



## Letter Of Intent

03-Apr-19  
Snehal Sunil Alhat  
Pune

**Dear Snehal Sunil Alhat**

we are pleased to offer you the position of "Junior Management Trainee" at "Dusters Total Solutions Services" with a start date of 15th Jun 2019.

The **Employee** shall serve the **Employer**, with utmost sincerity, honesty and to the best of his/her ability thereby confirming to the ethical and professional standards as laid down by the **Employer** on all assignments as may be assigned by the **Employer** from time to time, for a minimum period of one (01) year, the said programme, JMT is for a period of 12 months. The candidate shall sign a financial bond of Rs.50,000/- (Rupees Fifty Thousand only) which will be en-cashed by Dusters Total Solutions Services in case the **Employee** does not complete 1 year of minimum service post completion of JMT programme. This is partly towards meeting the cost incurred by DTSS towards training, boarding, travel, administration, stipend etc. for the Employee.

The employee is required to give a **Demand Draft in favour of Dusters Total Solutions Services Rs.12000/-** towards the residential training expenses for 2 months. This will be encased before commencement of the programme.

The following remuneration will be paid:

- During the two months residential training period (60 days) - the trainee will be paid a gross stipend of Rs.12,000/- per month with food & accommodation.
- During the On-Job Training (OJT) for 10 months - Rs.17,000/- gross per month  
No other allowance, of any type, will be admissible during training period.
- After successful completion of the training period, the Employee shall be absorbed in suitable grade of the company thereby making such **Employee** entitled to draw pay and allowances in accordance with the company's pay scale of that grade.

For Dusters Total Solutions Services Pvt Ltd.

*Shoba Saji*

Shoba Saji  
VP - Human Resources

*Snehal*







The Oberoi, Nariman Point, Mumbai - 400021, India  
 Telephone: 91 22 6632 3250, 6632 4143, 6632 4144  
 Website: www.theoberoi.com

Date: 12-09-18

Institute:

Dear Mr. / Ms. Vivek Andhalkar,

This has reference to your bio-data and the subsequent interview you had with us. We are pleased to inform you that you are being offered the position of "Assistant" in Kitchen Department, at EIH Ltd for Unit - Trident Nariman Point & The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organisation.

A formal letter of appointment will be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai - Human Resources on May 15, 2019 at 9.00 a.m. for medicals and shall join duty on June 01, 2019 subject to your medical fitness.

You are also requested to bring along the following original documents along with 3 copies:

1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport/Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Supervisor - Human Resources. She can be contacted on 022 - 66326062 or email address - stefanie.dcosta@oberoi.com

We look forward to having you on our team.

Yours faithfully,

EIH LIMITED

Unit - Trident Nariman Point  
 The Oberoi, Mumbai

*[Signature]*

KANCHAN CHITNIS  
 DIRECTOR - HUMAN RESOURCES





## NOTIFICATION D'ADMISSION

Je soussigné, **Ludovic GLORIEUX**, Directeur Général, atteste par la présente que :

**Mr ATRAWALKAR Shubham**  
**Né(e) le 27/04/1997 à Jalgaon (Inde)**

Est admis(e) en 2<sup>ème</sup> Année de « **MBA in International Hotel Management | Wine and Spirits Specialization – Directeur en Hôtellerie Internationale | Spécialisation Vins et Spiritueux** », *programme enseigné en Anglais*, délivrant le **Titre d'Etat certifié Niveau 7**, pour l'année universitaire **2023-2024**, *sous réserve de validation de son stage de fin d'année 2022-2023*.

Fait pour servir et valoir ce que de droit.

Fait à Bordeaux, le 23 juillet 2023



Mr. Ludovic GLORIEUX  
Directeur Général  
VATEL Bordeaux





Date:

Institute:

Dear Mr./Ms. Shubham Atrawalkar,

This has reference to your bio-data and the subsequent interview you had with us.  
We are pleased to inform you that you are being offered the position of "Assistant"  
in Food & Beverage Department, at EIH Ltd for Unit - Trident Nariman Point & The  
Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in  
our Organization.

A formal letter of appointment will be issued to you on joining duty.

You will report to **Trident, Nariman Point, Mumbai - Human Resources** on 15/5/19 at  
**9.00 a.m.** for medicals and shall join duty on 1/6/19, subject to your medical  
fitness.

You are also requested to bring along the following documents:

1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth.
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Documentary evidence in proof of your residence. (Permanent & Present).
6. Three reference letters on the letterhead from anyone who has known you for more than 2  
years. (Not a relative or a friend)
7. Passport/Police Verification Certificate from your nearest local police station.
8. Copy of Pan Card & AADHAR Card.

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Supervisor -  
Human Resource. She can be contacted on 022 - 66326062 or email address -  
Stefanie.dcosta@oberoihotels.com

We look forward to having you on our team.

Yours faithfully,

**EIH LIMITED**

**Unit - Trident Nariman Point**

**The Oberoi, Mumbai**

  
**KANCHAN CHITNIS**

**DIRECTOR - HUMAN RESOURCES**







To

Sept 17, 2019

Mr. Suraj Manik Bade,  
Pune

Appointment Letter

Dear

We are pleased to offer you the position of **COMMI III** at **Curefoods Private Limited** ("The Company"), with effect from **Sept 16, 2019** on the following terms and conditions.

TERMS & CONDITIONS:

1. You will be paid an all-inclusive fixed remuneration of **INR 1,67,500/-** per annum.
2. You will be on probation for a period of 03 (three) months from the date of joining. The period of probation may be extended at the discretion of the Company. In case your work and conduct are found to be satisfactory during the probation period, you will be deemed confirmed at the end of 03 (three) months unless notified otherwise in writing. Unless stated otherwise, there would not be any change in your employment terms on confirmation.
3. You will be governed on statutory benefits as per the respective acts of PF, Bonus/Ex-gratia & Gratuity, as per the rules in force, from time to time.
4. You will be eligible for leaves as per the existing leave policies of the company.
5. Your duties and responsibilities are as discussed with you, besides, the management may vary your role & responsibilities at its discretion from time to time.
6. You will be placed at Pune immediately after reporting for duty. You may be posted and transferred to any other post or place or branch of this company, holding or subsidiary of this company, associates or partners as per the exigencies of employment. Upon such transfer, rules and regulations of such post, at the place of posting will become applicable to you. You will be bound by the service rules and regulations, office orders of the company issued from time to time and will be bound by service, conduct and disciplinary rules of the company, which may be framed or modified from time to time.
7. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
8. You agree that the Company may conduct your medical tests, from time to time, through its authorized third-party service provider. Results of such tests shall be shared by the concerned service provider directly with the Company. Company shall not be under any obligation to share such test results with you. You understand and agree that as part of your employment you shall be in contact with food items meant for human consumption, therefore Company shall have the right to undertake any of the following actions:





- A. If you are diagnosed with an incurable disease / illness, Company may terminate your employment immediately without any notice period or pay to you;
  - B. If you are diagnosed with a curable disease / illness, Company may suspend your employment till the time you are fit to resume work, which shall require certification from Company's third-party service provider. Such suspension period shall be considered as a loss of pay event and Company shall not be obliged to pay salary for such period to you
9. You will be governed by the Standing Orders / Service Conditions / Rules and Regulations of the Organization as may be in force from time to time.
  10. During the course of your employment, you will employ yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interest of the company and generally carry out duties and work, as assigned to you and shall obey and comply with all the lawful orders and directions given to you by the Company from time to time. You shall honestly, diligently, faithfully and obediently serve the organization and use your utmost endeavor to promote the interest of the company.
  11. You will not engage yourself directly or indirectly either on honorary or on remuneration in any services, trade, business vocation or occupation or in any other official capacity outside the company unless expressly permitted by the company. You will not at any time take up employment with the competitor of the company nor engage in any activity which in the opinion of the Board, amounts to Competitions, either directly or indirectly.
  12. You will not divulge or disclose any information regarding Intellectual Property, software process, technical know-how, security arrangements, administrative accounts, marketing areas, organization matters pertaining to the company whether confidential or otherwise, patented or non-patented, operational, technical or financial either pertaining to the company, or its customers, vendors, or internal processes, orally, inscribed, recorded, written electronically processed either tapes, disks, chips, floppies or any other form of communication like films, micro films, drawings, etc. to anyone else, without the prior approval of the company. It is absolutely at the discretion of the company to decide whether any information is required to be divulged under the normal course of business and the same cannot be challenged by the employee in any manner.
  13. If at any time during the course of your employment, if you are found guilty of misconduct or any willful breach or continuous negligence of the terms of this appointment letter of rules of dereliction of duties and/or instructions given to you from time to time, the Company may suspend your employment with the company, and take action to remove you from the services of the company in accordance with law.
  14. You shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee.
  15. In the event of you remaining absent continuously without any intimation/prior-sanctioned leave for a period of 06 (six) days, you will have abandoned the job voluntarily and therefore your services will be terminated forthwith without any notice.
  16. You are expected to take proper care of company property entrusted to you by the company. In the event of your resignation/termination you are obliged to return all the company's property in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.








17. Standard number of work hours each day shall be 09 (nine) number of hours and the work timings shall be as per the company's requirements and you shall be entitled to a day off every week. However, depending on the time constraint within which the Company may have to provide services to its clients, you undertake to make yourself available in respect of the business of the Company during such times, even beyond the communicated office hours. You further undertake to make yourself available for traveling to places outside Pune to such other locations as may be decided by the Company in connection with the company's business.
18. Your services may be terminated by giving 01 (one) months' notice or payment of pro-rata salary in lieu thereof during probation, and by 02 (two) months' notice or payment of two month's salary in lieu thereof after confirmation, by either party, except in instances of dismissal, discharge or termination for misconduct. However, the company shall have the right to accept your resignation forthwith and relieve you and your duties without payment of any dues for the un-expired period of notice, the decision of the Management will be final. Taking into consideration the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period, unless same is specifically waived by the management. No notice of resignation will be effective if the resignation is given during the leave period and no leave application will be entertained during the notice period.
19. Once you leave the company, you will not solicit any Curefoods employee and/or customer within 12 (twelve) months of leaving the company. Moreover, you will not get employed by any of the Curefoods customer or vendor for a period of 12 (twelve) months after leaving the company to avoid any conflict of interest.
20. You will retire from the services of the Organization on attaining the age of 58 (fifty-eight) years. For the proof of your age, the management considers only the date of birth as mentioned in the Secondary School Leaving Certificate or School Leaving Certificate. The date of Birth once furnished and accepted shall be final and no change will be entertained.
21. Your continued employment with The Company is subject to successfully submitting all valid documents including the pay slips and relieving letter from previous employer within 03 (three) days of joining. The Company also reserves the right to conduct reference checks on candidates. In case you fail to submit any documents mentioned as part of the offer letter successfully, or if there is a discrepancy in the documents submitted, or the reference check comes out negative, The Company reserves the right to terminate your employment with immediate effect. Please return the duplicate copy of this offer of appointment letter duly signed by you in token of your acceptance of the above terms and conditions within 03 (three) days. Also, you are required to submit all the necessary documents required at the time of joining the duty as the HR department informs you and also go through the instructions of training as the company considers it necessary.

We welcome you on board and wish to create personal wealth and prosperity for each other.

With regards

Ravi Gupta  
Authorized Signatory,  
Curefoods Private Limited



  
Accepted the contract of employment  
On the above terms and conditions:

201507



# THE RITZ-CARLTON

PUNE

1-Aug-19

Akash Badiger,  
Flat No. 8, Anand Housing Society, Rh-145  
Near D.Y.Patil School, G Block, Midc, Shahunagar, Chinchwad  
Pune-411019

Dear Akash,

Congratulations! Based on your application and the interview, we are pleased to appoint you at the position of '**Food & Beverage Attendant**', with effect from **1-Aug-19**, at unit **The Ritz-Carlton, Pune** as operators of Panchshil Corporate Park Pvt. Ltd., on the following terms of employment:

Your Department, Designation & Grade will be as follows:

Department	:	Food & Beverage Service
Designation	:	Food & Beverage Attendant
Grade	:	Rank & File

## 1. REPORTING

You will report and be responsible to the **Food & Beverage Manager** or any other person authorized by him/her, who will assign you your place of posting, duties and responsibilities.

## 2. COMPENSATIONS & BENEFITS

Our monthly / annual allowances, reimbursements, benefits and perquisites applicable to you are described in the ANNEXURE I of this letter.

Detailed policies, procedures, rules and regulations governing the monthly / annual allowances, reimbursements, benefits and perquisites will be given to you on joining and are subject to change based on business conditions and at sole discretion of the management.

## 3. CODE OF CONDUCT & DUTIES

During the time of your assignment, you shall devote all your working time and effort to the business of the Company and carry out duties assigned to you by your supervisor. You will be governed by the policies and procedures as applicable from time to time





The Ritz Carlton Pune  
PUNE

PAYSLIP FOR OCT 2019

Employee Code :	PNQR20125	Name :	ANASH BADGER	Grade :	RANK & FILE
PF account No. :	PUPUN15/77230000010115	Department :	FOOD & BEVERAGE SERVICE	PAN Number :	CJXPB491DL
Bank Name :	KOTAK MAHINDRA BANK	Designation :	FOOD & BEVERAGE ATTENDANT	Join Date :	01-Aug-2019
Bank A/C No. :	5673437859	Location :	PUNE	Esc No. :	33-1203231
UAN NO :	101492424059				
PAYDAYS	-	-	31.00	30.00	31.00

EARNING AND DEDUCTIONS	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	TOTAL
<b>EARNINGS</b>													
BASIC SALARY	-	-	-	-	9042.00	9042.00	9042.00	-	-	-	-	-	24126.00
HOLIDAY WAGES BASIC	-	-	-	-	-	-	259.00	-	-	-	-	-	259.00
HOLIDAY WAGES OTHER	-	-	-	-	-	-	117.00	-	-	-	-	-	117.00
HOUSE RENT ALLOW	-	-	-	-	3614.00	3614.00	3614.00	-	-	-	-	-	10842.00
GROSS SALARY	-	-	-	-	11656.00	11656.00	12032.00	-	-	-	-	-	35344.00
<b>DEDUCTIONS</b>													
ESIC	-	-	-	-	96.00	96.00	91.00	-	-	-	-	-	287.00
OTHER DEDUCTION	-	-	-	-	150.00	-	-	-	-	-	-	-	150.00
PROFESSION TAX	-	-	-	-	200.00	200.00	200.00	-	-	-	-	-	600.00
STATUTORY P F	-	-	-	-	865.00	865.00	955.00	-	-	-	-	-	2525.00
GROSS DEDUCTION	-	-	-	-	1403.00	1253.00	1237.00	-	-	-	-	-	3543.00
NET SALARY	-	-	-	-	10253.00	10403.00	10795.00	-	-	-	-	-	31401.00

Salary For OCT 2019 : Ten Thousand Seven Hundred Forty-Five Only

Tax Computation Summary

Total Income From Salary	9042	GROSS TOTAL INCOME	41924
Deductions		(a) Section 80 C	7751
(a) Standard Deduction	9000	Aggregate of deductible amount under Chapter VIA	7751
(b) Employment Tax	1700	Total Taxable Income (Round Off)	34180

Note : This is a computer generated statement and does not need any signature.

Detail of Investment

Description	Amount
PF+VPF	7751.00
ROC Total	7751.00
Grand Total	7751.00

201508

JW MARRIOTT  
PUNE

10th June 2019

Mr. Adwait Vivek Bane,  
Flat No.9, 2A Sitar Naddhrama Society,  
Warje,Pune,  
Maharashtra-411058

Dear Adwait,

Congratulations! With reference to your application and the interview you had with us, we are pleased to appoint you at the position of **Culinary Associate - Culinary** at unit JW Marriott Hotel Pune as operators of ICC Reality India Pvt. Ltd. on the following terms and conditions:

**1. DATE OF APPOINTMENT & REPORTING**

Your date of appointment will be **10th June 2019**. You will report and be responsible to the **Executive Chef**, or any other person authorized by him/her, who will assign you your place of posting, duties and responsibilities.

**2. COMPENSATION & BENEFITS**

Our monthly / annual allowances, reimbursements, benefits and perquisites applicable to you are described in the **ANNEXURE I** of this letter. Detailed policies, procedures, rules and regulations governing the monthly / annual allowances, reimbursements, benefits and perquisites will be given to you on joining and are subject to change based on business conditions and at sole discretion of the management.

**3. CODE OF CONDUCT & DUTIES**

During the time of your assignment, you shall devote all your working time and effort to the business of the Company and carry out duties assigned to you by your supervisor. You will be governed by the policies and procedures as applicable from time to time.

**4. PROBATION AND CONFIRMATION**

You will be on probation for a period of 3 months from the date of appointment. During the period of probation you will be provided with appropriate training, guidance and a mentor / buddy.

You will be assessed on regular intervals. Based on your performance during the probation period your services will be confirmed in writing.

In the case that you may need more training / guidance your probation period could be extended in accordance with the prevailing law. In case of Marriott internal transfers, the probation period will be waived off.

**5. NOTICE PERIOD**

Notice period for resignation or termination during probation is seven (7) days on either side or gross salary in lieu thereof. After confirmation, the notice period for resignation or termination is one (1) months or gross salary in lieu thereof. No leave can be adjusted during this period.







#### 6. HEALTH EXAMINATION

We are a hospitality industry catering for domestic and international customers; therefore physical fitness is of key importance. As part of joining formalities, either pre or post, you will be required to take a medical examination through private/government specified hospitals, based on the findings there may be reasons for differing the joining or discharge of the employment. However all assistance under the prevailing law and/or the company policy will be provided for any medical challenges.

#### 7. TRANSFER

Your service can be transferred by the Company in such capacity as the Company may, from time to time, determine anywhere in India or abroad to any one of the parent Company's departments, subsidiaries, Joint Ventures, Associates, Sister Companies, etc as per the needs.

Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of associates in the new place.

#### 8. SEPARATION

On termination of employment and/or your resignation during the period of your probation or thereafter, you will immediately give up to the Company all tools, accessories, formulas, documents, specifications, books, etc. of whatsoever nature in your custody, care or charge or clearance from the relevant person(s), office(s), department(s), on production of which alone your dues, if any will be settled by the Company.

Should you terminate your employment within a year, you will be responsible for full refund of any relocation expenses together with any related expenses to the company.

The Company reserves the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if:

- a) You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross insubordination / sexual harassment, physical assault, theft, fraud and misappropriation of funds.
- b) During the course of your employment, if it is found that the data given by you in Employment Application Form is incorrect and also if your criminal check is found positive, you will be placed under suspension with immediate effect until final disposal of the case.

#### 9. RETIREMENT

Your age of retirement from the services of the Company will be on completion of fifty-eight (58) years. The date of your birth given by you shall be the basis of your retirement from your services.

#### 10. CONFIDENTIAL MATTERS

During your assignment, you may have access to confidential information, financial data, short-term and long-term plans, and manuals, systems, clients, partners, investors, and sources of financial support for the Company's lodging projects. You understand that such information and matters are the property of the Company. Neither during your assignment nor following your assignment or employment with the Company will you disclose such information and matters to any person without the prior written permission of the Company.





**11. CONFLICT OF INTEREST**

You are a full time employee of this Organization and are not permitted to undertake any other assignment, work or employment, whether remunerative or otherwise, from any other employer.

Also, you are not permitted to be associated, whether remunerative or otherwise, directly or indirectly, with any outside agency/individual, providing services to the Company and/or its Customers. If proven, you will be liable to strict disciplinary actions including termination of services.

**12. OTHER TERMS AND CONDITIONS**

Your work in the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters. In addition to the above, all such other rules and regulations as may be in operation at the time of your accepting the appointment with the Company and which may be amended or altered from time to time at the discretion of the Company will also apply to you. (Refer **ANNEXURE II**)

Thanking you,

for **JW Marriott Hotel Pune,**

Vaishali Shahi  
Human Resources Manager

Vineet Mishra  
General Manager

**Employee's Acknowledgement:**

I acknowledge that I have read, and agree to the terms of this letter of Appointment.

Adwait Vivek Bana

Signature

Date







DETAILS OF COMPENSATION & BENEFITS

Annexure I

1. **Salary** - As per monthly pay slip and subject to statutory deductions:

Salary Component	Monthly Amount	Annual Amount
Basic Salary	8050	96600
House Rent Allowance	3450	41400
<b>Gross Salary</b>	<b>11500</b>	<b>138000</b>
Employer's Provident Fund Contribution	966	11592
ESIC	546	6555
In Hand	10333	123993
CTC	13012	156144

*Vaishali Shahi*  
Vaishali Shahi  
Human Resources Manager

*Vineet Mishra*  
Vineet Mishra  
General Manager





<b>Annual Leave &amp; Holidays:</b>	<p>Leave in accordance with the Shop and Establishment Act 1948.</p> <p>However if you leave the organization within one year of joining, then any unavailed leave will be encashed only on basic salary.</p> <p>Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the hotel at beginning of each year.</p>
<b>ESIC:</b>	<p>In accordance with the Act the company will contribute 4.75% of your gross salary each month to extend medical benefits to you and your family through ESIC hospitals. There will be a deduction of 1.75% from your salary too.</p>
<b>Medical &amp; Insurance:</b>	<p>Irrespective of ESI coverage, the company will also cover Mediclaim &amp; Personal Accident Insurance (while on duty), all premiums paid by the company. This benefit is at the sole discretion of the Company.</p>
<b>Gratuity:</b>	<p>Is applicable in accordance with the Payment of Gratuity Act 1972.</p>
<b>Food &amp; Beverage Discount:</b>	<p>A 50% discount on all food and beverage at any Marriott hotel food outlet worldwide.</p>
<b>Room Rate Discount:</b>	<p>Discounted room rates at all Marriott hotels worldwide, for self, family &amp; friends.</p>
<b>Bonus:</b>	<p>You will be eligible for bonus in accordance with the Bonus Act and governed under the current prevailing wage settlement agreement.</p>

*Vaishali Shahi*

Vaishali Shahi  
Human Resources Manager

*Vineet Mishra*

Vineet Mishra  
General Manager

**Employee's Acknowledgement:**

I acknowledge that I have read, and agree to the terms of this letter of Appointment.

Adwait Vivek Bane

Signature

Date







Annexure II: (Refer to Clause 14 of contract of probationary employment)

TERMS AND CONDITIONS

1. Your annual increment shall depend on your performance and company performance during the previous year and it shall not be taken as a routine feature.
2. If any declaration given or information furnished by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.
3. You will undertake to carry out your duties diligently and faithfully and to the best of your ability and skill. You will also show proper respect and follow the instruction/orders of your supervisors and undertake to submit true and faithful information in all matters entrusted to you by the Company.
4. In addition to the assignments given to you, you will also have to carry out any other job assigned to you depending upon the exigencies of work.
5. The Company reserves the right to call upon you as per the exigencies of work on various skills and / or beyond the normal office timings without extra remuneration or allowances.
6. The Company shall be at liberty to introduce and/or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
7. It is expressly provided that the principal office of the Company being registered at Pune, the forum of settling dispute of whatsoever nature, including civil, revenue, labour, etc. shall be in Pune. You shall not have the right to raise any dispute concerning the forum.
8. You shall endeavour to serve and promote Organization's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Organization.
9. Loss of confidence by the Management shall be considered inter alia, a valid ground to terminate your services without assigning any reason.
10. Your absence from work and / or not reporting for seven (7) consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your employment.
11. You will communicate to us your mailing address for correspondence and any change therein in writing. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you.
12. Marriott International's Policy against Sexual Harassment prohibits sexual harassment by associates (management or non-management), vendors, guests or customers wherever work or work related activities are being performed.
13. In general, associates will not receive Marriott Bonvoy loyalty program points or miles on behalf of themselves or family or friends during employment, for stays at loyalty program's participating





properties. Your Marriott Bonvoy account shall be a non-earning associate account to comply with loyalty program terms & conditions, as amended from time to time. In certain limited circumstances, the program may permit participants to earn points or miles. Please contact loyalty program members customer service representatives to learn more about the associates non-earning requirement and permitted exceptions.

14. I authorize the management in case for any requirement now or future can be shared with the police department for verification.

Under the policy, a manager cannot state, suggest or imply that an associate's submission to or rejection of sexual advances will in any way influence any personal decision regarding that associate's employment, wage, advancement, assigned duties, schedule, or any other condition of employment.

Should you agree to accept employment on the aforesaid terms, you may sign the agreement in token of your acceptance of services with the Company and return to us the duplicate.

---

**Employee's Acknowledgement:**

I hereby accept, agree and confirm with the terms and conditions set out herein above. I further declare that I have made myself thoroughly acquainted with the rules with which I undertake to strictly abide.

Adwait Vivek Bane

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date







## PAYROLL ACTION FORM

Employee Name: Adwait Vivek Bane

E Code:

Gender: M

Date of Joining: 10th June 2019

Date of Birth:

New Hire: ☐

Transfer: ☐

Unit: JW Marriott Hotel Pune

Department: Culinary

Designation: Culinary Associate

Grade: Rank & File

Salary Component	Monthly Amount	Annual Amount
Basic Salary	8050	96600
House Rent Allowance	3450	41400
Gross Salary	11500	138000
Employer's Provident Fund Contribution	966	11592
ESIC	546	6555
In Hand	10333	123993
CTC	13012	156144

REMARKS: \_\_\_\_\_

  
Human Resources Manager

Director of Finance/Financial Controller



01<sup>st</sup> March, 2019

Ms. Rutuja Bhujbal  
Sr. No. 36/1,  
"Asmita" near Ashirwad Palace,  
Vishrantwadi,  
Pune- 411015

**Letter of Intent**

Dear Rutuja,

Further to your performance in the interview rounds, we are pleased to offer you the role of **Department Manager in Training, Store Operations (Grade – B1)** with Reliance Retail Limited. Following are the details:

1. Your joining date will be no later than **2 July, 2019<sup>1</sup>**
2. Your total annual compensation will be **Rs. 3,00,000/-**. Please note that your annual compensation, as discussed with you during your rounds of interviews will be divided into two parts viz. Annual Fixed Compensation – **Rs. 2,75,000/-** and Retention Bonus – **Rs. 25,000/-<sup>2</sup>**
3. Your training/ probation period will be **three months.<sup>2</sup>**
4. Your initial place of posting will be **Pune**.

You will receive your detailed offer letter shortly.

We wish you all the best and look forward to a long and meaningful association with us!

**Yours sincerely,**  
For Reliance Retail Limited,



**Authorized Signatory**

<sup>1</sup> Your joining date will be subject to a successful completion of your pre-employment medical examination.

<sup>2</sup> You are expected to clear all your exams before joining us. In case you are required to re-appear for any of your exams after the joining date, the process of paying out retention bonus and employment confirmation will happen only after you clear them



201511

21<sup>st</sup> February, 2019

To,

Rutuja Bhujbal  
412-C, K.M.Munshi Road, Laxmi Society, Model Colony,  
Shivajinagar Pune 411016

**Offer Letter - Hardcastle Restaurants Private Limited**

---

Dear Rutuja Bhujbal,

Congratulations!

With reference to the discussions you had with us, we are pleased to make you an offer to work with **Hardcastle Restaurants Private Limited** as **Trainee Manager** in accordance with the terms and conditions mutually agreed upon. You will be issued with an Appointment Letter separately on joining.

You are also required to bring your original documents as well as submit copies of the following on the day of joining:

1. Certificate of Education - 10th, 12th, Graduation & Post Graduation
2. Passport size photographs - 4 Nos
3. Photocopy of PAN card
4. Photocopy of Passport
5. Photocopy of Aadhar Card
6. Relieving Letter/ Experience Certificate & Acceptance of Resignation letter from your last employer

Kindly return a copy of this letter duly signed by you in token of your having accepted this offer.

This offer will be valid till the date mentioned above.

Thank you and Best regards,

**For Hardcastle Restaurants Private Limited,**



Seema Arora Nambiar,  
Senior Vice President – Strategy, Innovation & Capability



## ANNEXURE A

Name : Rutuja Bhujbal  
Title : Trainee Manager  
Department : Operations

Subject: Personal remuneration memo effective June 2019

Description	Amount(INR)
BASIC	92,400
SPECIAL ALLOWANCES	-
CCA	13,850
HRA	4,620
OTHER ALLOWANCE	71,388
CONVEYANCE ALLOWANCE	19,200
BASE PAY	2,01,468
PROVIDENT FUND	11,088
EX-GRATIA/ BONUS	7,000
GROSS PAY	2,19,556
MEAL ALLOWANCE	18,000
GRATUITY	4,444
TOTAL	2,42,000
CONFIRMATION ALLOWANCE	15,000
COST TO COMPANY (CTC)	2,57,000

Management reserves the right to amend or align your component structure and values or incentive plan structure without any prior notice.

