Mallik -- BBA
2. Ms. Poonam Das -- BBA
3. Ms. Debasmita Nag -- MBA
4. Ms. Sonu Thapa -- MBA
5. Ms. Moushumi Chakraborty -- MBA

Do inform me if any changes occurs in the above schedule in future.

Regards...

Jayanti Bhattacharya.

On Fri, Feb 10, 2017 at 3:24 PM, Jayanti Bhattacharya <jayantibhattacharya@tripurauniv.in> wrote:
Dear Mr. Chakraborty,

Greetings of the day.

Thanks for the detail information regarding the interview.

I'll be sending you the list of students to be appear on the said day for interview.

Regards..

Jayanti Bhattacharya
Asst.Placement Officer.

Tripura university
(A Central University)

Suryamaninagar-799022

Tripura (West)

Phone [O]: 0381-237-9317

Mobile: 09612014467

Website: <http://www.tripurauniv.in/>

On Fri, Feb 10, 2017 at 2:37 PM, Bhabesh Chakraborty - Airport Manager - Agartala <bhabesh.chakraborty@spicejet.com> wrote:

Dear Madam,

As discussed with you, we have an opening for Ground Services personnel at Agartala Airport and we are looking for graduate female with good communication and interpersonal skills below 25 years of age.

I would request you to kindly shortlist 5 candidates for interview and send them to Spicejet Ticket counter situated at Agartala Airport at 10: 30 AM on 13th February 2017.

Thanks & Regards,

Bhabesh Chakraborty

Airport Manager,Agartala - SpiceJet Ltd

| Agartala Airport | Agartala - 790009| India

Phone: +91 0381-2341777 Mobile: +91-7085052358

W: www.spicejet.com F: [facebook.com/flyspicejet](https://www.facebook.com/flyspicejet) T: @flyspicejet

Download the Official SpiceJet App at [Google Play Store](#) and [App Store](#)

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Jayanti Bhattacharya
Asst.Placement Officer.

Tripura university
(A Central University)

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Jayanti Bhattacharya
Asst.Placement Officer.
Tripura university
(A Central University)

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Jayanti Bhattacharya
Asst.Placement Officer.
Tripura university
(A Central University)

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Jayanti Bhattacharya
Asst.Placement Officer.
Tripura university
(A Central University)



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Nirmalya Debnath <nirmalyadebnath@tripurauniv.ac.in>

Fwd: Staff requirement for Spicejet, Agartala.

Jayanti Bhattacharya <jb12bh@gmail.com>
To: Nirmalya Debnath <nirmalyadebnath@tripurauniv.in>

Mon, Mar 21, 2022 at 1:20 PM

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

From: **Jayanti Bhattacharya** <jayantibhattacharya@tripurauniv.in>
Date: Wed, 22 Mar 2017, 3:46 pm
Subject: Re: Staff requirement for Spicejet, Agartala.
To: Bhabesh Chakraborty - Airport Manager - Agartala <bhabesh.chakraborty@spicejet.com>, <rec.gsd@spicejet.com>
Cc: <jb12bh@gmail.com>

Dear Mr. Bhabesh,

Greetings!!

We are happy that Ms.Moushumi Chakraborty has been selected and joined your organisation Spicejet at Agartala Airport as she confirms her joining today.

Hope in future also we will be providing you right candidates for your organisation.

Regards..

Jayanti Bhattacharya
Asst. Placement Officer
Tripura University
(A Central University)
Suryamaninagar--799022
Tripura (West)
Phone [0] :0381-237-9317
Mobile: 09612014467
E-mail: jayantibhattacharya@tripurauniv.in
Website: www.tripurauniv.in

On Fri, Feb 10, 2017 at 4:41 PM, Bhabesh Chakraborty - Airport Manager - Agartala <bhabesh.chakraborty@spicejet.com> wrote:

Dear Madam,

Mail acknowledged and thanks for your support.

Regards,

Bhabesh Chakraborty

Airport Manager,Agartala - SpiceJet Ltd

| Agartala Airport | Agartala - 790009 | India

Phone: +91 0381-2341777 Mobile: +91-7085052358

W: www.spicejet.com F: facebook.com/flyspicejet T: @flyspicejet

Download the Official SpiceJet App at [Google Play Store](#) and [App Store](#)

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From: Jayanti Bhattacharya [mailto:jyantibhattacharya@tripurauniv.in]

Sent: Friday, February 10, 2017 4:37 PM

To: Bhabesh Chakraborty - Airport Manager - Agartala

Subject: Re: Staff requirement for Spicejet, Agartala.

Dear Sir,

[Quoted text hidden]

[Quoted text hidden]

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Nirmalya Debnath <nirmalyadebnath@tripurauniv.ac.in>

Fwd: Campus Placement Drive

Jayanti Bhattacharya <jb12bh@gmail.com>
To: Nirmalya Debnath <nirmalyadebnath@tripurauniv.in>

Sat, Mar 19, 2022 at 3:25 PM

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

From: **Jayanti Bhattacharya** <jayantibhattacharya@tripurauniv.in>
Date: Thu, 23 Mar 2017, 4:37 pm
Subject: Fwd: Campus Placement Drive
To: mbatu <mbatu@tripurauniv.in>, Ashish Nath <ashishnath@tripurauniv.in>, <debarshimukherjee@tripurauniv.in>, Nirmalya Debnath <nirmalyadebnath@tripurauniv.in>, Manish Das <manishdas@tripurauniv.in>, <anjana_kalai@tripurauniv.in>
Cc: <jb12bh@gmail.com>

Dear Sir,

Please find the forwarded messages below and circulate among the students and do send us a list of candidates wish to appear as we have to sent it to the Company.

The candidates need to go to Gawhati at their own and join the colleges where Adecco will conduct the drive.They have to select a particular date and be present their at the venue on time.It will be on 27-28/03/2017.The addresses of colleges are given in the email.

Candidates are asked to go through carefully the emails and attachments which are having possible details of the event and job description and other related issues.

Any further update will be given to them on time to time if any.

For any query students may contact Placement Cell.

Regards..

Jayanti Bhattacharya
Asst. Placement Officer
Tripura University
(A Central University)
Suryamaninagar--799022
Tripura (West)
Phone [0] :0381-237-9317
Mobile: 09612014467
E-mail: jayantibhattacharya@tripurauniv.in
Website: www.tripurauniv.in

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

From: **Bani Sodhi** <Bani.Sodhi@adecco.com>
Date: Thu, Mar 23, 2017 at 2:33 PM
Subject: RE: Campus Placement Drive
To: Jayanti Bhattacharya <jayantibhattacharya@tripurauniv.in>

Dear Jayanthi,

Thanks for your prompt response. We were waiting for you to reach out to us as mentioned by you on the 23rd. As we wanted to invite you, we reached out ourselves today.

To clarify your doubts,

More and Specific details of the Annual CTC [e.g. :Includings , Excludings ,Free Transport facility, Night Shift Allowance if any, CTC: Compensation: 1.2L (during 6 month traineeship) & 2.4L (After confirmation), Day shift , office timings : 9am to 6pm. Travel to and fro from office has to be borne by the individual

Meal coupons if any, Over time benefits if any,Health Insurance Benefits if any, any other information if any] We are a company that believes in work life balance and do not encourage overtime work. However for individuals working beyond 9 pm, dinner meal is reimbursed for, The Company provides health insurance of 3lakh starting that covers the individual and his/her family. There are international mobility options post 2 years of work completion. There is a centralized PF available for all. Work related travel reimbursements, Mobile bill reimbursements are some of the benefits.

Interview process : other than GD what will be the next two rounds [e.g : online /offline test, PI etc]?There will be 2 rounds of interviews post the GD, Both will be held on the same day itself. Qualifying students will receive their offer letters a week after the interviews.

Job Profile : as per your last emails there 5 different category of posts were mentioned. And in your recent mail its only one post [Recruitment consultant] is given. Indeed, however now we only have the position for the RC's open hence, this drive will purely look at the job profile of a recruitment consultant. This does not mean that we are not open to interviewing students from a non HR background, we will be open to students from all backgrounds, however they should be interested in pursuing a career in HR and open to relocation to metro cities.

Are the rest closed and the drive will be conducted only for RC

Total Number of Vacancy ? There are a total of 20 vacancies

Can pass out MBA batch appear for the interview ? Yes, even they can appear, infact if found good, we would be happy to take them onboard immediately. Rest of the students will have to join by june 1 st.

Which one is the host college to communicate? The drive on 27th will be held at Assam downtown university and on the 28th be held at Assam Don Bosco University.

I hope this has clarified your queries, We look forward to hearing in affirmative from your university.

We shall be more than happy to have your students sit for the interview.

Best Regards,

Bani Sodhi

Human Resources Projects Specialist

T +91 80 39897070 Extn: 5592

E bani.sodhi@adecco.com

Adecco Group India

No. 2, NAL Wind Tunnel Road

Murugeshpalya, Bangalore - 560017

www.adecco.co.in

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. It may contain legally privileged information, and may not be disclosed to anyone else. If you have received this email in error, please notify the sender and delete all copies from your system. Any opinion expressed in this email may be personal to the author, and may not necessarily reflect the opinions of the Company or its affiliates.

