



SREE NARAYANA GURU COLLEGE OF COMMERCE

(LINGUISTIC MINORITY INSTITUTION)

RE-ACCREDITED BY NAAC (GRADE-'B'-CGPA 2.45) [2019-2024]

AFFILIATED TO UNIVERSITY OF MUMBAI & RECOGNISED BY UGC-u/s 2(f)&12B

MANAGED BY SREE NARAYANA MANDIRA SAMITI (REGD.)

P. L. LOKHANDE MARG, CHEMBUR, MUMBAI - 400 089. ☎ 9326063380 / 9326083775 ✉ sngcollege86@yahoo.co.in / sngcollegeprincipal@gmail.com

5.2.1- DVV Query

HEI to provide college identity card, joining letter, admission letter of the following students:

- 1) SOHAIL HANIF SHAIKH, BMS, (2021-22)
- 2) PATWA AMIT BHARAT KISHOR, BBI, (2023-24)
- 3) MERLIN BOSE, B.COM, (2023-24)
- 4) NAUSHAD FIROZ KHAN NAZINI, BAF, (2020-21)
- 5) GHARAMI DEEPA BISWAJEET, BCOM, (2022-23)





Response to the DVV Query:

Attached are the college identity card, joining letter, admission letter of the above mentioned students in the given order.

Sr. No	Student Name	Placed/Progressed	Documents Attached	Page No
1	Sohail Hanif Shaikh	Placed	College ID Card along with Joining Letter	Click Here
2	Patwa Amit Bharat Kishor	Progressed to Higher Education	College ID Card along with Admission Form	Click Here
3	Merlin Bose	Progressed to Higher Education	College ID Card along with Admission Form	Click Here
4	Naushad Firoz Khan Nazini	Placed	College ID Card along with Joining Letter	Click Here
5	Gharami Deepa Biswajeet	Placed	College ID Card along with Joining Letter	Click Here

Jayashree V
I/C Principal
Sree Narayana Guru
College Of Commerce
P. L. Lokhande Marg.
Chembur, Mumbai - 400 089

1. Sohail Hanif Shaikh

 SREE NARAYANA GURU COLLEGE OF COMMERCE	
P.L.LOKHANDE MARG,CHEMBUR (W),MUMBAI-89. Tel No. :022-25263132/33 RE-ACCREDITED BY NAAC WITH GRADE 'B' -C.G.P.A. - 245(2019-20)	
IDENTITY CARD 2021-2022	
UID : 3066845	
Class : TY BMS	
Div : A	
Roll No. : 73	
D.O.B. : 31/01/2002	
Blood Group : AB+	
SHAIKH MOHD SOHAIL MOHD HANIF	
Mobile :8291348453	
Address : BLDG- 17/A WING ROOM NO 208 SHIPRA CHS LALLUBHAI COMPOUND MANKHURD Mumbai	
	
	
Principal	



HDB Financial Services Limited
2nd Floor, Wilson House,
Old Nagardas Road,
Near Amboli Subway,
Andheri East, Mumbai - 400069
Tel : 022 - 7945 5000
Email : hdb.hrc@hdbfs.com
Web : www.hdbfs.com
CIN - U65993GJ2007PLC051028

January 22, 2022

Ref:HDBFS/19-20/HRIC278331/App/207190

Mr. Sohail Hanif Shaikh,
Mumbai

Dear Sohail,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SENIOR TELECALLING OFFICER on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

- a) You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.
- b) Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.
- c) Your duties and responsibilities will be explained to you on your joining the Company.
- d) You are initially assigned to our branch at MAHAPE. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other department, office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

Page 1 of 5

- e) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- f) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- g) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- h) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- i) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- j) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- k) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regards shall be final.
- l) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- m) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.

- n) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.
- o) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- p) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- q) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- r) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- s) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- t) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- u) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- v) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.



As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than February 6, 2020.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining :

- a) Copy of Educational Certificates and Mark sheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Corporate Human Resources Department for necessary processing of your Salary.





Yours Sincerely,
For HDB Financial Services Ltd.

