



SRR & CVR GOVERNMENT DEGREE COLLEGE

(AUTONOMOUS)

ESTD:1937

VIJAYAWADA, NTR DIST., A.P

Institution is ranked by NIRF 101-150 band at NIRF 2020

WEBSITE: www.srreivr.ac.in E-Mail: srrandcivr@gmail.com

NAAC 4th CYCLE



5. Student Support and Progression

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

2018-19

**Self -Attested list of Students Placed
With Offer Letters/ID Cards**

SRR & CVR Government Degree College(A), Vijayawada
Placements 2018-19

Year	Name of student placed	Program graduated from	Name of the employer	Pay package at appointment
2018-19	J. Raju	MA (English)	Intelligence Bureau, Ministry of Home Affairs, GOI	2,38,800
2018-19	K. Sai Kumar	B.Sc (MSCs)	MSN Laboratories Pvt Ltd, Hyd	1,77,132
2018-19	A.Raghunandhan Reddy	BSc MBC	Deccan Fine Chemicals (India) Pvt Ltd	1,20,000
2018-19	K Vishwa Netri	BSc MBC	PHY CARE SERVICES	1,20,000
2018-19	G. Venkata Sai Pavani	BSc MSCs	Mitra Honda Show room, Vijayawada	1,50,000
2018-19	T. Yasoda Durga	BSc MSCs	Munappuram Gold Pvt Ltd, Vijayawada	1,20,000
2018-19	M. DurgaSri	M.Com	Bar Council of the state of Andhra Pradesh	
2018-19	I. Ramya Deepika	MA (English)	Dept of Agriculture, AP	1,80,000
2018-19	Sriramjuri Arun	BBA	Kotak Mahindra Bank Ltd, www.kotak.com	3,50,000
2018-19	K. Hemaltha	B.Com (CA)	Municipal Administration Department, Govt of AP, Vijayawada	1,80,000
2018-19	R. Vijay Kumar	B.Com Gen	Yasodha Hospitals,Hyderabad	1,80,000
2018-19	G. venkatesh	B.Com Gen	Walmart India, Guntur	1,80,000
2018-19	J. Naveen Kumar	M.Com (A&T)	Andhra Pradesh State Beverages Corporation Ltd, Vijayawada	2,00,000

Total No. of Placements for 2018-19 : 13


PRINCIPAL
SRR & CVR GOVT. DEGREE COLLEGE
(Autonomus)
Machavaram, VIJAYAWADA - 520 004.

Most Immediate

No.Estt.-G-1/MC(JSA)/5/2021-G-1-1150
INTELLIGENCE BUREAU
(MINISTRY OF HOME AFFAIRS)
GOVERNMENT OF INDIA

New Delhi, the
04 APR 2022

MEMORANDUM

The undersigned hereby offers **Shri Jada Raju** (Qualifying Category-OBC), the post of Junior Secretariat Assistant in this Bureau in temporary capacity on the basis of SSC, HSL Exam-2018, with pay at the first cell (Rs. 19,900) of Level 2 (Rs. 19,900-63,200) of the Pay Matrix in the revised pay structure. The appointee will also be entitled to draw the dearness and other allowances at the rates admissible under rules and orders governing the grant of such allowances in force from time to time and subject to the conditions laid down therein.

2. The terms of appointment are as follows: -

- (i) He/She will be on probation for a period of two years, which can be extended by the appointing authority. If during the period of probation or any extension thereof, as the case may be, the appointing authority is of the opinion that he/she is not fit for permanent appointment, that authority may discharge him/her from service.
- (ii) During the period of probation or any extension thereof, he/she will be required to undergo training successfully at the place/places selected by the Director, Intelligence Bureau. Successful completion of training is a pre-requisite for completion of probation in accordance with DoP&T OM no. 28020/1/2010-Estt(C) dated 30.10.14.
- (iii) The appointment is temporary. The appointment to the post in permanent capacity will, however, depend on various factors/rules governing permanent appointment in such posts in force at that time.
- (iv) The appointment may be terminated at any time by a notice of one month given by either side viz. the appointee or the appointing authority, without assigning any reason. The appointing authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiry of the stipulated period of notice by making payment to him/her of a sum equivalent to the pay and allowances for the period of notice or the un-expired portion thereof.
- (v) The appointee should declare within one month of his/her joining the IB, whether he/she had applied for any post in other Govt. Departments or Public Sector Undertaking. While serving in this office, he/she can apply any other post(s) anywhere only after obtaining due permission.
- (vi) The appointment carries with it the liability to serve in any part of India and abroad, if needed.
- (vii) Other conditions of service will be governed by the relevant rules and orders in force from time to time.



