

Privileged & Confidential

25-07-2023

**Amitha K
Noida - NOC,Noida, Uttar Pradesh, India, (Branch Location)**

OFFER LETTER

Dear **Amitha,**

We are pleased to offer you the position of **Renewals Advisor** in **Band M9**, subject to the following terms and conditions:

1. This offer remains subject to the terms of the appointment letter to be executed by you on the day of joining and to the procedures, policies, benefits and other terms of Niva Bupa Health Insurance (NBHI), which will be provided to you at the time of your joining or communicated to you from time to time. All such procedures, policies and benefits will be subject to our periodic review and can be changed with or without notice.
2. You will be based at **Noida - NOC,Noida, Uttar Pradesh, India, (Branch Location)** and will be reporting to **General Manager**.
3. A detailed break-up of your compensation is in the attached **Annexure I**. The compensation, including incentives or rewards shall be subject to tax deducted at source as per the applicable tax laws.
4. This offer is subject to verification of your credentials and background, completion of all necessary documentation, reference check to our satisfaction.
5. Subsequent your acceptance to this offer, you will receive communication on our on-boarding process along with the list of documents to be shared with us.
6. Please note that your employment with NBHI will be "at will" and is not for a specified period. Hence, either you or NBHI may terminate the employment relationship at any time, with or without cause.
7. You acknowledge that no prior verbal or prior written agreements, prior promises or representations that are not specifically stated in this offer will be binding on us.
8. This document is privileged and confidential. You will maintain confidentiality and secrecy and will not disclose any of the contents of this offer to any third party.

9. If you are in agreement with the above terms, you are requested to revert to the undersigned not later than **27-07-2023** by signing this offer letter and returning it to the address provided below or sending your acceptance by way of an email to the undersigned, failing which, this offer will expire.

We look forward to long lasting and mutual beneficial relationship and are confident that your abilities will play a key role in our company.

Yours sincerely,

For Niva Bupa Health Insurance



Mohit Marwaha

Vice President - Talent Acquisition and HRBP

EMPLOYEE ACCEPTANCE

I accept this offer of employment with the Company under the terms set forth in this offer letter:

Amitha K

ANNEXURE I

1	Designation	Renewals Advisor. You will report to General Manager
2	Fixed Pay (FP)	INR 2,60,000/- per annum, including all Retirals and Flexible Pay
3	Sales Incentive Plan	Sales Incentive Plan- As per Company Policy
4	Date of Joining	31-07-2023 or before
5	Place of work	Noida - NOC,Noida, Uttar Pradesh, India, (Branch Location)

Notes:

Post your joining, a detailed Appointment letter entailing employment terms will be issued to you

All payouts will be subject to deduction of tax at source, in accordance to Income Tax Act, 1961 and all other Central and State legislation applicable to your base location

EMPLOYEE ACCEPTANCE:

I accept this offer of employment with the Company under the terms set forth in this offer letter.

Amitha K



Mohit Marwaha

Vice President - Talent Acquisition and HRBP

Salary Bifurcation

Name :Amitha K
Title :Renewals Advisor
Band :M9

Part A - FIXED PAY – SALARY COMPUTATION

SALARY COMPUTATION	
Components	Per Annum
Basic	91,000
House Rent Allowance (HRA)	45,352
Provident Fund (Employer Contribution)*	20,280
Gratuity**	4,368
Statutory Bonus (as per provisions of Payment of Bonus Act, 1965)	21,000
Special Allowance***	78,000
Total Fixed Pay	2,60,000

Provident Fund: The PF contribution (Company & Employee share), as per the provisions laid in Provident Fund Act, 1952, shall be deducted from your TFP and deposited to RPFC

Gratuity: Gratuity is payable as per provisions under Payment of Gratuity Act, 1972

Special Allowance includes Flexi Pay component, details of which are available in the Flexi Pay policy.