From: Jayanti Bhattacharya [mailto:jyantibhattacharya@tripurauniv.in]
Sent: Thursday, March 23, 2017 2:11 PM

To: Bani Sodhi
Subject: Re: Campus Placement Drive

Dear Bani ,

Thanks for the information. But it would have been better for executing the matter if you could have informed me about Gawhati drive bit earlier [just in your last mails] as it would be a out campus drive for us and we need to go through some official permission and other matters being a Central University from the authority. However we would like to participate if found feasible by our supreme authority.

Meanwhile please provide the following information for processing the matter effectively:

1. More and Specific details of the Annual CTC [e.g. :Includings , Excludings ,Free Transport facility, Night Shift Allowance if any, Meal coupons if any, Over time benefits if any,Health Insurance Benefits if any, any other information if any].
2. Interview process : other than GD what will be the next two rounds [e.g : online /offline test, PI etc]?
3. Job Profile : as per your last emails there 5 different category of posts were mentioned. And in your recent mail its only one post [Recruitment consultant] is given. Are the rest closed and the drive will be conducted only for RC ?
4. Total Number of Vacancy ?
5. Can pass out MBA batch appear for the interview ?
5. Which one is the host college to communicate?

Regards..

Jayanti Bhattacharay.

On Thu, Mar 23, 2017 at 1:22 PM, Bani Sodhi <Bani.Sodhi@adecco.com> wrote:

Dear Jayanti,

Greetings from Adecco Group India!

Happy to inform you that we are holding 2 campus drives in Guwahati next week on the 27th and 28th. A number of colleges are participating; We would like to extend an invitation to your university as well for the same.

I believe you may have a lot of queries, to narrow that down I will attach all the relevant material with this email.

PFB,

1. Job profile: Recruitment Consultant.
2. We are open to MBA students from all backgrounds provided they want to establish a career in HR and are open to relocation to metropolitan cities like Mumbai, Hyderabad, Delhi, Chennai, Bangalore, Goa, Bhubhaneshwar.
3. In case you are sending your students, we would request only students who want to pursue a career in HR (Recruitment consultancy) and are open to relocation to metropolitan cities to sit for the interview.
4. Compensation: 1.2L (during 6 month traineeship) & 2.4L (After confirmation)
5. We would like to have a pre-placement talk with all the students, so we can give them a background about the company. We would request your coordinator to ensure your students are seated with the host college
6. An application form is attached with the email, Request you to have the same printed according to the number of students. It is mandatory for the students to fill this application form.
7. It is mandatory for the students to carry their Degree/Mark sheet, Adecco Application form and a government approved ID card to the interview.
8. We will be holding a group discussion for the students as a preliminary round in batches of 10.
9. There will be 2 rounds of interviews. They will be held simultaneously.
10. As per the discussion, we look forward to starting the drive sharp at 10 am and would request all students to be seated 15 mins prior.

This is the plan for now, we'd be happy if your university participates as well, Once you confirm we will furnish to you the details of the venue etc. and request you to send us the list of students attending the same.

Please feel free to reach out to me should you have any queries

Look forward..

Best Regards,

Bani Sodhi

Human Resources Projects Specialist

T +91 80 39897070 Extn: 5592

E bani.sodhi@adecco.com

Adecco Group India

No. 2, NAL Wind Tunnel Road

Murugeshpalya, Bangalore - 560017

www.adecco.co.in



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From: Jayanti Bhattacharya [mailto:jyantibhattacharya@tripurauniv.in]

Sent: Thursday, March 23, 2017 12:44 PM

To: Bani Sodhi

Subject: Re: Campus Placement Drive

Dear Bani,

Greetings!!

Thanks for being with us as in my last mail I informed you that we would be able to be in touch with you after 23/03/17 only due to busy schedules.

However for further course of action we need you to provide us some information with more and specific details.

If you want I would like to place our queries before you.

Do let us know.

Regards..

Jayanti Bhattacharya.

On Fri, Mar 17, 2017 at 12:31 PM, Jayanti Bhattacharya <jyantibhattacharya@tripurauniv.in> wrote:

Dear Bani ,

Greetings!!

As per our last conversation I need to inform you that we are having a busy schedule upto 23rd march with other pre scheduled campus placement events, and I'll be able to join in the further communication with details and some queries to you after that period only.

Please be with us.

Have a nice day !

Regards..

Jayanti Bhattacharya..

On Fri, Mar 10, 2017 at 12:23 PM, Jayanti Bhattacharya <jyantibhattacharya@tripurauniv.in> wrote:

Dear Bani,

Greetings for the day !!

Thanks for the details . Soon I'll be in contact with you.

Regards..

Jayanti Bhattacharya

Asst.Placement Officer.

Tripura university

(A Central University)

Suryamaninagar-799022

Tripura (West)

Phone [O]: 0381-237-9317

Mobile: 09612014467

Website: <http://www.tripurauniv.in/>

E-mail: jyantibhattacharya@tripurauniv.in

On Thu, Mar 9, 2017 at 4:56 PM, Bani Sodhi <Bani.Sodhi@adecco.com> wrote:

Dear Jayanti,

Hope you are well!

We have finalized our plan to conduct the campus drive at your college.

Request you to please float the attached company profile and job descriptions among the students.

The job locations can range from Delhi, Bangalore, Mumbai, Hyd and the other major metropolitans.

The compensation for the same will depend upon the talent been sourced however can range from 1.8-2.4L to start with.

Please let us know how many of your students are interested in the same along with when they will be able to join us.

Also suggest of a good time and date for the same so we can execute this drive as soon as possible.

Best Regards,

Bani Sodhi

Human Resources Projects Specialist

T +91 80 39897070 Extn: 5592

E bani.sodhi@adecco.com

Adecco Group India

No. 2, NAL Wind Tunnel Road

Murugeshpalya, Bangalore - 560017

www.adecco.co.in

 fbsig  lisig  twsig

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--

3 attachments



image002.png

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image003.png

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image001.png

2K

Fwd: Congratulations!!

Jayanti Bhattacharya <jb12bh@gmail.com>
To: Nirmalya Debnath <nirmalyadebnath@tripurauniv.in>

Sat, Mar 19, 2022 at 3:04 PM

----- Forwarded message -----
From: **Benz** <gauravkar.hcc@gmail.com>
Date: Mon, 10 Apr 2017, 6:48 pm
Subject: Fwd: Congratulations!!
To: <jb12bh@gmail.com>

Gaurav kar

Begin forwarded message:

From: Bani Sodhi <Bani.Sodhi@adecco.com>
Date: 10 April 2017 at 5:00:56 PM IST
To: "gauravkar.hcc@gmail.com" <gauravkar.hcc@gmail.com>
Subject: Congratulations!!

Dear Gaurav,

Greetings from Adecco Group India!!

We are happy to inform you that you have made the cut!

Congratulations you have been selected as a Recruitment Consultant with the Adecco Group India.

Your performance in the interview was outstanding and we would like extend an offer to you to join us from the 5st of June 2017.

Your work location will be Mumbai. We are awaiting confirmation from you.

Once again congratulations, Your hard work has paid off, its time to reap the fruit.

We look forward to having you with us and adding great value to the success of the organization.

WE ARE COUNTING ON YOU!

Best Regards,

Bani Sodhi

Human Resources Projects Specialist

T +91 80 39897070 Extn: 5592

E bani.sodhi@adecco.com

Adecco Group India

No. 2, NAL Wind Tunnel Road

Murugeshpalya, Bangalore - 560017

www.adecco.co.in

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6 attachments

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त्रिपुरा विश्वविद्यालय
TRIPURA UNIVERSITY

NOTE-01

Reference No.

Date. 20-06-2018

Sub: Campus Recruitment proposal from N.E. Equipment Solutions Pvt.LTD, Tarapur, Silchar, Assam.

Ref: E-mail from Ms. Pallavi Deb, Manager, HR, N.E. Equipment Solutions:

Attached is the proposal in e-mail from N.E. Equipment Solutions Pvt.Ltd., Tarapur, Silchar, Assam for conducting a campus recruitment drive at Tripura University.

Details of the drive are given below:


Position:	Asst. Manager	Vacancy:	02 nos
Salary:	Rs.15, 000 (during 6 months of traineeship, after the training there will be an increment)		
Qualification:	MBA/M.COM.		
Position:	Sales Officer	Vacancy:	02 nos
Salary:	Rs. 12,000 (during 6 months of traineeship, after the training there will be an increment)		
Qualification:	B.COM/BA/BSC		
Place of posting:	Silchar and Agartala.		
Other benefits:	Incentives and TA/DA.		
Recruitment process:	Screening of CVs of candidates, Group Discussion and Personal Interview.		

A date in July 2018 may be fixed for the interview drive.

The proposal may be accepted and accordingly a notice may be issued from the Registrar's office.

Necessary arrangements and financial supports in relation to the above said Campus Drive may be required.

Submitted to the Authority for kind perusal and Approval.


Placement Officer (I/C)
Dt: 20-06-2018

The Registrar

For views.

Dismiss

20.6.18

9/7/18

Placement Officer
For

त्रिपुरा विश्वविद्यालय
TRIPURA UNIVERSITY
NOTE 02

Reference No.

Date..14-11-2018

Interview held at the TU campus on 4th September, 2018.
Candidates selected: 03.

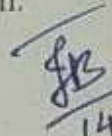
Named:


Ananta Singha Roy – MBA
Sweta Ray -- M.Com
Ajay Tripura --M.com

Confirmation letter (e-mail) of selection is attached herewith.

The Registrar

for his information.