Please return a signed copy of the letter to People Resources, thereby accepting the terms.

Best Regards,

For Hardcastle Restaurants Private Limited



Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability





Date: 12/9/18  
Institute:

Dear Mr. / ~~Mr.~~ Roopak Chaudhary

This has reference to your bio-data and the subsequent interview you had with us.  
We are pleased to inform you that you are being offered the position of "Assistant"  
in Food & Beverage Department, at EIH Ltd for Unit - Trident Nariman Point &  
The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organisation.

A formal letter of appointment will be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai - Human Resources on May 15, 2019 at 9.00 a.m. for medicals and shall join duty on June 01, 2019 subject to your medical fitness.

You are also requested to bring along the following original documents along with 3 copies:

1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport/Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Supervisor - Human Resources. She can be contacted on 022 - 66326062 or email address - [stefanie.dcosta@oberoihotels.com](mailto:stefanie.dcosta@oberoihotels.com)

We look forward to having you on our team.

Yours faithfully,

**EIH LIMITED**

Unit - Trident Nariman Point  
The Oberoi, Mumbai

  
**RATAN CHITNIS**  
DIRECTOR - HUMAN RESOURCES



A member of - *The 5 Star Hotel*



THE RITZ-CARLTON

PUNE

201514

Date: 30th April 2019

Name: Roopak Chaudhari

Contact No: 7276340024

Email: roopakchaudhari@outlook.com

Dear Roopak,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as **Food & Beverage Attendant** at **The Ritz Carlton Pune** as agents for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	8042	96504
House Rent Allowance	3447	41364
Gross Total	11489	137868
Provident Fund Contribution @ 12% of Basic	965	11580
Employer's ESIC Contribution @ 4.75% of Gross	546	6552
Total CTC	13000	156000

You will be placed on probation for a period of 3 months. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

Your date of joining will be **15th July 2019**. On the date of joining you are requested to bring, 4 passport size photographs, last company's relieving letter, last pay slip and certified copies of all your certificates.

You will be required to do medical tests upon joining at a prescribed medical centre. Details for the tests will be provided by us.

Please note that upon reference checks/enquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case maybe or if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz Carlton Pune team!

Payal Kulkarni  
Director of Human Resources



Date: 12/9/18  
Institute:

Dear Mr. / ~~Mr.~~ Prakash Gailwad

This has reference to your bio-data and the subsequent interview you had with us.  
We are pleased to inform you that you are being offered the position of "Assistant"  
in Housekeeping Department, at EIH Ltd for Unit - Trident Nariman Point &  
The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organisation.

A formal letter of appointment will be issued to you on joining duty.

You will report to **Trident, Nariman Point, Mumbai - Human Resources on May 15, 2019 at 9.00 a.m.** for medicals and shall join duty on **June 01, 2019** subject to your medical fitness.

You are also requested to bring along the following original documents along with 3 copies:


1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport/Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Supervisor - Human Resources. She can be contacted on 022 - 66326062 or email address - [stefanie.dcosta@oberoihotels.com](mailto:stefanie.dcosta@oberoihotels.com)

We look forward to having you on our team.

Yours faithfully,

**EIH LIMITED**  
Unit - Trident Nariman Point  
The Oberoi, Mumbai

  
**VANCHAN CHITNIS**  
DIRECTOR - HUMAN RESOURCES





01<sup>st</sup> March, 2019

Mr. Prakash Gaikwad  
Shindevadi,  
Post. Katgun,  
Tal. Khatao,  
Dist. Satara

**Letter of Intent**

Dear Prakash,

Further to your performance in the interview rounds, we are pleased to offer you the role of **Department Manager in Training, Store Operations (Grade – B1)** with Reliance Retail Limited. Following are the details:

1. Your joining date will be no later than **2 July, 2019<sup>1</sup>**
2. Your total annual compensation will be **Rs. 3,00,000/-**. Please note that your annual compensation, as discussed with you during your rounds of interviews will be divided into two parts viz. Annual Fixed Compensation – **Rs. 2,75,000/-** and Retention Bonus – **Rs. 25,000/-<sup>2</sup>**
3. Your training/ probation period will be **three months.<sup>2</sup>**
4. Your initial place of posting will be **Pune**.

You will receive your detailed offer letter shortly.

We wish you all the best and look forward to a long and meaningful association with us!

Yours sincerely,  
For Reliance Retail Limited,



**Authorized Signatory**

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<sup>1</sup> Your joining date will be subject to a successful completion of your pre-employment medical examination.

<sup>2</sup> You are expected to clear all your exams before joining us. In case you are required to re-appear for any of your exams after the joining date, the process of paying out retention bonus and employment confirmation will happen only after you clear them.

01<sup>st</sup> March, 2019

Mr. Shubham Gandhi  
B1/4 Yashodam Housing Society,  
Chintamani Nagar part-2,  
Bibwewadi,  
Pune-411037.

**Letter of Intent**

Dear Shubham,

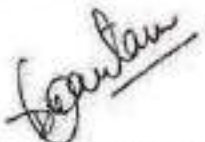
Further to your performance in the interview rounds, we are pleased to offer you the role of **Department Manager in Training, Store Operations (Grade – B1)** with Reliance Retail Limited. Following are the details:

1. Your joining date will be no later than **2 July, 2019<sup>1</sup>**
2. Your total annual compensation will be **Rs. 3,00,000/-**. Please note that your annual compensation, as discussed with you during your rounds of interviews will be divided into two parts viz. Annual Fixed Compensation – **Rs. 2,75,000/-** and Retention Bonus – **Rs. 25,000/-<sup>2</sup>**
3. Your training/ probation period will be **three months.<sup>2</sup>**
4. Your initial place of posting will be **Pune**.

You will receive your detailed offer letter shortly.

We wish you all the best and look forward to a long and meaningful association with us!

Yours sincerely,  
For Reliance Retail Limited,



Authorized Signatory



<sup>1</sup> Your joining date will be subject to a successful completion of your pre-employment medical examination.

<sup>2</sup> You are expected to clear all your exams before joining us. In case you are required to re-appear for any of your exams after the joining date, the process of paying out retention bonus and employment confirmation will happen only after you clear them



# THE RITZ CARLTON

PUNE

Date: 30th April 2019  
Name: Hrushikesh Gokhale  
Contact No: 7798356308  
Email: hrushikeshgokhale42@gmail.com

Dear Hrushikesh,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as **Culinary Associate** at **The Ritz Carlton Pune** as agents for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	8042	96504
House Rent Allowance	3447	41364
Gross Total	11489	137868
Provident Fund Contribution @ 12% of Basic	965	11580
Employer's ESIC Contribution @ 4.75% of Gross	546	6552
Total CTC	13000	156000

You will be placed on probation for a period of 3 months. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

Your date of joining will be **15th July 2019**. On the date of joining you are requested to bring, 4 passport size photographs, last company's relieving letter, last pay slip and certified copies of all your certificates. You will be required to do medical tests upon joining at a prescribed medical centre. Details for the tests will be provided by us.

Please note that upon reference checks/enquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case maybe or if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz Carlton Pune team!

Payal Kulkarni  
Director of Human Resources



Date: 12.09.18  
Institute:

Dear Mr. ~~Mr.~~ Hrushikesh Gokhale,

This has reference to your bio-data and the subsequent interview you had with us.  
We are pleased to inform you that you are being offered the position of "Assistant"  
in Kitchen Department, at EIH Ltd for Unit – Trident Nariman Point &  
The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organisation.

A formal letter of appointment will be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai – Human Resources on May 15, 2019 at 9.00 a.m. for medicals and shall join duty on June 01, 2019 subject to your medical fitness.

You are also requested to bring along the following original documents along with 3 copies:


1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport/Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Supervisor – Human Resources. She can be contacted on 022 – 66326062 or email address – [stefanie.dcosta@oberoihotels.com](mailto:stefanie.dcosta@oberoihotels.com)

We look forward to having you on our team.

Yours faithfully,

**EIH LIMITED**  
Unit – Trident Nariman Point  
The Oberoi, Mumbai

  
**KANCHAN CHITNIS**  
DIRECTOR - HUMAN RESOURCES





01<sup>st</sup> March, 2019

Mr. Mayur Jadhav  
Bhalgat Heritage,  
College Road,  
Narayangaon,  
Pune-410504,

**Letter of Intent**

Dear Mayur,

Further to your performance in the interview rounds, we are pleased to offer you the role of **Department Manager in Training, Store Operations (Grade – B1)** with Reliance Retail Limited. Following are the details:

1. Your joining date will be no later than **2 July, 2019<sup>1</sup>**
2. Your total annual compensation will be **Rs. 3,00,000/-**. Please note that your annual compensation, as discussed with you during your rounds of interviews will be divided into two parts viz. Annual Fixed Compensation – **Rs. 2,75,000/-** and Retention Bonus – **Rs. 25,000/-<sup>2</sup>**
3. Your training/ probation period will be **three months.<sup>2</sup>**
4. Your initial place of posting will be **Pune**.

You will receive your detailed offer letter shortly.

We wish you all the best and look forward to a long and meaningful association with us!

Yours sincerely,  
For Reliance Retail Limited,

Authorized Signatory

<sup>1</sup> Your joining date will be subject to a successful completion of your pre-employment medical examination.

<sup>2</sup> You are expected to clear all your exams before joining us. In case you are required to re-appear for any of your exams after the joining date, the process of paying out retention bonus and employment confirmation will happen only after you clear them.



201527

# EIH LIMITED

The Oberoi, Nariman Point, Mumbai-400 025, India  
Telephone: 91-22-6632 4142, 6632 4143, Facsimile: 91-22-6632 4142  
Website: [www.oberoihotels.com](http://www.oberoihotels.com)

Date: 12/9/19  
Institute:

Dear Mr. Mr. Siddharth Joshi

This has reference to your bio-data and the subsequent interview you had with us.  
We are pleased to inform you that you are being offered the position of "Assistant"  
in Food & Beverage Department, at EIH Ltd for Unit - Trident Nariman Point &  
The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organisation.

A formal letter of appointment will be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai - Human Resources on May 15, 2019 at 9.00 a.m. for medicals and shall join duty on June 01, 2019 subject to your medical fitness.

You are also requested to bring along the following original documents along with 3 copies.

1. Ten passport size and Two Postcard size photographs with Red background
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport/Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card


Should you need any further assistance, please contact Ms. Stefanie D'Costa, Supervisor - Human Resources. She can be contacted on 022 - 66326062 or email address [stefanie.dcosta@oberoihotels.com](mailto:stefanie.dcosta@oberoihotels.com)

We look forward to having you on our team

Yours faithfully,

**EIH LIMITED**

Unit - Trident Nariman Point  
The Oberoi, Mumbai

  
**KANCHAN CHAUDHARY**  
DIRECTOR - HUMAN RESOURCES

A member of The Oberoi Group

Registered Office: EIH LIMITED, 4, Mangro Lane, Kolsata-700 001, India  
Website: [www.eihhd.com](http://www.eihhd.com)  
CIN: L55100WB140001200001







20 May 2019

Sushobhan Joshi

C/o Flat No: 4, Flat No: 217,  
Nagesh Apartment Right Bhusari,  
Mahatrashtia,  
Pune - 411042

Dear Sushobhan,

Congratulations! Based on your application and the interview, we are pleased to appoint you at the position of "Revenue Executive" with effect from 20 May 2019, at unit Sheraton Grand, Pune as operators of Bramha Corp Ltd, on the following terms of employment:

Your Designation & Grade will be as follows:

Designation: Revenue Executive

Department: Revenue

Grade : Rank & File

### 1. REPORTING

You will report and be responsible to the **Market Director of Revenue Strategy** or any other person authorized by him/her, who will assign you your place of posting, duties and responsibilities.

### 2. COMPENSATIONS & BENEFITS

Our monthly / annual allowances, reimbursements, benefits and perquisites applicable to you are described in the ANNEXURE I of this letter.

Detailed policies, procedures, rules and regulations governing the monthly / annual allowances, reimbursements, benefits and perquisites will be given to you on joining and are subject to change based on business conditions and at sole discretion of the management.

### 3. CODE OF CONDUCT & DUTIES

During the time of your assignment, you shall devote all your working time and effort to the business of the Company and carry out duties assigned to you by your supervisor. You will be governed by the policies and procedures as applicable from time to time.

**Sheraton  
Grand**

SHERATON GRAND PUNE  
BLIND GARDEN HOTEL  
RSM Road  
Pune 411001  
India  
T +91 20 664 1111  
F +91 20 260 50 506



#### **4. PROBATION AND CONFIRMATION**

You will be on probation for a period of 3 months from the date of appointment. During the period of probation you will be provided with appropriate training, guidance and a mentor / buddy. You will be assessed on regular intervals.

Based on your performance during the probation period your services will be confirmed in writing. In case you need more training / guidance your probation period could be extended in accordance with the prevailing law. In case of Marriott Internal transfer, probation period will be waived off.

#### **5. NOTICE PERIOD**

Notice period for resignation or termination during probation is seven (7) days on either side or gross salary in lieu thereof. After confirmation, the notice period for resignation or termination is 1 month or gross salary in lieu thereof. The Company may, at its sole discretion, waive the notice period that is required to be given by you.

#### **6. HEALTH EXAMINATION**

We are a hospitality industry catering for domestic and international customers; therefore physical fitness is of key importance. As part of joining formalities either pre or post you will be required to take medical examination through private / government specified hospitals, based on the findings there may be reasons for differing the joining or discharge of the employment. However all assistance under the prevailing law and / or the company policy will be provided for any medical challenges.

#### **7. TRANSFER**

Your service can be transferred by the Company in such capacity as the Company may, from time to time, determine anywhere in India or abroad to any one of the parent Company's departments, subsidiaries, Joint Ventures, Associates, Sister Companies, etc as per the needs.

Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of associates in the new place.

#### **8. SEPARATION**

On termination of employment and / or your resignation during the period of your probation or thereafter, you will immediately return to the Company all tools, accessories, formulae, documents, specifications, books, passwords etc. of whatsoever nature in your custody, care or charge or clearance from the relevant person(s), office(s), department(s), on production of which alone your dues, if any will be settled by the Company.

Should you terminate your employment within a year, you will be responsible for full refund of any relocation expenses together with any related expenses to the company.

1. Company reserves the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if:-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross insubordination / sexual harassment, physical assault, Theft, fraud and misappropriation of funds.
  - b. During the course of your employment, if it is found that the data given by you in Employment Application Form is incorrect and also if your criminal check is found positive, you will be placed under suspension with immediate effect until final disposal of the case.



#### **9. RETIREMENT**

Your age of retirement from the services of the Company will be on completion of fifty-eight years. As per our records, your date of birth is 01-March-1997.

#### **10. CONFIDENTIAL MATTERS**

During your assignment, you may have access to confidential information, financial data, short-term and long-term plans, and manuals, systems, clients, partners, investors, and sources of financial support for the Company's lodging projects. You understand that such information and matters are the property of the Company. Neither during your assignment nor following your assignment or employment with the Company will you disclose such information and matters to any person without the prior written permission of the Company.

#### **11. CONFLICT OF INTEREST**

You are a full time employee of this Organization and are not permitted to undertake any other assignment, work or employment, whether remunerative or otherwise, from any other employer.

Also you are not permitted to be associated, whether remunerative or otherwise, directly or indirectly, with any outside agency/ individual, providing services to the Company and / or its Customers.


If proven, you will be liable to strict disciplinary actions including termination of services.

#### **12. OTHER TERMS AND CONDITIONS**

Your work in the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters. In addition to the above, all such other rules and regulations as may be in operation at the time of your accepting the appointment with the Company and which may be amended or altered from time to time at the discretion of the Company will also apply to you. (Refer Annexure-II)

Yours sincerely,

for Sheraton Grand Pune  
(Unit of Bramhacorp Ltd.)

  
Rishi Chopra  
General Manager

Employee's Signature: \_\_\_\_\_

Acknowledgement and consent on \_\_\_\_\_

by Sushobhan Joshi

I acknowledge that I have read, and agree to the terms of this letter of Appointment.





Annexure I: DETAILS OF COMPENSATION & BENEFITS

Name : Sushobhan Joshi		
Item	Amount P. M.	Amount P. A.
Basic Salary	11,250	1,35,000
House Rent Allowance	3,750	45,000
Gross Salary(subject to Income tax)	15,000	180,000
ESIC	713	8,556
Employer's Provident Fund Contribution (12% of Basic + DA)	1,350	16,200
Total Remuneration	17,063	2,04,756

Yours sincerely,

for Sheraton Grand Pune  
(Unit of Bramhacorp Ltd.)



Rishi Chopra  
General Manager





Date: 26 April 2019

Name: Mr. Sushobhan Joshi  
Pune

Dear Sushobhan,

**Sub: Offer of Employment**

With reference to your application and subsequent interview with us, on behalf of 'Bramha Corp Ltd.' as owners of Sheraton Grand, Pune, we are pleased to offer you the position of 'Revenue Executive', effective mutually agreed date.

01. The validity of this offer letter is subject to your positive background verification report and pre-employment medical check-up.
02. The Offer Letter is valid for 5 days from the date of issue unless accepted in writing or through email.
03. Your compensation package will be as per the details mentioned below

**DETAILS OF COMPENSATION & BENEFITS**

**(Sushobhan Joshi - Revenue Executive)**

<b>Salary:</b>	As per property monthly pay slip and subject to statutory deductions & income tax:	
	Basic	11,250
	House Rent Allowance	3,750
	<b>Gross Salary</b>	<b>15,000</b>
<b>Benefits:</b>	Employer's PF Contribution	1350
	Employer's ESI Contribution	713
<b>Total Monthly Cost to Company</b>	<b>17,063</b>	
<b>Probation:</b>	You will be on probation for a period of Three (3) months	
<b>Annual Leave, Holidays and Days Off:</b>	In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs.	
	Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year.	
	You will be entitled to six (6) days off in a month, as per Marriott India policy.	

**Sheraton  
Grand**

SHERATON GRAND PUNE  
DUND GARDEN HOTEL  
SOM Road  
Pune 411001  
India  
T: +91 20 664 1111  
F: +91 20 260 50 105



The Oberoi, Nariman Point, Mumbai-400 021, India  
Telephone: 91 22 6632 5757, 6632 4343 Facsimile: 91 22 6632 4142  
Website: [www.oberoihotels.com](http://www.oberoihotels.com)

Date: 12.09.18  
Institute:

Dear Mr. / Ms. Ashish Kirtane,

This has reference to your bio-data and the subsequent interview you had with us.  
We are pleased to inform you that you are being offered the position of "Assistant"  
in kitchen Department, at EIH Ltd for Unit – Trident Nariman Point &  
The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organisation.

A formal letter of appointment will be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai – Human Resources on May 15, 2019 at 9.00 a.m. for medicals and shall join duty on June 01, 2019 subject to your medical fitness.

You are also requested to bring along the following original documents along with 3 copies:

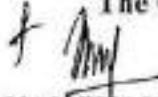
1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport/Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Supervisor – Human Resources. She can be contacted on 022 – 66326062 or email address – [stefanie.dcosta@oberoihotels.com](mailto:stefanie.dcosta@oberoihotels.com)

We look forward to having you on our team.

Yours faithfully,

**EIH LIMITED**  
Unit – Trident Nariman Point  
The Oberoi, Mumbai

  
**KANCHAN CHITNIS**  
DIRECTOR - HUMAN RESOURCES

A member of The Oberoi Group





Date: 12.09.18  
Institute:

Dear Mr. / Ms. Kshan Kulkarni,

This has reference to your bio-data and the subsequent interview you had with us.  
We are pleased to inform you that you are being offered the position of \* Assistant  
in Kitchen Department, at EIH Ltd for Unit – Trident Nariman Point &  
The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organisation.

A formal letter of appointment will be issued to you on joining duty.

You will report to **Trident, Nariman Point, Mumbai – Human Resources on May 15, 2019 at 9.00 a.m.** for medicals and shall join duty on **June 01, 2019** subject to your medical fitness.

You are also requested to bring along the following original documents along with 3 copies:

1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport/Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card

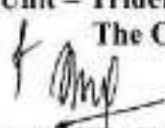
Should you need any further assistance, please contact Ms. Stefanie D'Costa, Supervisor – Human Resources. She can be contacted on 022 – 66326062 or email address – [stefanie.dcosta@oberoihotels.com](mailto:stefanie.dcosta@oberoihotels.com)

We look forward to having you on our team.

Yours faithfully,

**EIH LIMITED**

Unit – **Trident Nariman Point**  
**The Oberoi, Mumbai**

  
**KANCHAN CHITNIS**  
**DIRECTOR - HUMAN RESOURCES**

A member of *The Oberoi Group*



18

2018-19  
BMMCT  
201538



THE RITZ-CARLTON

PUNE

Date: 30th April 2019  
Name: Karan Lokhande  
Contact No: 8796562595  
Email: karanlokhande47@gmail.com

Dear Karan,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as **Culinary Associate** at **The Ritz Carlton Pune** as agents for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	8042	96504
House Rent Allowance	3447	41364
Gross Total	11489	137868
Provident Fund Contribution @ 12% of Basic	965	11580
Employer's ESIC Contribution @ 4.75% of Gross	546	6552
Total CTC	13000	156000

You will be placed on probation for a period of 3 months. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

Your date of joining will be **15th July 2019**. On the date of joining you are requested to bring, 4 passport size photographs, last company's relieving letter, last pay slip and certified copies of all your certificates. You will be required to do medical tests upon joining at a prescribed medical centre. Details for the tests will be provided by us.

Please note that upon reference checks/enquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case maybe or if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz Carlton Pune team!

Payal Kulkarni  
Director of Human Resources



201543



Date: 13<sup>th</sup> March 2019

Name: Shraddha Naik

Department: Culinary

Dear Sharaddha,

We are pleased to offer you the position of 'Culinary Associate' with JW Marriott Hotel Pune as operators of ICC Realty India Pvt. Ltd. However, this offer is subject to you being declared medically fit by a reputed medical practitioner and satisfactory references from your referees.

Your compensation will be Rupees 13000/- per month [Total Remuneration] on fixed term contract for one year.

Please report to the Human Resources Department on 10<sup>th</sup> June 2019 at 1100 hours with the following documents (*please carry original documents as well*):

- 6 passport-sized photographs
- Photocopy of proof of Date of Birth (Birth certificate / Passport)
- Photocopy of proof of address (Ration Card, Voters ID)
- Photocopy of Aadhar Card (mandatory)
- Photocopies of Educational Qualifications and College NOC.

If the above terms are acceptable to you, as a token of acceptance, please sign the enclosed duplicate copy of this letter.

Welcome aboard!

For JW Marriott Pune

Vaishali

VAISHALI SHAHI  
HUMAN RESOURCES MANAGER

Candidate's Acknowledgement:

Signature / Date: Shraddha Naik 13/3/2019 (Signed in acceptance)





Date: 12.09.18.  
Institute:

Dear Mr. MS. Shubham Pardesti

This has reference to your bio-data and the subsequent interview you had with us.  
We are pleased to inform you that you are being offered the position of "Assistant"  
in Kitchen Department, at EIH Ltd for Unit - Trident Nariman Point &  
The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organisation.

A formal letter of appointment will be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai - Human Resources on May 15, 2019 at 9.00 a.m. for medicals and shall join duty on June 01, 2019 subject to your medical fitness.

You are also requested to bring along the following original documents along with 3 copies:

1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport/Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card


Should you need any further assistance, please contact Ms. Stefanie D'Costa, Supervisor - Human Resources. She can be contacted on 022 - 66326062 or email address - [stefanie.dcosta@oberoihotels.com](mailto:stefanie.dcosta@oberoihotels.com)

We look forward to having you on our team.

Yours faithfully,

**EIH LIMITED**

Unit - Trident Nariman Point  
The Oberoi, Mumbai

  
**KANCHAN CHITNIS**  
DIRECTOR - HUMAN RESOURCES



# EIH LIMITED

The Oberoi, Nariman Point, Mumbai-400 021, India  
Telephone: 91 22 6632 5757, 6632 4343 Facsimile: 91 22 6632 4142  
Website: www.oberoihotels.com

201549

Date: 12/9/18  
Institute:

Dear Mr. / Mrs. Chinmay Pawar

This has reference to your bio-data and the subsequent interview you had with us.  
We are pleased to inform you that you are being offered the position of "Assistant"  
in Food & Beverage Department, at EIH Ltd for Unit - Trident Nariman Point &  
The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organisation.

A formal letter of appointment will be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai - Human Resources on May 15, 2019 at 9.00 a.m. for medicals and shall join duty on June 01, 2019 subject to your medical fitness.

You are also requested to bring along the following original documents along with 3 copies:

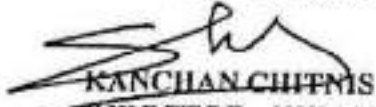
1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport/Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card


Should you need any further assistance, please contact Ms. Stefanie D'Costa, Supervisor - Human Resources. She can be contacted on 022 - 66326062 or email address - [stefanie.dcosta@oberoihotels.com](mailto:stefanie.dcosta@oberoihotels.com)

We look forward to having you on our team.

Yours faithfully,

EIH LIMITED  
Unit - Trident Nariman Point  
The Oberoi, Mumbai

  
KANCHAN CHITNIS  
DIRECTOR - HUMAN RESOURCES

A member of  The Oberoi Group

Registered Office: EIH LIMITED 4, Mangoe Lane, Kolkata-700 001, India  
Website: [www.eihltd.com](http://www.eihltd.com)







## Letter Of Intent

03-Apr-19  
Priyanka Raina  
Pune

Dear Priyanka

we are pleased to offer you the position of "Junior Management Trainee" at "Dusters Total Solutions Services" with a start date of 15th Jun 2019.

The **Employee** shall serve the **Employer**, with utmost sincerity, honesty and to the best of his/her ability thereby confirming to the ethical and professional standards as laid down by the **Employer** on all assignments as may be assigned by the **Employer** from time to time, for a minimum period of one (01) year, the said programme, JMT is for a period of 12 months. The candidate shall sign a financial bond of Rs.50,000/-(Rupees Fifty Thousand only) which will be en-cashed by Dusters Total Solutions Services in case the **Employee** does not complete 1 year of minimum service post completion of JMT programme. This is partly towards meeting the cost incurred by DTSS towards training, boarding, travel, administration, stipend etc. for the Employee.

The employee is required to give a **Demand Draft in favour of Dusters Total Solutions Services Rs.12000/-** towards the residential training expenses for 2 months. This will be encased before commencement of the programme.

The following remuneration will be paid:

- a. During the two months residential training period (60 days) - the trainee will be paid a gross stipend of Rs.12,000/- per month with food & accommodation,
  - b. During the On-Job Training (OJT) for 10 months - Rs.17,000/- gross per month
- No other allowance, of any type, will be admissible during training period.
- c. After successful completion of the training period, the Employee shall be absorbed in suitable grade of the company thereby making such **Employee** entitled to draw pay and allowances in accordance with the company's pay scale of that grade.

For Dusters Total Solutions Services Pvt Ltd.

Thoba N-yi

Shoba Sajj  
VP – Human Resources

DUSTERS TOTAL SOLUTIONS SERVICES PVT







THE RITZ-CARLTON

PUNE

Date: 22nd August 2019  
Name: Ashwin Rajput  
Contact No: 9158146888  
Email: ashraajrajput@gmail.com

Dear Ashwin,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as **Human Resources Coordinator at The Ritz-Carlton, Pune** as agents for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	8000	96000
House Rent Allowance	3661	43932
Gross Total	11661	139932
Provident Fund Contribution @ 12% of Basic	960	11520
Employer's ESIC Contribution @ 3.25% of Gross	379	4548
Total CTC	13000	156000

You will be placed on probation for a period of 3 months. Probation period is waived off in case of internal transfers. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

Your date of joining will be **1st August 2019**. On the date of joining you are requested to bring, 4 passport size photographs, last company's relieving letter, last pay slip and certified copies of all your certificates.

You will be required to do medical tests upon joining at a prescribed medical centre. Details for the tests will be provided by us.

Please note that upon reference checks/enquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case maybe or if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz Carlton Pune team!

**Payal Kulkarni**  
Director of Human Resources



24

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2015-19



**DETAILS OF COMPENSATION & BENEFITS**

**Srushti Kuldeepak Shendage**

**Salary:** As per property payslip and subject to statutory deductions & income tax:

Basic Salary	8050
House Rent Allowance	3450

<b>Benefits:</b>	<b>Gross Salary</b>	<b>11500</b>
	Employer's PF Contribution	966
	Employer's ESIC Contribution	546
	<b>TOTAL REMUNERATION</b>	<b>13012</b>

**Probation:** You will be on probation for a period of three (3) months.

**Annual Leave, Holidays and Days Off:** In accordance with the property Leave policy in practice as on your date of joining and revised from time to time based on business needs.