Ashish Ghatnekar
Head - Human Resources & Operations

AGREED AND ACCEPTED

Mr. Sohail Hanif Shalkh

2. Patwa Amit Bharat Kumar

	SREE NARAYANA GURU COLLEGE OF COMMERCE
P.L.LOKHANDE MARG,CHEMBUR (W),MUMBAI-89. Tel No. :022-25263132/33 RE-ACCREDITED BY NAAC WITH GRADE 'B' -C.G.P.A. - 145(2019-24)	
IDENTITY CARD 2022-2023	
UID : 3066985	
Class : TY BBI	
Div : A	
Roll No. : 25	
D.O.B. : 13/05/2003	
Blood Group : A+	
PATWA AMIT BHARAT KUMAR	
Mobile :9565246570	
Address : ROOM A/13,JAIHIND NAGAR SONAPUR,MANKHURD SHIVAJI	
	
	
Principal	

	SREE NARAYANA GURU COLLEGE OF COMMERCE P.L.Lokhande Marg, Chembur West, Mumbai, Maharashtra- 400089 College Contact: 022 25263123/32 Academic Year : 2024-2025	College Code: 228	 
		Application No.: MCOM-ACC/ 2024-25/6	
For College use only	Course Applied For: MCOM ACC-I Medium: ENGLISH Registration Date: 14/06/2024	Registration No. 3191353	

1. Personal information section

	Last Name	First Name	Middle Name
Name of Student	PATWA	AMIT	BHARAT KISHOR
Name as per Aadhar card	AMIT BHARAT PATWA		
Father's Name		BHARAT KISHOR PATWA	
Mother's Name: SANGITA	In-House Student: YES		
Marital Status: UNMARRIED	Religion: HINDU		
Date of Birth: 13/05/2003	Gender: MALE		
Place of Birth: MUMBAI	Blood Group: A+		
Aadhaar card No.: 659851514530	Native Place:		
Nationality: INDIAN	Transaction Type: ONLINE		
Academic Bank of Credits : 626404411044			

2. Address Details

Address of Correspondence:	SHIV SHAMBHO MITRA MANDAL, MANKHURD		Pin Code: 400043
State: MAHARASHTA	District: MUMBAI SUBURBAN	Tehsil:	City: MUMBAI SUBURBAN
Permanent Address:	SHIV SHAMBHO MITRA MANDAL, MANKHURD		Pin Code: 400043
State: MAHARASHTA	District: MUMBAI SUBURBAN	Tehsil:	City: MUMBAI SUBURBAN

3. Contact Details

Student Mobile No.: 9565246570	Alternate Contact Number: 9892357098
Student Email Id: PATWA8082@GMAIL.COM	Parent phone:

4. Legal Reservation Information Section

Domicile state: MAHARASHTA	Admission Category: GENERAL	Caste Category: GENERAL
Caste:	Phy. Handicapped:	
Caste Certificate No.:	Learning Disability No.:	

5. Qualifying Exam Details Section
QUALIFYING EXAM NAME: UG

College/School Attended	Board/university	Admission Year	Passing Year	Marks Obt.	Total Marks	Percentage	Arts/Com/Sci	Education Gap
SREE NARAYANA GURU COLLEGE	UNIVERSITY OF MUMBAI	2020	2023	476	600	79.33	COMMERCE	NO

6. Subject Details Section

Sr. No.	Group Name	Subject Name
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7. Questions Details Section

8. Attached Documents

Sr No.	Name of Documents/Certificate
1	SSC PASSING CERTIFICATE
2	STUDENT AADHAR CARD
3	PARENT AADHAR CARD
4	PARENT PASSPORT SIZE PHOTOCOPY
5	HSC MARKSHEET
6	LEAVING CERTIFICATE/NOC/TRANSFER CERTIFICATE

9. Guardian / Parent Information Section

Guardian's/ Parent's Name:

Occupation of the Guardian/Parent:

Annual Income of the guardian/Parent: 100000.00

Relationship of Guardian with applicant: SELF

Guardian/Parent Phone No.:

10. Other Information Section

Mother Tongue: HINDI

Employment Status: NO

Hobbies, Proficiency and Other interests: NA

Games and sports participation:

Identification Mark 1:

Identification Mark 2:

11. Declaration by Student

I hereby declare that, I have read the rules related to admission and the information filled in by me in this form is accurate and true to the best of my knowledge. I will be responsible for any discrepancy, arising out of the form signed by me and I undertake that, in absence of any document the final admission will not be granted and/or admission will stand cancel.