14-11-18


16.11.18

Ananta
Singha Roy

JD-Equity Advisor - Karvy Stock Broking Ltd

Shloka Mirchandani <Shloka.Mirchandani@karvy.com>
To: "placements@tripurauniv.in" <placements@tripurauniv.in>

Wed, May 1, 2019 at 3:55 PM

Dear Sir/Mam,

I have been trying to reach you on call but unable to. We are currently hiring MBA Finance/Mcom students for our company, so I wanted to put our proposal forward. Find below the Job description and details of our job proposal, also attaching the study material to be percolated to the students which enables them to prepare for the screening test and interview. Kindly share the database of students interested. We can even do Skype interviews as well.

Kindly publish the data of the students and respective colleges in the below format: You may copy paste the below format in excel and forward me the same.

Details of colleges/institutes

S.No	Name of the college	Name of the TPO	Contact No.	Email ID	Footfall confirmed

Details of students

Sl. No	Name	Specialization	Name of the college	Mother Tongue	Email	Contact details of the students

Job Description:

About Karvy

Karvy is a premier integrated financial Services Company ranked amongst the top-5 in the country across all the business segments that it has presence in. The Group services over 70 million individual investors in various capacities, and provides investor services to 600 of the best of Corporate India.

Purpose of role

To understand customer's financial goals, advice them on Buy, Sell or Hold strategy and execute trade

Roles & Responsibilities

- Activate and Maintain relationship with existing clients.
- Advising clients on their Investments and managing their overall financial portfolio and executing orders on behalf of client for equities, derivatives and third party products.

- To coordinate with product and research team for taking investment decision for the clients.
- Engage clients through telephonic conversations about their investments and encourage them to trade.
- Responsible for achieving brokerage targets, Client Traded Number and client activation daily through effective advisory services.
- Cross sell and up sell existing products to the existing clients.

Desired Skills & Experience

- The candidate must be a Graduate / Post Graduate with specialization in Finance or Marketing
- Must possess excellent communication skills in English and regional language.
- A thorough understanding of financial markets, their behavior, macro movements with respect to market and be able to inspire trust and confidence in clients.
- Ability to process several inputs provided by research team and other sources and apply them to the specific context of several clients thus generating insights for clients.
- Candidate with NISM- Equity & Derivatives (series 8) certification will be given preference
- Should have passion for a career in Stock market
- Follow in house research reports, company news and track company performance
- Should be willing to work in morning and evening shift (4:00pm – 12:00am)
- Compensation and rewards best in the Industry

Details:

- Post Graduate: Min 2,50,000 - 3,00,000 fixed p.a. + 7,50,000 – 9,00,000 variable)
- Willingness to work in two shifts (Morning / Evening)
- **Place of posting:** Hyderabad
- **should be open to work in both the shifts:** Morning shift and Evening shift (4:00PM – 12:00AM)

Selection process: -

Step one:- Group Discussion (elimination round)

Step two: Aptitude test – online (elimination round)

Step three:- Technical and HR round

Hostel assistance: We would also provide assistance for hostel accommodation for students relocating from other cities to Hyderabad.

For any further details, please feel free to reach me at 040-3321-7308 or 7032020857

Regards,

Shloka

Human Resources



Karvy Stock Broking Limited.,


Karvy Millenium, 1st Floor, Plot No : 31,

Financial District, Gachibowli,

Hyderabad - 500 032

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 **Financial Markets - Beginners Module (1).pdf**
221K



Appoint

Jayanti Bhattacharya <jayantibhattacharya@tripurauniv.in>

Fwd: Letter of Offer Cum Appointment

1 message

Wed, Mar 6, 2019 at 8:42 PM

Sayantana Dewanjee <sayantan.dewanjee29@gmail.com>
 To: jayantibhattacharya@tripurauniv.in

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

From: **sonakshi.mehta@karvy.com** <sonakshi.mehta@karvy.com>
 Date: Tue, Mar 5, 2019, 12:56
 Subject: Letter of Offer Cum Appointment
 To: <sayantan.dewanjee29@gmail.com>

Dear Sayantan Dewanjee,

We are pleased to inform you that you have been selected for the position of "Executive Trainee" in Karvy Stock Broking Limited.

Your 'Appointment-cum-Offer Letter', along with compensation details, can be accessed by clicking the URL <https://hr.karvy.com/recLogin.aspx>. You are advised to open the URL preferably in Google Chrome or Mozilla Firefox for better viewing and to avoid technical errors, if any.

On the login page, please enter the password given below as your credentials to view the details.

Password	D72B1E3A
----------	----------

The above given URL is active for your acceptance for a period of 3 days and the Appointment-cum-Offer letter should be downloaded within 3 days from the time of your first login.

After submitting your acceptance, please click on the PPF button, which will take you to the Personal Profile Form (PPF). Please complete the PPF by providing all the required at least with respect to mandatory fields which will let you submit the PPF. Submission of PPF is mandatory.

We cordially welcome you to the KARVY family and look forward to a long and mutually beneficial association.

Please feel free to get in touch with the undersigned in case of any clarifications or difficulty in completing the process.

Best Regards,

Sonakshi Mehta
 Email to : sonakshi.mehta@karvy.com
 URL: <http://www.karvy.com>

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Fwd: ICICI Bank Recruitment drive list of selected candidates.

Mahasweta Saha <mahasweta_saha@tripurauniv.in>
To: Nirmalya Debnath <nirmalyadebnath@tripurauniv.ac.in>

Thu, Mar 17, 2022 at 6:31 PM

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

From: **HOD MBA** <mbatu@tripurauniv.in>

Date: Fri, Mar 29, 2019, 15:55

Subject: Fwd: ICICI Bank Recruitment drive list of selected candidates.

To: Nirmalya Debnath <nirmalyadebnath@tripurauniv.in>, manishdas <manishdas@tripurauniv.in>, Mahasweta Saha <mahasweta_saha@tripurauniv.in>, Anjana Kalai <anjana_kalai@tripurauniv.in>, <tamalchaudhuri@tripurauniv.in>, Monalisa jio Monalisa Chanda <cmonalisa24@gmail.com>

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

From: **Jayanti Bhattacharya** <jayantibhattacharya@tripurauniv.in>

Date: Fri, Mar 29, 2019, 3:52 PM

Subject: ICICI Bank Recruitment drive list of selected candidates.

To: mbatu <mbatu@tripurauniv.in>

Cc: Placement Cell TU <placement4ustd@gmail.com>

Dear Sir,

I am Happy to share the list of 16 selected candidates as confirmed by ICICI Bank today as mentioned below.

In this regard this is to inform you that two candidates (Salu Jamatia and Debanjan Pal) have backlog which they didn't inform me before and even during the interview process and which may affect their candidature at final stage. However the matter is sent to the HRMG, ICICI for consideration .

Thanks and Regards

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

From: **Ashweela Tamang /HRMG/IBANK/GWTI**

Date: Fri, Mar 29, 2019 at 11:18 AM

Subject: RE: ICICI Bank Recruitment Process - Invitation

To: jayanti Bhattacharya

Cc: Parsuram Sahoo /HRMG/IBANK/KOLKATA , Sounak Kundu /HRMG/IBANK/HYD

Dear Ma'am,

Please find the status of students who have been selected in the Campus Process held on 26th of March,2019.

Please note that the selection is subject to successful completion of the course in first attempt without any Backlog and meeting all other internal employment criteria before joining.

Name	Applicant ID	Status
Ajay Saha	3720860	select

Aklas Ahmed Laskar	3719636	select
Augustine Debbarma	3719992	select
Bikram Giri	3719778	select
Bishal Saha	3719960	select
Debanjan Paul	3720365	select
Deepayan Debnath	3719653	select
Gitartha Kataki	3719519	select
Jiban Sarkar	3718292	select
Litan Deb	3719659	select
Mouna Paul	3719700	Select
Poulami Datta	3719951	select
Salu Jamatia	3719767	select
Sumit Debbarma	3719913	select
Swarupa Das	3719762	Select
Tanushree Das	3719605	select

Regards,

Ashweela Tamang,

HRMG

With Best Regards...

Jayanti Bhattacharya
Placement Officer (I/C)
Tripura University (A Central University)

Suryamaninagar –799022

Phone: (O) 0381-237-9317 / Mobile: 09612014467

E-mail: jyantibhattacharya@tripurauniv.in ,
placement4ustd@gmail.com

Website: www.tripurauniv.in

Campus invitation | JD & other details

Dey,Ahana,KOLKATA,Kolkata Human Resources <Ahana.Dey@in.nestle.com>

Thu, Apr 18, 2019 at 5:02 PM

Dear Placement Officer,

Greetings from Nestle India Ltd.

This is to inform that we are interested to recruit from the campus for the post of **Nutrition Officer Trainee** for Eastern India. Please find the details below:

Nutrition Officer Trainee : Desired Candidate Profile: (Freshers only)

- Should have completed BSc. Or MSc. In Biotechnology, Food tech/Food Science/Nutrition/ Microbiology/Biology/Zoology & Bharm. / Mpharm.
- Should be willing to work anywhere in Eastern India.
- Should have PAN card
- Should be under 27 year of age
- Should have a minimum of 55% in Graduation
- Should have a minimum of 55% in class-10 & 12 if from State board and a minimum of 60% if from National Boards
- Should be willing to join us immediately

Nutrition Officer Trainee : Job Description:

- Responsible in Ethical promotion of Nestle nutrition products in the territory by clearly communicating with Health Care Professionals(HCPs)
- Responsible in Ensuring recommendation for the Nestle Nutrition product range within the scope of the Indian Code
- Responsible in Ensuring quality execution in terms of detailing/ conducting symposiums etc as per the company guidelines.