However, if you leave the organization, then any unavailed leave will be encashed on gross salary up to a maximum of 42 days if worked for more than one year, else on basic salary. Leave entitlement will be 21 days per calendar year.

Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year.

You will be entitled to six (6) days off in a month, as per Marriott India policy.

**Provident Fund:** You will be eligible to participate in the local provident fund scheme as per Hotel policy.

**Medical and Insurance:** You will be eligible to participate in the Hotel's health insurance scheme:

- Mediciam Insurance of Rs. 100,000 (for self).
- Mediciam Insurance of Rs. 200,000 (if married).
- Personal Accident Insurance of Rs. 400,000 for self.

**Gratuity:** Is applicable in accordance with the Payment of Gratuity Act 1972.

**Other Benefits:** You will also be entitled to the following benefits:



7th June 2019

Ms. Srushti Kuldeepak Shendage  
Near Jal Mandir, Laxminagar,  
Phaltan, Satara,  
Maharashtra - 415523

Dear Srushti Kuldeepak Shendage,

We are pleased to offer you the position of 'Culinary Associate - Culinary' with JW Marriott Hotel Pune as operators of ICC Realty India Pvt. Ltd. with effect from **10th June 2019**. However, this offer is subject to you being declared medically fit by a reputed medical practitioner and satisfactory references from your referees.

Your compensation will be **Rupees 13012/-** per month [Total Remuneration]. The breakdown of your salary is enclosed for your reference.

Please report to the Human Resources Department on **10th June 2019** at 10:00 hrs. With the following documents:

- 6 passport-sized photographs
- Photocopy of proof of Date of Birth (Birth certificate / Passport)
- Photocopy of proof of address (Ration Card, Voters ID)
- Photocopy of any Govt. certified Photo Identification (ADHAR Card Compulsory)
- Photocopies of Educational Qualifications
- Photocopies of letters of previous work experience (if any)
- Photocopy of last drawn salary slip (if any)
- Photocopy of Marriage Certificate (if married)
- Photocopy of PAN Card (Compulsory)

If the above terms are acceptable to you, as a token of acceptance, please sign the enclosed duplicate copy of this letter.

Welcome aboard!



**Vaishali Shahi**  
Human Resources Manager

**Candidate's Acknowledgement:**

Signature / Date: \_\_\_\_\_ (Signed in acceptance)





<b>F&amp;B Discount</b>	A 50% discount on all food and beverage at any Marriott hotel in India, and a 35 % discount on food & beverage at any Marriott hotel internationally.
<b>Room Rate Discount</b>	Discounted room rates at all Marriott hotels worldwide, for friends and family.
<b>Training</b>	A commitment of a minimum of 80 hours of training per year.
<b>Confidentiality:</b>	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resources/Human Resources Manager.
<b>Duties &amp; Responsibilities:</b>	You shall devote your working time and effort to the business of the Hotel.

This attachment is and forms part of the offer letter dated 7th June 2019.

*Vaishali*

**Vaishali Shahi**  
**Human Resources Manager**

---

**Candidate's Acknowledgement:**

Signature / Date: \_\_\_\_\_ (Signed in acceptance)



01<sup>st</sup> March, 2019

Mr. Shriram Shinde  
B-603, Siddharth Heights,  
DP Road,  
Aundh,  
Pune- 411007

**Letter of Intent**

Dear Shriram,

Further to your performance in the interview rounds, we are pleased to offer you the role of **Department Manager in Training, Store Operations (Grade – B1)** with Reliance Retail Limited. Following are the details:

1. Your joining date will be no later than **2 July, 2019<sup>1</sup>**
2. Your total annual compensation will be **Rs. 3,00,000/-**. Please note that your annual compensation, as discussed with you during your rounds of interviews will be divided into two parts viz. Annual Fixed Compensation – **Rs. 2,75,000/-** and Retention Bonus – **Rs. 25,000/-<sup>2</sup>**
3. Your training/ probation period will be **three months.<sup>2</sup>**
4. Your initial place of posting will be **Pune**.

You will receive your detailed offer letter shortly.

We wish you all the best and look forward to a long and meaningful association with us!

Yours sincerely,  
For Reliance Retail Limited,



**Authorized Signatory**

---

<sup>1</sup> Your joining date will be subject to a successful completion of your pre-employment medical examination.

<sup>2</sup> You are expected to clear all your exams before joining us. In case you are required to re-appear for any of your exams after the joining date, the process of paying out retention bonus and employment confirmation will happen only after you clear them

201559



Date: 02/08/2019

Ramdas Thombare  
At post Takali Amliya,  
Dist - Beed  
Pin Code - 414202

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment as Guest Service Associate - F & B Service at Grade 9 B in Pune unit with Sayaji Hotels Limited.

For the above mentioned position you will be entitled for monthly gross of Rs.105500/- You are required to report on duty on or before 05/08/2019 at Pune unit of Sayaji Hotels Ltd. failing which this offer will stand automatically cancelled. Statutory deductions are as applicable. Food deduction will be applicable on availing cafeteria facility.

Please bring the original & photocopies of the following documents.

1. All educational certificates,
2. Ten no.'s of passport size latest color photograph and two references at the time of joining.
3. Copy of Aadhar Card and Pan Card is mandatory.
4. Copy Driving License, Voter ID (any one) for proof of address.
5. School leaving certificate for proof of Date of Birth.
6. Experience letter & copy of pay slip for proof of income.

Further, this offer is valid subject to satisfactory reference checks. This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been pending, then your employment is liable to be terminated without notice. The detailed letter of appointment will be issued to you upon your joining.

Please sign & return the duplicate copy of this letter as a token of acceptance of our offer within 48 hrs. from the date of issue.

Thanking you,

FOR  
Sayaji Hotels Limited,

Authorized Signatory

I hereby accept the above terms and conditions.

Signature:

Date







# THE RITZ-CARLTON

PUNE

201560

15-Jul-19

Swapnil Tribhuwan,  
Near Bus Stand, Dharangaon Road,  
Subhash Nagar, Kopargaon,  
Ahmednagar - 423601

Dear Swapnil,

Congratulations! Based on your application and the interview, we are pleased to appoint you at the position of 'Culinarian', with effect from 15-Jul-19, at unit The Ritz-Carlton, Pune as operators of Panchshil Corporate Park Pvt. Ltd., on the following terms of employment:

Your Department, Designation & Grade will be as follows:

Department	:	Culinary
Designation	:	Culinarian
Grade	:	Rank & File

## 1. REPORTING

You will report and be responsible to the **Executive Chef** or any other person authorized by him/her, who will assign you your place of posting, duties and responsibilities.

## 2. COMPENSATIONS & BENEFITS

Our monthly / annual allowances, reimbursements, benefits and perquisites applicable to you are described in the ANNEXURE I of this letter.

Detailed policies, procedures, rules and regulations governing the monthly / annual allowances, reimbursements, benefits and perquisites will be given to you on joining and are subject to change based on business conditions and at sole discretion of the management.

## 3. CODE OF CONDUCT & DUTIES

During the time of your assignment, you shall devote all your working time and effort to the business of the Company and carry out duties assigned to you by your supervisor. You will be governed by the policies and procedures as applicable from time to time.





THE RITZ-CARLTON

PAGE

#### **4. PROBATION AND CONFIRMATION**

You will be on probation for a period of 3 months from the date of appointment. During the period of probation you will be provided with appropriate training, guidance and a mentor / buddy. You will be assessed on regular intervals.

Based on your performance during the probation period your services will be confirmed in writing. In case you need more training / guidance your probation period could be extended in accordance with the prevailing law. In case of Marriott Internal transfer, probation period will be waived off.

#### **5. NOTICE PERIOD**

Notice period for resignation or termination during probation is seven (7) days on either side or gross salary in lieu thereof. After confirmation, the notice period for resignation or termination is 1 month or gross salary in lieu thereof. The Company may, at its sole discretion, waive the notice period that is required to be given by you.

#### **6. HEALTH EXAMINATION**

We are a hospitality industry catering for domestic and international customers; therefore physical fitness is of key importance. As part of joining formalities either pre or post you will be required to take medical examination through private/government specified hospitals, based on the findings there may be reasons for differing the joining or discharge of the employment. However all assistance under the prevailing law and / or the company policy will be provided for any medical challenges.

#### **7. TRANSFER**

Your service can be transferred by the Company in such capacity as the Company may, from time to time, determine anywhere in India or abroad to any one of the parent Company's departments, subsidiaries, Joint Ventures, Associates, Sister Companies, etc as per the needs.

Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of associates in the new place.

#### **8. SEPARATION**

On termination of employment and / or your resignation during the period of your probation or thereafter, you will immediately return to the Company all tools, accessories, formulae, documents, specifications, books, passwords etc. of whatsoever nature in your custody, care or charge or clearance from the relevant person(s), office(s), department(s), on production of which alone your dues, if any will be settled by the Company.





## THE RITZ-CARLTON

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Should you terminate your employment within a year, you will be responsible for full refund of any relocation expenses together with any related expenses to the company.

1. Company reserves the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if:-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross insubordination / sexual harassment, physical assault, Theft, fraud and misappropriation of funds.
  - b. During the course of your employment, if it is found that the data given by you in Employment Application Form is incorrect and also if your criminal check is found positive, you will be placed under suspension with immediate effect until final disposal of the case.

### **9. RETIREMENT**

Your age of retirement from the services of the Company will be on completion of fifty-eight years.

### **10. CONFIDENTIAL MATTERS**

During your assignment, you may have access to confidential information, financial data, short-term and long-term plans, and manuals, systems, clients, partners, investors, and sources of financial support for the Company's lodging projects. You understand that such information and matters are the property of the Company. Neither during your assignment nor following your assignment or employment with the Company will you disclose such information and matters to any person without the prior written permission of the Company.

### **11. CONFLICT OF INTEREST**

You are a full time employee of this Organization and are not permitted to undertake any other assignment, work or employment, whether remunerative or otherwise, from any other employer.

Also you are not permitted to be associated, whether remunerative or otherwise, directly or indirectly, with any outside agency/ individual, providing services to the Company and / or its Customers.

If proven, you will be liable to strict disciplinary actions including termination of services.







THE RITZ-CARLTON

PUNE

## 12. OTHER TERMS AND CONDITIONS

Your work in the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters. In addition to the above, all such other rules and regulations as may be in operation at the time of your accepting the appointment with the Company and which may be amended or altered from time to time at the discretion of the Company will also apply to you.

(Refer Annexure- II )

Yours sincerely,

Vineet Mishra  
General Manager

Payal Kulkarni  
Director of Human Resource

Employee's Signature: \_\_\_\_\_

Acknowledgement and consent on 15<sup>th</sup> Jul 09 by Swapnil Tribhuvan

I acknowledge that I have read, and agree to the terms of this letter of Appointment.





THE RITZ-CARLTON

PUNE

**Annexure I: DETAILS OF COMPENSATION & BENEFITS**

**Swapnil Tribhuwan - Culinarian**

**SALARY**

As per monthly pay slip and subject to statutory deductions

Basic Salary	8042
House Rent Allowance	3614
Monthly Gross Salary	11656
PF(You will be a member of Employee Provident Fund from the date of joining, apart from your own contribution the management will also contribute an equivalent amount i.e. 12% of the basic salary every month)	965
ESIC	379
CTC	13000

**Vineet Mishra**  
General Manager

**Payal Kulkarni**  
Director of Human Resource





THE RITZ-CARLTON

Probation:	Refer point 4 of this appointment letter
Annual Leave and Holidays :	Leave in accordance with the Shop Act. Apart from above you will be also entitled to National / Festival Holidays Based on Business Exigencies and as per Hotel Holiday list.
ESIC:	In accordance with the Act the company will contribute 3.25% of your gross salary each month to extend medical benefits to you and your family through ESIC hospitals. There will be a deduction of 0.75% from your salary too.
Medical and insurance:	Irrespective of ESI coverage, the company will also cover Mediciam & Personal Accident Insurance (while on duty), all premiums paid by the Company. This benefit is at the sole discretion of the company.
Gratuity:	Is applicable in accordance with the Act.
F&B Discount:	A 50% discount on all Food & Beverages at any Marriott India hotel food outlet.
Room Rate Discount:	Discounted room rates at all Marriott hotels worldwide, for self, family & friends.
Bonus	You will be eligible for bonus in accordance with the Bonus Act and governed under the wage settlement.

Vineet Mishra  
General Manager

Payal Kulkarni  
Director of Human Resource

Employee's Signature: \_\_\_\_\_

Acknowledgement and consent on 15<sup>th</sup> Jul 19 by Swapnil Tribhuwan

I acknowledge that I have read, and agree to the terms of this letter of Appointment.







THE RITZ-CARLTON

KLING

Annexure II: (Refer to Clause 14 of contract of probationary employment)

### TERMS AND CONDITIONS

1. Your annual increment shall depend on your performance and company performance during the previous year and it shall not be taken as a routine feature.
2. If any declaration given or information furnished by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.
3. You will undertake to carry out your duties diligently and faithfully and to the best of your ability and skill. You will also show proper respect and follow the instruction / orders of your supervisors and undertake to submit true and faithful information in all matters entrusted to you by the Company.
4. In addition to the assignments given to you, you will also have to carry out any other job assigned to you depending upon the exigencies of work.
5. The Company reserves the right to call upon you as per the exigencies of work on various skills and / or beyond the normal office timings without extra remuneration or allowances.
6. Company shall be at liberty to introduce and / or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
7. It is expressly provided that the principal office of the Company being registered at Mumbai, the forum of settling dispute of whatsoever nature, including civil, revenue, labour, etc. shall be in Mumbai. You shall not have the right to raise any dispute concerning the forum.
8. You shall endeavour to serve and promote Organization's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Organization.
9. Loss of confidence by the Management shall be considered inter alia, a valid ground to terminate your services without assigning any reason.





THE RITZ-CARLTON

PUNE

10. Your absence from work and / or not reporting for seven (7) consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your employment.
11. You will communicate to us your mailing address for correspondence and any change therein in writing. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you.
12. Marriott International's Policy against Sexual Harassment prohibits sexual harassment by associates (management or non-management), vendors, guests or customers wherever work or work related activities are being performed.
13. Loyalty Program: In general, associates will not receive Marriott Bonvoy loyalty program points or miles on behalf of themselves or family or friends during employment, for stays at loyalty program's participating properties. Your Marriott Bonvoy account shall be a non-earning associate account to comply with loyalty program terms & conditions, as amended from time to time. In certain limited circumstances, the program may permit participants to earn points or miles. Please contact loyalty program members customer service representatives to learn more about the associates non-earning requirement and permitted exceptions.
14. I authorize the management in case for any requirement now or future can be shared with police department for verification.

Under the policy, a manager cannot state, suggest or imply that an associate's submission to or rejection of sexual advances will in any way influence any personal decision regarding that associate's employment, wage, advancement, assigned duties, schedule, or any other condition of employment.

I hereby accept, agree and confirm with the terms and conditions set out herein above. I further declare that I have made myself thoroughly acquainted with the rules with which I undertake to strictly abide.

Swapnil Tribhuwan  
Name

  
Signature

15th Jun 19  
Date



201560

21<sup>st</sup> February, 2019

To,

Swapnil

412-C, K.M.Munshi Road, Laxmi Society, Model Colony,  
Shivajinagar, Pune 411016

**Offer Letter - Hardcastle Restaurants Private Limited**

---

Dear Swapnil,

Congratulations!

With reference to the discussions you had with us, we are pleased to make you an offer to work with **Hardcastle Restaurants Private Limited** as **Trainee Manager** in accordance with the terms and conditions mutually agreed upon. You will be issued with an Appointment Letter separately on joining.

You are also required to bring your original documents as well as submit copies of the following on the day of joining:

7. Certificate of Education - 10th, 12th, Graduation & Post Graduation
8. Passport size photographs - 4 Nos
9. Photocopy of PAN card
10. Photocopy of Passport
11. Photocopy of Aadhar Card
12. Relieving Letter/ Experience Certificate & Acceptance of Resignation letter from your last employer

Kindly return a copy of this letter duly signed by you in token of your having accepted this offer.

This offer will be valid till the date mentioned above.

Thank you and Best regards,

**For Hardcastle Restaurants Private Limited,**



Seema Arora Nambiar,  
Senior Vice President – Strategy, Innovation & Capability





## ANNEXURE A

Name : Swapnil  
Title : Trainee Manager  
Department : Operations

Subject: Personal remuneration memo effective June 2019

Description	Amount(INR)
BASIC	92,400
SPECIAL ALLOWANCES	-
CCA	13,860
HRA	4,620
OTHER ALLOWANCE	71,388
CONVEYANCE ALLOWANCE	19,200
BASE PAY	2,01,468
PROVIDENT FUND	11,088
EX-GRATIA/ BONUS	7,000
GROSS PAY	2,19,556
MEAL ALLOWANCE	18,000
GRATUITY	4,444
TOTAL	2,42,000
CONFIRMATION ALLOWANCE	15,000
COST TO COMPANY (CTC)	2,57,000

Management reserves the right to amend or align your component structure and values or incentive plan structure without any prior notice.

Please return a signed copy of the letter to People Resources, thereby accepting the terms.

Best Regards,

For Hardcastle Restaurants Private Limited



Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability



201561



Date: 13<sup>th</sup> March 2019

Name: Abhishek Zawre

Department: Culinary

Dear Abhishek,

We are pleased to offer you the position of 'Culinary Associate' with JW Marriott Hotel Pune as operators of ICC Realty India Pvt. Ltd. However, this offer is subject to you being declared medically fit by a reputed medical practitioner and satisfactory references from your referees.

Your compensation will be Rupees 13000/- per month [Total Remuneration] on fixed term contract for one year.

Please report to the Human Resources Department on 10<sup>th</sup> June 2019 at 1100 hours with the following documents (*please carry original documents as well*):

- 6 passport-sized photographs
- Photocopy of proof of Date of Birth (Birth certificate / Passport)
- Photocopy of proof of address (Ration Card, Voters ID)
- Photocopy of Aadhar Card (mandatory)
- Photocopies of Educational Qualifications and College NOC.

If the above terms are acceptable to you, as a token of acceptance, please sign the enclosed duplicate copy of this letter.

Welcome aboard!

For JW Marriott Pune

Vaishali

VAISHALI SHAHI  
HUMAN RESOURCES MANAGER

Candidate's Acknowledgement:

Signature / Date: Aware 14/3/19 (Signed in acceptance)



JW Marriott Hotel Pune



Date: 13<sup>th</sup> March 2019

Name: Khandu Mindhe

Department: Food & Beverage

Dear Khandu,

We are pleased to offer you the position of 'Guest Service Associate' with JW Marriott Hotel Pune as operators of ICC Realty India Pvt. Ltd. However, this offer is subject to you being declared medically fit by a reputed medical practitioner and satisfactory references from your referees.

Your compensation will be Rupees 13000/- per month [Total Remuneration] on fixed term contract for one year.

Please report to the Human Resources Department on 10<sup>th</sup> June 2019 at 1100 hours with the following documents (*please carry original documents as well*):

- 6 passport-sized photographs
- Photocopy of proof of Date of Birth (Birth certificate / Passport)
- Photocopy of proof of address (Ration Card, Voters ID)
- Photocopy of Aadhar Card (mandatory)
- Photocopies of Educational Qualifications and College NOC.

If the above terms are acceptable to you, as a token of acceptance, please sign the enclosed duplicate copy of this letter.

Welcome aboard!

For JW Marriott Pune

*Vaishali*

VAISHALI SHAHI  
HUMAN RESOURCES MANAGER

Candidate's Acknowledgement:

Signature / Date: *Khandu* (Signed in acceptance)

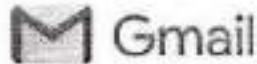
*3/04/2019*



JW Marriott Hotel Pune



2018-19



msihmct tpo &lt;msihmcttpo@gmail.com&gt;

**Confirmation Letter- Vivanta Blue Diamond**

Aviral Shukla &lt;aviral.shukla@tajhotels.com&gt;

23 February 2019 at 11:32

To: msihmct tpo &lt;msihmcttpo@gmail.com&gt;

Cc: Asha Suvama &lt;Asha.Suvama@tajhotels.com&gt;, Smita Jadhav &lt;Smita.Jadhav@tajhotels.com&gt;, Vasu Pujari &lt;vasu.pujari@tajhotels.com&gt;

Dear Mr. Rayarikar,

This is with reference to interviews we had with your students.

We are pleased to inform you that the following students have been selected for appointment in our organization.

1. Ms. Rutuja Bhujbal- As a Front Office Associate 20511
2. Mr. Shubham Gandhi- As a Front Office Associate 201524
3. Ms. Shubhada Dalvi- As a F&B Associate 201515

An appointment letter will be issued to them incorporating the terms and conditions of their employment as mutually agreed upon, subject to they being certified medically fit, a satisfactory reference check and a pre-joining formality on 6<sup>th</sup> March'19.

Please confirm their acceptance at the earliest by reverting to this mail and also confirm your date of joining. We will need them to join us latest by 1<sup>st</sup> May, 2019.

Aviral Shukla

Learning &amp; Development Manager

Vivanta Blue Diamond

11, Koregaon Park

Pune 411001 Maharashtra, India

T 91 9890462289 F 91 20 66027755

*For your kind perusal  
for information for the students.*

DISCLAIMER: This email (including any attachments) is intended for the sole use of the intended recipient/s and may contain material that is CONFIDENTIAL AND PRIVATE COMPANY INFORMATION. Any review or reliance by others or copying or distribution or forwarding of any or all of the contents in this message is STRICTLY PROHIBITED. The opinions expressed are those of the sender, and do not necessarily reflect those of the Company. If you are not the



2018-19

msihmct tpo &lt;msihmcttpo@gmail.com&gt;

**FW: DMIT- Campus Hiring**
**Dilip Gautam** <Dilip.Gautam@ril.com>

7 February 2019 at 18:36

To: msihmct tpo &lt;msihmcttpo@gmail.com&gt;

Cc: Pushpinder1 Kaur &lt;Pushpinder1.Kaur@ril.com&gt;, Gurpreet Sabharwal &lt;gurpreet.sabharwal@icicifoundation.org&gt;

Dear Mr. Sachin Raikar,

Please convey our best wishes for all the selected students mentioned below:

Name	Remarks
Mayur Jadhav	Selected 201526
Nitesh Dhawale	Selected 2011413
Prakash Gaikwad	Selected 201520
Rutuja Bhujbal	Selected 201511
Shuham Gandhi	Selected 201521
Shriram Shinde	Selected 201556

They will be offered very soon to join in the month of May-June 2019.

We will get back to you for further communication.

With Regards

Dilip Gautam

HR-ROM

For your kind Perusal.

*[Signature]*

S/2

**From:** Dilip Gautam

**Sent:** 31 January 2019 13:35

**To:** 'msihmct tpo' <msihmcttpo@gmail.com>




2018-19

201550

msihmct tpo &lt;msihmcttpo@gmail.com&gt;

**RE: Final selected candidate List - MSIHMCT, Pune - JMT 2019-20**
**Abhijeet Uplekar** <abhijeet.uplekar@dtss.in>

20 March 2019 at 12:44

To: "msihmcttpo@gmail.com" &lt;msihmcttpo@gmail.com&gt;, diploma msihmct &lt;dipmsihmctpo@gmail.com&gt;, "anita.moodliar" &lt;anita.moodliar@gmail.com&gt;

Cc: abzal &lt;abzal.h@dtss.in&gt;, Shoba Saji &lt;shoba.saji@dtss.in&gt;, Rekha Prosper &lt;rekha.prosper@dtss.in&gt;, Sanjeev Kumar N G S &lt;sanjeev.kumar@dtss.in&gt;

Dear Sachin Sir and Aparna Ma'am,

We are happy to share the names of the candidates, listed below, who have been selected for the JMT program at DTSS (SIS) for the year 2019-20. We wish to Congratulate all the selected candidates and assure they will have a great carrier with DTSS. The offer letters for these candidates will be released soon.

No	Candidate name
1	Priyanka Raina
2	Prathmesh Abhay Kawade
3	Anil Subhash Pawar
4	Riyaj Shaikh
5	Praful Damodhar
6	Snehal Sunil Alhat

*Priya* 201550

*Snehal* 201503

**Thanks & Regards,**
**Abhijeet Uplekar | AGM - Learning & Development | abhijeet.uplekar@dtss.in | +91 7338659055**
**Dusters Total Solutions Services PVT. LTD.**


 4th Floor, No. 50, Zatakia Center, 100ft Road, Indiranagar,  
 Bangalore - 560038

☎ 80 4085 5000 🌐 www.dtss.in



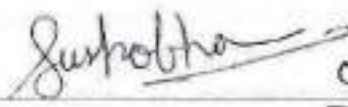


<b>Gratuity:</b>	is applicable in accordance with the Act.
<b>Other Benefits:</b>	You will also be entitled to the following benefits :
<b>F&amp;B Discount</b>	A 50% discount on all food and beverage at any Marriott India hotel food outlet.
<b>Room Rate Discount</b>	Discounted room rates at all Marriott hotels worldwide, for friends and family.
<b>Next Increment:</b>	Based on market and business conditions, your next salary increase will be in 2020.
<b>Confidentiality:</b>	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resources/Human Resources Manager.
<b>Duties &amp; Responsibilities:</b>	You shall devote your working time and effort to the business of the Hotel
<b>Documents required for Joining Formalities</b>	<p>You are hereby required to submit the following documents on the date of joining (photo-copies/xerox only)-</p> <ul style="list-style-type: none"> <li>• 10 Passport Size Photographs</li> <li>• Photo copies of Education, Previous Experience and Relieving letters</li> <li>• Photo copies of Permanent and Present Address proof</li> <li>• Photocopy of Pan Card and Aadhar Card</li> <li>• Photo copy of Driving License/ Pass port/ Election Voter Card for Identity proof</li> <li>• HDFC Bank account number (if any)</li> <li>• The reporting time on the date of joining is 10:00 am.</li> </ul>

  
**Viral Jasani**  
 Director of Human Resources  
 Sheraton Grand Pune

**Candidate's Acknowledgement:**

Signature / Date:

 01/05/2019



**Annexure II: (Refer to Clause 4 of contract of probationary employment)**

**TERMS AND CONDITIONS**


1. Your annual increment shall depend on your performance and company performance during the previous year and it shall not be taken as a routine feature.
2. If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.
3. You will undertake to carry out your duties diligently and faithfully and to the best of your ability and skill. You will also show proper respect and follow the instruction / orders of your supervisors and undertake to submit true and faithful information in all matters entrusted to you by the Company.
4. In addition to the assignments given to you, you will also have to carry out any other job assigned to you depending upon the exigencies of work.
5. The Company reserves the right to call upon you as per the exigencies of work on various skills and/or beyond the normal office timings without extra remuneration or allowances.
6. Company shall be at liberty to introduce and / or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
7. It is expressly provided that the principal office of the Company being registered at Mumbai, the forum of settling dispute of whatsoever nature, including civil, revenue, labour, etc. shall be in Mumbai. You shall not have the right to raise any dispute concerning the forum.
8. You shall endeavour to serve and promote Organization's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Organization.
9. Loss of confidence by the Management shall be considered inter alia, a valid ground to terminate your services without assigning any reason.
10. Your absence from work and / or not reporting for seven (7) consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your employment.
11. You will communicate to us your mailing address for correspondence and any change therein in writing. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you.
12. Marriott International's Policy against Sexual Harassment prohibits sexual harassment by associates (management or non-management), vendors, guests or customers wherever work or work related activities are being performed.

**13. LOYALTY PROGRAM**

In general, associates will not receive Marriott Bonvoy loyalty program points or miles on behalf of themselves or family or friends during employment, for stays at loyalty program's participating properties. Your Marriott Bonvoy account shall be a non-earning associate account to comply with loyalty program terms & conditions, as amended from time to time. In certain limited circumstances, the program may permit participants to earn points or

<b>Probation:</b>	Refer point 4 of this appointment letter
<b>Annual Leave and Holidays:</b>	Leave in accordance with the Shop Act. Apart from above you will be also entitled to National / Festival Holidays based on Business Exigencies and as per Hotel Holiday list.
<b>ESIC:</b>	In accordance with the Act the company will contribute 4.75% of your gross salary each month to extend medical benefits to you and your family through ESIC hospitals. There will be a deduction of 1.75% from your salary too.
<b>Gratuity:</b>	Is applicable in accordance with the Act.
<b>F&amp;B Discount:</b>	A 50% discount on all Food & Beverages at any Marriott India hotel food outlet.
<b>Room Rate Discount:</b>	Discounted room rates at all Marriott hotels worldwide, for self, family & friends.
<b>Reimbursable Benefits:</b>  Leave Travel Allowance	LTA will be paid to you by the Hotel upon submission of expense voucher / claim form supported by the original receipts. Also, please note that all the reimbursable benefits will be prorated if less than one year, in accordance with your date joined with the hotel. The entitlement is subject to annual review and may be amended based on hotel's policy.
<b>Performance Bonus (Inclusive of Statutory Bonus)</b>	Performance Bonus may be paid at sole discretion of the Management and as per our hotel policy. The Statutory Bonus will be paid as per the Payment of Bonus Act, 1965. (if applicable).