MSN Laboratories Private Limited

MSN House, Plot No.: C-24,
Sanath Nagar Industrial Estate, Sanath Nagar,
Hyderabad, Telangana, Pincode: 500018. India.
CIN: U24239TG2003PTC041583
Phone: +91-40-30438600 Fax: +91-40-30438798

December 20, 2021

Kella Sai Kumar
S/o Gowru Naidu
1.158, Ramalayam Street
Ramavarappadu
Vijayawada-521108

Dear Kella Sai Kumar,

Sub: Offer and Appointment Letter

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

1. Designation:

You will be designated as "Territory Manager" in CNS Team based at Vijayawada.

2. Remuneration:

Detailed compensation structure as Total Cost to Company (TCC) Rs.205757/- is mentioned in the Annexure-I.

3. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. All Previous Employment Service Certificates/ Relieving Letters
- d. Relieving Letter /Service Certificate of your Current Employer
- e. Latest three months' pay slips of Current Employment
- f. Last Six Months Bank Statement of Current Employment
- g. Aadhar Card of self and dependent family members
- h. PAN Card
- i. Passport / Driving License
- j. A cancelled cheque leaf of active bank account
- k. Previous Employment EPF (UAN) / ESI details if any
- l. Previous Employment Provisional Form-16, if applicable, for Income Tax Calculation Purpose

4. Terms & Conditions:

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. As discussed, you need to join us on or before **January 24, 2022** failing which this Offer and Appointment Letter stands withdrawn.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance, by signing on the Xerox copy of this letter, mentioning your Date of Joining.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,
for MSN Laboratories Private Limited

A handwritten signature in blue ink, appearing to be "P. Narsimha Rao".

P Narsimha Rao
Senior Vice President - Group HR

A handwritten signature in blue ink, appearing to be "P. Narsimha Rao".

Annexure-I

Name : Kella Sai Kumar
 Designation : Territory Manager
 Division : CNS Team
 Headquarter : Vijayawada

TOTAL COST TO COMPANY

(All figures in INR)

Salary Components	Per Annum	Per Month	Payment Frequency
A. Monthly Salary			
Basic Pay	120527	10044	Monthly
House Rent Allowance	48210	4018	Monthly
Education Allowance	0	0	Monthly
Statutory Bonus (Advance Payout)	8400	700	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
A - Gross Total	177137	14761	
B. Statutory / Other Benefits			
PF (Employer Contribution)	14463	1205	Monthly
Statutory Bonus / Ex-gratia	8400	700	Annual
ESI (Employer contribution @ 3.25% of Total-A)	5757	480	Monthly
Medical Insurance(Employer Contribution)	0	0	Annual
B - Total	28620	2385	
Total Cost to Company (A + B)	205757	17146	
C - Gratuity(As per the Gratuity Act 1972)	5796	483	
Total Cost to Company(A+B+C)	211553	17629	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

- Coverage under Group Personal Accident Policy
- Coverage under Group Term Life Insurance Policy
- Coverage under Group Mediclaim Policy (Self & Dependents - Spouse, Parents and 2 Children) / ESI Coverage as per the ESI Act 1948 - Whichever is applicable
- Gratuity, as per Gratuity Act.

For MSN Laboratories Private Limited


P Narsimha Rao
 Senior Vice President - Group HR



Name : Kella Sai Kumar
 Headquarter : Vijayawada
 Designation : Territory Manager

PROVISIONAL MONTHLY SALARY

Salary Components	Per month	Deductions	Amount
Basic Pay	10044	Provident Fund	1205
House Rent Allowance	4018	ESI	111
Education Allowance	0	Professional Tax	0
Statutory Bonus (Advance Payout)	700		
Minimum Guaranteed Bonus	0		
Gross Salary Total - A	14761	Total Deductions	1316
Net Salary (Take Home)			13445

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b..-

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **January 24, 2022**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **Vijayawada** in **CNS Team**. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.

The company may decide to impart training at any of its locations in India and for that purpose may transfer you from one location to another. In such an event there will be no change in your compensation and other terms & Conditions.