Place: Chembur, Mumbai

Date: 19/10/2024



Signature of Student

12. Declaration by Guardian / Parent

I have permitted my son / daughter / ward to join your college. The information supplied by him / her is correct to the best of my knowledge. I have acquainted myself with the rules and fees, dues to my son/daughter/ward and see that he/she observes.

Place: Chembur, Mumbai

Date: 19/10/2024

Signature of the Guardian/Parent

13. For College / Institute Use Only

Designation	Remarks / Particular / Recommendation	Signature and Date
Admission Clerk		
Admission Committee		
Accountant / cashier		
Registrar/Office superintendent		
Transaction Details	Payment Mode: ONLINE Cash Received: 100 Transaction ID: FGUPIUB8095F090A0	

REMARK OF THE ADMISSION COMMITTEE

May be admitted to Class _____ Section _____

May be Rejected _____

Last date of payment of fees _____

Admission may be cancelled if the fees are not paid by this date.

Principal

Signature of Admission Committee


Date:

Print Date : 19/10/2024

M.Com Identity Card



3.Merlin Bose

 **SREE NARAYANA GURU
COLLEGE OF COMMERCE**
P.L.LOKHANDE MARG,CHEMBUR (W),MUMBAI-89.
Tel No. :022-25263132/33
RE-ACCREDITED BY NAAC WITH GRADE 'B' -C.G.P.A. - 245(2019-24)


IDENTITY CARD 2023-2024


UID : 3033294
Class : TY BCOM
Div : A
Roll No. : 54
D.O.B. : 18/05/2003
Blood Group : A+

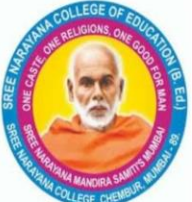



MERLIN BOSE

Mobile :9619023807
**Address : 5 PRIYADARSHNI CHS
LTD,R.C.MARG,AYODHYA
NAGAR,VASHIANKA,CHEMBUR,NR**




Principal

	SREE NARAYANA GURU COLLEGE OF COMMERCE P.L.Lokhande Marg, Chembur West, Mumbai, Maharashtra- 400089 College Contact: 022 25263123/32 Academic Year : 2024-2025	College Code: 228 Application No.: MCOM-ACC/ 2024-25/3	
	For College use only	Course Applied For: MCOM ACC-I Medium: ENGLISH Registration Date: 08/06/2024	Registration No. 3022849

1. Personal information section

	Last Name	First Name	Middle Name
Name of Student	NIL	MERLIN	BOSE
Name as per Aadhar card	MERLIN BOSE		
Father's Name		BOSE	
Mother's Name: THERESA	In-House Student: YES		
Marital Status: UNMARRIED	Religion: CHRISTIAN		
Date of Birth: 18/05/2003	Gender: FEMALE		
Place of Birth: MUMBAI	Blood Group: A+		
Aadhaar card No.: 903470032019	Native Place: MUMBAI		
Nationality: INDIAN	Transaction Type: ONLINE		
Academic Bank of Credits : 774930307939			

2. Address Details

Address of Correspondence:	ROOM NO 5 NEAR SHIRKE WINE SHOP PRIDARSHINI SOCIETY	Pin Code: 400074
State: MAHARASTRA	District: MUMBAI SUBURBAN	Tehsil:
Permanent Address:	ROOM NO 5 NEAR SHIRKE WINE SHOP PRIDARSHINI SOCIETY	Pin Code: 400074
State: MAHARASTRA	District: MUMBAI SUBURBAN	City: CHEMBUR

3. Contact Details

Student Mobile No.: 9619023807	Alternate Contact Number:
Student Email Id: MERLINBOSE18@GMAIL.COM	Parent phone:

4. Legal Reservation Information Section

Domicile state: MAHARASHTA	Admission Category: OPEN	Caste Category: OPEN
Caste:	Phy. Handicapped:	
Caste Certificate No.:	Learning Disability No.:	

5. Qualifying Exam Details Section
QUALIFYING EXAM NAME: UG

College/School Attended	Board/university	Admission Year	Passing Year	Marks Obt.	Total Marks	Percentage	Arts/Com/Sci	Education Gap
SREE NARAYANA GURU COLLEGE OF COMMERCE	UNIVERSITY OF MUMBAI	2021	2024	357	600	59.5	COMMERCE	NO