Compensation: Rs. 24,000+ TA, DA, mobile reimbursement+ expenses Per Month

Once a **Trainee** gets converted to **Officer** (within a period of 1 year, subject to performance) the compensation CTC becomes around Rs. 7 Lacs PA

Job of a Trainee is totally a field based job and requires a lot of mettle. We are looking for people who has the zeal to work in field being posted in any location for us. The idea is to have a long term relationship with those candidates who need the job and wants to do it. Upon selection the candidates will be given deferred joining by 2019 year end basis business needs.

As discussed, requesting you to send in the list of the interested candidates only who also meet our above mentioned criterion **in the attached format**. Once the list is approved by me, the candidates will appear for Online aptitude test. Only upon clearing that will they be interviewed.

Kindly note, we are also having opportunity for the same profile in senior level as Nutrition Officer / Executive, you may refer your alumni students having at least 1 year of work experience as Medical Representative / Sales promotion of Pharma Products.

Please contact me in case of any query.

Thanks & Regards,

Ahana Dey

Human Resource – East

9804173860



Tower "A", DLF IT Park, 9th Floor

[08 Major Arterial Road](#), Block - AF

New Town, Rajarhat

Kolkata - 700 156

www.nestle.com

 **FORMAT _CAMPUS NAME_2018.xlsx**
13K



Trainee Appointment Letter

3 messages

Dey,Ahana,KOLKATA,Kolkata Human Resources <Ahana.Dey@in.nestle.com>

Thu, 30 May 2019 at 11:50

To: arnabmitra493@gmail.com <arnabmitra493@gmail.com>

Cc: Jayanti Bhattacharya <jayantibhattacharya@tripurauniv.in>, Placement Cell TU <placement4ustd@gmail.com>

ARNAB MITRA

Block- B, 3rd Floor, Asansol-713304

West Bengal

Dear **Mr. Arnab Mitra**,

We are pleased to engage you as a **Nutrition Officer Trainee** with effect from **June 13, 2019** on the following terms and conditions:

1. You shall be imparted training in the following areas:
 - a. Detailing Skills
 - b. Product and Nutrition Knowledge
 - c. Scientifically Engaging Health Care Professionals
 - d. IMS Code and Charter
 - e. Territory Management
2. The training shall be imparted to you under the supervision and guidance of such Managers / Executives / Officers as may be necessary from time to time. You will act in accordance with the directions given to you.
3. The period of training shall be for 11 months with effect from **June 13, 2019** and this trainee agreement would automatically end on completion of 11 months. The company, however, reserves the right to terminate the traineeship agreement during this period without notice or compensation.
4. You will be paid an all-inclusive stipend of **Rs.25,000 p.m.** (Rupees Twenty Five Thousand only per month). If you do not attend to your training on all working days of the month, your stipend will be reduced pro-rata.
5. In case you need to undertake travel as a part of your training assignment, the travel expenses would be reimbursed as per the policy of the company.
6. You shall observe punctuality and attend to your training diligently.
7. During the period of your training you shall adhere to and follow all the instructions of your superiors and also maintain disciplinary standard as desired / decided by the Company.

8. The Company will not be responsible for any loss, hurt or accident which might occur during the training period and you will not be entitled to claim or demand anything on account of any of the above mentioned reasons.
9. You shall not be entitled to any of the benefits, facilities and privileges or rights available to the regular employees.
10. You shall not disclose, divulge or make public except under legal obligations any of the trade secrets, accounts transactions and dealings of the company whether the same may be confided or become known to you in the course of your training or otherwise.
11. If by your negligence, disobedience or any willful act or omission the company suffers any loss then you will be liable to make good the loss immediately on demand.
12. At the time of joining you shall advise the Company of the address to which communications meant for you should be sent and all communications by us at the address given by you, shall be deemed to have been properly sent by us and received by you.
13. This agreement is essentially and predominantly for the purpose of imparting training and does not in any manner creates a contract of employment between you and the company.
14. That on completion of the training, the company shall not be liable to provide you with any employment.
15. This letter is being given to you on the understanding that all the information furnished by you both at the time of interview as well as in application form is complete and correct. If, however, Company comes to know after you have joined training that you have withheld certain information or that information(s) provided by you is/are not correct or incomplete the Company reserves the right to discharge your training without notice.

Please sign a copy of this letter in token of having understood and accepted the terms and conditions mentioned above.

Yours very truly,

FOR NESTLÉ INDIA LIMITED

Ahana Dey

Human Resource Department

Kolkata Branch

Signature of the Trainee

Arnab Mitra <arnabmitra493@gmail.com>
To: jayantibhattacharya@tripurauniv.in

Thu, 30 May 2019 at 13:29

[Quoted text hidden]

Arnab Mitra <arnabmitra493@gmail.com>
To: mithumitra15@gmail.com

Thu, 30 May 2019 at 15:17

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

From: **Dey,Ahana,KOLKATA,Kolkata Human Resources** <Ahana.Dey@in.nestle.com>

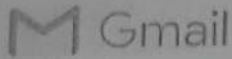
Date: Thu, 30 May 2019, 11:50

Subject: Trainee Appointment Letter

To: arnabmitra493@gmail.com <arnabmitra493@gmail.com>

Cc: Jayanti Bhattacharya <jayantibhattacharya@tripurauniv.in>, Placement Cell TU <placement4ustd@gmail.com>

[Quoted text hidden]



bishal singha <kybishalsingha123@gmail.com>

Trainee Appointment Letter

30 May 2019 at 11:45

Dey, Ahana, KOLKATA, Kolkata Human Resources <Ahana.Dey@in.nestle.com>

To: "kybishalsingha123@gmail.com" <kybishalsingha123@gmail.com>

Cc: Jayanti Bhattacharya <jayantibhattacharya@tripurauniv.in>, Placement Cell TU <placement4ustd@gmail.com>

KY BISHAL SINGHA

Vill: Badri Basti PO: Kashipur, Pin-799008,

Dist- Cachar Assam.

Dear Mr. Bishal Singha,

We are pleased to engage you as a **Nutrition Officer Trainee** with effect from **June 13, 2019** on the following terms and conditions:

1. You shall be imparted training in the following areas:
 - a. Detailing Skills
 - b. Product and Nutrition Knowledge
 - c. Scientifically Engaging Health Care Professionals
 - d. IMS Code and Charter
 - e. Territory Management
2. The training shall be imparted to you under the supervision and guidance of such Managers / Executives / Officers as may be necessary from time to time. You will act in accordance with the directions given to you.
3. The period of training shall be for 11 months with effect from **June 13, 2019** and this trainee agreement would automatically end on completion of 11 months. The company, however, reserves the right to terminate the traineeship agreement during this period without notice or compensation.
4. You will be paid an all-inclusive stipend of **Rs.25,000 p.m.** (Rupees Twenty Five Thousand only per month). If you do not attend to your training on all working days of the month, your stipend will be reduced pro-rata.
5. In case you need to undertake travel as a part of your training assignment, the travel expenses would be reimbursed as per the policy of the company.
6. You shall observe punctuality and attend to your training diligently.
7. During the period of your training you shall adhere to and follow all the instructions of your superiors and also maintain disciplinary standard as desired / decided by the Company.
8. The Company will not be responsible for any loss, hurt or accident which might occur during the training period and you will not be entitled to claim or demand anything on account of any of the above mentioned reasons.
9. You shall not be entitled to any of the benefits, facilities and privileges or rights available to the regular employees.
10. You shall not disclose, divulge or make public except under legal obligations any of the trade secrets, accounts transactions and dealings of the company whether the same may be confided or become

17/2019

- known to you in the course of your training or otherwise.
11. If by your negligence, disobedience or any willful act or omission the company suffers any loss then you will be liable to make good the loss immediately on demand.
 12. At the time of joining you shall advise the Company of the address to which communications meant for you should be sent and all communications by us at the address given by you, shall be deemed to have been properly sent by us and received by you.
 13. This agreement is essentially and predominantly for the purpose of imparting training and does not in any manner create a contract of employment between you and the company.
 14. That on completion of the training, the company shall not be liable to provide you with any employment.
 15. This letter is being given to you on the understanding that all the information furnished by you both at the time of interview as well as in application form is complete and correct. If, however, Company comes to know after you have joined training that you have withheld certain information or that information(s) provided by you is/are not correct or incomplete the Company reserves the right to discharge your training without notice.

Please sign a copy of this letter in token of having understood and accepted the terms and conditions mentioned above.

Yours very truly,

FOR NESTLÉ INDIA LIMITED

Abana Dey

Human Resource Department

Kolkata Branch

I have accepted the terms and conditions mentioned above.
Ky. Bishal Singha

Signature of the Trainee

Date: 31/05/2019.