3. It will be obligatory on your part to submit regularly your daily report on a daily basis to your immediate superior and Corporate Office.
4. You shall devote your time fully to learn and enrich knowledge about the company's products and sales / marketing policies, programs and operations and diligently carry out the same to the best of your ability as assigned by your superiors from time to time.
5. You shall be regular in your attendance while on duty and shall abide by the company rules and regulations.
6. During your employment, you will not engage or indulge in any act including financial transactions with wholesalers / retailers / stockiest, which will be prejudicial or neither detriment to the interest of the company nor will you engage in any other training / study, profession / employment or business, without formal permission from the management.
7. You will strictly adhere to the instructions procedures and protocols given by your superiors while dealing with the accredited wholesalers / stockiest/Chemists during the course of your employment.
8. At the time of transfer / cessation of employment, it would be necessary that:
 - i. You shall obtain No dues certificate from all the accredited wholesalers/stockiest/chemists operating in your territory for the purpose of final settlement.
 - ii. Any balance of advance, Imprest or loan taken by you from the company and any other legal dues shall be fully recovered from your Salary/stipend/ allowances against your full and final settlement of amounts. In the event of any balance dues, you are liable to repay the same.
 - iii. You shall return the company's property entrusted to you. On failure to do so, an amount equivalent thereto shall be recovered from your legal dues.
9. The existing Rules and Regulations of the Company governing service conditions of SBO/TM along with the job description will form part of the terms of this agreement is enclosed in Annexure-III.
10. Your appointment with the Company would be subject to accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.



11. Your Date of Birth is recorded as **June 06, 1999**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take a note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
12. You will be on probation for a period of six months, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of probation including any extended period, this contract of employment is terminable by either party with or without any notice or assigning any reason.
13. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
14. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.
15. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
16. Daily Allowance: You will be eligible for Daily Allowance for out-of-pocket expenses as per Company rules.
17. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
18. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
19. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
20. As per the Company's policy, the age of superannuation is **58** years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.





21. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
22. This contract of employment after confirmation of your probation period is terminable with or without reason by either party giving one-month notice in writing. The Company reserves the right to pay or recover pay-off in lieu of notice period. Further the Company may at its discretion, relieve you on such date as it may deem fit even prior to the expiry of the notice period.
23. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.
24. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
25. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
26. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
27. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.

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B.S.

JOB DESCRIPTION OF SCIENTIFIC BUSINESS OFFICER / TERRITORY MANAGER**1. GENERAL RESPONSIBILITIES**

- a) You will be responsible for the sales in the territory assigned to you.
- b) You will create profitable sales increase each year as per the Company's directives with respect to target and product mix from time to time.
- c) You will improve Company's image in the territory assigned to you.
- d) You will maintain accurate and complete records of all details in Data Bank and Company's Stockiest.
- e) You will possess accurate and complete knowledge of company's products and operational procedures.
- f) You will develop sound overall knowledge of your area and improve human relations in your contacts with doctors, stockiest etc.

2. SALES PRESENTATIONS:

- a) You will greet your prospects i.e., doctors, retailers and stockiest and establish rapport with them.
- b) You will pre-plan your presentation of Company's products and adjust your story as per the interests of your customers, retailers and stockiest to ensure maximum sales.
- c) You will study the detailing story extremely well and reproduce it with proper emphasis, demonstration, selling methods and close.
- d) You will handle objections likely to be raised by the doctors efficiently with the help of thorough knowledge of the products, through flip chart, literature, folder or clinical trial report etc.
- e) You will emphasize to the doctors, chemists and other customers, advantages of the company's products over competitors products.
- f) You will analyze your calls on different customers, doctors, chemists etc. so that you can modify your behavior for the future with the help of Data Bank, DCR, T.P., Rx Audit at retail counter, booking orders etc.

3. SELECTION OF PROSPECTS (Doctors, Institutions, Stockiest, Retailers etc.)

You will know fully, locations and potential outlets for Company's products and every stockiest and retailer in your territory.

4. PLANNING AND SELF-MANAGEMENT

- a) You will determine in consultation with your superiors what is the best time to call on important prospects, doctors, stockiest and retailers in your territory and execute the plan of action accordingly.
- b) You will achieve a minimum daily call average of 12 doctors and 6 retailers in a month.
- c) Daily Call Reports shall be sent daily so as to reach BM/SBM, RBM + Sales Admin on daily bases.
- d) Data Bank shall be promptly up-dated both for additions and deletions and shall be brought in the cycle meetings for review as well when BM/SBM/RBM requires during his visit for discussions/joint working.
- e) Monthly expenses statement should be promptly posted to BM/SBM so as to reach latest by 5th of each month and enable Head Office to reimburse the money with the salary of that month.
- f) You shall continue to book orders from Stockiest/Retailers/Doctors/Institutions and shall send the carbon copy of the same to your BM/SBM along with your Expense Statement.
- g) You shall monitor the prescribing habits of Doctors during the retailer's visit and shall record the information.

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b. - .

- h) You shall participate in the objective evaluation conducted by BM/SBM and in his absence the RBM during cycle meeting.
- i) You shall do the detailing practice of new visual aid/literature and shall actively participate in detailing exercise in the cycle meetings.
- j) You shall refrain from taking any leave during the joint working as per existing agreement with your seniors except in case of unavoidable circumstances.
- k) You shall strictly follow the tour programme and the mode of transport as agreed with BM/SBM. Any change in tour programme will be subject to mutual consent only.
- l) The sampling strategy given by Marketing Department shall be totally implemented by you.
- m) You shall fill up all columns provided in present DCR property.
- n) You shall prepare the list of Doctors based on the market information collected for implementing Special Campaign. Special campaign shall be implemented in totally with full force.