6. Subject Details Section

Sr. No.	Group Name	Subject Name
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7. Questions Details Section**8. Attached Documents**

Sr No.	Name of Documents/Certificate
1	MCOM ACC UNIVERSITY ENROLLMENT FORM
2	PARENT PASSPORT SIZE PHOTOCOPY
3	PARENT AADHAR CARD
4	STUDENT AADHAR CARD
5	SSC PASSING CERTIFICATE
6	LEAVING CERTIFICATE/NOC/TRANSFER CERTIFICATE
7	HSC MARKSHEET

9. Guardian / Parent Information Section

Guardian's/ Parent's Name:

Occupation of the Guardian/Parent:

Annual Income of the guardian/Parent: 100000.00

Relationship of Guardian with applicant: NONE

Guardian/Parent Phone No.:

10. Other Information Section

Mother Tongue: MALAYALAM

Employment Status: NO

Hobbies, Proficiency and Other interests: NA

Games and sports participation:

Identification Mark 1:

Identification Mark 2:

11. Declaration by Student

I hereby declare that, I have read the rules related to admission and the information filled in by me in this form is accurate and true to the best of my knowledge. I will be responsible for any discrepancy, arising out of the form signed by me and I undertake that, in absence of any document the final admission will not be granted and/or admission will stand cancel.

Place: Chembur, Mumbai

Date: 08/06/2024



Signature of Student

12. Declaration by Guardian / Parent

I have permitted my son / daughter / ward to join your college. The information supplied by him / her is correct to the best of my knowledge. I have acquainted myself with the rules and fees, dues to my son/daughter/ward and see that he/she observes.

Place: Chembur, Mumbai

Date: 08/06/2024

Signature of the Guardian/Parent

13. For College / Institute Use Only

Designation	Remarks / Particular / Recommendation	Signature and Date
Admission Clerk		
Admission Committee		
Accountant / cashier		
Registrar/Office superintendent		
Transaction Details	Payment Mode: ONLINE Cash Received: 100 Transaction ID.: TPVISCA771621C40F	

REMARK OF THE ADMISSION COMMITTEE

May be admitted to Class _____ Section _____

May be Rejected _____

Last date of payment of fees _____

Admission may be cancelled if the fees are not paid by this date.

Principal

Signature of Admission Committee

Date:

Print Date : 08/06/2024

M.Com Identity Card



4. Naushad Firoz Khan Nazini



**SREE NARAYANA GURU
COLLEGE OF COMMERCE (SF)**
P.L.LOKHANDE MARG, CHEMBUR
(W), MUMBAI-89 Tel No. : 022-25263121/22/23

2020-2021



KHAN NAUSHAD FIROZ NAZINI

Class :TY BAF
Div :A
Roll No. :23
Unique No. :MSNGC021800155
DOB :06-03-2000
Mobile No. :9768550749

Principal's Sign

Date: 27 July 2021

To,
Mr. Naushad Firoz Khan
Near Durga Mata Mandir, Nalanda Nagar, Room no. 418,
Trimuty Chawal, Gali no. 35, Kamraj nagar, Mumbai,
Maharashtra – 400077

Dear Mr. Naushad Firoz Khan,

With reference to your application and subsequent discussion you had with us, we have pleasure in appointing you as “Data Entry Operator” in our organization as per the terms and conditions mentioned hereunder:

1. Duties and Responsibilities: Duties and responsibilities shall be as assigned to you by the Company from time to time.

2. Remuneration: You will be entitle to receive a monthly remuneration INR 14,000 (Rupees Fourteen Thousand Only).

The Amount will be settled within ten days from receipt of approved time card/ sheet along with invoice. Monthly payment would be based on no of days worked and the payment would be prorated for 216 Hours. Monthly payment days will be calculated based on the client approved time sheet.

3. Working Hours: You are expected to work 54 hours/ week (and will be paid only on approved time cards). In case, you work for less than 54 hours/ week, then the payment would be made only for the approved hours by the manager.

4. Confidentiality: During the tenure of your contract, you will have access to and will get acquainted with various trade secrets of Artech and/ or our client. You agree that you shall not misuse, misappropriate, or disclose any of the trade secrets, directly or indirectly, or use them in any way, either during this contract relationship or at any time thereafter, except as required in the course of your relationship with us.