Yours sincerely,  
for Sheraton Grand Pune  
(Unit of Bramhacorp Ltd.)

  
Rishi Chopra  
General Manager

Employee's Signature: \_\_\_\_\_

Acknowledgement and consent on \_\_\_\_\_ by Sushobhan Joshi

I acknowledge that I have read, and agree to the terms of this letter of Appointment





miles. Please contact loyalty program members customer service representatives to learn more about the associates non-earning requirement and permitted exceptions.

14. I authorize the management in case for any requirement now or future can be shared with police department for verification.

Under the policy, a manager cannot state, suggest or imply that an associate's submission to or rejection of sexual advances will in any way influence any personal decision regarding that associate's employment, wage, advancement, assigned duties, schedule, or any other condition of employment

I hereby accept, agree and confirm with the terms and conditions set out herein above. I further declare that I have made myself thoroughly acquainted with the rules with which I undertake to strictly abide.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Ref: HR/JAN/20/B1/57736763/60056592/1000845529

Date: 06 January, 2020

Apoorva Bhide  
Bldg No. E-2/4, Popular Nagar, Pune  
Bldg No. E-2/4, Popular Nagar, Pune  
Pune 411058  
Maharashtra, India

Dear Ms. Apoorva

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **DMIT in Assistant Manager - B1 grade** in our business on the following terms and conditions.

**1. PLACE OF POSTING:**

Your initial posting will be at **Pune, Maharashtra.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 01 June, 2020 and successful clearance of the Pre-Employment Medical Examination.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 2,55,214/- (Rupees Two Lac(s) Fifty Five Thousand Two Hundred Fourteen Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 19,788/- (Rupees Nineteen Thousand Seven Hundred Eighty Eight Only) per annum.**

This includes Provident Fund and Gratuity (company's contribution @ 12% of Basic Pay and 4.81% of Basic Pay, respectively).

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments

Date 12/9/19

Dear Ms. Madhuri Deshkar

Congratulations! It gives us great pleasure in selecting you as Kitchen Assistant.

You have successfully completed the selection process. This is a commendable achievement as The Oberoi Group is known for its exacting selection standards.

We have noted your location preference. We will send you a letter by February, 2020 informing you of the hotel you have been selected for and your date of joining. Due consideration will be given to your location preference.

Your appointment will be subject to your clearing a medical examination by the Company Doctor.

Should have any questions or need any further assistance, please contact Ms. Pushpinder Gill at Corporate Human Resources Department. Her contact number is 011 23890505 and her email address is [pushpinder.gill@oberoigroup.com](mailto:pushpinder.gill@oberoigroup.com)

Please return a duplicate copy of this letter, duly signed by you, as a token of your acceptance.

We look forward to having you on our team.

Thank you,

Yours sincerely,  
For The Oberoi Group



Shweta Singh  
Senior Vice President - Human Resources

Accepted.



Name: Madhuri Deshkar

E-mail id: [madhurideshkar12@gmail.com](mailto:madhurideshkar12@gmail.com)

Mobile/Residence Tel. No: 9923591644

(Please write legibly)





2019-2020

201615

## The Oberoi Group

Date 18/9/19

Dear Ms. Tejaswree Deepande

Congratulations! It gives us great pleasure in selecting you as Food & Beverage Assistant.

You have successfully completed the selection process. This is a commendable achievement as The Oberoi Group is known for its exacting selection standards.

We have noted your location preference. We will send you a letter by February, 2020 informing you of the hotel you have been selected for and your date of joining. Due consideration will be given to your location preference.

Your appointment will be subject to your clearing a medical examination by the Company Doctor.

Should have any questions or need any further assistance, please contact Ms. Pushpinder Gill at Corporate Human Resources Department. Her contact number is 011 23890505 and her email address is [pushpinder.gill@oberoigroup.com](mailto:pushpinder.gill@oberoigroup.com)

Please return a duplicate copy of this letter, duly signed by you, as a token of your acceptance.

We look forward to having you on our team.

Thank you,

Yours sincerely,  
For The Oberoi Group



Shailja Singh  
Senior Vice President - Human Resources

Accepted. \_\_\_\_\_

Name:

E-mail id:

Mobile/Residence Tel. No:

(Please write legibly)



Ref: HR/JAN/20/B1/57736790/60056581/1000845532

Date: 06 January, 2020

Parth Hanawate  
3/14A, modern society  
Tajjal pathar, Dhankawadi  
Pune 411043  
Maharashtra, India

Dear Mr. Parth

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **DMIT in Assistant Manager - B1 grade** in our business on the following terms and conditions.

**1. PLACE OF POSTING:**

Your initial posting will be at **Pune, Maharashtra**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 01 June, 2020 and successful clearance of the Pre-Employment Medical Examination.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 2,55,214/- (Rupees Two Lac(s) Fifty Five Thousand Two Hundred Fourteen Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 19,788/- (Rupees Nineteen Thousand Seven Hundred Eighty Eight Only) per annum.**

This includes Provident Fund and Gratuity (company's contribution @ 12% of Basic Pay and 4.81% of Basic Pay, respectively).

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments



Ref: HR/JAN/20/B1/57737895/60056579/1000845534

Date: 06 January, 2020

Omkar Hirve  
sal sahawas, tinewadi road  
rajgurunagar  
pune 410505  
Maharashtra, India

Dear **Mr. Omkar**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **DMIT in Assistant Manager - B1 grade** in our business on the following terms and conditions.

**1. PLACE OF POSTING:**

Your initial posting will be at **Pune, Maharashtra**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 01 June, 2020 and successful clearance of the Pre-Employment Medical Examination.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 2,55,214/- (Rupees Two Lac(s) Fifty Five Thousand Two Hundred Fourteen Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 19,788/- (Rupees Nineteen Thousand Seven Hundred Eighty Eight Only) per annum.**

This includes Provident Fund and Gratuity (company's contribution @ 12% of Basic Pay and 4.81% of Basic Pay, respectively).

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments



Date 18/9/19

Dear Mr. Mohit Joglekar

Congratulations! It gives us great pleasure in selecting you as Food & Beverage Assistant.

You have successfully completed the selection process. This is a commendable achievement as The Oberoi Group is known for its exacting selection standards.

We have noted your location preference. We will send you a letter by February, 2020 informing you of the hotel you have been selected for and your date of joining. Due consideration will be given to your location preference.

Your appointment will be subject to your clearing a medical examination by the Company Doctor.

Should have any questions or need any further assistance, please contact Ms. Pushpinder Gill at Corporate Human Resources Department. Her contact number is 011 23890505 and her email address is [pushpinder.gill@oberoigroup.com](mailto:pushpinder.gill@oberoigroup.com)

Please return a duplicate copy of this letter, duly signed by you, as a token of your acceptance.

We look forward to having you on our team.

Thank you,

Yours sincerely,  
For The Oberoi Group

Accepted. \_\_\_\_\_



Shailja Singh  
Senior Vice President – Human Resources

Name: \_\_\_\_\_

E-mail id: \_\_\_\_\_

Mobile/Residence Tel. No: \_\_\_\_\_

(Please write legibly)



Ref: HR/JAN/20/B1/57736793/60056580/1000845533

Date: 06 January, 2020

Vishal Kaule  
Narmada Housing Society,  
Model Colony, Shivajinagar, Pune-16  
Pune 411016  
Maharashtra, India

Dear Mr. Vishal

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **DMIT in Assistant Manager - B1 grade** in our business on the following terms and conditions.

**1. PLACE OF POSTING:**

Your initial posting will be at **Pune, Maharashtra**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 01 June, 2020 and successful clearance of the Pre-Employment Medical Examination.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 2,55,214/- (Rupees Two Lac(s) Fifty Five Thousand Two Hundred Fourteen Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 19,788/- (Rupees Nineteen Thousand Seven Hundred Eighty Eight Only) per annum.**

This includes Provident Fund and Gratuity (company's contribution @ 12% of Basic Pay and 4.81% of Basic Pay, respectively).

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments

Date 18/9/19

Dear Mr. Yaron Kanekau,

Congratulations! It gives us great pleasure in selecting you as Kitchen Assistant.

You have successfully completed the selection process. This is a commendable achievement as The Oberoi Group is known for its exacting selection standards.

We have noted your location preference. We will send you a letter by February, 2020 informing you of the hotel you have been selected for and your date of joining. Due consideration will be given to your location preference.

Your appointment will be subject to your clearing a medical examination by the Company Doctor.

Should have any questions or need any further assistance, please contact Ms. Pushpinder Gill at Corporate Human Resources Department. Her contact number is 011 23890505 and her email address is [pushpinder.gill@oberoigroup.com](mailto:pushpinder.gill@oberoigroup.com)

Please return a duplicate copy of this letter, duly signed by you, as a token of your acceptance.

We look forward to having you on our team.

Thank you,

Yours sincerely,  
For The Oberoi Group

Accepted. \_\_\_\_\_

Name:

E-mail id:

Mobile/Residence Tel. No:

(Please write legibly)

  
Shailja Singh  
Senior Vice President – Human Resources





Ref: HR/JAN/20/B1/57736937/60014948/1000845535

Date: 06 January, 2020

Ruchira Pandit  
Maria villa, sr no 75,  
Jyotibanagar road ,kalewadi, pimpri  
Pune 411017  
Maharashtra, India

Dear **Ms. Ruchira**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **DMIT in Assistant Manager - B1 grade** in our business on the following terms and conditions.

**1. PLACE OF POSTING:**

Your initial posting will be at **Pune, Maharashtra**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 01 June, 2020 and successful clearance of the Pre-Employment Medical Examination.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 2,55,214/- (Rupees Two Lac(s) Fifty Five Thousand Two Hundred Fourteen Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 19,788/- (Rupees Nineteen Thousand Seven Hundred Eighty Eight Only) per annum.**

This includes Provident Fund and Gratuity (company's contribution @ 12% of Basic Pay and 4.81% of Basic Pay, respectively).

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments

Date: 18th September 2019

Institute: MSIHMCT, PUNE

Dear Mr. / Ms. Piyush Rasal,

This has reference to your bio-data and the subsequent interview you had with us. We are pleased to inform you that you are being offered the position of "Assistant" in Culinary Department, at EIH Ltd for Unit - Trident Nariman Point & The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organisation.

A formal letter of appointment shall be issued to you on joining duty.

You will report to **Trident, Nariman Point, Mumbai - Human Resources** on **May 15, 2020 at 9.00 a.m.** for medicals and shall join duty on **June 01, 2020** subject to your medical fitness.

You are also requested to bring along the following original documents along with 3 copies:

1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport / Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Executive-Human Resources. She can be contacted on 022 - 66326060 or email address - stefanie.dcosta@oberoihotels.com

We look forward to having you on our team.

Yours faithfully,

**EIH LIMITED**

Unit - Trident Nariman Point

The Oberoi, Mumbai

*Kanchan Chitnis*

**KANCHAN CHITNIS**

**DIRECTOR - HUMAN RESOURCES**





Dear Mr. / Ms. Dhanshi Jugtap

This has reference to your bio-data and the subsequent interview you had with us. We are pleased to inform you that you are being offered the position of "Asst. Smt." in Culinary Department, at EIH Ltd for Unit - Trident Nariman Point & The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organisation.

A formal letter of appointment shall be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai - Human Resources on May 15, 2020 at 9.00 a.m. for medicals and shall join duty on June 01, 2020 subject to your medical fitness.

You are also requested to bring along the following original documents along with 3 copies:

1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport / Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Executive-Human Resources. She can be contacted on 022 - 66326060 or email address - stefanie.dcosta@oberoihotels.com

We look forward to having you on our team.

Yours faithfully,

**EIH LIMITED**  
 Unit - Trident Nariman Point  
 The Oberoi, Mumbai

*Kanchan Chitnis*  
**KANCHANCHITNIS**  
 DIRECTOR - HUMAN RESOURCES





Ref: HR/JAN/20/B1/57736780/60056582/1000845531

Date: 06 January, 2020

Sarang Mali  
Ravindra Nagar near  
Swami Samarth temple, mahabal, Jalgaon  
Jalgaon 425001  
Maharashtra, India

Dear Mr. Sarang

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **DMIT in Assistant Manager - B1 grade** in our business on the following terms and conditions.

**1. PLACE OF POSTING:**

Your initial posting will be at **Pune, Maharashtra.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 01 June, 2020 and successful clearance of the Pre-Employment Medical Examination.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 2,55,214/- (Rupees Two Lac(s) Fifty Five Thousand Two Hundred Fourteen Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 19,788/- (Rupees Nineteen Thousand Seven Hundred Eighty Eight Only) per annum.**

This includes Provident Fund and Gratuity (company's contribution @ 12% of Basic Pay and 4.81% of Basic Pay, respectively).

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation components



received by you would be subject to the prevailing tax rules and regulations.

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,  
For Reliance Retail Limited

Ankur Shukla  
Head - Human Resources

#### ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**Reliance Retail Limited**

CIN: U91100MH1999PLC120569 Phone: +91 22 35551800

Registered Office: Reliance Retail Limited, 10th Floor, Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, Mumbai-400 002, India.



Annexure 1A			
Name: Sarang Mall			
EARNINGS			
CTC Components		Proposed CTC (Rs.)	
		Monthly	Annual
<b>A. Fixed Pay</b>			
1	Basic Pay	9,809	1,17,714
<b>Choice Pay</b>			
2	Conveyance	1,600	19,200
3	Fuel & Maintenance	Refer Annexure	Refer Annexure
4	Leave Travel Allowance	Refer Annexure	Refer Annexure
5	Medical Reimbursement	Refer Annexure	Refer Annexure
6	Bonus*	1,962	23,543
7	Residual Choice Pay	2,905	34,858
<b>Housing</b>			
8	House Rent Allowance	4,905	58,857
<b>Insurance</b>			
9	GPA Insurance Premium	57	679
10	Group Term Life Insurance Premium	30	363
11	Medical Insurance Premium		
<b>Total Fixed Pay [A]</b>		<b>21,268</b>	<b>2,55,214</b>
<b>B. Retirals</b>			
1	PF - Employer Contribution	1,177	14,126
2	Gratuity (4.81% of Basic)	472	5,662
<b>Total Retirals [B]</b>		<b>1,649</b>	<b>19,788</b>
<b>Total CTC (A + B)</b>		<b>22,917</b>	<b>2,75,000</b>

**Note:** The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.

(\*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.





**Annexure - 2****TERMS AND CONDITIONS OF EMPLOYMENT****1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:**

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

**2. PROBATION:**

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

**3. TRANSFER**

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

**4. REPRESENTATIONS AND WARRANTIES:**

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith.
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.





- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

## 5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You





THE RITZ-CARLTON

PUNE

October 09, 2021

### Letter of Confirmation

Dear Mayank,

Greetings from the Ritz-Carlton Pune!

We are pleased to confirm your Internship Training Program in the Food & Beverage Department with The Ritz-Carlton Pune.

Your training will commence from **18<sup>th</sup> October 2021** and will last for a duration of 6 months. During the training you will be posted in Food & Beverage Department and will report to the Director of Food & Beverage.


Details of stipend, benefits and allowances and are mentioned in Annexure-I.

The list of documents mentioned in Annexure-1 has to be presented on the day of joining, failing which you may not be permitted to commence the training.

Once again, Welcome to The Ritz-Carlton, Pune. We endeavour that your learning experience will be enjoyable and rewarding. Feel free to contact the undersigned for any queries.

Please send a word of confirmation of acceptance of the terms of the offer.

For, The Ritz-Carlton Pune

  
Karen Narang  
Human Resources Manager





### Appointment Letter

Ref No : INDA/2021/175

Date: 26 Jul 2021

Mr Kshitij Ramakant Lonare

Flat no 305 Matoshri heights b Wing in front of Venkatesh Bilva Dhayari Pune

**Ref:** Our Technical Interview held on 22 Jul 2021

Dear Kshitij,

We refer to our discussions and offer letter dated 26 Jul 2021, we have pleasure in offering you an appointment as Sales Consultant, in our Sales and Marketing Department, Shivajinagar location, with effect from 26 Jul 2021. The terms and conditions, as applicable as on date are presented below. Further, the terms and conditions are subject to such rules as are in force and amended from time to time:

1. It is your contractual obligation with the company:

- To diligently, faithfully and to the best of your skill and ability, serve the Company and perform all the duties, entrusted to you from time to time.
- To devote and comply with all orders and directions given to you by the Company and faithfully observe all the Rules, Regulations and arrangements of the Company for the time being in force.
- To devote and give the whole of your time exclusively to your duties with Company and while serving the Company, shall not engage without prior consent in writing of the Company directly or indirectly, with or without remuneration in any trade, business, occupation, employment, service or calling nor shall you undertake any activity which is contrary to or inconsistent with your obligations under this appointment letter. Not directly or indirectly take up any employment or provide any service or carry on any business either in partnership with others or on your own account with any organization, firm or Company, or individual engaged in business similar to or in any way competitive with the employment or business of the company.



2. Not at any time either during the continuance of the appointment or at any time thereafter except by the prior direction in writing of the company, divulge or disclose either directly or indirectly, to any person, firm or body corporate any knowledge or information which you may acquire during the course of or incidental to your employment concerning the affairs or the property of the company or any activity, business or transaction in which the company may be or may have been concerned or interested whether directly or indirectly.

3. The details of entitlement of your salary as discussed with you while making the offer are mentioned in a separate annexure to this appointment letter.

4. Normally, your probation period is for 6 months. It continues, unless and until, you are specifically confirmed in writing. Your confirmation in the appointment / employment depends solely on your satisfactory performance during this period. The company reserves the right to extend your probation period or terminate your services, as it may deem fit, anytime, during or on completion of the probation period.

5. You are required to contribute to Employees Provident Fund, as per the rules.

6. You will be part of a Performance Management Scheme vide which you shall be entitled to a Performance Linked Pay, as per the rules.

7. You will be expected to travel on Company's work as and when required. When such travel is undertaken, you will be reimbursed expenses incurred in accordance with Rules applicable

8. You are eligible for leave as per the rules of the Company.

9. Any revisions in the aforesaid terms that may be introduced by the Company while you are on probation are made applicable to you, only after your confirmation in the employment.

10. For the purpose of terminating this employment after confirmation either party is required to give notice of 1 Month(s) in writing or salary in lieu thereof to the other party. During the probationary period, however, 15 days notice or salary in lieu thereof in writing is adequate. 'Notice Pay' for the purpose of this clause will include all components of your monthly Cost to Company except P.F., Gratuity, and Bonus.

11. In the event of separation, you are required to hand over charge to such a person nominated for this purpose by the Company and shall deliver all such articles and effects of the Company as may be in your possession, including notes, note-books and all correspondence addressed to you by the Company, or received by you, for and on behalf of the Company.



12. Upon separation from the employment with this Company for any reason whatsoever, you shall not accept employment or association with any organization engaged in the manufacturing, sale or service and repair of the same product and services or similar to those of this Company for a period of three years from the date of separation.

13. All matters and disputes between the Company and you relating to your employment or arising there from shall be subject to the jurisdiction to the Courts of Pune.

14. Your super-annuation from the services of the Company will be on attaining the age of years.

15. Although your initial posting will be at our Shivajinagar location, please note that your services can be transferred to anywhere in India and abroad any of the Company's other establishments either existing or those established in the future.

16. You will be reporting to .

Please initial each page of the copy of this letter and return the signed copy to us as a token of your acceptance of the terms and conditions.

We welcome you, and look forward to a mutually beneficial association.

Yours sincerely,

For B U Bhandari Auto Pvt. Ltd.



**Shallesh Jaikumar Bhandari**  
**Jt. Managing Director**

Date \_\_\_\_\_

**Signature of Employee:**





2020-21

12/1720



Mr. Kaushik Ghadgine,  
Kothrud, Pune

Subject: Job Training In Front Office Department with Lemon Tree Premier  
Pune

Dear Mr. Kaushik,

We are pleased to inform you that, you have been selected to undergo the Job Training for 4 Months starting from 1<sup>st</sup> March 2022 with Lemon Tree Premier Pune.

During your training, you will be eligible for a stipend of Rs. 5000/- ( Five Thousand Five Rupees) per month on a pro-rata thereof.

Please report to the Human Resources Office latest by 10 am on 1<sup>st</sup> March 2022

You are requested to be attired in your Institute's uniform with black leather shoes.

Happy Learning,

With best regards,  
For LTPPN1

A handwritten signature in blue ink, appearing to read "Priyanka", written over a faint circular stamp.

Priyanka Lawate  
Deputy HR Manager



**Lemon Tree Premier, City Center, Pune**

15 & 15A, City Center, 40 Connaught Road, Pune 411001 | T +91 20 6768 4343 | E hi.ppn1@lemontreehotels.com

(A unit of Fleur Hotels Private Limited | CIN: U55101DL2003PTC207512)

Regd. Office: Asset No. 6, Aerocity Hospitality District, New Delhi 110037

T +91 11 4605 0101 | Fax 011 4605 0110

Central Reservations: +91 9911 701 701 | [lemontreehotels.com](http://lemontreehotels.com)



## Offer Letter for Santosh Mali

5 messages

Square Yards <offers@squareyards.com>

Tue, 27 Jul 2021 at 8:37 pm

Reply to: offers@squareyards.com

To: malisantosh884@gmail.com

Cc: utkarsh.jain@squareyards.co.in, namrata.deshmukh@squareyards.co.in, jay padval@squareyards.co.in,

suhas.palthankar@squareyards.co.in

Dear Santosh Mali,

Congratulations!!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Business Development Executive** in our Company. Your beginning annual remuneration will be **INR 250,000/- (Enclosed: CTC break-up).**

In addition you will be eligible to participate in:

- **Variable Incentive Structure** based on the revenue generated by you. (Or your team including yourself on per month basis)
- **Reimbursements** for the expenses incurred like telephone etc. in the performance of official duties subject to the policies framed by the company. These may be contingent on performance threshold as defined from time to time.
- Conveyance is part of the CTC and there shall not be separate reimbursement of conveyance expense.

Your joining location will be

Pune

Reporting Date & Time:

03-Aug-2021, 9:30 AM

Venue Detail:

Office no. 601 & 602, 6th Floor, S. no. 108/7, Bhamburda - Shivajinagar, Pune, Maharashtra - 411007

Contact Person:

Namrata Deshmukh

This offer and your employment are conditional upon the Company receiving satisfactory background check results. Please note if the Company is not satisfied with background verification report, the Company reserves the right to withdraw or delay this offer of employment. So Kindly provide 2 references for background verification.

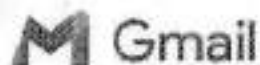
**Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)**

1. Highest Education Certificate and Mark sheets (10th, 12th, Graduation, PG)
2. Photo Id Proof - Passport / Driving License / Voter's ID
3. PAN card
4. Aadhar Card
5. 4 Passport size Photographs (in White Background)
6. Cancelled Cheque
7. CV (Resume)
8. Resignation Acceptance from your previous organization
9. EPF Number or UAN No.
10. Bank Statement

Should you need any clarification prior to joining, please feel free to get in touch with Namrata Deshmukh, Tel: 9421033408 Email: namrata.deshmukh@squareyards.co.in

We look forward to a mutually rewarding partnership.





Aayush Printsolution &lt;aps15916@gmail.com&gt;

**Fwd: Confirmation of OJT**

1 message

Ajinkya Patil <ajinkyapatil5355@gmail.com>  
To: aps15916@gmail.com

Mon, Nov 8, 2021 at 10:06 AM

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

From: Varsha Kapur <varsha.kapur@tajhotels.com>  
Date: Mon, Oct 18, 2021, 1:34 PM  
Subject: Confirmation of OJT  
To: ajinkyapatil5355@gmail.com <ajinkyapatil5355@gmail.com>

Dear Ajinkya,

**Congratulations!**

You have been chosen to undergo **On Job Training from 21<sup>st</sup> October 2021** at Vivanta Pune Hinjawadi.

As per your specifications during the interview, you will be training in our **Food & Beverage Production department**. You are welcome to take the opportunity of understanding & learning hotel operations at one of the finest luxury hotels in Pune.

Please note the following details as Part of the **Training Program – Winter Batch**:

- You will be entitled to meals at the staff cafeteria while on duty for which there will be no deductions.
- You are required to make your own arrangements for accommodation.

**Grooming Standards Applicable****Men**

#	Area	Standards
1	Hairstyle for Gentle Men	Well maintained Regularly trimmed Free from dandruff  Not to fall on the forehead Above the collar from back  Sideburns not longer than middle of the ear Hair color not to be used
2	Moustache	Neatly trimmed  Not to touch the upper lips





2. 2 passport size photographs
3. **POLICE CLEARANCE LETTER** – This is mandatory for the joining on Day 1
4. Medical Fitness Certificate (including **Antigen Test** conducted one day before the Joining Date, blood test, stool test, urine test and hepatitis B vaccination)

On Day 1 you are requested to report to the Learning & Development department of the hotel strictly attired in the College Uniform.

The staff entrance alone is to be used to enter and exit the hotel premise.

The facility for training provided to you is solely done at your request, risk and consequence. The company will not be liable for compensation, damages etc. whatsoever in case you meet with an accident while undergoing training.

**Golden Rules:**

1. Report 5 minutes before the duty time to your respective Manager.
2. Absenteeism will not be entertained.
3. In case of any emergency, you have to inform your respective Supervisor.
4. In-disciplined behaviour will not be tolerated.
5. Harassment of any form will not be tolerated.
6. At all point of time, trainee should be well groomed.
7. At all point of time, trainee have to comply with all the rules of Vivanta Pune Hinjawadi.
8. The company will not be responsible for any compensation on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.
9. Students will be required to adhere to Tata Code of Conduct.
10. Students shall perform such duties and observe and confirm to such directions and instructions as may be assigned or communicated to them by the company or by such officers who are placed in Authority over them.
11. At all times students shall be governed by the rules and regulations of the company as in force from time to time. They shall also carry out and abide by any instructions, house rules and office orders issued by the management from time to time

Regards,

**Varsha Kapur**

Assistant Manager Learning & Development and EA to General Manager

T +91 20 66584040/M +91 7767016664

varsha.kapur@tajhotels.com

--

cid:image002.png@01D736BC.0105D530





**Confidential**

Hello Prutha Ganesh Relekar,

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you a position with Planetfluid Bartending OPE Pvt Ltd (Company), as per following details:

<b>Designation</b>	<b>Trainer</b>
<b>Joining on</b>	<b>6/25/2021</b>
<b>Offered Monthly Gross Salary</b>	<b>₹12,500</b>
<b>Employee ID Allotted</b>	<b>PF111</b>

**Offered Monthly Gross Salary** shall be subject to standard deductions (e.g. PF, ESIC, PT, TDS etc.) as applicable to you as per Govt. laws and may change as per prevailing laws and regulatory compliance from Government. Company shall contribute to PF/ESIC/Gratuity/etc. funds for your employment as mandated by the Government and may change from time to time.

**Terms and Conditions of this offer for employment****Probationary Period**

In the first instance you will be on probation for a period of **3 months** from the date of your joining.

**Work Location**

On the date of joining, you will be posted at Company's office at Koregaon Park Annexo, Pune (Mah). However, your services are liable to be transferred to any other branch offices of the Company anywhere in Pune (Mah) or in India or abroad subject to Company policies and Company's business requirements from time to time.

**Code of Conduct**

You will be governed by the rules and regulations applicable to the employees of the Company, including revisions in such rules as may be affected from time to time. During the continuance of your engagement with us, you shall not be associated, concerned, or interested directly or indirectly in any other occupation, business or employment whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavour to promote the interest and business thereof.