Acknowledgement for the Acceptance of the Offer and Appointment Letter

I read & understood all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

Signature:

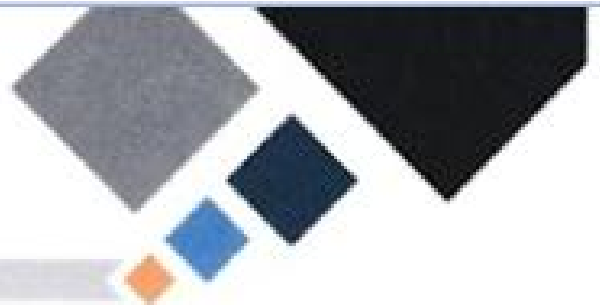
Date:





VIKASA

*** Training & Placement Services ***



Ref: VIKASA/Offer of Appointment/Client-DFC(I)PI/2021.

Date: 23-08-2021.

To

Aragada Raghu Nadha Reddy,
S/o: Rami Reddy, D.No: 117/3,
Agra Bazar, Vijayawada,
Krishna District, Pin.No:520012.

Offer of Appointment on outsourcing Basis

Dear Mr. Aragada Raghu Nadha Reddy,

This has reference to your resume and subsequent discussions you had with us. As you are aware, VIKASA, A Child Labourers Rehabilitation Society, and having its registered office at RR Road, Bennet Club, Collectorate, Kakinada, East Godavari District, Andhra Pradesh is in the business of supplying outsourcing Man-power to its various Clients. Accordingly, you have been selected to work as a Trainee (Production Department) in our Client Organization i.e. M/s. Deccan Fine Chemicals (India) Private Limited located at Kesavaram Village, Fryakaraopeta Mandal, Visakhapatnam District on contractual and outsourcing basis. The Terms and Conditions of this offer and your association with us shall be as under:

1. The date of commencement of this contract shall be the date of your joining duties. You will be assigned for the duties at the works of our Client after completing necessary formalities like filling data forms, submission of documents like Aadhaar, S.S.C Certificate, address proofs, bank account details, previous employment work details if any etc. Though you will be working at our Client's location, you will be on the rolls of VIKASA.
2. You are required to undergo a pre-employment medical check-up, which will be arranged by the Client company and this offer of appointment is strictly subject to the conditions of your physical, mental and medical fitness only. Further your continuance in the employment is also subject to the condition that you are fit in all respects at all the times.
3. You will be paid wages as stipulated for your position by the client's management.
4. You will be responsible to discharge all the services as will be assigned to you either by VIKASA or its Client from time to time and you have to discharge the duties efficiently to the best satisfaction of VIKASA and its Client. You shall abide by the Contract Labour (regulation and Abolition) Act and the rules made there under and other applicable Acts.
5. Your services are purely temporary and on contractual basis, depending on the need of our client, you may have to undergo training. In case your performance during the training period is found to be unsatisfactory, the training period will be extended and despite such extension (s), if your performance doesn't improve, your services are liable to be terminated without any notice. It is understood and agreed that even if no letter of extension of training period is issued, it shall be deemed to be extended.



Continued...

Letter of Appointment

Date: 15 January 2021
Ref: Appt./MCO/HR/01/2021

To: Mr. Vithalashetty Ramana,

We are happy to offer you the letter of appointment with following position in our Organization under the terms and conditions indicated below:

Position: Junior - Executive

Department: Medical Coding - RCM

Date of Joining: 15 January, 2021

Your consolidated salary and other benefits (CTC) have been fixed at **INR. 10,000.00 (Rupees Ten Thousand Only)** per month payable on the 1st of the subsequent month. The payment of salary and other benefits will be subject to the Deduction of Income Tax in accordance with the provisions of the Income Tax Act, 1961, and provisions of other applicable statutes, as at the time of payment.

All statutory deductions viz., PF, Professional Tax, IT, if applicable, will be done as per the prevailing rules of the Government and employers' contribution, where applicable, will be paid to the concerned department to the credit of your account. Gratuity and other benefits will be as per law. And annual performance incentives will be as per Company policy.

Income Tax Liability

The Income Tax Liability with regards to your salary and perks will be your liability, and will be governed by the tax laws of the country as applicable from time to time including TDS. You will have to work out your tax planning with us and advise us accordingly for IT TDS deduction filing which, the company will make the necessary calculations based on assumptions and deduct the TDS as shown above, in which case you will have to apply for refund of excess tax paid, if any, with IT Deptt., on your own.