You acknowledge and agree that the names, address, telephone numbers and other information needed for communicating with the Contractor’s vendors, clientele, customers and other employees of contractor constitute trade secrets, and that the sale, unauthorized use or disclosure of any of contractor’s trade secrets obtained by you during this employment relationship constitutes unfair competition. You are liable to be bound by the security and confidentiality agreement between Artech and its clients.

5. Non-Solicitation: You agree that you will not solicit direct agreement with any of our clients, wherein you were deputed by the company during the course of your agreement, within twelve months of your leaving the agreements of the company unless it is approved by us in writing.

This is an electronically generated Letter, hence signature is not required.

Artech Infosystems Pvt Ltd

Corporate Office: Infospace, B-2, Tower-2, Ground Floor, Sector 62, Noida - 201307 INDIA

Tel. +91-120-6666333 Fax. +91-120-6666366

Email : info@artechinfo.in Website : www.artechinfo.com

CIN:U74899DL1980PTC010770

6. **Compliance with Laws/ Rules;** You will keep yourself fully acquainted with the various laws, orders, rules, regulations, directives, etc., and the modifications therein from time to time, affecting or concerning directly or indirectly the Company or its business and affairs, and in attending to the various duties assigned to you, from time to time you will see that the same are duly observed and complied with and that no infringement of any kind of any of the laws, orders, rules, regulations, directives and other legal requirements brought into force by the Government, as amended/ modified from time to time, takes place.

7. **Protection of Interest;** Any work/ project/ assignment handled/ developed by you individually or in-group during your engagement with the company will be the exclusive property of the Artech/client and you will not have any rights ever on it.

8. **On Separation;** On acceptance of the separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and shall not make or retain any copies of these items. Any other asset of the company, furniture, vehicle, office equipment etc. will either be returned to company or retained on payment of such money as the company may decide.

9. **Past Records;** If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such case your services are liable to be terminated without any notice.

10. **Updation Rules;** It would be the responsibility of the company to update about any changes in the contact information or other details of the company.

11. **Contract Period;** The effective date of the agreement will be from 27-July-2021 to 27-Sep-2021 which can be extended further considering the business requirement.





12. **Start & End Date;** Start Date: 27-July-2021, End Date: 27-Sep-2021

13. **Termination;** The discontinuance of your service would be subject to 15 days of notice from either side. Please return a duplicate copy hereof conveying your acceptance.

For Artech Infosystems Pvt. Ltd.

Shivi Agarwal
Sr. Manager - Human Resources

5. Gharami Deepa Biswajeet

 SREE NARAYANA GURU COLLEGE OF COMMERCE	
P.L.LOKHANDE MARG,CHEMBUR (W),MUMBAI-89. Tel No. :022-25263132/33 RE-ACCREDITED BY NAAC WITH GRADE 'B' -C.G.P.A. - 245(2019-24)	
IDENTITY CARD 2022-2023	
UID : 3054270	
Class : TY BCOM	
Div : A	
Roll No. : 15	
D.O.B. : 19/04/2001	
Blood Group : O+	
GHARAMI DEEPA BISWAJEET	
Mobile :8657070457	
Address : 408, buliding no 9 /4th floor, Shagun society vashi naka, mahul road, mhada colony chembur	
	
 Principal	

SSSPL/HR/0023/20

6th March 2023

Ms. Deepa Biswajeet Gharami
408, Building No. 9 , Shagun Society ,
Mahul Road , Chembur East ,
Mumbai .

Sub : Joining Letter

Dear **Deepa** ,

This refers to your application and subsequent interview you had with us thereafter; we are pleased to appoint you in our organization with effect from **6th March 2023** on the following terms and conditions: -

1. **Designation:**

You will be designated as **Management Trainee - HR** .

2. **Remuneration:**

Your monthly Remuneration Gross Package will be as Rs. 15,000/- . (Rs. Fifteen Thousand Only .)

Any review or modification of remuneration, or any rules framed by the Organization, will be deemed to be an integral part of your terms and conditions of service.

3. **Place of Work:**

Your initial place of work will be at **Mumbai** Corporate Office .