# PRUTHA RELEKAR

BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY



## PERSONAL INFORMATION

Name: Pruthi Relekar, 15th/25th Floor, Saffron Road, Pune  
 Date of Birth: 21-04-1999  
 Nationality: Indian  
 Religion: Hindu  
 Languages Known: English, Marathi and Sanskrit  
 Current Knowledge: MS Office, Internet and Power Point

## ADDITIONAL INFORMATION

Gender: Female  
 Date of Birth: 21-04-1999  
 Marital Status: Unmarried  
 Nationality: Indian  
 Languages Known: English, Marathi and Sanskrit  
 Current Knowledge: MS Office, Internet and Power Point

**OBJECTIVE**  
 TO WORK WITH RENOWNED BRAND AND  
 ACQUIRE BEST OF KNOWLEDGE.  
 TO ENHANCE MY SKILLS AND MAKE MYSELF  
 RESOURCEFUL FOR BRIGHT FUTURE.

## QUALIFICATION

Applying for the fourth year BHMCT in July,  
 2021 from Maharashtra State Institute of  
 Hotel Management and Catering Technology,  
 Pune.

## TRAINING AND EXPERIENCE

2019 May - October  
 To: Blue Diamond, Pune  
 Industrial Training

2020 August  
 Planetplus Pune  
 Bartending Course.  
 I have also been a part of their sales team

Worked with Indian Wedding Bartender (IWB) as a bartender and  
 with few caterers as a service Steward

25th June 2021, Current date  
 Trainer at Planetplus Bartending OPC Pvt Ltd  
 - Taking lectures  
 - Administration process and counselling of students

## EDUCATION

Maharashtra State Institute of Hotel Management and Catering  
 Technology

21-04-2021

2007-2017  
 2007-2017  
 2007-2017  
 2007-2017

Sydney's College of Arts and Commerce

Higher Secondary School Certificate in Commerce, 2015-2017

2015-2017

Higher Secondary School Certificate in Commerce, 2015-2017

2015-2017

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2020-2021

201744



# BAKELITE FOOD PROCESSING PVT. LTD.

Manufacturers of Pure Veg Premium Bakery Products

shoponline.malpanifoods.com

Date: 18/03/2023

Ref No: - HR/OFFER/2023

To,  
**Ms. Samruddhi Sushil Shinde ,**  
**Maharashtra -Pune**

## Subject: - Offer Letter

Dear Samruddhi,

Please refer to your application and the subsequent interview you had with us, we have pleasure in offering you an appointment for the Position of "Management Trainee- Marketing " at the 2,20,680/- CTC Per Annum (Two Lakh Twenty Thousand Six Hundred Eighty Only) as discussed and agreed.

The detailed terms & conditions governing your appointment will be given in the appointment letter, which will be released on your joining the company.

You are advised to join us on or before **7<sup>th</sup> March 2023** along with the following documents.

1. Proof of age (10<sup>th</sup> class certificate document)
2. Academic Certificates (All)
3. 4 Photographs (Passport size)
4. Relieving Letter from the previous employer/s (If it is not your first employment)
5. Experience Certificate/s (If it is not your first employment)
6. Proof of Salary (Last Six Months' Salary slip/Certificate of salary last drawn with break-up along with Form-16 to validate the last salary drawn.)
7. Appointment Letter of previous company
8. 2 Professional reference from previous employer and current employer

Please note that all information submitted by you shall be correct. Any incorrect information furnished by you may lead to cancellation of the offer and the subsequent release of the appointment letter. You are requested to submit your resignation acceptance copy in your current company on or before **6th March 2023**.

You are also requested to sign the duplicate copy of this letter as a token of acceptance and return to us for record and reference.

Welcome to our organization.

With best wishes,

Yours Truly,  
**For Bakelite Food Processing Pvt. Ltd.**



**Mahesh Gossai**  
**HR Manager**





## Bake House Bistro

**Katkar Phadke Foods LLP**

12, Shailesh Society, Karve Nagar, Pune 411052

GSTIN: 27AAVFK8534E1ZU Contact no: +91 9579400771 Email Id: [bhbopune@gmail.com](mailto:bhbopune@gmail.com)

---

### Letter of Appointment

Date: 24 Oct 2021

Dear Shraddha Wakhare,

Appointed as pastry chef

We refer to your recent interview for the above position and are pleased to inform that we are offering you the position with our company effective from (Date) under the following terms and conditions:

Salary: ₹ 8,500 per month

Probationary Period: Two months

Notice Period Clause: One month

**Mr. Deodatta Phadke**

Mob no: +91 9881099793

**Mr. Akhil Katkar**

Mob no: +91 9881099793







Private and Confidential  
 Shefali Makasare  
 By Email - [shefalimak@gmail.com](mailto:shefalimak@gmail.com)

April 22<sup>nd</sup> 2022

Dear Shefali,

It gives me great pleasure to offer you the position of Commis Chef at COMO Metropolitan London commencing on May 16<sup>th</sup> 2022.

You will be paid a salary of GBP £26,000 (Twenty-Six Thousand Pounds) gross per annum, and all offers of employment are subject to receiving satisfactory written references and proof that you have the right to work in the United Kingdom in accordance with current legislation.

You will be paid by direct credit transfer monthly in arrears, and you should therefore bring your Bank/Building Society details with you on your first day. Please also bring proof of your right to work status: this might be your Passport, European Union National Identity Card and/or Home Office documents such as a Biometric Residence Permit or a share code confirming that you have either pre-settled or settled status. You will also need your National Insurance number and P45.

I would be grateful if you would confirm your acceptance of this offer of employment, by signing and returning the enclosed copy. Please could you also read, sign and return one copy of your Statement of Terms and Conditions of Employment. If you are returning your contract by post, please ensure that the envelope is addressed for the attention of the People and Culture department. Your Department Head will detail the basis of your employment with the hotel, including your hours of work and rota.

In the meantime, we welcome you to COMO Hotels and Resorts and we wish you a successful period of employment with us.

Yours sincerely,

Sarah Gouges  
 Cluster Director of People and Culture

Signed



Date 26/04/2022

19 OLD PARK LANE, LONDON W1K 1LS, UNITED KINGDOM  
 T +44 20 7447 1000 F +44 20 7447 1100 E [METLON@COMOHOTELS.COM](mailto:METLON@COMOHOTELS.COM) W [COMOHOTELS.COM/METROPOLITANLONDON](http://COMOHOTELS.COM/METROPOLITANLONDON)  
 VAT NO. GB 958 322 0005750 IN ENGLAND AND WATTS 183307940 OFFICE COMMODOR LTD 274 FLORENCE WAY BARNHARTON HIGH STREET, LONDON, NW 9 4LJ

COMO HOTELS AND RESORTS

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[comohotels.com](http://comohotels.com)





Yash Shende



### Employment Offer – Unlimited Period (Expat)

03<sup>rd</sup> November 2021

Mr. Yash Shende  
India

Dear Yash,

On behalf of the Owners of **Beach Rotana (HH Sheikh Suroor Bin Mohd Al Nahyan Private Office)**, Rotana Hotel Management Corporation PJSC ("Rotana"), and in our capacity as managers of the Property, is pleased to offer you employment with **Beach Rotana Abu Dhabi** according to the following terms and conditions. You will receive the financial entitlements outlined in this Employment Offer from the Property, in accordance with the Policies of Rotana as per the Property Management Agreement signed with the Owners of the Property.

This appointment is conditional upon obtaining all approvals, authorizations, medical examination and visa permits as applicable to you in line with the **UAE Labour Law**.

#### Position

Your designated position will be **Commis 111**. Your roles and responsibilities will be outlined in the attached job description, which could be amended by the Corporate Office or the property as required.

#### Reporting to

In your position, you will be reporting to the **Chef De Partie**.

#### Grade

Your position will be **Grade 10** according to Rotana Grading System.

#### Hiring Status

You will be hired on a **single status**.

Colleagues hired on single status, are not eligible to sponsor their family without Property's written approval.

#### Salary

You will receive from the Property a basic salary of **AED 1,200 (One Thousand Two Hundred only)** per month, payable in **UAE Dirhams**.



Date: September 15, 2021

Ref. No: AT/HR/ SE-Offer Letter/111  
Date: September 15, 2021  
Pratiksha Shindekar  
Pune

Dear Pratiksha,

Please refer to your interview conducted at Assimilate Technologies Pvt., Ltd. and the discussions held thereafter.

We are pleased to appoint you as **Trainee HR** w.e.f September 15, 2021 on following

**Terms and Conditions:**

**1. Enumeration:**

Your total cost to company will be Rs.1,20,000/- LPA. (Rupees one Lakh Twenty Thousand Per Annum only). Tax and Standard deduction will be deducted as applicable.

**2. Duties and Responsibilities:**

- Consistently recruiting excellent staff and Job Posting.
- Maintaining a smooth onboarding process.
- Training, counselling and coaching our staff.
- Resolving conflicts through positive and professional mediation.
- Carrying out necessary administrative duties.
- Conducting performance and wage reviews.
- Developing clear policies and ensuring policy awareness.
- Creating clear and concise reports.
- Giving helpful and engaging presentations.
- Maintaining and reporting on workplace health and safety compliance.
- Handling workplace investigations, disciplinary and termination procedures.
- Maintaining employee and workplace privacy.

**3. Probation Period:**

You will be on a probation period for a period of 3 months. You will require being proficient and getting yourself well versed within that period and perform well in your project. After 3 months based on your performance Assimilate Technologies will confirm your services.



#### **4. Leave Privilege:**

During probation period you would not be entitled for any leaves during the probation period. Leaves availed on account of any reasons will be considered as leave without pay. You would be eligible for 12 paid leaves and 7 casual leaves **only after date of confirmation.**

#### **5. Exclusiveness:**

You shall be in the exclusive employment of the company and you shall not engage yourself, alone or in association with any other person in any work or business.

#### **6. Confidentiality of Information:**

All accounting details, company documents, files, products, ideas and consultancy, project and business related information, design, codes, features, technical parameters etc. either in the form of software, hardware or in any other form; are the property of Assimilate Technologies or its Client which has the intellectual property rights over this information. Further, you shall not at any time disclose such information, trade secrets, and security arrangements to anyone in any manner. If at any time it is found that you failed to comply with this clause, your services will be terminated forthwith without any prior notice, in addition to the penal action as per laws of the country. You will be governed by the rules and regulations and policies contained in the Company Handbook as amended from time to time. You are advised to familiarize yourself with its contents in your own interest. Ignorance of rules and regulations will not be taken as an excuse for non-compliance.

#### **7. Termination of Service:**

Employment with Assimilate Technologies is purely based on consent between both Assimilate Technologies and you. Assimilate Technologies reserves the right to terminate your services at any point of time in case of non-conformance to our policies/ processes or non-performance. However, employee can terminate the service by giving one month notice period in written.

#### **8. Choice of Platforms and Projects:**

As a policy each technical staff is expected to work on or be familiar with at least two technologies. As far as possible and circumstances permitting, you will be assigned to platforms of your choice. However, it is not a right of the employee to demand work on any technology in mid of training period or in mid of an assigned project.

#### **9. Project Commitment Policy:**

Assimilate Technologies will expect you to complete the project you are assigned to. As per the Company's policies and procedures if you decide to leave in the middle of the project by giving appropriate notice as outlined in Clause 6, you may be liable for any financial loss on the project



incurred by the company due to your departure. If you are sent abroad for training or any project related work, you shall not resign for a minimum period of One year after the completion of the project. In the event of resignation, you will have to reimburse all the expenses including to and from Airfare and living expenses to Assimilate Technologies.

#### **10. Copyright Material:**

**Trademarks:** The names of all services or products referred on the established sites are either registered service marks or trademarks which are licensed under a governing body and are the legal property of the owner. You should not use these in any development work. Printing of a single copy solely for personal or non-commercial use, alteration of any downloaded or reprinted material without permission of such copyright material is highly prohibited, unless prior written consent is obtained from the concerned owner/company.

#### **11. Copying of Code:**

You are strictly forbidden to copy any code in parts or in whole or thereafter make trivial or mechanical changes and submit the transformed version in the company's name to our customers. You are strictly prohibited to copy and use any code from websites, articles, books, or prior employment without an explicit written consent of Assimilate Technologies Management and its legal counsel.

#### **12. Work product:**

All recommendations, findings, reports, designs, drawings, diagrams, specifications, writings of any nature, photographs, audio and audio visual works, computer programs, inventions, discoveries and improvements developed, written, made, conceived or reduced to practice in the course of or arising out of the Services performed for Assimilate Technologies under this Agreement (collectively, "Work Product") shall be owned by Assimilate Technologies / its Customers.

#### **13. E-Mail Policy:**

You will be given company's official e-mail address for the purpose of communication with the staffs for official purpose as well for dealing with the Client. You are forbidden to send Client code, project and business related information outside the office premises. Auto forwarding of e-mails from Assimilate Technologies accounts to outside e-mail addresses is strictly prohibited.

#### **14. Passport:**

It is the responsibility of the employee to be in possession of a valid passport, which is current for travel to the US and to Europe. Whenever required the Company will process visa papers and also pay the fees. However, it is not within the power or authority of Assimilate Technologies that a visa will be granted by the country of destination. In case you don't have a passport please get one as soon as possible. You will not leave the company for a period of one year from the time of processing BI

or H1B Visa, if you want to leave before completion of one year from processing B1 or H1B then you have pay the entire processing fees and administrative cost paid by the company for your B1 & H1B Visa.

#### 15. Library / Facilities:

There is a good technical and general library on the premises. In addition, we also have 24X7 internet connectivity. Employees are encouraged to avail of these facilities, which is for their bona fide official use. Unfair wear or tear of books / manuals or any misuse of the Internet / E-Mail or other facilities / telephone / fax etc. may result in damages being recovered from you.

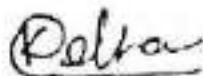
#### 17. Pan Card:

You are advised to apply for a permanent PAN to the IT authorities in case you are tax liable and you don't have a PAN.

#### 18. Breach of Terms

In case it is found that you have violated any of the above terms; Assimilate Technologies is entitled to take legal action against you. Your appointment with Assimilate Technologies will be terminated with immediate effect and the legal action will be taken against you as per the laws of the country. If the above terms and conditions are acceptable to you, kindly sign and return the duplicate copy of this letter.

For Assimilate Technologies



Kanchan T  
Director  
September 15, 2021



I confirm as having understood the above terms and conditions relating to my job functions and I agree to abide by them in letter and spirit by signing below. I further understand that failure to do so may result in the termination of my services on grounds of non-performance or discipline.

Signature: .....

Name: .....

Date:     /     /2021





201757



Private and Confidential  
 Shefai Makasare  
 By Email - [shefalimak@gmail.com](mailto:shefalimak@gmail.com)

April 22<sup>nd</sup> 2022

Dear Shefai,

It gives me great pleasure to offer you the position of Commis Chef at COMO Metropolitan London commencing on May 16<sup>th</sup> 2022.

You will be paid a salary of GBP £26,000 (Twenty-Six Thousand Pounds) gross per annum, and all offers of employment are subject to receiving satisfactory written references and proof that you have the right to work in the United Kingdom in accordance with current legislation.

You will be paid by direct credit transfer monthly in arrears, and you should therefore bring your Bank/Building Society details with you on your first day. Please also bring proof of your right to work status; this might be your Passport, European Union National Identity Card and/or Home Office documents such as a Biometric Residence Permit or a share code confirming that you have either pre-settled or settled status. You will also need your National Insurance number and P45.

I would be grateful if you would confirm your acceptance of this offer of employment, by signing and returning the enclosed copy. Please could you also read, sign and return one copy of your Statement of Terms and Conditions of Employment. If you are returning your contract by post, please ensure that the envelope is addressed for the attention of the People and Culture department. Your Department Head will detail the basis of your employment with the hotel, including your hours of work and rota.

In the meantime, we welcome you to COMO Hotels and Resorts and we wish you a successful period of employment with us.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sarah Gouges'.

Sarah Gouges  
 Cluster Director of People and Culture

Signed



Date 26/04/2022

39 OLD PARK LANE, LONDON W1K 1LB, UNITED KINGDOM  
 T: +44 20 7447 1000 F: +44 20 7447 1100 E: [MET@COMO.COM](mailto:MET@COMO.COM) [HOTELS@COMO.COM](mailto:HOTELS@COMO.COM) [W@COMO.COM](mailto:W@COMO.COM) [COMO@METROPOLITANLONDON.COM](mailto:COMO@METROPOLITANLONDON.COM)  
 VAT NO: 955 984 240 (REGISTERED IN ENGLAND NO: 0611334) REGISTERED OFFICE: COMO PLAZA, 15TH FLOOR, 100 KINGSWAY, LONDON, W1B 5AA

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201801  
August 2<sup>nd</sup>, 2022

To,

**Mr. Niranjan Aher**

Maharashtra state Institute of Hotel Management and Catering Technology, Pune

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo an Internship in the Food & Beverage Department at The Taj Mahal Palace, Taj Mahal Tower, Mumbai.

The details of your internship are as follows:

**Period of Internship:** 8<sup>th</sup> August 2022 till 8<sup>th</sup> July 2023

**Accommodation:** Accommodation will be provided on a sharing basis at no charge.

**Uniform:** 2 sets of white shirts and 2 matching black trousers and Black tie.  
Black Oxford cut shoes with laces.

**Documentation:**

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card and Pan Card
6. Photocopy of cancelled cheque / bank passbook

**Medical Fitness Certificates:**

1. Double Vaccination Certificate.
2. RAT – Results legible within 4 hours of your time of joining.
3. Food Handlers Test: Complete Blood Count (C.B.C.); Hepatitis B (HbsAg);
4. Widal Test (Typhoid); Urine Routine; Stool Routine; E.S.R; H.I.V; V.D.R.L.
5. Medical fitness certificate provided by a registered medical practitioner.

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.



201804

2

2021-22

# EIH Limited

THE OBEROI, NARIMAN POINT, MUMBAI 400 021, INDIA / TELEPHONE: +91 22 4832 5157, 6632 4263 / WEBSITE: WWW.EIHLTD.COM

Date: 18<sup>th</sup> April, 2022

Institute: MHISMCT, Pune

Dear Mr. Sarthak Avhad,

This has reference to your application and the subsequent interview you had with us. We are pleased to inform you that you are being offered the position of "Assistant" in the Food & Beverage Service Department at EIH Ltd for Unit - Trident Nariman Point & The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organization. A formal letter of appointment will be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai - Human Resources on 24<sup>th</sup> June, 2022 at 9.00 a.m. for medicals and shall join duty on 1<sup>st</sup> July, 2022, subject to your medical fitness.

You are requested to bring along three (03) photocopies of the documents listed below:

- Ten Passport-size photographs (Red background)
- Experience Letter: Last three month's salary slips and Appointment Letter, if applicable
- Three reference letters on the letterhead of your faculty, if selected in a campus interview
- Educational Mark sheets and Certificates
- Driving License (If applicable)
- Marriage Certificate (If applicable)
- Proof of Present Address - Current month Electricity/Gas/Telephone Bill and/or Agreement copy if you reside in Mumbai on a rental basis
- AADHAR Card
- PAN Card
- Passport/Police Verification Certificate
- Birth Certificate/School/College Leaving Certificate
- Final Vaccination Certificate for Covid19

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Deputy Manager - Human Resources. She can be contacted on 022 - 66326060/66/62 or email address - stefanie.dcosta@oberoihotels.com

Yours Sincerely,

EIH LIMITED

Unit - Trident Nariman Point  
The Oberoi, Mumbai

MAHENDRA MAIKOLE

HEAD - HUMAN RESOURCES



Class: (Confidential)

REGISTERED OFFICE: 1, MANGOL LANE, KOLKATA - 700 001, INDIA  
CIN: L31101WB1991PC017981



2018053

AFFIX  
PHOTOGRAPH  
HERE



ITC HOTEL  
ALL INDIA RAILWAYS  
ITC MARATHA  
THE  
LUXURY  
COLLECTION

Sahar Airport Road, Mumbai - 400 099.  
Tel: (91-22) 2830 3030 Fax: (91-22) 2830 3131

To:  
Dr. C.M. Bhargava MD  
Kanaiya Medical Centre,  
Suite No. 103, Kanaiya Bldg, 1<sup>st</sup> Floor,  
Linking Road, Between National College & Amersons  
Above BATA Showroom, Bandra (West) Mumbai-400050  
Tel. No.: Mr. Avantika - 809182374

Date: 16/05/2012

Subject: Pre-employment Medical Check-up

Name of the Candidate: Shambhujee Salunke Anilje

Tel. No. 9075607111

Kindly conduct the medical tests for the above mentioned candidate on the parameters agreed, and send the report to the undersigned. (Pls tick the panel)

	Amount
<input checked="" type="checkbox"/> Pre-employment Health Check-up (Food Handlers)	Rs.1050/-
<input type="checkbox"/> Pre-employment Health Check-up (Non Food Handlers)	Rs.1550/-

General to be followed before coming for the Medical Check-up

- Please fast for 12 hrs. Before Specimen Collection (Blood & Urine). (You can have water but no tea, coffee or breakfast)
- Please report to the lab at 10.30 am from Monday to Saturday.
- You will be required to carry early morning Urine and Stool samples in the containers.
- The total check-up will take around 2 1/2 to 3 hrs.
- The test conducted will be Blood Collection, Urine Collection, Stool Collection, Physical Examination, Chest X-ray & ECG.
- Please contact Mr. Avantika in the lab.
- The report along with the doctor's comments will be available next day.
- Please make a payment mentioned against Panel. This will be reimbursed after completion of one year service with the organization on producing of the medical receipt.



*Avantika*



201806

4

## THE RITZ-CARLTON

May 25<sup>th</sup>, 2022

Shweta Bedekar  
9404221823  
bedekarshweta123@gmail.com

Dear Shweta,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as **Food & Beverage Attendant** at The Ritz-Carlton, Pune as agents for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	9,800	117,600
House Rent Allowance	4,200	50,400
Gross Total (A)	14,000	168,000
*Employer's PF Contribution @ 12% of Basic (B)	1,176	14,112
*Employer's ESIC Contribution @ 3.25% of Gross (C)	455	5,460
Total CTC (A+B+C)	15,631	187,572
*Employee's PF Contribution @ 12% of Basic (E)	1,176	14,112
*Employee's ESIC Contribution @ 0.75% of Gross (F)	105	1,260
*Professional Tax (G)	200	2,400
Net In-hand (A-E-F-G)	12,519	150,228

\*Amount can vary as per government guidelines.

You will be placed on probation for a period of 3 months. The probation period is waived off in case of internal transfers. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

You are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact EmployeeAccounts@marriott.com for enquires.

Your date of joining will be 11<sup>th</sup> July 2022. On the date of joining you are requested to bring, 4 passport size photographs, last company's relieving letter, last pay slip and certified copies of all your certificates.

You will be required to do medical tests upon joining at a prescribed medical center. Details for the tests will be provided by us.

Please note that upon reference checks/enquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case maybe or if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz-Carlton, Pune team!

  
Kavindra Tewari  
Human Resources Manager



The Ritz-Carlton, Pune, a unit of Panchshil Corporate Park Pvt. Ltd.  
CTS NO: 1934-1943, Golf Course Square, Airport Road, Yerwade, Pune 411005

201807

7



27th August, 2022

Subject: Appointment letter

Dear Ashish Bendre,

We are pleased to offer you the position of **Management Trainee** in Tien.

Date of Appointment: Your appointment will be effective on your date of joining, which shall be on the 1st of September 2022.

Designation: Management Trainee

Job Location: Pune

Salary: 15000 per month

Let us know if you have any questions.

Regards,

Arjun Thakkar.



Tien  
All day diner  
+91 9130060997  
Model Colony  
Pune, India





To

## WORK ORDER

SHIVAM ANIL BHISE

No WO/22-23/00661

Date: 01/30/23

AVDHUT WADI, Godhni Road,  
Near Lala Building, YAVATMAL  
Yavatmal, 445001

Our GSTIN : 27AABCM2681H1ZG

Maharashtra, IN (India)

Division: Multiskills Development Division

Project Code: MSD1938

GSTIN :

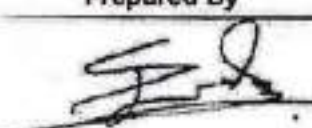
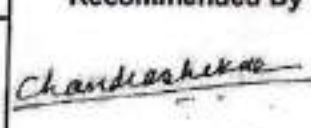

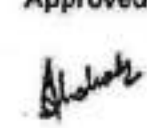
Ref:

Sr No.	Description of Goods/Services	Tax %	Quantity	Rate	Amount (Rs.)
1	Availing your services for Counselling students, Documentation and Co-ordination work for Food Processing, Bakery Products Making & Catering Management Course. The validity of this assignment order shall be from 01/01/2023 to 31/03/2023. You shall be paid all inclusive Professional Charges of Rs. 15,000/- for work, as specified by MITCON per month for the above scope of work for the F.Y. 2022-23.		3	15,000.00	45,000.00
<b>Total</b>					<b>45,000.00</b>
<b>Grand Total</b>					<b>45,000.00</b>

Rs. (in words) :- \*\*\*\* FORTY FIVE THOUSAND RUPEES AND ZERO PAISA ONLY

Terms & Conditions :

Instructions :

Prepared By	Recommended By	Authorised By	Approved By
 Sachin Rokade Assistant Manager	 Chandrashekhar Bhosale Sr. Vice President	 Harshad Joshi Chief Operating Officer	 Anand Chalwade Managing Director

Accepted With Terms And Conditions

  
Authorised Signatory

(Other details viz. packing, inspection (where), freight/insurance/octroi, etc as per terms / conditions overleaf).





## PROCUREMENT ORDER GENERAL TERMS AND CONDITIONS

Any and all goods / services as stated under the "Description of Goods/ Services" of this Procurement Order (the "Purchase Order / Work Order") issued by MITCON Consultancy & Engineering Services Ltd, ("MITCON") shall be governed by following General Terms & Conditions ("GTC") which shall prevail over any terms and conditions of the vendor ("Vendor"), unless formally and expressly accepted by MITCON. Any different or additional terms or conditions in any Vendor's quotation, acknowledgment, invoice or other document shall constitute a counter offer and the same shall not be binding, unless accepted in writing by MITCON.

### 1. REPRESENTATIONS AND WARRANTIES BY THE VENDOR:

- Vendor is duty bound to perform his total obligations as prescribed under the captioned Procurement Order.
- All Goods / Services shall be supplied by the vendor strictly in accordance with specifications / samples given. No addition, alterations or revisions shall be valid unless accepted by MITCON's competent authority in writing.
- Information if any furnished by MITCON to the Vendor shall be confidential and shall always remain the property of MITCON. It shall not be used for any other purpose except for which it is provided. The information shall not be defaced, altered or copied except with MITCON's specific written approval. Vendor shall be responsible for its safe custody during the period the contract is in vogue. Vendor shall return the information to MITCON promptly when no longer required.
- The Goods/ Services ordered, need to be supplied within the stipulated time, failing which the P.O. will be cancelled fully or partially at MITCON's discretion without any liability on MITCON to pay vendor towards cancellation charges.
- If the Vendor fails to make agreed deliveries on due dates, MITCON reserves right to procure required Goods/ Services from any other source.
- All consignments shall be addressed to "MITCON CONSULTANCY & ENGG. SERVICES LTD" as per the P.O. unless specifically instructed.
- The Services to be provided by the Vendor shall be performed (i) in a professional manner and (ii) in compliance with all applicable laws, rules, regulations, codes and ordinances.
- Vendor shall be solely responsible for handling, transportation, disposal and delivery of the Goods/Services.

### 2. ACCEPTANCE:

MITCON will take reasonable time to inspect/verify Goods/ Services after receipt. All payments of supplies of Goods/ Services shall be subject to their inspection and acceptance by MITCON. The receipt of Goods or Services, the inspection or non-inspection of or payment for the Goods/ Services shall not constitute acceptance of such Goods/ Services and shall not impair MITCON's right to:

- reject nonconforming Goods/ Services,
- recover damages and/or
- Exercise any other remedies to which MITCON may be entitled. Further, acceptance of Goods/ Services shall not waive any rights or remedies accruing to MITCON as a result of any breach of the P.O. terms. If the Goods/ Services are rejected, The Vendor has to provide GST compliant invoice containing all the particulars as per legislation and rules of GST Freight both ways, other taxes if any,

and any other incidental charges including repackaging will be borne by the Vendor or otherwise disposed of at Vendor's cost and expense.

3. MITCON is at liberty to close or to cancel this Procurement Order if the supply of Goods/ Services fall short of quantity, quality or the Vendor becomes insolvent.

4. The Vendor agrees not to entice or influence MITCON's staff in any way to business, any information to further his business interests or to accept Goods/Services of inferior quality or to expedite payments. Vendor shall ensure complete transparency in their transactions with MITCON. Slightest of any nefarious attempt shall be dealt with strictly by the management viz. cancellation of said order or contract, blacklisting the Vendor, freezing payment besides MITCON claiming liquidated damages from him.

### 5. PRICE AND TAXES:

Price and delivery terms shall be as stated in the P.O.