Fwd: Details of Joining Formalities | Nestle

Jayanti Bhattacharya <jb12bh@gmail.com>
To: Nirmalya Debnath <nirmalyadebnath@tripurauniv.in>

Fri, Mar 18, 2022 at 9:55 PM

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

From: **Dey,Ahana,KOLKATA,HR Services** <Ahana.Dey@in.nestle.com>
Date: Fri, 8 Nov 2019, 5:42 pm
Subject: Details of Joining Formalities | Nestle
To: rahulpal.kls@gmail.com <rahulpal.kls@gmail.com>
Cc: jb12bh@gmail.com <jb12bh@gmail.com>

Dear **Mr. Rahul**,

Greetings from Nestle India Limited!

This is to inform you that your official date of joining Nestlé is **14th November, 2019** and your HQ is **Sibsagar**.

You are requested to report to the below mentioned address for your joining formalities on **14th November, 2019 at 9:30AM**:

Address: **Nestle India Limited**

DLF-1 IT Park, Tower 'A', 9th Floor. Gate-5
08 Major Arterial Road, Block-AF

New Town, Rajarhat, Kolkata-700156

Please bring the following documents (as per practice) in **original** and **2 photocopies** for submission:

- PAN card – **MANDATORY (6 Copies)**
- Aadhaar Card – **MANDATORY** (This is required for allotting a new PF account number. We will not keep a copy of this in our records.) **(6 Copies)**
- Valid Driver's License - **MANDATORY**
- Any other govt ID proof you have– **IF ANY**
- **Eight** passport size and **two** stamp size colored photograph- **MANDATORY**
- All your mark sheets and certificates from Class-X to Highest Education- **MANDATORY**
- Work experience proof (Offer/ Appointment letters & last 3 months Pay slips) – **IF ANY**
- A cancelled cheque of any bank with your name printed on it – **IF ANY**
- A copy of any one of the following for opening a bank account: - **MANDATORY : Aadhaar Card and PAN Card**, OPTIONAL: Valid Passport, Voter ID, Ration card. (If you already have an active ICICI Bank Account, please get the cheque book for details).
- All the Medical Reports and Fitness Certificate in original and also bring the bills incurred so that we can process it for reimbursement- **MANDATORY**
- Please carry 1 Pen drive

Please find below your tentative itinerary:

Date	Reporting Time	Purpose	Venue
14-Nov-19 to 16-Nov-19	9:30 AM	HR Induction & Documentation	Nestle India Limited

			DLF -1 Building, Tower-A, 9th Floor, New Town, Rajarhat, Kolkata-700156,
			Conference Room: Maggi
16-Nov-19 to 23-Nov-19		Mentoring under Ujjal Karmakar	Kolkata
25-Nov-19 to 7-Dec-19		BIT	Kolkata
8-Dec-19		Headquarter relocation	Sibsagar

	Name	Contact Number	Email Id
Mentor	Ujjal Karmakar	9733619533	ujjal.karmakar@IN.nestle.com
Area Manager Nutrition	Indrajit Buragohain	8811078912	Indrajit.Buragohain@IN.nestle.com
Regional Manager Nutrition	Arun Kumar	9167497886	Arun1.Kumar@in.nestle.com
HR	Ahana Dey	9804173860	ahana.dey@in.nestle.com
ICICI Reprersentative	Savings and ERA	Arpita Raha	8584077502

Feel free to get in touch with me for any query at 9804173860.

Thanks & Regards,

Ahana Dey

Human Resource - East



Tower "A", DLF IT Park, 9th Floor

[08 Major Arterial Road](#), Block - AF

New Town, Rajarhat

Kolkata - 700 156

www.nestle.com

2 attachments

 **image001.png**
9K

 **image001.png**
9K

Fwd: Campus Placements -2018-19

Anjana Kalai <anjana_kalai@tripurauniv.in>
To: "Dr. Nirmalya Debnath" <nirmalyadebnath@tripurauniv.in>

Mon, Mar 21, 2022 at 3:28 PM

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

From: **HOD MBA** <mbatu@tripurauniv.in>
Date: Sat, Feb 9, 2019, 10:58 AM
Subject: Fwd: Campus Placements -2018-19
To: Anjana Kalai <anjana_kalai@tripurauniv.in>

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

From: <yakub.pasha@subk.co.in>
Date: Sat, Feb 9, 2019, 10:28 AM
Subject: Campus Placements -2018-19
To: <mbatu@tripurauniv.in>
Cc: Hemant Kumar Banerjee <hemantakumar.b@basixindia.com>, Johir <johir.hossain@subk.co.in>, Meena Kachipuram <meena.k@subk.co.in>

Dear Ms. Anjana,

In continuation to your discussion with Mr. Hemant Kumar Banerjee, BASIX Sub-K would like to confirm a slot on the *15th of February 2019* for our recruitment process at Tripura University Agartala. JD is attached with this email.

Selection Panel :

Mr. Hemant Kumar Banerjee (AVP – Finance)

Mr. Johir Hussain (HR)

Mr. Will be confirmed

Our recruitment process will be as follows :-

1 Pre Placement Talk

After which, only students who are interested to apply may continue for the written round. We would like to get a list of interested candidates only after the Pre-Placement Talk.

2 Written Test

3 Personal Interviews

Logistical Requirements:

- A hall with projector facility
- Rooms for conducting the written test.
- Rooms for Personal Interactions.

requirements will be sent to you soon

For any clarification feel free to contact me.

 **Description: Description: Description: Description: b Thanks & Regards**

Yakubpasha.Mohd

DM-HR.

#7093555560

BASIX *Sub-K* itransactions Ltd | Hyderabad | India |

Tel: +91-40-66585800 | Ext 866

www.subk.co.in

 Description: Description: logo

4 attachments

image001.gif
1K



image002.png
7K

image001.gif
1K

 **JD - Unit Executive.pdf**
150K

त्रिपुरा विश्वविद्यालय
TRIPURA UNIVERSITY



(केन्द्रीय विश्वविद्यालय)

(A CENTRAL UNIVERSITY)

सूर्यमणिनगर, अगरतला, त्रिपुरा, भारत

Suryamaninagar, Agartala, Tripura, INDIA

पिन Pin - 799022

बिजनेस मैनेजमेंट विभाग

DEPARTMENT OF BUSINESS MANAGEMENT

फोन Phone : (0381) 237 9219 (BBA)

237 9220 (MBA)

ईमेल e-mail : mbatu@tripurauniv.in (MBA)

TU/DoBM/F-1/HOD-OFFC/2019

Date: 15 February 2019

PLACEMENT NOTICE - 3

Basix Sub-K will be conducting placement interview for MBA final year students in the Department of Business Management, Tripura University on **17th February, 2019 at 9:30 am.**

Position: Unit Executive

Location: Pan India

Package: 3.5 lakhs to 4 lakhs etc

Recruitment process:

1. Pre Placement Talk
2. Written test for interested candidates only
3. Personal interview

Copy to:

To the Chairman, Departmental Placement Committee

To the Covener, Departmental Placement Committee

To PS to Vice -Chancellor office

To The Registrar (I/C)

To The Dean of Arts and Commerce

To All the Members of Departmental Placement Cell

Anjana Kalai
15/2/19

Anjana Kalai
Assistant Professor
DoBM, TU

March 15, 2019

Mr. Abhishek Ghosh

Tripura University

Suryamani Nagar, Bikramnagar,

Tripura - 799022

Contact No: 7005400134

Subject: Letter of Offer

Dear **Abhishek Ghosh**:

1. Further to the interview and discussion, we are delighted to offer you the position of **Management Trainee** with our Organization. The position reports to **Cluster Manager, Agartala**.
2. This offer takes effect from your actual date of joining at our organization which shall not be later than June 03, 2019.
3. Your compensation package would be as in Annexure A.
4. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.
5. As per organization policy, the probation period applicable to you shall be six (6) months. During probation, the period of notice required for resignation is one month on either side or in lieu of Notice Period; One month Gross salary has to be paid.
6. Initially for 2 months you will be posted at **Agartala**. On successful completion of training period, you will be allotted the place of posting.
7. You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.
8. **Your appointment is subject to satisfactory submission of the documents and reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.**
9. This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.



10. This offer is valid till **June 03, 2019**, if you do not confirm the acceptance, Basix SubK iTransactions Ltd., has the right to withdraw the offer.

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

On the date of joining, please bring the following documents for verification / submission.

- a) Original and copies of educational certificates and mark sheets.
- b) Relieving letter & experience certificate from previous employer[s].
- c) Three passport size and one stamp size coloured photograph
- d) KYC documents (Aadhar / PAN / Driving Licence)
- e) Parent Declaration/ Guarantor (in case of CSR....)
- f) Two PDC (Post Dated Signed Cheques of salary account) (in case of CSR....)

Kindly sign and return to us the duplicate copy of this letter and Annexure as a token of your acceptance and further cooperation of the Documentation and References.

Wish you all the best!

Yours Sincerely,

For BASIX SubK iTransactions Ltd

Authorized Signatory

Accepted

Name:

Date:

Place:

PS. Since it is a computer generated offer, no authorized signatory is required.