4. **Probation :**

- a) You will be on probation for a period of six months. However, you will continue to be on probation unless and until you are confirmed in the service of the Organization.
- b) Your probation period may be extended purely at the discretion of the management and during the probationary period if the management is not satisfied with your work and conduct, your services can be terminated without assigning any reasons whatsoever and without any notice thereto or salary in lieu thereof .

- c) During the probationary period you may resign from the services after giving one month's notice or salary in lieu thereof.

5. **Confirmation :**

After confirmation the termination of your services for reasons other than disciplinary action, will be subjected to written notice of one month on either side or salary in lieu thereof. Please note that you will not receive the relieving letter until and unless you complete one year of your services in the Organization.

6. **Code of Conduct :**

Any act of commission or omission on your part which constitute misconduct in ordinary phrasing whether or not on the premises where you perform your duties will be viewed very seriously and shall be dealt with strictly:

- a) Your services can be terminated without any notice or compensation thereof, under the circumstances where it is found that you have indulged in gross negligence / disobedience in the performance of your duties whether singly or in combination with other person and whether associated or not with loss / damage to any person , materials or to the Organization.
- b) Your services will also be liable to be terminated without notice or compensation in lieu thereof, where the management loses its confidence in your performance and / or if found that you have indulged in activities, detrimental to the interest of the Organization and / or if you remain absent for more than 15 days without informing Seagull Management .
- c) You will not refuse to carry out your normal duties and any lawful and reasonable orders of your superiors. Such refusal will amount to serious misconduct on your part for which also your services can be terminated immediately.
- d) If you found to be indulged in spreading rumors / negative talks about any individual working in the organization or about organization then your services will also be liable to be terminated without notice or compensation in lieu thereof.

7. **Duties & Obligations :**

During the period of your working, you shall devote your full time and attention to your work and shall obey and faithfully carry out all orders or directions that may be given to you from time to time by the Organization or by any person duly authorized by the Organization in that behalf. You shall efficiently and honestly discharge and perform all duties and functions appertaining to your employment as also such other duties as you may be required to perform from time to time by the Organization or by and duly authorized senior of the Organization which are consistent with your employment in relation to the business of the Organization.

8. **Secrecy :**

Your employment in our Organization will be subject to your undertaking that you will not engaged yourself in any other work, trade or carry out any other assignment and that you will not divulge any information regarding the affair of the Organization which is likely to be prejudicial to the interest of the Organization which you shall become possessed while in the services of the Organization.

9. **Leave Terms :**

- a) During probation period you will be entitled to two day's leave only . Over and above leave shall be subject to salary deduction till you become confirmed employee . Leave balance during probation period will not be carried forward.
- b) After confirmation you will be eligible for other leaves as per the leave policy circulated on pro-rata basis.

10. **Age of Retirement :**

The retirement age of the employee below Sr. General Manger Cadre is 65 years. The employee will get retired on the last day of the month in which he / she is completing the age of 65 years. However, the Management has right to extend the age of retirement.

11. **Jurisdiction :**

This Appointment Letter shall be governed by and construed in accordance with the laws of India and any dispute arising in respect of the terms and conditions mentioned in the said Appointment Letter shall be subject to the exclusive jurisdiction of **Mumbai.**

12. **Other Terms and Conditions :**

- a) You will communicate to the Organization your residential address and change therein. All communications send to you by the management at your last given address will be deemed to have been received by you.
- b) You will produce all necessary certificates, testimonials regarding your age, qualification, experience, if any, along with copies of the same at the time of receiving this appointment letter. If any time it is revealed that the appointment has been obtained by furnishing false information, your appointment will be liable to be terminated without any notice or compensation.

(c) **Pre-employment Verification.**

The Organization reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational / professional credentials and other background checks.

(d) **Social Media**

You must share the company artwork on your Linked In / social media page as instructed on company whats app groups on time to time . If you don't have any Linked In account , then you are required to create a official linkedin account on your own name and start repostings as instructed .

We welcome you to our organization and we hope that your association with us will be long and mutually beneficial.

Please sign and return the duplicate copy of this letter in confirmation of your acceptance of the above terms and conditions of service.

Yours sincerely,

For Seagull Staffing Solutions Pvt. Ltd



Divyanka Parulekar
Manager - HR & Administration



I acknowledge and accept above mentioned terms & Conditions .

Deepa Biswajeet Gharami