Unless otherwise provided in the P.O. the price includes:

- All costs to comply with the terms and conditions of the P.O.
- Any all taxes including GST
- Fees, duties, or other governmental impositions on the sale of Goods/ Services covered by the Order. All payments against supplies of Goods/ Services shall be made by electronic mode. The Vendor shall be responsible for payment of his taxes, levies at his end. If MITCON is required to pay any taxes or other impositions, Vendor will promptly reimburse the same to MITCON.
- If vendor fails to pay GST liability in time or fails to file GST return or files defective return/not quoting correct GST number of MITCON, MITCON has every right to recover the GST amount along with interest from the vendors.

### 6. INVOICING AND PAYMENT:

Unless otherwise provided in the Procurement Order, MITCON will pay the Vendor all undisputed amounts within forty-five (45) calendar days after receipt of the applicable invoice after receipt of Goods/Services.

### 7. LIMITATION OF LIABILITY:

MITCON MAKES NO WARRANTIES EXPRESS, STATUTORY, IMPLIED, OR OTHERWISE. MITCON SHALL NOT BE LIABLE TO VENDOR OR ANY THIRD PARTY FOR ANY INDIRECT DAMAGES INCLUDING COSTS OF PROCUREMENT OF SUBSTITUTE GOODS/SERVICES, LOST PROFITS OR ANY OTHER SPECIAL, CONSEQUENTIAL, INCIDENTAL OR INDIRECT DAMAGES, HOWEVER CAUSED, AND WHETHER BASED ON CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS/SERVICES LIABILITY OR ANY OTHER THEORY OF LIABILITY, REGARDLESS OF WHETHER MITCON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. MITCON SHALL HAVE NO LIABILITY TOWARDS DIRECT DAMAGES FOR ANY REASON.

### 8. TERMINATION / CANCELLATION:

Upon issue of Procurement Order, MITCON reserves the right to terminate/cancel the Procurement Order, any time without assigning any reason without any obligation to pay towards termination charges. MITCON may also terminate this Procurement Order immediately, in the event of a material breach of Vendor's obligations, misconduct, misrepresentation, negligence in performance of the Services or breach of the applicable laws by the Vendor.





20/8/11

8



Sahar Airport Road, Mumbai - 400 099.  
Tel: (91-22) 2830 3030 Fax: (91-22) 2830 3131

To,  
Dr G.M Bhargava MD  
Kanalya Medical Centre,  
Suite No. 103, Kanalya Bldg, 2<sup>nd</sup> Floor,  
Linking Road, Between National College & Amersons  
Above RATA Showroom, Bandra (West) Mumbai-400050  
Tel. No: Mr. Avantika - 869183372

Date 16/05/2022

Subject: Pre-employment Medical Check-up

Name of the Candidate: Swapnaji Sandip Chavan  
Tel. No. 976546023

Kindly conduct the medical tests for the above mentioned candidate on the parameters agreed, and send the report to the undersigned. (Ple tick the panel)

	Amount
<input checked="" type="checkbox"/> Pre-employment Health Check-up (Food Handlers)	Rs.1050/-
<input type="checkbox"/> Pre-employment Health Check-up (Non Food Handlers)	Rs.1550/-

Protocol to be followed before coming for the Medical Check-up

- Please fast for 24 hrs. Before Specimen Collection (Blood & Urine). (You can have water but no tea, coffee & breakfast in the morning).
- Please report to the lab at 10.30 am from Monday to Saturday.
- You will be required to carry early morning Urine and Stool samples in the containers.
- The total check-up will take around 1-1/2 to 3 hrs.
- The test conducted will be Blood Collection, Urine Collection, Stool Collection, Physical Examination, Chest X-ray if ECO.
- Please contact Mr. Avantika in the lab.
- The report along with the doctor's comments will be available next day.
- Please make a payment mentioned against Panel. This will be reimbursed after completion of one year service with the organization on producing of the medical receipt.

(For Company Name)

(Authorized Signatory)

Name: Swapnaji Sandip Chavan  
Location: Mumbai





201813

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THE RITZ-CARLTON

Pune

May 09, 2022

**Letter of Confirmation**

Dear Maithili,

Greetings from The Ritz-Carlton Pune!

We are pleased to confirm your On-Job Training in Culinary Department department with The Ritz-Carlton Pune.

Your training duration will be from 01 July 2022 to 01 January 2023.

Details of stipend, benefits, and allowances are mentioned in Annexure-1.

The list of documents mentioned in Annexure-1 has to be presented on the day of joining, failing which you may not be permitted to commence the training.

Once again, Welcome to The Ritz-Carlton, Pune. We endeavor that your learning experience will be enjoyable and rewarding. Feel free to contact the undersigned for any queries.

Please send a word of confirmation of acceptance of the terms of the offer.

For, The Ritz-Carlton Pune

Kavindra Tewari  
Human Resources Manager







THE RITZ-CARLTON  
Pune

May 09, 2022

**Letter of Confirmation**

Dear Tejas,

Greetings from The Ritz-Carlton Pune!

We are pleased to confirm your On-Job Training in **Culinary Department** department with The Ritz-Carlton Pune.

Your training duration will be from **01 July 2022 to 01 January 2023**.

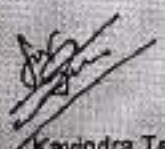
Details of stipend, benefits, and allowances are mentioned in Annexure-I.

The list of documents mentioned in Annexure-1 has to be presented on the day of joining, failing which you may not be permitted to commence the training.

Once again, Welcome to The Ritz-Carlton, Pune. We endeavor that your learning experience will be enjoyable and rewarding. Feel free to contact the undersigned for any queries.

Please send a word of confirmation of acceptance of the terms of the offer.

For, The Ritz-Carlton Pune

  
Kavindra Tewari  
Human Resources Manager







880, Haldiram's House, Small Factory Area, Bhandara Road Nagpur 440008(India)  
Ph. (Off.) 0091-712-2681091, 2681191/92/93 Fax.: 0091-712-2680218

7/19/2022

### Harshal Dhurve

In reference to your application and subsequent discussions with us, we wish to engage you as "Management Trainee"- in Front Office House for Oam Industries India Pvt Ltd.

will be entitle for Yearly CTC of INR 275000/- (Two Lakh Seventy e Thousand)

be entitled for one weekly off on any day between Monday to Thursday, Free food (Two Time Meal), and accommodation chargeable of 1500/- Month..

required to report with all the below mention documents for duty on or before Date 9/1/2022 at 10:30 AM at Nagpur (Plot 146, Haldiram House, Bhandara Road Chowk, Old Pardi Naka, Surya Nagar, Nagpur, Maharashtra 440035)

to bring the original & Photocopies of the following documents-

- All educational certificates,  
Six no.'s of passport size and two references at the time of joining.  
Copy of PAN & Aadhar for proof of address.  
School leaving certificate for proof of Date of Birth.  
Experience letter & copy of pay slip for proof of income. (If Applicable)  
Police Verification Report/Police Clearance Certificate.

this "LOI" is valid subject to positive response of your reference checks. This "LOI" overrides all previous correspondence shared earlier.

Sign & return the duplicate copy of this letter as a token of acceptance.

Thank you,

TEAM INDUSTRIES INDIA PVT LTD.

Law

Authorized Signatory

Human Resources





Date: 11<sup>th</sup> April, 2022

Institute: Maharashtra State Institute of Hotel Management and Catering Technology,  
Pune

Dear Ms. Mansi Gaikwad

This has reference to your application and the subsequent interview you had with us. We are pleased to inform you that you are being offered the position of "Commis" in the Kitchen Department at EIH Ltd for Unit – Trident Nariman Point & The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organization. A formal letter of appointment will be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai – Human Resources on 26<sup>th</sup> July, 2022 at 9.00 a.m. for medicals and shall join duty on 1<sup>st</sup> August, 2022, subject to your medical fitness.

You are requested to bring along **three (03) photocopies** of the documents listed below:

- Ten Passport-size photographs (Red background)
- Experience Letter; Last three month's salary slips and Appointment Letter, if applicable
- Three reference letters on the letterhead of your faculty, if selected in a campus interview
- Educational Mark sheets and Certificates
- Driving License (If applicable)
- Marriage Certificate (If applicable)
- Proof of Present Address - Current month Electricity/Gas/Telephone Bill and/or Agreement copy if you reside in Mumbai on a rental basis
- AADHAR Card
- PAN Card
- Passport/Police Verification Certificate
- Birth Certificate/School/College Leaving Certificate
- Final Vaccination Certificate for Covid19

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Deputy Manager – Human Resources. She can be contacted on 022 – 66326060/66/62 or email address – stefanie.dcosta@oberoihotels.com

Yours faithfully,

**EIH LIMITED**

Unit – Trident Nariman Point  
The Oberoi, Mumbai

*Mansi*

MAHENDRA WAIKOLE  
HEAD - HUMAN RESOURCES





May 09, 2022

**Letter of Confirmation**

Dear Fatema,

Greetings from The Ritz-Carlton Pune!

We are pleased to confirm your On-Job Training in **Culinary Department** department with The Ritz-Carlton Pune.

Your training duration will be from **01 July 2022 to 01 January 2023**.

Details of stipend, benefits, and allowances are mentioned in Annexure-I.

The list of documents mentioned in Annexure-1 has to be presented on the day of joining, failing which you may not be permitted to commence the training.

Once again, Welcome to The Ritz-Carlton, Pune. We endeavor that your learning experience will be enjoyable and rewarding. Feel free to contact the undersigned for any queries.

Please send a word of confirmation of acceptance of the terms of the offer.

For, The Ritz-Carlton Pune



Kavindra Tewari  
Human Resources Manager





THE RITZ-CARLTON

PUNE

### Annexure-1

1. Stipend: You will be entitled to a stipend of INR 5000/- per month.
2. Benefits:
  - **Meals:** Meals will be provided while on duty only
  - **Locker:** Students will be provided a sharing locker.
  - **Travel:**
    - Pick up and drop facility will not be provided
    - Drops for ladies is provided post 10:00 pm to the registered address
  - **Leaves:** You will be entitled to 6 offs in a month which shall be decided by the department in which you will be training.
    - There will be no other leaves given
    - Sick leaves have to be reported and a fitness certificate will have to be submitted before resuming the training
  - **Accommodation:** Students will have to organize their accommodation.
3. Uniform details
  - Uniform for girls:
    - Black trousers
    - White shirt
    - Black Ballerina with up to 1-inch heels
  - Uniform for Boys:
    - Black Trouser
    - White Shirt and Black tie
    - Black Oxford style shoes
  - Name tags will be provided by the hotel.
  - Kitchen uniforms: Students will have to bring their kitchen uniforms
    - Dusters, aprons, and chef's cap will be provided
  - Re-issuing of Uniform cards, ID cards, and name tags will be charged for
4. Reporting time
  - Day of joining: 9:30 am to the undersigned
  - Reporting time will be decided by the department in which the training is scheduled
5. List of Documents
  - Passport size photographs 2 nos.
  - **Police Verification Certificate**
  - **No objection letter** from the Hotel management institute
  - **Fitness certificate** from a certified medical practitioner stating that you are medically fit for employment and do not carry any communicable disease
  - **Medical Tests required: Australia Antigen, Widal, HIV Antibodies, Covid Test Report - RTPCR**
  - Proof of permanent address
  - Local address/ Contact information in case of emergencies
  - COVID vaccination certificate
6. Terms of certification
  - Certification upon successful completion will be provided based on the below
    - Attendance and punctuality
    - Conduct and performance





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15

Date- 29<sup>th</sup> September 2022

To,  
Mr. Gaurav Gavit

**Letter of Intent**

Dear Gaurav,

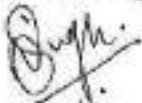
Further to your discussion with us, I am delighted to offer you the position of **"Front Office Associate"** for Sheraton Grand Pune. As per the agreement, your employment date will be effective **10<sup>th</sup> October 2022**. Your salary details would be as per the discussion and mutually agreed with the management.

The detailed appointment letter will be issued to you subsequent to your joining and completion of required formalities. Your appointment with the hotel will be subject to you being medically fit to perform your duties at all times.

I look forward to a long and mutually successful working relationship.

**Congratulations!**

With best regards,



**Neeta Singh**  
Human Resources Manager

**Candidate's acknowledgement:-**

Agreed and accepted-----on -----



20/8/21

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## OAM INDUSTRIES (INDIA) PVT. LTD.

880, Haldiram's House, Small Factory Area, Bhandara Road Nagpur 440008(India)  
Ph. (Off.) 0091-712-2681091, 2681191/92/93 Fax,: 0091-712-2680218

### Letter of Intent

7/19/2022

Anurag Ghone

In reference to your application and subsequent discussions with us, we wish to engage you as "Management Trainee"- in Front  
House for Oam Industries India Pvt Ltd.

You will be entitled for Yearly CTC of INR 275000/- (Two Lakh Seventy Five Thousand)

You will be entitled for one weekly off on any day between Monday to Thursday, Free food (Two Time Meal), and accommodation  
chargeable of 1500/- Month.

You are required to report with all the below mention documents for duty on or before Date 9/1/2022 at 10:30 AM at Nagpur (Plot  
45/146, Haldiram House, Bhandara Road Chowk, Old Pardi Naka, Surya Nagar, Nagpur, Maharashtra 440035)

You need to bring the original & Photocopies of the following documents-

- All educational certificates,
- Six no.'s of passport size and two references at the time of joining.
- Copy of PAN & Aadhar for proof of address.
- School leaving certificate for proof of Date of Birth.
- Experience letter & copy of pay slip for proof of income. (If Applicable)
- Police Verification Report/Police Clearance Certificate.

This "LOI" is valid subject to positive response of your reference checks. This "LOI" overrides all previous  
correspondence shared earlier.

Please sign & return the duplicate copy of this letter as a token of acceptance.

Yours,

OAM INDUSTRIES INDIA PVT LTD.

Authorized Signatory

Human Resources

Signed

Date of Joining:





201822



17



Shashidhar, Aarti Yesterday  
to me ✓



**From:** Shashidhar, Aarti

**Sent:** Monday, September 12, 2022 6:23 PM

**To:** 'girishingale25252000@gmail.com'

<girishingale25252000@gmail.com>

**Cc:** 'tpo.nfci@gmail.com' <tpo.nfci@gmail.com>; Abraham,

Amal <Amal.Abraham@westin.com>

**Subject:** Marriott Internship Offer Letter

Dear Girish,

Greetings from The Westin Pune Koregaon Park!

It is my pleasure to inform that you have been selected at The Westin Pune Koregaon park in the capacity as "Marriott Internship" in Culinary department for 6Months.

Firstly, we would like to congratulate you on your selection, and we welcome you to our family. Your date of joining will be September 19th, 2022. Your stipend would be INR 8,000/- per month

You may please report at the HR department at 09:30 am on your date of joining in formal attire. Following are the documents that you need to carry along.

- 4 passport-sized photographs
- Photocopies of Educational Qualifications
- Medical Fitness Certificate Food Handlers Test
- Photocopy of Marriage Certificate (if married)
- Photocopy of PAN Card and Aadhaar Card (Compulsory)





201831

21



THE RITZ-CARLTON  
PUNE

May 09, 2022

### Letter of Confirmation

Dear Hritik,

Greetings from The Ritz-Carlton Pune!

We are pleased to confirm your On-Job Training in **Culinary Department** department with The Ritz-Carlton Pune.

Your training duration will be from **01 July 2022 to 01 January 2023**.

Details of stipend, benefits, and allowances are mentioned in Annexure-I.

The list of documents mentioned in Annexure-1 has to be presented on the day of joining, failing which you may not be permitted to commence the training.

Once again, Welcome to The Ritz-Carlton, Pune. We endeavor that your learning experience will be enjoyable and rewarding. Feel free to contact the undersigned for any queries.

Please send a word of confirmation of acceptance of the terms of the offer.

For, The Ritz-Carlton Pune

Kavindra Tewari  
Human Resources Manager







THE RITZ-CARLTON

PUNE

### Annexure-1

1. Stipend: You will be entitled to a stipend of INR 5000/- per month.
2. Benefits:
  - **Meals:** Meals will be provided while on duty only
  - **Locker:** Students will be provided a sharing locker.
  - **Travel:**
    - Pick up and drop facility will not be provided
    - Drops for ladies is provided post 10:00 pm to the registered address
  - **Leaves:** You will be entitled to 6 offs in a month which shall be decided by the department in which you will be training.
    - There will be no other leaves given
    - Sick leaves have to be reported and a fitness certificate will have to be submitted before resuming the training
  - **Accommodation:** Students will have to organize their accommodation.
3. Uniform details
  - Uniform for girls:
    - Black trousers
    - White shirt
    - Black Ballerina with up to 1-inch heels
  - Uniform for Boys:
    - Black Trouser
    - White Shirt and Black tie
    - Black Oxford style shoes
  - Name tags will be provided by the hotel.
  - Kitchen uniforms: Students will have to bring their kitchen uniforms
    - Dusters, aprons, and chef's cap will be provided
  - Re-issuing of Uniform cards, ID cards, and name tags will be charged for
4. Reporting time
  - Day of joining: 9:30 am to the undersigned
  - Reporting time will be decided by the department in which the training is scheduled
5. List of Documents
  - Passport size photographs 2 nos.
  - **Police Verification Certificate**
  - **No objection letter** from the Hotel management institute
  - **Fitness certificate** from a certified medical practitioner stating that you are medically fit for employment and do not carry any communicable disease
  - **Medical Tests required: Australia Antigen, Widal, HIV Antibodies, Covid Test Report - RTPCR**
  - Proof of permanent address
  - Local address/ Contact information in case of emergencies
  - COVID vaccination certificate
6. Terms of certification
  - Certification upon successful completion will be provided based on the below
    - Attendance and punctuality
    - Conduct and performance





09/Jul/2022

To,  
Mr Akshay Kiran Khairnar  
Mumbai

**OFFER LETTER**

Dear Mr Akshay Kiran Khairnar,

This has reference to your meeting with us exploring a career opportunity for you in Dusters Total Solutions Services Pvt. Ltd. (DTSS). We take pleasure to offer you to join DTSS as **Junior Management Trainee**. You shall be based out of **Mumbai**.

Your total annual CTC including all remunerations shall be **2,77,970/-**. The salary structure is attached along with this letter at **Annexure A**. You shall join us on or before **03-Aug-22**.

With a view to facilitate your coming on board, kindly find enclosed the guide as **Annexure B** to this letter. This contains the list of documents & testimonials which you need to submit to us prior to joining, carry while reporting to join, address of the office where you need to report & contact details. Request you to go through the same and respond / prepare according to the same. Compliance of above procedure is mandatory in order to complete your joining formalities and to make your appointment valid. Absence of any of the documents will put your appointment on hold until the submission of concerned documents.

As a token of acceptance of this offer, kindly sign on all three pages of the second copy of this letter enclosed and courier it to us immediately at the address printed on **Annexure B**.

We look forward to welcoming you on board & a mutually progressive path ahead.

for Dusters Total Solutions Services Pvt. Ltd.

Shoba Saji  
Senior Vice President - Human Resources

**ACKNOWLEDGEMENT**

I accept the above offer letter & the details as mentioned in **Annexure A & B** of this Offer Letter.

I shall be joining DTSS on or before     /    /    .

Akshay Kiran Khairnar

Date of Acknowledgement:     /    /    







#### Annexure A

Name : Mr Akshay Kiran Khairnar  
Designation Offered : Junior Management Trainee  
Location of Joining : Mumbai  
Joining on or before : 03-Aug-22

Pay Component	Monthly (₹)	Annual (₹)
<b>A - PAY AND ALLOWANCES</b>		
Basic	15,000	1,80,000
House Rent Allowance	750	9,000
City Compensatory Allowance	2,500	30,000
Advance Statutory Bonus	1,250	15,000
<b>TOTAL A</b>	<b>19,500</b>	<b>2,34,000</b>
<b>B - COMPANY CONTRIBUTION'S</b>		
Employer's contributions towards PF as per Rules	1,950	23,400
Employer's contributions towards ESIC as per Rules	593	7,118
Gratuity As per rules	721	8,652
<b>TOTAL - B</b>	<b>3,264</b>	<b>39,170</b>
<b>C - REIMBURSEMENT'S</b>		
Food Coupon	-	-
Mobile	400	4,800
<b>TOTAL - C</b>	<b>400</b>	
<b>Gross Salary (A+B+C)</b>	<b>23,164</b>	<b>2,77,970</b>
<b>Ops Incentive</b>		
<b>Total CTC</b>		<b>2,77,970</b>

for Dusters Total Solutions Services Pvt. Ltd.,

*Shoba Saji*

Shoba Saji  
Senior Vice President - Human Resources

#### ACKNOWLEDGEMENT

I accept the above offer letter & the details as mentioned in Annexure A & B of this Offer Letter.

I shall be joining DTSS on or before \_\_/\_\_/\_\_.

Akshay Kiran Khairnar

Date of Acknowledgement: \_\_/\_\_/\_\_



201832 22



**dts**  
SOLUTIONS  
FOR THE FUTURE

05/06/2022

To,  
Mr. Akshay Kiran Khairnar  
Mumbai

## OFFER LETTER

Dear Mr. Akshay Kiran Khairnar,

This is reference to your meeting with us exploring a career opportunity for you in Dusters Total Solutions Services Pvt. Ltd. (DTSS). We take pleasure to offer you to join DTSS as Junior Management Trainee. You shall be based out of Mumbai.

Your total annual CTC including all remunerations shall be 2,77,970/- The salary structure is attached along with this letter at Annexure A. You shall join us on or before 03-Aug-22

With a view to facilitate your coming on board, kindly find enclosed the guide at Annexure B to this letter. This contains the list of documents & formalities which you need to submit to us prior to joining, carry while reporting to join, address of the office where you need to report & contact details. Request you to go through the same and respond / prepare according to the same. Compliance of above procedure is mandatory in order to complete your joining formalities and to make your appointment valid. Absence of any of the documents will put your appointment on hold until the submission of concerned documents.

As a token of acceptance of this offer, kindly sign on all three pages of the second copy of this letter enclosed and courier it to us immediately at the address printed on Annexure B.

We look forward to welcoming you on board & a mutually progressive path ahead.

for Dusters Total Solutions Services Pvt. Ltd.

*Akshay Khairnar*

Shobha Sajj  
Senior Vice President - Human Resources

## ACKNOWLEDGEMENT

I accept the above offer letter &amp; the details as mentioned in Annexure A &amp; B of this Offer Letter.

I shall be joining DTSS on or before \_\_\_/\_\_\_/\_\_\_

Akshay Kiran Khairnar  
Date of Acknowledgement: \_\_\_/\_\_\_/\_\_\_

## Annexure A

Name : Mr. Akshay Kiran Khairnar  
Designation Offered : Junior Management Trainee  
Location of joining : Mumbai  
Joining on or before : 03-Aug-22

Pay Component	Monthly (₹)	Annual (₹)
<b>A - PAY AND ALLOWANCES</b>		
Basic	35,000	3,20,000
House Rent Allowance	750	9,000
City Compensatory Allowance	2,500	30,000
Advance Statutory Bonus	1,250	15,000
<b>TOTAL A</b>	<b>19,500</b>	<b>2,34,000</b>
<b>B - COMPANY CONTRIBUTION'S</b>		
Employer's contributions towards PF as per Rules	3,950	23,400
Employer's contributions towards ESIC as per Rules	293	7,118
Gratuity As per rules	711	8,532
<b>TOTAL - B</b>	<b>5,264</b>	<b>39,170</b>
<b>C - REIMBURSEMENT'S</b>		
Food Coupon	-	-
Mobile	400	4,800
<b>TOTAL - C</b>	<b>400</b>	
<b>Gross Salary (A+B+C)</b>	<b>25,164</b>	<b>3,77,970</b>
Ops Incentive	-	-
<b>Total CTC</b>		<b>2,77,970</b>

for Dusters Total Solutions Services Pvt. Ltd.

*Shobha Sajj*

Shobha Sajj  
Senior Vice President - Human Resources

## ACKNOWLEDGEMENT

I accept the above offer letter &amp; the details as mentioned in Annexure A &amp; B of this Offer Letter.

I shall be joining DTSS on or before \_\_\_/\_\_\_/\_\_\_

Akshay Kiran Khairnar  
Date of Acknowledgement: \_\_\_/\_\_\_/\_\_\_



# 201/1, Corporate Mile, 3rd Floor, Hemmal Road, Vasant Nagar, Bangalore - 560 051, T: 080 6818 6000, R: www.dts.in  
201/1/2, Building No. 1, 3rd Floor, Kulkarni Industrial Complex, Phoenix, Vile Parle (W), Mumbai - 400 070, T: 022 4236 1171  
CN: U1660KA2019PTC042758

# 201/1, Corporate Mile, 3rd Floor, Hemmal Road, Vasant Nagar, Bangalore - 560 051, T: 080 6818 6000, R: www.dts.in  
201/1/2, Building No. 1, 3rd Floor, Kulkarni Industrial Complex, Phoenix, Vile Parle (W), Mumbai - 400 070, T: 022 4236 1171  
CN: U1660KA2019PTC042758





#### Annexure B

#### **DOCUMENTS TO BE SUBMITTED TO DTSS**

	<b>Document Name</b>	<b>On or Before</b>
1.	Medical fitness certificate along with basic test like blood, Urine, Blood Pressure and Stools	<b>Mandatory</b> to be submitted before joining.
2.	Email copy of your resignation letter submitted to your current employer	2 days from the date of acceptance of this offer
3.	Email copy of acceptance of your resignation letter by your current employer stating your last working day	Same day of receipt of acceptance
4.	Copy of Relieving Letter from previous employer (not applicable for fresher)	Before joining
5.	Copy of Salary proof (i.e. Payslip / recent Increment Letter or Appointment Letter from the previous employer)	Before joining
6.	Copy of Experience Certificate from previous employer	Before joining
7.	Copy of Educational Certificates (Degree / Diploma / Professional Courses, if any)	Before joining
8.	Copy of Birth Certificate / School Leaving Certificate / Passport	Before joining
9.	Copy of Current Residential proof (i.e. Ration Card / Election Voter Identity Card / Rental Agreement / Telephone Bill / Electricity Bill)	Before joining
10.	Copy of Identity proof (i.e. Passport / Driving License / Voter's Identity Card)	Before joining
11.	Passport Size Photographs - 6 nos + Stamp Size Photograph - 1 no	Before joining
12.	Family Photograph for ESIC Card (if applicable) - 2 nos	Before joining
13.	Copy of Pan Card	Before joining
14.	Provisional Investment Declaration	Before joining

\*\*\* Medical Fitness Certificate is a mandatory document & to be submitted before the date of joining. If the report is Negative employee cannot join DTSS

#### **FOR JOINING - OFFICE ADDRESS & CONTACT:**

Mr. Abzal H  
Senior Manager - Human Resources  
DUSTERS TOTAL SOLUTIONS SERVICES PVT LTD.  
332/1, Corporate Miller, 3<sup>rd</sup> floor,  
Thimmalah Road, Vasanth Nagar  
Bangalore - 560052

#### **PLEASE COURIER YOUR ACKNOWLEDGED COPY TO:**

Ms. Poornima G  
HR Business Partner  
DUSTERS TOTAL SOLUTIONS SERVICES PVT LTD.  
332/1, Corporate Miller, 3<sup>rd</sup> floor,  
Thimmalah Road, Vasanth Nagar  
Bangalore - 560052

#### ACKNOWLEDGEMENT

I accept the above offer letter & the details as mentioned in **Annexure A & B** of this Offer Letter.

I shall be joining DTSS on or before   /  /  .

**Akshay Kiran Khairnar**

Date of Acknowledgement:   /  /  





201834  
Placement

**EIH Limited**  
A MEMBER OF THE OBEROI GROUP

23

THE OBEROI, NARIMAN POINT, MUMBAI 400 021, INDIA / TELEPHONE : 01-22-6632 5757, 6632 4343 / WEBSITE: WWW.EIHLTD.COM

Date: 29<sup>th</sup> March, 2022

Institute: Maharashtra State Institute of Hotel Management and Catering Technology

Dear Ms. Harshada Kulkarni

This has reference to your application and the subsequent interview you had with us. We are pleased to inform you that you are being offered the position of "Assistant" in the Food & Beverage Service Department at EIH Ltd for Unit - Trident Nariman Point & The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organization. A formal letter of appointment will be issued to you on joining duty.

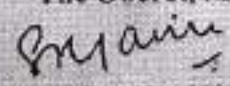
You will report to Trident, Nariman Point, Mumbai - Human Resources on 25<sup>th</sup> June, 2022 at 9.00 a.m. for medicals and shall join duty on 1<sup>st</sup> July, 2022, subject to your medical fitness.