The cost to the company (CTC) of your employment works out to **INR. 10,000.00.**

Probationary Period (If mentioned as Nil, in the period of probation, this section is not applicable to you).

You will be on probation for a period of **Six Months** from the date of joining. Upon satisfactory completion of this period & after the background verification which should be positive, you may be confirmed in the regular cadre of the Company.

During the period of probation, in the event of your resignation/leaving the company you will be required to give **30 days'** notice to ensure smooth transition/handover of duties without loss to the Company. In cases where adequate notice is not given, salary for the period of shortfall will be deducted while carrying out the full and final settlement. Also, during the period of probation, the Company may terminate the services of an individual without assigning any reasons, but with a minimum of one week's notice or salary or less thereof. However, the management reserves the right to waive or reduce the notice period required to be given by the employee based on special circumstances of each case. Subsequently on confirmation, you will have to give **30 working days** notice. In the event that requisite period of notice is not being given by the employees, they will be liable to compensate proportionately to the extent of salary and allowances due for the period of shortfall in notice period as so mentioned in ensuing para.

Professional Ethics

You are required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved your services could be terminated with immediate effect, not withstanding other terms and conditions mentioned in the appointment letter.

Performance Appraisal

Your next review of salary will be done on satisfactory completion of one year service with us, subject to your appointment being confirmed as permanent. If you have been appointed on a probationary basis, your performance appraisal will be conducted as per prevailing Company's policy. There shall be no automatic increments except performance based incentives that may be given as per the Company policy for rewarding the performance of individuals after one year. The performance will

in turn depend on the business prosperity/appraisal of the whole business of the Company as conducted by the management. Your promotion to other positions or opportunities depends on your performance as mentioned above. And at point if your performance is not appreciated or not according to the standards that it can also be a negative appraisal or even no appraisal at all, until your performance is as per with others or as per the standards.

General

- You agree to devote your full time and ability to the Company and shall not engage yourself in other employment, business or avocation, whether part time or full time and whether with or without necessary benefits, without the prior written consent of the Company.
- You agree to comply with and abide by the policies, procedures, guidelines, code of conduct, standing orders and other rules and regulations of the Company that may currently be in force or that may be issued or communicated to you from time to time, through the Employee's Manual, Circulars, Notices or otherwise.
- Any payment, not due to you, but made to you by the Company as a result of clerical/supervisory lapse, though may have occurred, will not entitle you to such payments as a matter of right. Management has the right not only to stop such payments, once detected, but will also recover such payments made earlier than amounts payable to you subsequently.





Date: 21-JUN-2022
Ref No: 143989

Siramjuri Arun
3-1-64A, B R AMBEDKAR ROAD KABELA CENTER VIDHYADHARAPURAM RR NAGAR, VIJAYWADA (URBAN)

LETTER OF APPOINTMENT

Dear **Siramjuri**,

We take great pleasure in extending an offer to you to be a part of Kotak Mahindra Bank. We welcome you to the bank, which values and embraces qualities based on simplicity, prudence, humility and integrity.

When you sign this letter, you would have agreed to be a part of the Kotak family and uphold the 'Kotak DNA'. Kotak DNA includes our values, norms, ideology, beliefs, character, personality, and culture originated by our founding team at Kotak and has evolved over the years with new members joining. Our DNA is what defines the firm, and is the most powerful driver of our performance, which differentiates us from others in the industry.

Please find enclosed the Appointment letter.

We wish you a long and enriching career with Kotak!

In case of any queries please feel free to write to us on onboarding.helpdesk@kotak.com

Manoj Phadnis
Executive Vice President – Human Resources

Siramjuri Arun

Kotak Mahindra Bank Ltd.
CIN: L65110MH1985PLC038137

Kotak Infinii, Building No. 21,
Zone 4, 2nd Floor, Infiniti Park,
Off Western Express Highway,
General AK Vaidya Marg,
Malad (E), Mumbai 400097,
Maharashtra, India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.



Date: 21-JUN-2022
Ref No: 143989

Siramjuri Arun

3-1-64A, B R AMBEDKAR ROAD KABELA CENTER VIDHYADHARAPURAM RR NAGAR, VIJAYWADA (URBAN)

Dear **Siramjuri**,

We are delighted to appoint you as **Assistant Manager, M1** with effect from **28-JUL-2022**, or from your date of reporting to work whichever is earlier. This letter of appointment will cease to have effect if you do not join by **28-JUL-2022**.