Annexure A

Name of the employee	Mr. Abhishek Ghosh
Designation	Management Trainee
Cadre	Executive
Unit attached	Agartala
Basic Salary	12,350
Annual CTC including Gratuity, ESI & Bonus	4,00,599
Monthly take home	26,923

Ref	Particulars	Monthly		Per Annum	Reference
		Accrued (CTC)	Paid		
A	Gross Fixed Remuneration (GFR)	1+2	28,405		3,40,860
1	Basic Pay	12,350	12,350	12,350	1,48,200
2	Allowances as % basic pay	130%	16,055	16,055	1,92,660
<i>a</i>	<i>House Rent Allowance</i>	50%	6,175	6,175	74,100
<i>b</i>	<i>Medical Allowance</i>	10%	1,235	1,235	14,820
<i>c</i>	<i>Conveyance Allowance</i>	20%	2,470	2,470	29,640
<i>d</i>	<i>Leave Travel Allowance</i>	10%	1,235	1,235	14,820
<i>e</i>	<i>Other allowance</i>	40%	4,940	4,940	59,280
3	Statutory Contributions		1,482	1,482	17,784
<i>a</i>	<i>Employers PF Contributions</i>	12%	1,482	1,482	17,784
<i>b</i>	<i>Employers contribution ESIC</i>	4%	-	-	-
4	Bonus (as per company norms)	10.00%			34,086
5	Statutory deductions		2,964	2,964	35,568
<i>a</i>	<i>Employee contribution PF</i>	12%	1,482	1,482	17,784
<i>b</i>	<i>Employer Contribution PF</i>	12%	1,482	1,482	17,784
<i>c</i>	<i>Employee contribution ESIC</i>	1%	-	-	-
<i>d</i>	<i>TDS</i>				
<i>e</i>	<i>Professional Tax</i>				
6	Statutory Payment		62	62	741
	PF Admin & Insurance Charges	0.50%	62	62	741
7	Longterm benefits		594	-	7,128
<i>a</i>	<i>Gratuity</i>	4.81%	594		7,128
Take home			26,923	26,923	3,23,076
Annual cost to company (CTC)					4,00,599

F	Insurance benefits	Sum Insured/Assured Limits
	Accident insurance coverage	12,00,000
	Medical Insurance for accidental reasons	1,00,000

Note:

- If the employee is falling under the purview of ESI Scheme the amount will be paid to the ESIC*
- Income Tax will be deducted as per applicable rules based on the individual tax planning.*
- Professional Tax will be deducted as per the norms applicable in the State where the employee is posted.*
- Subject to completion of 5 years of satisfactory services. The gratuity is paid at the end of the employment period. Gratuity at 15 days salary for every year of service where month is equated to 26 working days.*

Under signature of HR authority

March 15, 2019

Mr. Apan Shib

Tripura University

Suryamani Nagar, Bikramnagar,

Tripura - 799022

Contact No: 8794707470

Subject: Letter of Offer

Dear **Apan Shib**:

1. Further to the interview and discussion, we are delighted to offer you the position of **Management Trainee** with our Organization. The position reports to **Dy Manager - Field Operation, Malda**.
2. This offer takes effect from your actual date of joining at our organization which shall not be later than June 03, 2019.
3. Your compensation package would be as in Annexure A.
4. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.
5. As per organization policy, the probation period applicable to you shall be six (6) months. During probation, the period of notice required for resignation is one month on either side or in lieu of Notice Period; One month Gross salary has to be paid.
6. Initially for 2 months you will be posted at **Malda**. On successful completion of training period, you will be allotted the place of posting.
7. You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.
8. **Your appointment is subject to satisfactory submission of the documents and reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.**
9. This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.



10. This offer is valid till **June 03, 2019**, if you do not confirm the acceptance, Basix SubK iTransactions Ltd., has the right to withdraw the offer.

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

On the date of joining, please bring the following documents for verification / submission.

- a) Original and copies of educational certificates and mark sheets.
- b) Relieving letter & experience certificate from previous employer[s].
- c) Three passport size and one stamp size coloured photograph
- d) KYC documents (Aadhar / PAN / Driving Licence)
- e) Parent Declaration/ Guarantor (in case of CSR....)
- f) Two PDC (Post Dated Signed Cheques of salary account) (in case of CSR....)

Kindly sign and return to us the duplicate copy of this letter and Annexure as a token of your acceptance and further cooperation of the Documentation and References.

Wish you all the best!

Yours Sincerely,

For BASIX SubK iTransactions Ltd

Authorized Signatory

Accepted

Name:

Date:

Place:

PS. Since it is a computer generated offer, no authorized signatory is required.

Annexure A

Name of the employee	Mr. Apan Shib
Designation	Management Trainee
Cadre	Executive
Unit attached	Malda
Basic Salary	12,350
Annual CTC including Gratuity, ESI & Bonus	4,00,599
Monthly take home	26,923

Ref	Particulars	Monthly		Per Annum	Reference
		Accrued (CTC)	Paid		
A	Gross Fixed Remuneration (GFR)	1+2	28,405		3,40,860
1	Basic Pay	12,350	12,350	12,350	1,48,200
2	Allowances as % basic pay	130%	16,055	16,055	1,92,660
<i>a</i>	<i>House Rent Allowance</i>	50%	6,175	6,175	74,100
<i>b</i>	<i>Medical Allowance</i>	10%	1,235	1,235	14,820
<i>c</i>	<i>Conveyance Allowance</i>	20%	2,470	2,470	29,640
<i>d</i>	<i>Leave Travel Allowance</i>	10%	1,235	1,235	14,820
<i>e</i>	<i>Other allowance</i>	40%	4,940	4,940	59,280
3	Statutory Contributions		1,482	1,482	17,784
<i>a</i>	<i>Employers PF Contributions</i>	12%	1,482	1,482	17,784
<i>b</i>	<i>Employers contribution ESIC</i>	4%	-	-	-
4	Bonus (as per company norms)	10.00%			34,086
5	Statutory deductions		2,964	2,964	35,568
<i>a</i>	<i>Employee contribution PF</i>	12%	1,482	1,482	17,784
<i>b</i>	<i>Employer Contribution PF</i>	12%	1,482	1,482	17,784
<i>c</i>	<i>Employee contribution ESIC</i>	1%	-	-	-
<i>d</i>	<i>TDS</i>				
<i>e</i>	<i>Professional Tax</i>				
6	Statutory Payment		62	62	741
	PF Admin & Insurance Charges	0.50%	62	62	741
7	Longterm benefits		594	-	7,128
<i>a</i>	<i>Gratuity</i>	4.81%	594		7,128
Take home			26,923	26,923	3,23,076
Annual cost to company (CTC)					4,00,599

F	Insurance benefits	Sum Insured/Assured Limits
	Accident insurance coverage	12,00,000
	Medical Insurance for accidental reasons	1,00,000

Note:

- 1 If the employee is falling under the purview of ESI Scheme the amount will be paid to the ESIC
- 2 Income Tax will be deducted as per applicable rules based on the individual tax planning.
- 3 Professional Tax will be deducted as per the norms applicable in the State where the employee is posted.
- 4 Subject to completion of 5 years of satisfactory services. The gratuity is paid at the end of the employment period. Gratuity at 15 days salary for every year of service where month is equated to 26 working days.

Under signature of HR authority

March 15, 2019

Ms. Debasri Choudhury

Tripura University

Suryamani Nagar, Bikramnagar,

Tripura - 799022

Contact No: 8131049334

Subject: Letter of Offer

Dear **Debasri Choudhury**:

1. Further to the interview and discussion, we are delighted to offer you the position of **Management Trainee** with our Organization. The position reports to **Cluster Manager, Agartala**.
2. This offer takes effect from your actual date of joining at our organization which shall not be later than June 03, 2019.
3. Your compensation package would be as in Annexure A.
4. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.
5. As per organization policy, the probation period applicable to you shall be six (6) months. During probation, the period of notice required for resignation is one month on either side or in lieu of Notice Period; One month Gross salary has to be paid.
6. Initially for 2 months you will be posted at **Agartala**. On successful completion of training period, you will be allotted the place of posting.
7. You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.
8. **Your appointment is subject to satisfactory submission of the documents and reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.**
9. This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.



10. This offer is valid till **June 03, 2019**, if you do not confirm the acceptance, Basix SubK iTransactions Ltd., has the right to withdraw the offer.

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

On the date of joining, please bring the following documents for verification / submission.

- a) Original and copies of educational certificates and mark sheets.
- b) Relieving letter & experience certificate from previous employer[s].
- c) Three passport size and one stamp size coloured photograph
- d) KYC documents (Aadhar / PAN / Driving Licence)
- e) Parent Declaration/ Guarantor (in case of CSR....)
- f) Two PDC (Post Dated Signed Cheques of salary account) (in case of CSR....)

Kindly sign and return to us the duplicate copy of this letter and Annexure as a token of your acceptance and further cooperation of the Documentation and References.

Wish you all the best!

Yours Sincerely,

For BASIX SubK iTransactions Ltd

Authorized Signatory

Accepted

Name:

Date:

Place:

PS. Since it is a computer generated offer, no authorized signatory is required.