You are requested to bring along three (03) photocopies of the documents listed below:

- Ten Passport-size photographs (Red background)
- Experience Letter; Last three month's salary slips and Appointment Letter, if applicable
- Three reference letters on the letterhead of your faculty, if selected in a campus interview
- Educational Mark sheets and Certificates
- Driving License (If applicable)
- Marriage Certificate (If applicable)
- Proof of Present Address - Current month Electricity/Gas/Telephone Bill and/or Agreement copy if you reside in Mumbai on a rental basis
- AADHAR Card
- PAN Card
- Passport/Police Verification Certificate
- Birth Certificate/School/College Leaving Certificate
- Final Vaccination Certificate for Covid-19

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Deputy Manager - Human Resources. She can be contacted on 022 - 66326060/66/62 or email address - stefanie.dcosta@oberoihotels.com

Yours faithfully,

**EIH LIMITED**  
Unit - Trident Nariman Point  
The Oberoi, Mumbai  
  
**MAHENDRA WAIKOLE**  
HEAD - HUMAN RESOURCES



Classification: Internal



Date: 29<sup>th</sup> March, 2022

Institute: Maharashtra State Institute of Hotel Management and Catering Technology

Dear Mr. Prithviraj Lingras

This has reference to your application and the subsequent interview you had with us. We are pleased to inform you that you are being offered the position of "Commis" in the Kitchen Department at EIH Ltd for Unit - Trident Nariman Point & The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organization. A formal letter of appointment will be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai - Human Resources on 25<sup>th</sup> June, 2022 at 9.00 a.m. for medicals and shall join duty on 1<sup>st</sup> July, 2022, subject to your medical fitness.

You are requested to bring along three (03) photocopies of the documents listed below:

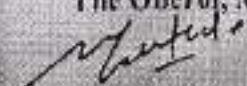
- Ten Passport-size photographs (Red background)
- Experience Letter; Last three month's salary slips and Appointment Letter, if applicable
- Three reference letters on the letterhead of your faculty, if selected in a campus interview
- Educational Mark sheets and Certificates
- Driving License (If applicable)
- Marriage Certificate (If applicable)
- Proof of Present Address - Current month Electricity/Gas/Telephone Bill and/or Agreement copy if you reside in Mumbai on a rental basis
- AADHAR Card
- PAN Card
- Passport/Police Verification Certificate
- Birth Certificate/School/College Leaving Certificate
- Final Vaccination Certificate for Covid19

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Deputy Manager - Human Resources. She can be contacted on 022 - 66326060/66/62 or email address - stefanie.decosta@oberoihotels.com

Yours faithfully,

**EIH LIMITED**

Unit - Trident Nariman Point  
The Oberoi, Mumbai

  
**MAHENDRA WAIKOLE**  
HEAD - HUMAN RESOURCES





201837

25

ATTN  
PHOTOGRAPH  
HERE

ITC HOTEL  
HILTON  
ITC MAHARAJA  
LUXURY  
HOTEL

Sahar Airport Road, Mumbai - 400 099  
Tel.: (91-22) 2850 3030 Fax: (91-22) 2850 3131

To,  
Dr. G.M. Bhargava MD  
Kanaiya Medical Centre,  
Suite No. 104, Kanaiya Bldg, 1<sup>st</sup> Floor,  
Linking Road, Between National College & Amaraam,  
Bandra (West) Mumbai-400050  
Tel. No. Ms. Avantika: 8691821374

Date: 18/05/2022

Subject: Pre-employment Medical Check-up

Name of the Candidate: Atul Bhimrao MahaleTel. No. 942699162 / 986655891

Kindly conduct the medical tests for the above mentioned candidate on the parameters agreed, and send the report to the undersigned. (Please tick the panel)

Amount

☒ Pre-employment Health Check-up (Food Handlers)  
☐ Pre-employment Health Check-up (Non Food Handlers)

Rs.1650/-  
Rs.1550/-

Protocol to be followed before coming for the Medical Check-up

- Please fast for 12 hrs. Before Specimen Collection (Blood & Urine). (You can have water but no tea, coffee & breakfast in the morning).
- Please report to the lab at 10.30 am from Monday to Saturday.
- You will be required to carry early morning Urine and Stool samples in the containers.
- The total check-up will take around 3-1/2 to 3 hrs.
- The test conducted will be Blood Collection, Urine Collection, Stool Collection, Physical Examination, Chest X-ray & ECG.
- Please contact Ms. Avantika in the lab.
- The report along with the doctor's comments will be available next day.
- Please make a payment mentioned against Panel. This will be reimbursed after completion of one year service with the organization on producing of the medical receipt.

For  
JTC Mahatha, Mumbai

Authorized Signatory

Name: Atul Mahale  
Location: Mumbai

*Atul Mahale*





201808  
33



THE RITZ-CARLTON  
PUNE

May 09, 2022

**Letter of Confirmation**

Dear Yash,

Greetings from The Ritz-Carlton Pune!

We are pleased to confirm your On-Job Training in **Culinary Department** department with The Ritz-Carlton Pune.

Your training duration will be from **01 July 2022 to 01 January 2023**.

Details of stipend, benefits, and allowances are mentioned in Annexure-I.

The list of documents mentioned in Annexure-1 has to be presented on the day of joining, failing which you may not be permitted to commence the training.

Once again, Welcome to The Ritz-Carlton, Pune. We endeavor that your learning experience will be enjoyable and rewarding. Feel free to contact the undersigned for any queries.

Please send a word of confirmation of acceptance of the terms of the offer.

For, The Ritz-Carlton Pune

Kavindra Tewari  
Human Resources Manager





# THE RITZ-CARLTON

May 25<sup>th</sup>, 2022

Yashada Mithare  
97669 29508  
[mithareyashada@gmail.com](mailto:mithareyashada@gmail.com)

Dear Yashada,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as Front Office Agent at The Ritz-Carlton, Pune as agents for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	9,800	117,600
House Rent Allowance	4,200	50,400
Gross Total (A)	14,000	168,000
*Employer's PF Contribution @ 12% of Basic (B)	1,176	14,112
*Employer's ESIC Contribution @ 3.25% of Gross (C)	455	5,460
Total CTC (A+B+C)	15,631	187,572
*Employee's PF Contribution @ 12% of Basic (E)	1,176	14,112
*Employee's ESIC Contribution @ 0.75% of Gross (F)	105	1,260
*Professional Tax (G)	200	2,400
Net In-hand (A-E-F-G)	12,519	150,228
*Amount can vary as per government guidelines.		

You will be placed on probation for a period of 3 months. The probation period is waived off in case of internal transfers. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

You are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact [EmployeeAccounts@marriott.com](mailto:EmployeeAccounts@marriott.com) for enquiries

Your date of joining will be 11<sup>th</sup> July 2022. On the date of joining you are requested to bring, 4 passport size photographs, last company's relieving letter, last pay slip and certified copies of all your certificates. You will be required to do medical tests upon joining at a prescribed medical center. Details for the tests will be provided by us.

Please note that upon reference checks/enquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case maybe or if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz-Carlton, Pune team!

Kavindra Tewari  
Human Resources Manager





201841 28



August 2<sup>nd</sup>, 2022

To,

**Mr. Gajanan Nagargoje**

Maharashtra state Institute of Hotel Management and Catering Technology, Pune

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo an internship in the Food & Beverage Department at The Taj Mahal Palace, Taj Mahal Tower, Mumbai.

The details of your internship are as follows:

**Period of Internship:** 8<sup>th</sup> August 2022 till 8<sup>th</sup> July 2023

**Accommodation:** Accommodation will be provided on a sharing basis at no charge.

**Uniform:** 2 sets of white shirts and 2 matching black trousers and Black tie.  
Black Oxford cut shoes with laces.

**Documentation:**

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card and Pan Card
6. Photocopy of cancelled cheque / bank passbook

**Medical Fitness Certificates:**

1. Double Vaccination Certificate.
2. RAT – Results legible within 4 hours of your time of joining.
3. Food Handlers Test: Complete Blood Count (C.B.C.); Hepatitis B (HbsAg);
4. Widal Test (Typhoid); Urine Routine; Stool Routine; E.S.R; H.I.V; V.D.R.L.
5. Medical fitness certificate provided by a registered medical practitioner.

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.



2021-2022

201809  
201809



12th September , 2022

Subject: Appointment letter

Dear Shreya Bhuwad,

We are pleased to offer you the position of **Management Trainee** in Tien.

Date of Appointment: Your appointment will be effective on your date of joining, which shall be on the 13th September 2022.

Designation: Management Trainee

Job Location: Pune

Salary: 15000 per month

Let us know if you have any questions.

Regards,

Arjun Thakkar.



Tien  
All day diner  
+91 9130060997  
Model Colony  
Pune, India





Ref: HR/FEB/23/A3/60727070/60285847/1001411541

Date: 06 February, 2023

Mr. Gajanan Nagargoje  
Shashtri Nagar, Kothrud Pune  
Gadhve colony  
Kothrud 411038  
Maharashtra, India

Dear Mr. Gajanan

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **DMIT in Senior Executive - A3 grade** in our business on the following terms and conditions:

**1. PLACE OF POSTING:**

Your initial posting will be at **Pune, Maharashtra.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 06 February, 2023.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 25,680/- (Rupees Twenty Five Thousand Six Hundred Eighty Only) per annum.**

This includes:

- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.



The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,  
For Reliance Retail Limited

**Ankur Shukla**  
Head - Human Resources

---

#### ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**Reliance Retail Limited**

CIN: U01100MH1999PLC120543 Phone: +91 22 35553300





## THE RITZ-CARLTON

May 25<sup>th</sup>, 2022

Sakshi Naik  
8208949043  
sakshtunaik31@gmail.com

Dear Sakshi,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as **Food & Beverage Attendant** at The Ritz-Carlton, Pune as agents for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below.

Wages	Monthly Amount	Annual Amount
Basic Salary	9,600	117,600
House Rent Allowance	4,200	50,400
Gross Total (A)	14,000	168,000
*Employer's PF Contribution @ 12% of Basic (B)	1,176	14,112
*Employer's ESIC Contribution @ 3.25% of Gross (C)	455	5,460
Total CTC (A+B+C)	15,631	187,572
*Employee's PF Contribution @ 12% of Basic (E)	1,176	14,112
*Employee's ESIC Contribution @ 0.75% of Gross (F)	105	1,260
*Professional Tax (G)	200	2,400
Net in-hand (A-E-F-G)	12,519	150,228
*Amount can vary as per government guidelines.		

You will be placed on probation for a period of 3 months. The probation period is waived off in case of internal transfers. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

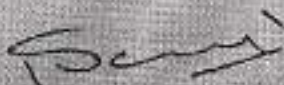
You are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact EmployeeAccounts@marriott.com for enquiries.

Your date of joining will be 11<sup>th</sup> July 2022. On the date of joining you are requested to bring 4 passport size photographs, last company's relieving letter, last pay slip and certified copies of all your certificates. You will be required to do medical tests upon joining at a prescribed medical center. Details for the tests will be provided by us.

Please note that upon reference checks/enquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case maybe or if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz-Carlton, Pune team!

  
Kavindra Tewari  
Human Resources Manager





April 25, 2022

Mr. Harshal Raghunath Patil  
 Hanuman Nagar, Plot No. 7,  
 Faizpur,  
Jalgaon: 425503.

Dear, Harshal,

This has reference to your application and subsequent interviews you had with us. We are pleased to inform you that you have been selected as Steward in the Food & Beverage Department in our organization on Fixed Term Contract basis as per the following terms and conditions:

Particulars	Per Month
Basic	13,400
House Rent Allowance	1,600
Gross	15,000

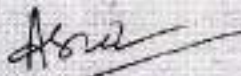
A formal contract letter will be issued to you incorporating the terms and conditions of your employment as mutually agreed upon, subject to you being certified medically fit and a satisfactory reference check.

Please confirm your acceptance at the earliest by signing and returning to us the duplicate of this letter and join duty not later than May 1, 2022.

We take this opportunity to extend to you a warm welcome and look forward to a mutually beneficial long-term association.


Thanking you,

For Blue Diamond, Pune



Asha Suvarna  
 Human Resources Manager

I Agree & Confirm



Harshal Raghunath Patil



Placement File



201851

32



THE RITZ-CARLTON  
Pune

May 09, 2022

**Letter of Confirmation**

Dear Swaraj,

Greetings from The Ritz-Carlton Pune!

We are pleased to confirm your On-Job Training in **Culinary Department** department with The Ritz-Carlton Pune.

Your training duration will be from **01 July 2022 to 01 January 2023**.

Details of stipend, benefits, and allowances are mentioned in Annexure-I.

The list of documents mentioned in Annexure-1 has to be presented on the day of joining, failing which you may not be permitted to commence the training.

Once again, Welcome to The Ritz-Carlton, Pune. We endeavor that your learning experience will be enjoyable and rewarding. Feel free to contact the undersigned for any queries.

Please send a word of confirmation of acceptance of the terms of the offer.

For, The Ritz-Carlton Pune

Kavindra Tewari  
Human Resources Manager



201851

To

## WORK ORDER

SWARAJ SURENDRA SALI

Narmada Housing Society, Near Mukthangan Science  
Exploratory Center, Model Colony, Shivajinagar,  
Pune, 411016  
Maharashtra (IN (India))

No: WO/22-23/00572  
Date: 01/05/23  
Our GSTIN: 27AA8CM2681H1ZG  
Division: Multiskills Development Division  
Project Code: MSD1934

GSTIN:

Ref:


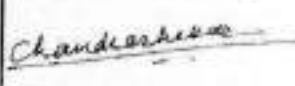
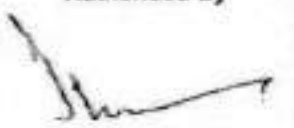

Sr No.	Description of Goods/Services	Tax %	Quantity	Rate	Amount (Rs.)
1	Availing your services for Counselling students, Documentation & Co-ordination work for Electric Vehicle, Solar PV Technician and any other Course assignment by management. The validity of this assignment order shall be from 01/01/2023 to 31/03/2023. You shall be paid at inclusive Professional Charges of Rs. 15,000/- for work, as specified by MITCON per month for the above scope of work for the F.Y. 2022-23.		3	15,000.00	45,000.00
Total					45,000.00
Grand Total					45,000.00

Rs. (in words) :- \*\*\*\* FORTY FIVE THOUSAND RUPEES AND ZERO PAISA ONLY

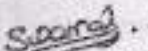
Terms &amp; Conditions:

TDS shall be deducted as per the Government rules

Instructions:

Prepared By	Recommended By	Authorised By	Approved By
 Sachin Rokade Assistant Manager	 Chandrashekar Bhosale Sr. Vice President	 Harshad Joshi Chief Operating Officer	 Anand Chalwade Managing Director

Accepted With Terms And Conditions



Authorised Signatory

(Other details viz. packing, inspection (where), freight/insurance/control, etc as per terms / conditions overleaf)





201852



THE RITZ-CARLTON

PUNE

33

May 09, 2022

### Letter of Confirmation

Dear Atharva,

Greetings from The Ritz-Carlton Pune!

We are pleased to confirm your On-Job Training in Front Office with The Ritz-Carlton Pune.

Your training duration will be from 01 July 2022 to 01 January 2023.


Details of stipend, benefits, and allowances are mentioned in Annexure-I.

The list of documents mentioned in Annexure-1 has to be presented on the day of joining, failing which you may not be permitted to commence the training.

Once again, Welcome to The Ritz-Carlton, Pune. We endeavor that your learning experience will be enjoyable and rewarding. Feel free to contact the undersigned for any queries.

Please send a word of confirmation of acceptance of the terms of the offer.

For, The Ritz-Carlton Pune

  
for  
Ravindra Tewari  
Human Resources Manager



# **EIH Limited** A MEMBER OF THE OBEROI GROUP

THE OBEROI, NARIMAN POINT, MUMBAI-400 006, INDIA / TELEPHONE: +91 22 6832 8700, 6832 4443 / WEBSITE: WWW.EIHLTD.COM

Date: 18<sup>th</sup> April, 2022

Institute: MHISMCT, Pune

Dear Mr. Om Shelar,

This has reference to your application and the subsequent interview you had with us. We are pleased to inform you that you are being offered the position of "Assistant" in the Food & Beverage Service Department at EIH Ltd for Unit – Trident Nariman Point & The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organization. A formal letter of appointment will be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai – Human Resources on 24<sup>th</sup> June, 2022 at 9.00 a.m. for medicals and shall join duty on 1<sup>st</sup> July, 2022, subject to your medical fitness.

You are requested to bring along three (03) photocopies of the documents listed below:

- Ten Passport-size photographs (Red background)
- Experience Letter, Last three month's salary slips and Appointment Letter, if applicable.
- Three reference letters on the letterhead of your faculty, if selected in a campus interview.
- Educational Mark sheets and Certificates.
- Driving License (If applicable)
- Marriage Certificate (If applicable)
- Proof of Present Address - Current month Electricity/Gas/Telephone Bill under Agreement copy if you reside in Mumbai on a rental basis.
- AADHAR Card
- PAN Card
- Passport/Police Verification Certificate
- Birth Certificate/School/College Leaving Certificate.
- Final Vaccination Certificate for Covid19

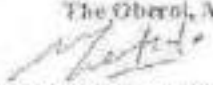
Should you need any further assistance, please contact Ms. Stefania D'Costa, Deputy Manager – Human Resources. She can be contacted on 022 – 68326060/66/62 or email address – stefania.dcosta@oberoihotels.com

Yours faithfully,

**EIH LIMITED**

Unit – Trident Nariman Point

The Oberoi, Mumbai

  
**MAHENDRA WAIKOLE**  
 HEAD - HUMAN RESOURCES

*(Signature)*

REGISTERED OFFICE: 4, HARGOBIND LANE, MUMBAI-7, INDIA  
 022- 68320000/68320001





THE RITZ-CARLTON

May 25<sup>th</sup>, 2022

Rohit Shethiya  
8783488503  
rohitshethiya@gmail.com

Dear Rohit,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as **Food & Beverage Attendant** at The Ritz-Carlton, Pune as agents for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below

Wages	Monthly Amount	Annual Amount
Basic Salary	9,800	117,600
House Rent Allowance	4,200	50,400
Gross Total (A)	14,000	168,000
*Employer's PF Contribution @ 12% of Basic (B)	1,176	14,112
*Employer's ESIC Contribution @ 3.25% of Gross (C)	455	5,460
Total CTC (A+B+C)	15,631	187,572
*Employee's PF Contribution @ 12% of Basic (E)	1,176	14,112
*Employee's ESIC Contribution @ 0.75% of Gross (F)	105	1,260
*Professional Tax (G)	200	2,400
Net In-hand (A-E-F-G)	12,519	150,228

\*Amount can vary as per government guidelines.

You will be placed on probation for a period of 3 months. The probation period is waived off in case of internal transfers. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

You are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact [EmployeeAccounts@marriott.com](mailto:EmployeeAccounts@marriott.com) for enquiries.

Your date of joining will be **11<sup>th</sup> July 2022**. On the date of joining you are requested to bring, 4 passport size photographs, last company's relieving letter, last pay slip and certified copies of all your certificates. You will be required to do medical tests upon joining at a prescribed medical center. Details for the tests will be provided by us.

Please note that upon reference checks/enquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case maybe or if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz-Carlton, Pune team!

Kavindra Tewari  
Human Resources Manager





August 2nd, 2022

To,

**Ms. Preeti Supekar**

Maharashtra State Institute of Hotel Management and Catering Technology, Pune

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo an Internship in Food & Beverage Department at The Taj Mahal Palace, Taj Mahal Tower, Mumbai.

The details of your internship are as follows:

**Period of Internship:** 8th August 2022 till 8<sup>th</sup> July 2023

**Accommodation:** You are required to make your own arrangements for accommodation.

**Uniform:** 2 sets of white shirts and 2 matching black trousers and Black tie.  
Black Oxford cut shoes with laces.

**Documentation:**

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card and Pan Card
6. Photocopy of cancelled cheque / bank passbook

**Medical Fitness Certificates:**

1. Double Vaccination Certificate.
2. RAT – Results legible within 4 hours of your time of joining.
3. Food Handlers Test: Complete Blood Count (C.B.C.); Hepatitis B (HbsAg);
4. Widal Test (Typhoid); Urine Routine; Stool Routine; E.S.R; H.I.V; V.D.R.L.
5. Medical fitness certificate provided by a registered medical practitioner.

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.





201862  
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August 9<sup>th</sup>, 2022

To,

**Ms. Piyusha Waghmare**

Maharashtra State Institute of Hotel Management and Catering Technology, Pune

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo an internship in the Food Production Department at The Taj Mahal Palace, Taj Mahal Tower, Mumbai.

The details of your internship are as follows:

**Period of Internship:** 16<sup>th</sup> August 2022 till 16<sup>th</sup> July 2023

**Accommodation:** You are required to make your own arrangements for accommodation.

**Uniform:** 1 white shirt and 2 matching black trousers.  
Kitchen Safety Shoes (Black).

**Documentation:**

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card and Pan Card
6. Photocopy of cancelled cheque / bank passbook

**Medical Fitness Certificates:**

1. Double Vaccination Certificate.
2. RAT – Results legible within 4 hours of your time of joining.
3. Food Handlers Test: Complete Blood Count (C.B.C.); Hepatitis B (HbsAg);
4. Widal Test (Typhoid); Urine Routine; Stool Routine; E.S.R; H.I.V; V.D.R.L.
5. Medical fitness certificate provided by a registered medical practitioner.

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.



201865

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# **EIH Limited** A MEMBER OF THE OBEROI GROUP

THE OBEROI, NARIMAN POINT, MUMBAI 400 021, INDIA / TELEPHONE: 022 2221 1111, 6632 4943 / WEBSITE: WWW.EIHLTD.COM

Date: 11<sup>th</sup> April, 2022

Institute: Maharashtra State Institute of Hotel Management and Catering Technology,  
Pune

Dear Mr. Abhinav Kumbhar

This has reference to your application and the subsequent interview you had with us. We are pleased to inform you that you are being offered the position of "Commis" in the Kitchen Department at EIH Ltd for Unit - Trident Nariman Point & The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organization. A formal letter of appointment will be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai - Human Resources on 26<sup>th</sup> July, 2022 at 9.00 a.m. for medicals and shall join duty on 1<sup>st</sup> August, 2022, subject to your medical fitness.

You are requested to bring along three (03) photocopies of the documents listed below:

- Ten Passport-size photographs (Red background)
- Experience Letter, Last three month's salary slips and Appointment Letter, if applicable
- Three reference letters on the letterhead of your faculty, if selected in a campus interview
- Educational Mark sheets and Certificates
- Driving License (If applicable)
- Marriage Certificate (If applicable)
- Proof of Present Address - Current month Electricity/Gas/Telephone Bill and/or Agreement copy if you reside in Mumbai on a rental basis
- AADHAR Card
- PAN Card
- Passport/Police Verification Certificate
- Birth Certificate/School/College Leaving Certificate
- Final Vaccination Certificate for Covid19

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Deputy Manager - Human Resources. She can be contacted on 022 - 66326060/66/62 or email address - stefanie.dcosta@oberoihotels.com

Yours faithfully,

**EIH LIMITED**

Unit - Trident Nariman Point  
The Oberoi, Mumbai

*Signature*

**MAHENDRA WAIKOLE**  
HEAD - HUMAN RESOURCES





201867

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# THE RITZ-CARLTON

May 25<sup>th</sup>, 2022

Manish Singh  
9325577904  
manishsingh75075@gmail.com

Dear Manish,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as **Front Office Agent** at **The Ritz-Carlton, Pune** as agents for **Panchshil Corporate Park Private Limited**. Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	9,800	117,600
House Rent Allowance	4,200	50,400
Gross Total (A)	14,000	168,000
*Employer's PF Contribution @ 12% of Basic (B)	1,176	14,112
*Employer's ESIC Contribution @ 3.25% of Gross (C)	455	5,460
Total CTC (A+B+C)	15,631	187,572
*Employee's PF Contribution @ 12% of Basic (E)	1,176	14,112
*Employee's ESIC Contribution @ 0.75% of Gross (F)	105	1,260
*Professional Tax (G)	200	2,400
Net In-hand (A-E-F-G)	12,519	150,228
*Amount can vary as per government guidelines.		

You will be placed on probation for a period of 3 months. The probation period is waived off in case of internal transfers. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

You are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact [EmployeeAccounts@marriott.com](mailto:EmployeeAccounts@marriott.com) for enquiries.

Your date of joining will be 11<sup>th</sup> July 2022. On the date of joining you are requested to bring, 4 passport size photographs, last company's relieving letter, last pay slip and certified copies of all your certificates.

You will be required to do medical tests upon joining at a prescribed medical center. Details for the tests will be provided by us.

Please note that upon reference checks/enquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case maybe or if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz-Carlton, Pune team!

  
Kavindra Tewari  
Human Resources Manager







May 09, 2022

### Letter of Confirmation

Dear Mir Taha,

Greetings from The Ritz-Carlton Pune!

We are pleased to confirm your On-Job Training in **Front Office** with The Ritz-Carlton Pune.

Your training duration will be from **01 July 2022 to 01 January 2023**.


Details of stipend, benefits, and allowances are mentioned in Annexure-I.

The list of documents mentioned in Annexure-1 has to be presented on the day of joining, failing which you may not be permitted to commence the training.

Once again, Welcome to The Ritz-Carlton, Pune. We endeavor that your learning experience will be enjoyable and rewarding. Feel free to contact the undersigned for any queries.

Please send a word of confirmation of acceptance of the terms of the offer.

For, The Ritz-Carlton Pune

for   
Kavindra Tewari  
Human Resources Manager







THE RITZ-CARLTON

PUNE

### Annexure-1

1. Stipend: You will be entitled to a stipend of INR 5000/- per month.
2. Benefits:
  - **Meals:** Meals will be provided while on duty only
  - **Locker:** Students will be provided a sharing locker.
  - **Travel:**
    - Pick up and drop facility will not be provided
    - Drops for ladies is provided post 10:00 pm to the registered address
  - **Leaves:** You will be entitled to 6 offs in a month which shall be decided by the department in which you will be training.
    - There will be no other leaves given
    - Sick leaves have to be reported and a fitness certificate will have to be submitted before resuming the training
  - **Accommodation:** Students will have to organize their accommodation.
3. Uniform details
  - Uniform for girls:
    - Black trousers
    - White shirt
    - Black Ballerina with up to 1-inch heels
  - Uniform for Boys:
    - Black Trouser
    - White Shirt and Black tie
    - Black Oxford style shoes
  - Name tags will be provided by the hotel.
  - Kitchen uniforms: Students will have to bring their kitchen uniforms
    - Dusters, aprons, and chef's cap will be provided
  - Re-issuing of Uniform cards, ID cards, and name tags will be charged for
4. Reporting time
  - Day of joining: 9:30 am to the undersigned
  - Reporting time will be decided by the department in which the training is scheduled
5. List of Documents
  - Passport size photographs 2 nos.
  - **Police Verification Certificate**
  - **No objection letter** from the Hotel management institute
  - **Fitness certificate** from a certified medical practitioner stating that you are medically fit for employment and do not carry any communicable disease
  - **Medical Tests required: Australia Antigen, Widal, HIV Antibodies, Covid Test Report - RTPCR**
  - Proof of permanent address
  - Local address/ Contact information in case of emergencies
  - COVID vaccination certificate
6. Terms of certification
  - Certification upon successful completion will be provided based on the below
    - Attendance and punctuality
    - Conduct and performance



2012-2021-22

8

25

# Reliance Retail Ltd

## Selected Students

Sr. No.	Age	Name of the Candidate	Mobile Number	Email ID	Residence Location
1	21	Shivam Bhise 8	9250618823	sbhise333@gmail.com	Gokhle nagar, Pune
2	22	Gajanan Nagargoje 28	8698948683	nagargoje.gajanan1@gmail.com	Kothrud, Pune 201808
3	23	Harshal Durve 12	8483050614	dhurvehar.shal750@gmail.com	Gokhle nagar Pune 201816
5	24	Preeti Supekar 36	8888355763	supekarpreeti555@gmail.com	Katraj Pune 201856
6	22	Sarthak Zunjur 38	9923355965	saarthakzunjur@gmail.com	Gokhle nagar Pune 201863
7	24	Akshay Khaimar	8888770062	khaimar178@gmail.com	model colony Pune 201832
9	22	Omkar Dhanawade 11	7558250475	omkardhanawade18@gmail.com	Hadpsar Pune 201815
10	27	Rashmi Kale 19	9665985305	rashmib2703@gmail.com	Warje Pune 201829
11	21	Aditi Kapale 20	8380918640	aditikapale2000@gmail.com	Kasba peth Pune 201830
12	21	Mayuri Jadhav 18	9372382930	alakajadhav25@gmail.com	Saswad Pune 201824





Vaccinated - Yes/No

If Yes- Dose 1 or 2

College

College Location

SPOC Name

Status

Yes (2)

MSIHM  
CT

Shivaji Nagar,  
Pune

Selected

Yes (2)

MSIHM  
CT

Shivaji Nagar,  
Pune

Selected

Yes (2)

MSIHM  
CT

Shivaji Nagar,  
Pune

Selected

Yes (2)

MSIHM  
CT

Shivaji Nagar,  
Pune

Selected

Yes (2)

MSIHM  
CT

Shivaji Nagar,  
Pune

Prof. Sachin  
Rayarikar-  
9422085439

Not selected

Yes (2)

MSIHM  
CT

Shivaji Nagar,  
Pune

Selected

Yes (2)

MSIHM  
CT

Shivaji Nagar,  
Pune

Selected

Yes (2)

MSIHM  
CT

Shivaji Nagar,  
Pune

Selected

Yes (2)

MSIHM  
CT

Shivaji Nagar,  
Pune

Selected

Yes (2)

MSIHM  
CT

Shivaji Nagar,  
Pune

Selected







# THE RITZ-CARLTON

PUNE

May 30, 2023

Jagdish Agrawal  
jagdishagarwal1865@gmail.com  
9595948776

Dear Jagdish,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as Food & Beverage Attendant at The Ritz-Carlton, Pune as an agent for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	9,800	117,600
House Rent Allowance	4,200	50,400
Gross Total (A)	14,000	168,000
*Employer's PF Contribution @ 12% of Basic (B)	1,176	14,112
*Employer's ESIC Contribution @ 3.25% of Gross (C)	455	5,460
Total CTC (A+B+C)	15,631	187,572
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*Amount can vary as per government guidelines.		