Part B - VARIABLE PAY - Sales Incentive Plan (As per Company Policy)

Part C - Medical Benefits

Life Insurance	2.5 times of Total Fixed Pay or Min 10 Lacs
Health Insurance	2,50,000
Accidental Death Benefit	10,00,000



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

No. : Admn/4/6/2023

3/ August 2023

Ms. Sheetal
R/o. Sunthan, P/o. Sattani
Tehsil & Dist. Udhampur,
UT - Jammu & Kashmir - 182 101

Subject: Engagement as "Social Worker" at pilot Special Cell for Women, Reasi district, UT of Jammu & Kashmir under "Violence Free Home - A Woman's Right" project supported by NCW, Govt & implemented by Institute in 22 district of UTs of Jammu and Kashmir and Ladakh

Dear Ms. Sheetal,

1. The Competent Authority is pleased to **appoint You on contract basis as Social Worker at Jammu division** on the following Terms and Conditions (T&Cs):-

- (a) The Engagement is for the above work only and is not transferable to any other work.
- (b) Duration of your Engagement will be from 05th August 2023 to 31st March 2024. The Contract may be terminated with One Month Notice from either side.
- (c) During the period of your Engagement, you will be paid a **consolidated remuneration of Rs. 28,000/- (Rs. Twenty Eight Thousand only) PM**. The Tax on Profession and Income will be deducted as per the Rules in vogue.
- (d) During the period of your Engagement in the Project, you will not be entitled simultaneously to any other Remunerations, such as Salary / Consultancy Fees / Fellowship / Stipend / Internship / Honorarium / Financial Assistance etc in the Institute.
- (e) You will report to Dr Trupti Panchal, Project Leader and duties to you will be as assigned by the Project Leader.
- (f) Your working days will be from Monday to Saturday and if necessary on Sunday and holidays also.
- (g) Your working hours will be from 10:00 AM to 5:00 PM with ½ hour lunch break (1.00PM to 1.30PM). You may be required to work beyond the regular working hours, as and when required.
- (h) Your leave entitlements will be governed by the Rules applicable for project staff.
- (i) During the period of your Engagement, you will carry out the duties assigned to you and observe all Directions and Instructions issued to you from time to time with due diligence.
- (j) For the purpose of discipline, you will be governed by such Rules and Regulations, as may be applicable to the Institute's employee.
- (k) You are required to contact System Manager, Computer Centre to get an e-mail account opened in the 'Project Group' for sending the official communications.
- (l) During the period of your Engagement, you will not directly or indirectly engage yourself in any work outside the Institute and will not be directly or indirectly concerned or interested even while off duty with any business, similar to that of the Institute or other, except with the prior permission of the Institute.



May 12, 2023

To,
Shrifal Raina
Mob: +91 9596420421
Email: shrifalraina97@gmail.com
Address: House no 69, Lane no 2, Shantipuram Muthi, Jammu

Sub: Letter of offer for the post of **Community Mobilizer**

Dear Shrifal Raina

Congratulations!

This is to confirm that Save the Children, Bal Raksha Bharat would like to offer you the post of **Community Mobilizer** to be based at , **Jammu State Project Office**.

Your annual Cost to Company is INR. 3,00,000 /- (Rupees Three lakh Only) along with other benefits entitled for. Please find attached the annexure for the breakup details of this compensation. Deductions will automatically be made from your salary for Income Tax, Provident Fund and other relevant contributions. Please note that this contract will be from your date of joining to **30th June 2023**. Based on further funding for the project, organizational requirements and your performance, the contract may be extended further.

This offer letter is subject to background verification checks that are to the satisfaction of the organization.

It would be good if you could confirm your acceptance in writing and let us know your tentative date of joining. The appointment letter will be issued to you subsequent to your joining.

Yours sincerely

Chittapriyo Sadhu

In-Charge - HR Operations

A handwritten signature in blue ink, appearing to read "Shrifal", written over a horizontal line.

Save The Children, India
1st & 2nd Floor, Plot No 91, Sector- 44,
Gurgaon – 122003
Website : www.savethechildren.in

Telephone: 91-124-4752000
Fax : 91-124-4752199