1. **Remuneration** - The details of your remuneration are enumerated in Annexure A. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of **Kotak Mahindra Bank Limited** (herein referred to as the Bank).
2. **Location** - You will initially be posted at our office at **Kotak Mahindra Bank Ltd ,0571-Vijaywada-ANP**, but you may be deputed at any other office / branch of the Bank or any of its associate companies or any other location and your services are liable to be transferred to any subsidiary or associate or affiliate company. As a Kotakite, you will perform such duties as are assigned to you by the Bank from time to time relating to the position to which you are now appointed and to which you may be transferred/ promoted in future.
3. **Conditions of appointment:**
 - 3.1 Your appointment is subject to your providing, inter alia:
 - a. A relieving letter from your previous employer relieving you from your duties.
 - b. A copy of the last pay slip from the previous employer.
 - c. Proof of date of birth.
 - d. Photocopies of Qualification documents
 - e. The Bank's application form complete with photograph.
 - f. Proof of identity (either Adhaar card, passport or voter's id)
 - g. Satisfactory Background Verification report conducted by the Bank upon your joining.
 - h. Copy of AMFI/NISM certification (if applicable)
 - i. Copy of IRDA certification (if applicable)
 - 3.2 Your appointment is also subject to your submitting a 'self- certified medical fitness declaration', format of which will be issued by the Bank.
4. **Probation** - Your appointment is subject to a probation period of **6 MONTH**. Permanent placement with us is contingent upon your successful completion of the probation. During this period, your employment may be terminated by the Bank or by yourself by giving 1 months' notice to the other.
5. **Working hours, Leave and Holidays:**
 - 5.1 You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time or in case your role determines, you may be required to work remotely either fully or partially, or full time from office or field working, as per the Bank's 'Remote Working' policy and 'Shift Allowance' policy.
 - 5.2 As a Kotakite and in view of your position and role, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours when the job so requires.
 - 5.3 The hours of work, holidays and paid leave will be in accordance with the Bank's rules and policies. Please note, that if you absent yourself from the services of the Bank without prior written permission of the appropriate authority or overstay sanctioned leave, for the number of days defined in the absconding clause of the Bank's 'Exit Policy', you will be deemed to have abandoned the services of the Bank and your services shall be liable to be terminated by the Bank forthwith.
 - 5.4 Absence from work or disability in performing your duties beyond the period of leave to which you are entitled to under the rules, shall be at the discretion of the management, and the same will be without any remuneration. You shall faithfully observe all the rules and regulations of the Bank and comply with all reasonable orders of your managers and attend to your duties punctually at such place or places, as you may be required.
6. **Governance and Code of Conduct:**
 - 6.1 As a Kotakite, you shall abide by the Kotak "Code of Conduct" which is built over 4 Pillars of Care, upholding the foundation of Trust. The 4 Pillars are:
 - a. Care for my Colleagues – You shall ensure that you foster equal opportunity, observe diversity and inclusion, create a harassment free and productive workplace. You shall refrain from financial dealings between colleagues, relatives and others and ensure disclosure of personal relationships and relatives from time to time as mandated under the policy.