Annexure A

Name of the employee	Ms. Debasri Choudhury
Designation	Management Trainee
Cadre	Executive
Unit attached	Agartala
Basic Salary	12,350
Annual CTC including Gratuity, ESI & Bonus	4,00,599
Monthly take home	26,923

Ref	Particulars		Monthly		Per Annum	Reference
			Accrued (CTC)	Paid		
A	Gross Fixed Remuneration (GFR)	1+2	28,405		3,40,860	
1	Basic Pay	12,350	12,350	12,350	1,48,200	
2	Allowances as % basic pay	130%	16,055	16,055	1,92,660	
<i>a</i>	<i>House Rent Allowance</i>	<i>50%</i>	<i>6,175</i>	<i>6,175</i>	<i>74,100</i>	
<i>b</i>	<i>Medical Allowance</i>	<i>10%</i>	<i>1,235</i>	<i>1,235</i>	<i>14,820</i>	
<i>c</i>	<i>Conveyance Allowance</i>	<i>20%</i>	<i>2,470</i>	<i>2,470</i>	<i>29,640</i>	
<i>d</i>	<i>Leave Travel Allowance</i>	<i>10%</i>	<i>1,235</i>	<i>1,235</i>	<i>14,820</i>	
<i>e</i>	<i>Other allowance</i>	<i>40%</i>	<i>4,940</i>	<i>4,940</i>	<i>59,280</i>	
3	Statutory Contributions		1,482	1,482	17,784	
<i>a</i>	<i>Employers PF Contributions</i>	<i>12%</i>	<i>1,482</i>	<i>1,482</i>	<i>17,784</i>	
<i>b</i>	<i>Employers contribution ESIC</i>	<i>4%</i>	-	-	-	Refer Note 1
4	Bonus (as per company norms)	10.00%			34,086	
5	Statutory deductions		2,964	2,964	35,568	
<i>a</i>	<i>Employee contribution PF</i>	<i>12%</i>	<i>1,482</i>	<i>1,482</i>	<i>17,784</i>	
<i>b</i>	<i>Employer Contribution PF</i>	<i>12%</i>	<i>1,482</i>	<i>1,482</i>	<i>17,784</i>	
<i>c</i>	<i>Employee contribution ESIC</i>	<i>1%</i>	-	-	-	
<i>d</i>	<i>TDS</i>					Refer Note 2
<i>e</i>	<i>Professional Tax</i>					Refer Note 3
6	Statutory Payment		62	62	741	
	PF Admin & Insurance Charges	0.50%	62	62	741	
7	Longterm benefits		594	-	7,128	
<i>a</i>	<i>Gratuity</i>	<i>4.81%</i>	<i>594</i>		<i>7,128</i>	Refer Note 4
Take home			26,923	26,923	3,23,076	
Annual cost to company (CTC)					4,00,599	

F	Insurance benefits	Sum Insured/Assured Limits
	Accident insurance coverage	12,00,000
	Medical Insurance for accidental reasons	1,00,000

Note:

- If the employee is falling under the purview of ESI Scheme the amount will be paid to the ESIC*
- Income Tax will be deducted as per applicable rules based on the individual tax planning.*
- Professional Tax will be deducted as per the norms applicable in the State where the employee is posted.*
- Subject to completion of 5 years of satisfactory services. The gratuity is paid at the end of the employment period. Gratuity at 15 days salary for every year of service where month is equated to 26 working days.*

Under signature of HR authority

March 15, 2019

Mr. Sanjoy Bhowmik

Tripura University

Suryamani Nagar, Bikramnagar,

Tripura - 799022

Contact No: 7005444892

Subject: Letter of Offer

Dear **Sanjoy Bhowmik**:

1. Further to the interview and discussion, we are delighted to offer you the position of **Management Trainee** with our Organization. The position reports to **Manager - Filed Operations, Jalpaiguri**.
2. This offer takes effect from your actual date of joining at our organization which shall not be later than June 03, 2019.
3. Your compensation package would be as in Annexure A.
4. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.
5. As per organization policy, the probation period applicable to you shall be six (6) months. During probation, the period of notice required for resignation is one month on either side or in lieu of Notice Period; One month Gross salary has to be paid.
6. Initially for 2 months you will be posted at **Jalpaiguri**. On successful completion of training period, you will be allotted the place of posting.
7. You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.
8. **Your appointment is subject to satisfactory submission of the documents and reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.**
9. This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.



10. This offer is valid till **June 03, 2019**, if you do not confirm the acceptance, Basix SubK iTransactions Ltd., has the right to withdraw the offer.

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

On the date of joining, please bring the following documents for verification / submission.

- a) Original and copies of educational certificates and mark sheets.
- b) Relieving letter & experience certificate from previous employer[s].
- c) Three passport size and one stamp size coloured photograph
- d) KYC documents (Aadhar / PAN / Driving Licence)
- e) Parent Declaration/ Guarantor (in case of CSR....)
- f) Two PDC (Post Dated Signed Cheques of salary account) (in case of CSR....)

Kindly sign and return to us the duplicate copy of this letter and Annexure as a token of your acceptance and further cooperation of the Documentation and References.

Wish you all the best!

Yours Sincerely,

For BASIX SubK iTransactions Ltd

Authorized Signatory

Accepted

Name:

Date:

Place:

PS. Since it is a computer generated offer, no authorized signatory is required.

Annexure A

Name of the employee	Mr. Sanjoy Bhowmik
Designation	Management Trainee
Cadre	Executive
Unit attached	Jalpaiguri
Basic Salary	12,350
Annual CTC including Gratuity, ESI & Bonus	4,00,599
Monthly take home	26,923

Ref	Particulars	Monthly		Per Annum	Reference
		Accrued (CTC)	Paid		
A	Gross Fixed Remuneration (GFR)	1+2	28,405		3,40,860
1	Basic Pay	12,350	12,350	12,350	1,48,200
2	Allowances as % basic pay	130%	16,055	16,055	1,92,660
<i>a</i>	<i>House Rent Allowance</i>	50%	6,175	6,175	74,100
<i>b</i>	<i>Medical Allowance</i>	10%	1,235	1,235	14,820
<i>c</i>	<i>Conveyance Allowance</i>	20%	2,470	2,470	29,640
<i>d</i>	<i>Leave Travel Allowance</i>	10%	1,235	1,235	14,820
<i>e</i>	<i>Other allowance</i>	40%	4,940	4,940	59,280
3	Statutory Contributions		1,482	1,482	17,784
<i>a</i>	<i>Employers PF Contributions</i>	12%	1,482	1,482	17,784
<i>b</i>	<i>Employers contribution ESIC</i>	4%	-	-	-
4	Bonus (as per company norms)	10.00%			34,086
5	Statutory deductions		2,964	2,964	35,568
<i>a</i>	<i>Employee contribution PF</i>	12%	1,482	1,482	17,784
<i>b</i>	<i>Employer Contribution PF</i>	12%	1,482	1,482	17,784
<i>c</i>	<i>Employee contribution ESIC</i>	1%	-	-	-
<i>d</i>	<i>TDS</i>				
<i>e</i>	<i>Professional Tax</i>				
6	Statutory Payment		62	62	741
	PF Admin & Insurance Charges	0.50%	62	62	741
7	Longterm benefits		594	-	7,128
<i>a</i>	<i>Gratuity</i>	4.81%	594		7,128
Take home			26,923	26,923	3,23,076
Annual cost to company (CTC)					4,00,599

F	Insurance benefits	Sum Insured/Assured Limits
	Accident insurance coverage	12,00,000
	Medical Insurance for accidental reasons	1,00,000

Note:

- 1 If the employee is falling under the purview of ESI Scheme the amount will be paid to the ESIC
- 2 Income Tax will be deducted as per applicable rules based on the individual tax planning.
- 3 Professional Tax will be deducted as per the norms applicable in the State where the employee is posted.
- 4 Subject to completion of 5 years of satisfactory services. The gratuity is paid at the end of the employment period. Gratuity at 15 days salary for every year of service where month is equated to 26 working days.

Under signature of HR authority

Fwd: Final Appointment Letter

Jayanti Bhattacharya <jb12bh@gmail.com>
To: Nirmalya Debnath <nirmalyadebnath@tripurauniv.in>

Fri, Mar 18, 2022 at 9:48 PM

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

From: **Nirmalya Debnath** <nirmalyadebnath@tripurauniv.in>
Date: Sat, 26 Dec 2020, 11:51 pm
Subject: Re: Final Appointment Letter
To: Jayanti Bhattacharya <jb12bh@gmail.com>

thanks

On Sat, Dec 26, 2020 at 11:49 PM Jayanti Bhattacharya <jb12bh@gmail.com> wrote:

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

From: **Kritiika Ray** <Kritiika.Ray@bandhanbank.com>
Date: Tue, 10 Nov 2020, 6:16 pm
Subject: Re: Final Appointment Letter
To: mithun.d5055@gmail.com <mithun.d5055@gmail.com>
Cc: jayanti bhattacharya <jb12bh@gmail.com>

Dear Mr. Das,

Kindly find your appointment letter and follow the trail mail.

PFA

From: Kritiika Ray
Sent: Saturday, November 7, 2020 5:20 PM
To: karmakarsouravfuapk0595m@gmail.com <karmakarsouravfuapk0595m@gmail.com>;
mithun.d5055@gmail.com <mithun.d5055@gmail.com>
Cc: jayanti bhattacharya <jb12bh@gmail.com>; Dilip Kumar Mitra <dilip.mitra@bandhanbank.com>
Subject: Final Appointment Letter

Greetings from Bandhan!

We are glad to share the final appointment letters with the students selected for the role of "**Area Manager- MT**" by **Bandhan Bank**. Kindly find the final appointment letters enclosed.

Important points to note:

- 1) Students shall report to their respective locations on or before the given date of joining. Any delay in the same shall not be accepted.
- 2) The location (division) mentioned in appointment letter is *temporary*. Locations might change as per our requirements once pandemic situation is moderate.
- 3) Students can contact to their respective *Divisional Manager* before reporting at given location.