Kotak Mahindra Bank Ltd.
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- b. Care for my Customers, Partners, investors and Public – According to this pillar you are expected to be sensitive and always act in the interest of Kotak and ensure that any business or personal association including close personal relationships which you may have, do not create a conflict of interest with your role and duties in Kotak or its operations. You owe a sense of loyalty to Kotak by the fact that you have voluntarily accepted employment with Kotak. This duty carries obligation that refrains you from placing yourself in a position that could produce a conflict between your self-interest and interest of Kotak. This includes dealing with gifts and favours, encouraging anti-bribery and corruption free business, anti-money laundering, prohibiting financial interests and declaring the same, disclosing personal investments and avoiding insider trading, personal lending and control on borrowing.
 - c. Care for my Company Assets – You shall protect Personal, Confidential and Proprietary Information of Kotak and its employees, customers, partners, etc., safeguard Material Information and Non-Public data and Information. You shall maintain confidentiality in office areas and when you are working remotely. You shall practice accurate record keeping and operate within the delegation of authority.
 - d. Care for my Company Reputation and Community – You shall follow defined protocols on engaging with Press, Digital, Social Media Relations and other engagements including Government and Political Involvement or lobbying. You shall procure valid licenses and copyrights. You shall exhibit responsibility towards community and environment and ensure you follow protocols on respecting human rights.
- 6.2 Besides, you must also abide by all other internal policies, rules and procedures, as implemented from time to time throughout the term of your employment. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees' through various communication channels. You will be governed by the same from time to time as and when the said changes are made. It is your responsibility to keep yourself updated with the changes, read and comply with the same.
- 6.3 Since the nature of your work requires you to handle confidential information, you shall not, at any time during your employment or after your separation from the Bank, without the prior consent of the Bank in writing, divulge, directly or indirectly, any confidential, proprietary, material and non-public information related to the Bank for any purpose whatsoever.
- 6.4 You shall not without prior consent of the Bank in writing, which will not be unreasonably withheld, publish any book or brochure or article or blog/vlog or use social media, concerning any matter, which relates to any activity of the Bank.
- 6.5 In case of violation of the Code of Conduct and/or any other Bank's policies, rules and regulations, the Bank reserves the right to take appropriate action. Apart from this, if any financial loss is caused to the Bank due to proven acts of misconduct committed by you, such financial loss caused to the Bank, can also be recovered from your terminal benefits and/or from any other relationship maintained by you with the Bank.
7. **Declarations and mandatory certifications** - On joining, and thereafter every year and whenever required by the Bank, you must fill and sign declaration modules applicable to you from time to time. You must also comply with all mandatory training modules and get certified from time to time. Likewise, you must update disclosures proactively every time there is a change during your employment with the Bank.
8. **Separation:**
- 8.1 **Superannuation** - The age of superannuation i.e. the age of retirement will be as per the Bank's 'Exit policy'. Your date of birth has been recorded as **06/07/1996** in the records of the Bank.
 - 8.2 **Notice Period** - Subject to the right of the Bank to terminate your services in accordance with clause 8.3, it may be terminated either by the Bank or yourself by giving **3 Month(s)** notice to the other. The Bank alone, at its discretion, may opt to make / accept payment in lieu of notice period, which will be calculated as per Bank's 'Exit policy'.
 - 8.3 Your employment can be terminated by the Bank, without any notice or payment of any kind in lieu of notice, in the following cases:
 - a. Any incorrect information furnished by you or on suppression of any material information and/or;
 - b. Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this letter of appointment or a violation on your part of any of the Bank's rules and policies and/or;
 - c. You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude and/or;
 - d. You being convicted of a serious criminal offence or a criminal offence which, in the Bank's opinion compromises your ability to perform your duties; and/or;
 - e. The results of any background/reference checks or searches conducted by the Bank are found to be unsatisfactory in the opinion of the Bank in its absolute discretion and/or;
 - f. Any misconduct pertaining to moral turpitude, riotous/disorderly behavior, theft, misappropriation, conviction by any court of law and/or;
 - g. Any act or omission, which could be construed as loss of confidence in you by the Management and/or;
 - h. Any act subversive of discipline or any conduct prejudicial to the interest and reputation of the Bank.
 - 8.4 **Garden Leave** – While serving notice, the Bank may require you to take Garden Leave, at the sole discretion of the Management, for all or part of the remaining period of employment. Garden leave may be applicable if you are in grade M5 and above, under certain circumstances or if you are working in sensitive roles, as defined in the Bank's 'Garden Leave Policy'.

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- 8.5 **Inducing/influencing an employee to leave** – Whilst you are in service of the Bank or upon your separation, you will, not directly or indirectly, either on your own account or on behalf of or in conjunction with any other person, firm or company induce/influence or attempt to induce/influence any employee of the Bank, to leave the employment of the Bank. Failure to observe this would be considered as a breach of contract on your part.
- 8.6 **Joining Competitor** – As per the 'Exit policy', on your separation from the Bank you will declare if you are joining any Banking or Financial Services Company.
9. **Jurisdiction** - If any term or provision of this appointment letter or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed excluded to that extent, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.
10. This appointment letter shall be governed by, and construed in accordance with, the laws of the Republic of India. Courts of Mumbai shall have exclusive jurisdiction in respect of any disputes arising at out of or in connection with this contract.
11. This letter constitutes the entire understanding between you and the Bank relating to your employment by the Bank and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This appointment letter may be amended by a subsequent written agreement between you and the Bank.

You are requested to send us a copy of this letter signed and dated by way of acceptance of the terms and conditions contained therein.

We look forward to your having a long and happy career with us.

Yours faithfully,

For **Kotak Mahindra Bank Ltd.**,

Manoj Phadnis
Executive Vice President – Human Resources

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Siramjuri Arun

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Annexure – A

Compensation Structure					
	Components	P.M.	P.A.	Frequency	Remarks
a. Basic	Basic Salary	14,704	176,450	Monthly	Minimum 40% of Fixed Pay excluding Section d (Insurances Premiums) & Additional HRA (If any)
b. Housing	House Rent Allowance	7,352	88,219	Monthly	Upto 50% of Basic Salary
c. Allowances and Benefits	Fitness Allowance	1,000	12,000	Monthly	Amount paid per month under Health and Fitness related Benefit. You can enter your fitness goals by visiting on Kotak's site: Health to the power infinity
	Statutory Bonus	2,941	35,290	Monthly	Payable as per Payment of Bonus Act
d. Insurances Premiums	Mediclaime		7,080	Annual	This denotes average Premium for covering you and dependents (partner and 2 children) for 4 Lakhs family floater. Additional cover of 2Lakhs for employees post completion of 5 years. You will be covered by default, coverage of the dependents as per your declaration. More details in Kotak Mediclaime Policy. Policy is renewed in April every year. Voluntary top-up and parents policies cover premium is paid by you.
	Kotak Term Life + GPA		1,300	Annual	This denotes average premium for the grade calculated as per Term Life cover for the grade. Life Insurance Policy: 1.5 times of CTC or grade-wise limit whichever is higher. Group Personal Accident Policy (GPA): 3L or 1 time CTC, whichever is higher Refer Term Life Insurance Policy & Group Personal Accident Policy.
e. Retirals	Contribution to Gratuity Fund		8,487	Annual	This amount is 4.81% of Basic Salary. However gratuity is payable after 5 years of continuous service as per The Payment for Gratuity Act. As per current gratuity policy of the company, exgratia is paid on pro-rata basis at the time of separation even if length of service is less than 5 years.
	Contribution to Provident Fund		21,174	Annual	Company's contribution towards PF @ 12% of Basic
f. Total Fixed Pay (a+b+c+d+e)		25,997	350,000		
Other Benefits					
Role Based Allowances/ Benefits	<ul style="list-style-type: none"> - Shift Allowance - for employees working in shift as per Shift Working policy - Reimbursement towards Remote Working expenses - for the roles as per Remote working Policy. - Corporate Mobile SIM - for the roles as per Mobile Policy - Corporate Credit Card - In case your role and grades defined as per Corporate Credit Card policy - Laptop/ Desktop - as per the role eligibility and company policy. 				
Other Benefits	<ul style="list-style-type: none"> - Emergency Loan - Refer to Emergency loan policy for eligibility amount and other details. 				

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Date: 28-Jan-2022

To

Mr.Rentala Vijay Kumar,
H No: 6-15/4 M,
Venkatayapalem,
Khammam Gandhichowk,
Telangana-507003.

Dear Vijay Kumar,

Sub: Letter of Offer for the position of 'Executive'

With reference to your application dated on 28-Jan-2022 and the subsequent interview you had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation : **Executive**

Department : **Corporate Relations**

Salary : **As discussed and agreed at the time of your interview**


Joining Date/Time : **On or before 3rd February 2022 at 09:00 am**

Location : **Secunderabad**

This offer is made based on the credentials you have furnished in your resume and as discussed during the interview. The validation of this offer is subject to back ground verification.

The offer stands cancelled if your acceptance is not received within 3 days from the date of receipt of this letter.

With Best Wishes,



A.V.Balaji Babu
Vice President-HR





Walmart  **India**

Gattu Venkatesh
Blood Group : O+

Best Price Modern Wholesale
Wal-Mart India Pvt. Ltd.,
RS No. 495 A & B
Opp. Sims College,
Tobacco Colony,
Manglagiri Road, Guntur
Andhra Pradesh

ANDHRA PRADESH STATE BEVERAGES CORPORATION LIMITED
(An under taking of Govt. of A.P.)
IMFL DEPOT :: GOLLAPUDI :: VIJAYAWADA-1 :: KRISHNA DIST.

From:

Depot Manager,
APSBCL,
IMFL Depot,
Gollapudi,
Vijayawada.

To :

Takshak Navneekumar

Sir,

Sub: APSBCL Outlets - Engaging Shop Salesmen / Shop Supervisors on contract /outsourcing purely on temporary basis - Reg.

This offer letter is to engage you as Shop Salesman/ Shop Supervisor on contract/outsourcing purely on temporary basis in VMC APSBCL retail outlet, for a period of one year from the date of joining or upto 30.09.2020, whichever is earlier.

You are hereby requested to report before the Assistant Manager Gollapudi IMFL whole sale Depot on 14-7-19 at 10.00 AM, failing which this offer shall deemed to be cancelled.

This assignment contains following terms and conditions given below.

01. You have been engaged for a period of one year only to work in VMC retail outlet.
02. You have to execute indemnity bond/security deposit for the purpose of safe securing stocks in the retail outlet.
03. This appointment *ipso facto* do not confer any right for future employment on regular basis on the above individual and cannot claim seniority and his appointment is purely on temporary basis.
04. You will be terminated at any point of time, without any notice, if any short comings noticed or any irregularities at the retail outlet.

This offer letter is subject to the final orders in W.P No.12492 of 2019 of the Hon' High Court of Andhra Pradesh.

Yours sincerely,

M. S. M. M.

Depot Manager

APSBCL - IMFL Depot