4) **Students must carry the required documents for joining formalities:** an original and photocopy of DOB certificate, Address and DOB proof (Adhaar Card / Passport) , original and photocopies of Education Qualification mark sheet and certificates (10th, 12th , Graduation, PG), Medical Test report & appointment letter. (All documents are mandatory)

5) Students must be dressed in formals and report at 8.00 am sharp at division office.

Kindly find the details of divisional managers:

Name	Posting	Divisional Manager	Contact
Sourav Karmakar	Agartala	Dipankar Paul	7085063779
Miton Das	Agartala	Dipankar Paul	7085063779
Abhijit Chanda	Dibrugarh	Utpal Roy	9706527955
Akash Nath	Nagaon	Pradip Sir	7002361600

Warm Regards

Kritiika Ray
Human Resources
Bandhan Bank

Adventz Infinity @5
BN 5, Sector V Salt Lake City
Contact: 033 6609 0909. Extn: 7270, 8953527700
Web: www.bandhanbank.com



Please note, we have shifted to our new Head Office at Floors 12 – 14, Adventz Infinity@5, BN 5, Sector V, Salt Lake City, Kolkata 700091.

PRIVATE AND CONFIDENTIAL**Ref. No.: BBL/HR/33412/2020-21****Date: 29/10/2020****Mr. Akash Nath
Tripura University
Suryamaninagar
Tripura West-799022****LETTER OF APPOINTMENT**Dear **Mr. Nath**,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Area Manager – Management Trainee** based at **Nagaon Division** at **Assistant Manager** grade.

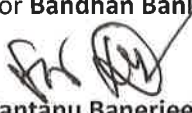
You shall be required to join the Bank on or before **16-November-2020**.

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 **16-November-2020** this letter of employment shall automatically be rescinded.

Yours sincerely,
For **Bandhan Bank Limited**,


Santanu Banerjee
Head-Human Resources



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 **Nagaon Division**. You will be accountable for duties & responsibilities to the **Divisional Manager** 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 13 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 365 days (12 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 365 days (12 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 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 any time 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 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 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. Health Check-up

You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner's certificate and submit the same to your reporting manager.

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**

Santanu Banerjee

Head-Human Resources

Agreed and Accepted: _____

(Candidate Name)

(Candidate Signature)

ANNEXURE II – Compensation Details
Confidential
Candidate Name: Akash Nath
Grade: Assistant Manager
Position Name: Area Manager- Management Trainee
Location: Nagaon Division

Particulars	Monthly(Rs.)	Yearly(Rs.)
Basic Salary	₹ 9,013	₹ 1,08,156
HRA	₹ 4,507	₹ 54,084
Special Allowance	₹ 9,180	₹ 1,10,160
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Child Education Allowance	₹ 200	₹ 2,400
Gross Salary	₹ 25,750	₹ 3,09,000
Benefits		
PF(Employer Contribution)	₹ 1,800	₹ 21,600
Gratuity#	₹ 434	₹ 5,208
Insurance Valuation - Mediclaim, Term Life and Accidental Benefit	₹ 401	₹ 4,812
Cost to Company(CTC)	₹ 28,385	₹ 3,40,620

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

PRIVATE AND CONFIDENTIAL

Ref. No.: BBL/HR/33409/2020-21

Date: 29/10/2020

**Mr. Sourav Karmakar
Tripura University
Suryamaninagar
Tripura West-799022**

LETTER OF APPOINTMENT

Dear **Mr. Karmakar**,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Area Manager – Management Trainee** based at **Agartala Division** at **Assistant Manager** grade.

You shall be required to join the Bank on or before **16-November-2020**.

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 **16-November-2020** this letter of employment shall automatically be rescinded.

Yours sincerely,

For **Bandhan Bank Limited**,



**Santanu Banerjee
Head-Human Resources**

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 **Agartala Division**. You will be accountable for duties & responsibilities to the **Divisional Manager** 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 13 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 365 days (12 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 365 days (12 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 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 any time 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 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 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. Health Check-up

You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner's certificate and submit the same to your reporting manager.

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**

Santanu Banerjee

Head-Human Resources

Agreed and Accepted: _____

(Candidate Name)

(Candidate Signature)

ANNEXURE II – Compensation Details**Confidential****Candidate Name: Sourav Karmakar****Grade: Assistant Manager****Position Name: Area Manager- Management Trainee****Location: Agartala Division**

Particulars	Monthly(Rs.)	Yearly(Rs.)
Basic Salary	₹ 9,013	₹ 1,08,156
HRA	₹ 4,507	₹ 54,084
Special Allowance	₹ 9,180	₹ 1,10,160
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Child Education Allowance	₹ 200	₹ 2,400
Gross Salary	₹ 25,750	₹ 3,09,000
Benefits		
PF(Employer Contribution)	₹ 1,800	₹ 21,600
Gratuity#	₹ 434	₹ 5,208
Insurance Valuation - Medclaim, Term Life and Accidental Benefit	₹ 401	₹ 4,812
Cost to Company(CTC)	₹ 28,385	₹ 3,40,620

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



PRIVATE AND CONFIDENTIAL

Ref. No.: BBL/HR/33411/2020-21

Date: 29/10/2020

**Mr. Abhijit Chanda
Tripura University
Suryamaninagar
Tripura West-799022**

LETTER OF APPOINTMENT

Dear **Mr. Chanda**,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Area Manager – Management Trainee** based at **Dibrugarh Division at Assistant Manager grade**.

You shall be required to join the Bank on or before **16-November-2020**.

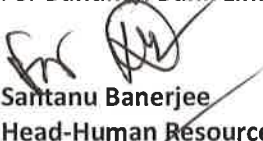
The detailed terms and conditions of your employment are outlined in **Annexure I (“Terms of Employment”)** and compensation details are mentioned in **Annexure II (“Compensation Details”)**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time 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 **16-November-2020** this letter of employment shall automatically be rescinded.

Yours sincerely,

For **Bandhan Bank Limited**,


Santanu Banerjee
Head-Human Resources



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 **Dibrugarh Division**. You will be accountable for duties & responsibilities to the **Divisional Manager** 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 13 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 365 days (12 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 365 days (12 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
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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 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 any time 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.
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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 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 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. Health Check-up

You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner's certificate and submit the same to your reporting manager.

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**


Santanu Banerjee
Head-Human Resources

Agreed and Accepted: _____
(Candidate Name) (Candidate Signature)

ANNEXURE II – Compensation Details

Confidential

Candidate Name: Abhijit Chanda
Grade: Assistant Manager
Position Name: Area Manager- Management Trainee
Location: Dibrugarh Division

Particulars	Monthly(Rs.)	Yearly(Rs.)
Basic Salary	₹ 9,013	₹ 1,08,156
HRA	₹ 4,507	₹ 54,084
Special Allowance	₹ 9,180	₹ 1,10,160
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Child Education Allowance	₹ 200	₹ 2,400
Gross Salary	₹ 25,750	₹ 3,09,000
Benefits		
PF(Employer Contribution)	₹ 1,800	₹ 21,600
Gratuity#	₹ 434	₹ 5,208
Insurance Valuation - Mediclaim, Term Life and Accidental Benefit	₹ 401	₹ 4,812
Cost to Company(CTC)	₹ 28,385	₹ 3,40,620



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



Bandhan Bank Limited

Head Office: Floors 12-14, Adventz Infinity@5, BN 5, Sector V, Salt Lake City, Kolkata - 700091
CIN: L67190WB2014PLC204622 | Phone: +91 33 6609 0909, 4045 6456 | Fax: +91 33 6609 0502
Email: info@bandhanbank.com | Website: www.bandhanbank.com

PRIVATE AND CONFIDENTIAL

Ref. No.: BBL/HR/33410/2020-21

Date: 29/10/2020

**Mr. Miton Das
Tripura University
Suryamaninagar
Tripura West-799022**

LETTER OF APPOINTMENT

Dear Mr. Das,

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Area Manager – Management Trainee** based at **Agartala Division** at **Assistant Manager** grade.

You shall be required to join the Bank on or before **16-November-2020**.

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 **16-November-2020** this letter of employment shall automatically be rescinded.

Yours sincerely,
For **Bandhan Bank Limited**,


Santanu Banerjee
Head-Human Resources

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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 **Agartala Division**. You will be accountable for duties & responsibilities to the **Divisional Manager** 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 13 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 365 days (12 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 365 days (12 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 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 any time 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.
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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 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 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. Health Check-up

You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner's certificate and submit the same to your reporting manager.

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**

Santanu Banerjee
Head-Human Resources

Agreed and Accepted: _____
(Candidate Name) (Candidate Signature)

ANNEXURE II – Compensation Details**Confidential****Candidate Name: Miton Das****Grade: Assistant Manager****Position Name: Area Manager- Management Trainee****Location: Agartala Division**

Particulars	Monthly(Rs.)	Yearly(Rs.)
Basic Salary	₹ 9,013	₹ 1,08,156
HRA	₹ 4,507	₹ 54,084
Special Allowance	₹ 9,180	₹ 1,10,160
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Child Education Allowance	₹ 200	₹ 2,400
Gross Salary	₹ 25,750	₹ 3,09,000
Benefits		
PF(Employer Contribution)	₹ 1,800	₹ 21,600
Gratuity#	₹ 434	₹ 5,208
Insurance Valuation - Medclaim, Term Life and Accidental Benefit	₹ 401	₹ 4,812
Cost to Company(CTC)	₹ 28,385	₹ 3,40,620

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