You will be placed on probation for a period of 3 months. The probation period is waived off in case of internal transfers. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

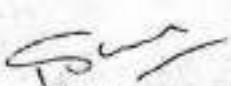
You are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate", and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact EmployeeAccounts@marriott.com for inquiries.

Your date of joining will be July 3<sup>rd</sup>, 2023. On the date of joining you are requested to bring, 6 passport-size photographs, the last company's relieving letter, and certified copies of all your certificates. You will be required to do medical tests upon joining a prescribed medical center. Details for the tests will be provided by us.

Please note that upon reference checks/inquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case may be if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz-Carlton, Pune team!

  
Kavindra Tewari  
Human Resources Manager



The Ritz-Carlton, Pune, a unit of Panchshil Corporate Park Pvt. Ltd.  
CTS NO: 1934-1943, Golf Course Square, Airport Road, Yerwada, Pune 411008





THE RITZ-CARLTON

201905

May 30, 2023

Prajwal Bhagat  
prajwalbhagat023@gmail.com  
6888084494

Dear Prajwal,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as Food & Beverage Attendant at The Ritz-Carlton, Pune as an agent for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	9,800	117,600
House Rent Allowance	4,200	50,400
Gross Total (A)	14,000	168,000
*Employer's PF Contribution @ 12% of Basic (B)	1,176	14,112
*Employer's ESIC Contribution @ 3.25% of Gross (C)	455	5,460
Total CTC (A+B+C)	15,631	187,572
*Employee's PF Contribution @ 12% of Basic (E)	1,176	14,112
*Employee's ESIC Contribution @ 0.75% of Gross (F)	105	1,260
*Professional Tax (G)	200	2,400
Net In-hand (A-E-F-G)	12,519	150,228
*Amount can vary as per government guidelines.		

You will be placed on probation for a period of 3 months. The probation period is waived off in case of internal transfers. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

You are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate", and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact [EmployeeAccounts@marriott.com](mailto:EmployeeAccounts@marriott.com) for inquiries.

Your date of joining will be July 3<sup>rd</sup>, 2023. On the date of joining you are requested to bring, 6 passport-size photographs, the last company's relieving letter, and certified copies of all your certificates. You will be required to do medical tests upon joining a prescribed medical center. Details for the tests will be provided by us.

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A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz-Carlton, Pune team!

Kavindra Tewari  
Human Resources Manager

The Ritz-Carlton, Pune, a unit of Panchshil Corporate Park Pvt. Ltd.  
CTS NO: 1934-1943, Golf Course Square, Airport Road, Yerwada, Pune 411006





**DETAILS OF COMPENSATION & BENEFITS**

**Ritika Barkade**

**Salary:** As per property payslip and subject to statutory deductions & income tax:

Basic Salary	9404
House Rent Allowance	4031

**Benefits:**

<b>Gross Salary</b>	<b>13435</b>
Employer's PF Contribution	1128
Employer's ESIC Contribution	437

<b>TOTAL REMUNERATION</b>	<b>15000</b>
---------------------------	--------------

**Probation:** You will be on probation for a period of three (3) months. Not applicable for Internal Transfers.

**Annual Leave, Holidays and Days Off:** In accordance with the property, Leave policy in practice as on your date of joining and revised from time to time based on business needs.

However, if you leave the organization, then any unavailed leave will be encashed on gross salary up to a maximum of 30 days if worked for more than one year, else on basic salary. Leave entitlement will be 21 days per calendar year.

Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year.

You will be entitled to six (6) days off in a month, as per Marriott India policy.

**Provident Fund:** You will be eligible to participate in the local provident fund scheme as per Hotel policy.

**Medical and Insurance:** You will be eligible to participate in the Hotel's health insurance scheme:

- Mediciam Insurance of Rs. 100,000 (for self).
- Mediciam Insurance of Rs. 200,000 (if married).
- Personal Accident Insurance of twice of your annual CTC, for self.







THE RITZ-CARLTON

PUNE

201909

May 30, 2023

Omkar Borkar  
borkaromkar551@gmail.com  
9307738987

Dear Omkar,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as Food & Beverage Attendant at The Ritz-Carlton, Pune as an agent for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	9,800	117,600
House Rent Allowance	4,200	50,400
Gross Total (A)	14,000	168,000
*Employer's PF Contribution @ 12% of Basic (B)	1,176	14,112
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Total CTC (A+B+C)	15,631	187,572
*Employee's PF Contribution @ 12% of Basic (E)	1,176	14,112
*Employee's ESIC Contribution @ 0.75% of Gross (F)	105	1,260
*Professional Tax (G)	200	2,400
Net In-hand (A-E-F-G)	12,519	150,228
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You will be placed on probation for a period of 3 months. The probation period is waived off in case of internal transfers. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

You are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate", and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact [EmployeeAccounts@marriott.com](mailto:EmployeeAccounts@marriott.com) for inquiries.

Your date of joining will be July 3<sup>rd</sup>, 2023. On the date of joining you are requested to bring, 6 passport-size photographs, the last company's relieving letter, and certified copies of all your certificates. You will be required to do medical tests upon joining a prescribed medical center. Details for the tests will be provided by us.

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A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz-Carlton, Pune team!

Kavindra Tewari  
Human Resources Manager

The Ritz-Carlton, Pune, a unit of Panchshil Corporate Park Pvt. Ltd.  
CTS NO: 1934-1943, Golf Course Square, Airport Road, Yerwada, Pune 411006





# THE RITZ-CARLTON

PUNE

May 30, 2023

Shruti Borse  
shrutiborse1707@gmail.com  
8080041709

Dear Shruti,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as Front Office Agent at The Ritz-Carlton, Pune as an agent for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	9,800	117,600
House Rent Allowance	4,200	50,400
Gross Total (A)	14,000	168,000
*Employer's PF Contribution @ 12% of Basic (B)	1,176	14,112
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Net In-hand (A-E-F-G)	12,519	150,228

\*Amount can vary as per government guidelines.

You will be placed on probation for a period of 3 months. The probation period is waived off in case of internal transfers. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

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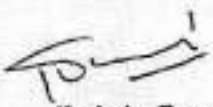
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You will be required to do medical tests upon joining a prescribed medical center. Details for the tests will be provided by us.

Please note that upon reference checks/inquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case may be if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz-Carlton, Pune team!

  
Kavindra Tewari  
Human Resources Manager

The Ritz-Carlton, Pune, a unit of Panchshil Corporate Park Pvt. Ltd.  
CTS NO: 1934-1943, Golf Course Square, Airport Road, Yerwada, Pune 411005







# THE RITZ-CARLTON

INDIA

May 30, 2023

Rajeshwari Chavan  
schavan6365@gmail.com  
9752649976

Dear Rajeshwari,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as **Housekeeping Attendant** at **The Ritz-Carlton, Pune** as an agent for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	9,800	117,600
House Rent Allowance	4,200	50,400
Gross Total (A)	14,000	168,000
*Employer's PF Contribution @ 12% of Basic (B)	1,176	14,112
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*Employee's ESIC Contribution @ 0.75% of Gross (F)	105	1,260
*Professional Tax (G)	200	2,400
Net In-hand (A-E-F-G)	12,519	150,228
*Amount can vary as per government guidelines.		

You will be placed on probation for a period of 3 months. The probation period is waived off in case of internal transfers. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

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Your date of joining will be **July 3<sup>rd</sup>, 2023**. On the date of joining you are requested to bring, 6 passport-size photographs, the last company's relieving letter, and certified copies of all your certificates. You will be required to do medical tests upon joining a prescribed medical center. Details for the tests will be provided by us.

Please note that upon reference checks/inquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case may be if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz-Carlton, Pune team!

Kavindra Tewari  
Human Resources Manager

The Ritz-Carlton, Pune, a unit of Panchshil Corporate Park Pvt. Ltd.  
CTS NO: 1934-1943, Golf Course Square, Airport Road, Yerwada, Pune 411006





OFFER & APPOINTMENT LETTER OF  
Hippie@Heart  
OF  
Madhura Chavkar  
FOR THE POST OF  
Junior Captain

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San Trica Realtors Private Limited

2019/13



# San Trica Realtors Private Limited

15<sup>th</sup> July 2023

Name – Madhura Chavrekar

Address – Sr. No. 680/2, Plot No 28, Sant Eknath Nagar,

Address – Part 2, Near Shankar Mandir, Bibwewad, Pune - 411037

Email ID – [madhura.chavrekar177@gmail.com](mailto:madhura.chavrekar177@gmail.com)

## Letter Of Appointment

Dear Ms. Chavrekar,

With reference to your application and request for a full-time job, we are pleased to offer you employment with Hippie@Heart on the terms and conditions set out below.

If you accept employment on these terms, please signify your acceptance by signing in the space provided below and submit one copy of this document to the HR at Hippie@Heart, 870/7, Lane No 10, Next to HDFC Bank, Bhandarkar Road, Decan Gymkhana, Pune – 411004, by 19<sup>th</sup> July, 2023.

### 1. Date of Commencement

Your date of commencement of employment with Hippie@Heart will be on or before 19<sup>th</sup> July, 2023.



# San Trica Realtors Private Limited

## 1. Introduction

San Trica Realtors Private Limited (STRL) is a leading real estate agency in the city of Mumbai, India. We are committed to providing the best real estate services to our clients.

## 2. Terms

These terms and conditions apply to all transactions conducted by STRL. The client agrees to these terms and conditions by signing the agreement. The client understands that these terms and conditions are a contract between the client and STRL. The client agrees to these terms and conditions by signing the agreement. The client understands that these terms and conditions are a contract between the client and STRL.

The client agrees to these terms and conditions by signing the agreement. The client understands that these terms and conditions are a contract between the client and STRL.

## 3. Definitions

The following definitions apply to these terms and conditions:

A. Real Estate

B. Real Estate Agent

A. Real Estate Agent: A person who is licensed to sell real estate.

B. Real Estate Agent: A person who is licensed to sell real estate.

STRL is a leading real estate agency in the city of Mumbai, India. We are committed to providing the best real estate services to our clients.





# San Trica Realtors Private Limited

- 7.1 Notwithstanding clause 7.1 and 7.2, Hippie@Heart may terminate your employment without notice in the event of serious misconduct by you.

## 8. Expenses

- 8.1 Hippie@Heart will compensate you for expenses incurred while on official business. All claims must be made on standard claim forms and include receipts and vouchers.

## 9. Copyright / Trade Secrets

- 9.1 All works provided by you during your employment with the company whether during regular working hours or otherwise shall be the property of the company in perpetuity globally and if so requested, you shall do all such things as are necessary to confirm title of such property in the company globally in perpetuity.
- 9.2 You will not disclose to any person, firm or corporate body without approval from appropriate authority of the company, such technical or managerial information and knowledge about company's business, trade secrets, manufacturing process etc as you may acquire in the course of this appointment.

## 10. Return of Materials

- 10.1 At the request of Hippie@Heart or on termination of your employment or on your resignation, you have to deliver to Hippie@Heart all the materials like papers, notes, data, reference material, memoranda, documentation, uniforms, tools, apparatus and any other material prepared or made, in whole or in part by you at any time during your employment with Hippie@Heart.
- 10.2 Upon your ceasing to be employed by the company, you shall forthwith return to the company all the property belonging to the company or any



# San Trica Realtors Private Limited

The elements of this offer are personal and specific to you, and accordingly, we do not consider them appropriate to be shared with the general public.

We sincerely hope that you will accept this offer. Please sign one copy of this offer letter in the space provided below as your formal acceptance of this employment offer, and send it to us.

If you have any questions about any of the elements of this offer, or would like to discuss the job further, please do not hesitate to email me at [hr.hippieatheart@gmail.com](mailto:hr.hippieatheart@gmail.com).

Yours sincerely,  
For Hippieatheart,

Authorized Signatory  
HR Manager







THE TAJ MAHAL PALACE  
MUMBAI

4 May 2023

Mr. Tanmay Vaibhav Chikodkar  
MSIHMCT College,  
Pune

Dear Tanmay,

**Sub: Trainee Placement at The Taj Mahal Palace, Mumbai**

This has reference to your application and the subsequent interviews that you had with us. We are pleased to inform you that you have been selected as **On Job Trainee (Food Production)** in our organization.

Please note the offer details:

1. **Proposed Date of Joining: 15 June 2023**
2. **Stipend: Rs.10,000/- (Rupees Ten Thousand only) per month.**
3. **Period of Training: 15 June 2023 to 15 May 2024**
4. **Location: The Taj Mahal Palace, Mumbai**
5. The letter of training will be handed over to you on your date of joining which should not be later than 15 June 2023.


This offer of training is subject to you being certified medically fit by the company medical officer and satisfactory completion of your documents (post verification of your Academic Credentials & Testimonials).

Should you require any clarifications, please feel free to get in touch with:

**Ms. Hanshika Shetty – Assistant Human Resources Manager, contact no. 91-9821596524 or on Email: [hanshika.shetty@tajhotels.com](mailto:hanshika.shetty@tajhotels.com)**

May I request you to kindly sign and forward us the scanned copy of this letter as a token of your acceptance within three days from the date of receipt of this letter i.e. by **7 May 2023**, failing which the offer of training stands withdrawn.

For The Taj Mahal Palace, Mumbai

  
Ramu Vemulapally

Area Human Resources Director- South Mumbai & Director of Human Resources

I accept the above terms & conditions: (signature) \_\_\_\_\_

E-mail id: \_\_\_\_\_

Contact No: \_\_\_\_\_

201915



THE TAJ MAHAL PALACE  
MUMBAI

4 May 2023

Ms. Kasturi Choudhari  
MSIHMCT College,  
Pune

Dear Kasturi,

**Sub: Job Offer at The Taj Mahal Palace, Mumbai**

This has reference to your application and the subsequent interviews that you had with us. We are pleased to inform you that you have been selected as **Reservations Associate (Sales & Marketing)** in our organization on a Fixed Term Contract.

Please note the offer details:

1. **Proposed Date of Joining: 15 June 2023**
2. **Consolidated Compensation: Rs.18000/- (Rupees Eighteen Thousand only) per month.**  
**Rs.14,000/- as consolidated basic pay and Rs.4,000/- as H.R.A.**
3. **Period of Contract: 15 June 2023 to 30 June 2024**
4. **Location: The Taj Mahal Palace, Mumbai**
5. You will be taken on the rolls of The Taj Mahal Palace, Mumbai from 15 June 2023 to 30 June 2024. The letter of appointment will be handed over to you on your date of joining which should not be later than 15 June 2023.

This offer is subject to you being certified medically fit by the company medical officer and satisfactory completion of your documents (post verification of your Academic Credentials & Testimonials).

Should you require any clarifications, please feel free to get in touch with:

Ms. Hanshika Shetty – Assistant Human Resources Manager, contact no. 91-9821596524 or on Email: [hanshika.shetty@tajhotels.com](mailto:hanshika.shetty@tajhotels.com)

May I request you to kindly sign and forward us the scanned copy of this letter in token of your acceptance within three days from the date of receipt of this letter i.e. by **7 May 2023**, failing which the offer stands withdrawn.

For The Taj Mahal Palace, Mumbai

Ramu Vemulapally

Area Human Resources Director- South Mumbai & Director of Human Resources

I accept the above terms & conditions: (signature) \_\_\_\_\_

E-mail id: \_\_\_\_\_

Contact No: \_\_\_\_\_







# THE RITZ-CARLTON

(PUNE)

May 30, 2023

Sakshi Deshpande  
sakshivdeshpande4@gmail.com  
9325253135

Dear Sakshi,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as Front Office Agent at The Ritz-Carlton, Pune as an agent for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	9,800	117,600
House Rent Allowance	4,200	50,400
Gross Total (A)	14,000	168,000
*Employer's PF Contribution @ 12% of Basic (B)	1,176	14,112
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Total CTC (A+B+C)	15,631	187,572
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*Professional Tax (G)	200	2,400
Net In-hand (A-E-F-G)	12,519	150,228
*Amount can vary as per government guidelines.		

You will be placed on probation for a period of 3 months. The probation period is waived off in case of internal transfers. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

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Your date of joining will be July 3<sup>rd</sup>, 2023. On the date of joining you are requested to bring, 6 passport-size photographs, the last company's relieving letter, and certified copies of all your certificates. You will be required to do medical tests upon joining a prescribed medical center. Details for the tests will be provided by us.

Please note that upon reference checks/inquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case may be if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz-Carlton, Pune team!

Kavindra Tewari  
Human Resources Manager

The Ritz-Carlton, Pune, a unit of Panchshil Corporate Park Pvt. Ltd.  
CTS NO: 1934-1943, Golf Course Square, Airport Road, Yerwade, Pune 411006



Dear Aditya Sudam Dimbar,

Congratulations!

We are pleased to inform you that you have been selected for the role of **Officer - Catering** with **IndiGo** (InterGlobe Aviation Limited) in the **AOCS** department for **Pune**.

Kindly find below your CTC details for your reference in  
**Annexure A.**

Request you to go through the same and share your acceptance at the earliest by replying to this email.

**We wish you a wonderful 6E career ahead with us at IndiGo and expect to see you onboard at the earliest.**



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

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

Please also note that IndiGo may be required to share the information furnished by you, with its third party service partners in relation to verification of any document and you agree that you have no objection to the disclosure of such information.

IndiGo reserves the right to revoke this offer of employment for any reason whatsoever prior to the execution of an employment agreement between IndiGo and yourself.

**"Please Note:**

- Ø The validity of this Offer is contingent basis your acceptance within 48 hours once you receive this Offer. Post which the offer will be considered null and void if not accepted.
- Ø The Offer is confidential and should not be discussed with or disclosed to anyone."

Regards

Human Resource




**TRIDENT**

Bandra Kurla, Mumbai

 20<sup>th</sup> April, 2023

Mr. Joel Gaikwad  
Plot no. 65, H.No. 2425,  
Nagar Parishad road,  
Near BSNL office, Pune

Dear Joel,

Congratulations!

It gives us great pleasure to inform you that you have been selected as Guest Service Associate in the Housekeeping department at Trident, Bandra Kurla, Mumbai.

You have successfully completed the selection process. This is a commendable achievement as The Oberoi Group is known for its exacting selection standards.

You are requested to report to the General Manager, Trident Bandra Kurla, Mumbai or any other official assigned by the reporting authority at 9.00 a.m. on 15<sup>th</sup> June, 2023 at Trident, Bandra Kurla, Mumbai.

Please bring photocopy of the following documents with you:

- Class X, XII, Graduation / Diploma / Provisional Certificate & Character Certificate from college (Carry original documents for verification)
- Eight coloured, passport-sized photographs on a red background
- PAN card, AADHAR card, (Mandatory) – 3 colour photocopy & POLICE VERIFICATION (Mandatory) (Please note we will not be able to process your salary, if photo copy is not submitted.)
- We would also be requiring a copy of your valid passport.
- Work experience certificate(s), if any.

Your gross compensation package is enclosed as an annexure to this letter. You will be eligible for other benefits, as applicable. A letter detailing the terms and conditions of your appointment will be given to you when you join us.

This offer is subject to a medical examination and certification by the company doctor and a positive reference feedback. Should you have any questions prior to joining, please do not hesitate to contact - Ms. Manjari Sharma Head-Human Resources at 022-66727500.

We look forward to welcoming you to our team!

Yours sincerely,

For,  
D. Chakraborty  
Manjari Sharma  
Head-Human Resources





**Compensation of Joel Gaikwad  
Level 9**

Sr.no	Description	Amount
	<b>Earnings</b>	
1	Basic	6600
2	Special Allowance	5300
3	House Rent Allowance	7100
	<b>Gross Salary – A</b>	<b>19000</b>
4	Company's contribution towards PF/EPF	1428
5	Performance Award	1250
6	Company's contribution to Mediclaim and Personal Accident Policy	686
7	ESIC	618
8	Gratuity	317
9	Bonus	1400
	<b>Other Earnings – B</b>	<b>5699</b>
	<b>Total Cost-To-Company (CTC) A+B</b>	<b>24699</b>
1	Employee's contribution towards P/F	1428
2	Subsidised rate for meals in the Employee Dining Room	250
3	ESIC	143
4	Professional tax	200
	<b>Total Deductions – C</b>	<b>2021</b>
	<b>Net take home per month A - C = D (Without Accommodation)</b>	<b>16980</b>
	<b>Net take home per month D - 2300 – E (With Accommodation)</b>	<b>14680</b>

**Benefits :-**

- 1 Uniforms are provided by the company.
- 2 The Employee Dining Room deduction includes all duty meals
- 3 Transportation to & from the nearest railway station is provided at fixed timings.
- 4 Optional semi furnished accommodation at Rs 2,300/- per month can be provided on sharing basis.

**Notes :-**

- 1 The "Performance Award" amount is based on base ratings.
- 2 Gratuity will be payable as per the Payment of Gratuity Act, 1972.
- 3 All Gross Salary on or below Rs. 21000 are subjected to ESIC deduction
- 4 Provident Fund & ESIC deductions are subjected to Provident Fund & ESIC Act

Hello!

Greeting from L'Apicio.

Congratulations! Mr Prajyot Gurav, we are pleased to confirm your job with L'Apicio, as discussed with Managing Director/Chef Sumit Kisar, we will be offering you a position of 'Commis 3' to commence. As discussed your in hand salary will be INR 11000/- .We request you to send your confirmation to this offer and join the team on the 5th June 2023. Hope to hear from you soon.

Thanks & regards

Sumit kisar

Director/Executive Chef

L'Apicio

(By Anaisa Hospitality Pvt Ltd)







# THE RITZ-CARLTON

May 30, 2023

Max Heera  
maxheera9284@gmail.com  
9022843203

Dear Max,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as Food & Beverage Attendant at The Ritz-Carlton, Pune as an agent for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	9,800	117,600
House Rent Allowance	4,200	50,400
Gross Total (A)	14,000	168,000
*Employer's PF Contribution @ 12% of Basic (B)	1,176	14,112
*Employer's ESIC Contribution @ 3.25% of Gross (C)	455	5,460
Total CTC (A+B+C)	15,631	187,572
*Employee's PF Contribution @ 12% of Basic (E)	1,176	14,112
*Employee's ESIC Contribution @ 0.75% of Gross (F)	105	1,260
*Professional Tax (G)	200	2,400
Net In-hand (A-E-F-G)	12,519	150,228
*Amount can vary as per government guidelines.		

You will be placed on probation for a period of 3 months. The probation period is waived off in case of internal transfers. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

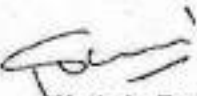
You are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate", and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact [EmployeeAccounts@marriott.com](mailto:EmployeeAccounts@marriott.com) for inquiries.

Your date of joining will be July 3<sup>rd</sup>, 2023. On the date of joining you are requested to bring, 8 passport-size photographs, the last company's relieving letter, and certified copies of all your certificates. You will be required to do medical tests upon joining a prescribed medical center. Details for the tests will be provided by us.

Please note that upon reference checks/inquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case may be if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz-Carlton, Pune team!

  
Kavindra Tewari  
Human Resources Manager

The Ritz-Carlton, Pune, a unit of Panchshil Corporate Park Pvt. Ltd.  
CTS NO: 1934-1943, Golf Course Square, Airport Road, Yerwada, Pune 411005





201929

VILFDS/PER/2023/2153

June 16, 2023

Mr. Prasad Suresh Jadhav  
Bhafna Mala,  
Maurepuram,  
Shirur 412 210.

- Student of internship.

Dear Sir,

This has reference to your letter, for internship to get know how and hands on knowledge in your subject.

We expect you to commence your project work from 1<sup>st</sup> July, 2023. The project duration shall not exceed 12 weeks.

You shall be under guidance of Mr. Uday Sawant – G. M. – Plant, Baur.

Student will be paid stipend of Rs.10,000/- p.m., towards day to day out of pocket expenses, whilst on project.

You will strictly observe organisational discipline, confidentiality and safety norms. In addition you will maintain work diary and submit records, & reports as required by us.

We welcome & wish every success in your learning attempts.

Thanking you,

Yours faithfully  
For VENKY'S (INDIA) LIMITED

  
C. G. SHAHANE,  
AUTHORISED SIGNATORY







## Appointment Letter

Date 03-Oct-23

To,

Durga Shivdas Jadhav [A171863]  
FLAT 301 RS.NO.1592 E Ward 5th Lane  
Rajarampuri Kolhapur 416008

Dear Durga Shivdas Jadhav,

We are pleased to appoint you as "Team Member Operations" with "Business Unit" (herein after referred to as "Coffee Day Global Limited", at "Pune" with effect from 03-Oct-23.

The terms and condition of your employment with us are as under:

### PROBATION:

You will be on probation for an initial period of Six months, which can be further extended at the discretion of the company depending upon your performance during this period.

If your probationary period is extended, it will be duly communicated, to you in writing or through e-mail. On the satisfactory completion of your period of probation and / or any extended period thereafter, you may be confirmed in writing by the Management. However if you are not confirmed in writing, you will be deemed to be on probation.

### PLACE OF APPOINTMENT AND TRANSFER:

You will report at "Pune" with effect from "03-Oct-23", and shall continue to work there until further notice. You may be required to work at any of the Company's workplace in any part of India / Abroad as and when required based on business exigencies and/or as per the decision of the Management.

Your duties and responsibilities will be assigned to you from time to time by the Company. The Company reserves the right to transfer you to any office, department or establishment forming a part of the Group, anywhere in India or abroad, depending upon the Company's priorities and exigencies of work. You may be required to work in any shift as the Company deems fit and you shall be responsible to complete the assigned task within the scheduled working hours/time.

### REMUNERATION:

Your cost to company will be Rs.225001. /-(Rupees Two Lakh Twenty Five Thousand One Only per annum and the details of your remuneration are attached in the Annexure 1 of this letter. Your remuneration is subject to all applicable taxes, statutory payments and standard deductions as per Government Laws. The company reserves the right to furnish any such information to any regulatory authority that may pertain to your remuneration which the company is legally required to give under any tax or regulatory proceedings that may be initiated at any point in time whether or not the Employee is in the employment of the company at that point of time.

Your individual remuneration is purely a matter between yourself and the Company and has been arrived on the basis of your job, skills, specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.



Café Coffee Day (A Division of CDGL)  
CIN No :- U85110KA1993PLC015001  
4th Floor, Dheeraaj Kawal Building,  
Above HDFC Bank L.B.S Marg,  
Vikhroli (W) Mumbai - 400 079.  
T. 022-33684353



Your salary break up is as follows.

# ANNEXURE 1

DETAILS OF EMOLUMENTS	Amount (Rs.)	
	CTC	Monthly Sal.
Earnings		
Basic Pay	180000.00	15000.00
DA	0.00	0.00
HRA	1998.00	167.00
Other Allowance	0.00	0.00
Washing Allowance	0.00	0.00
Transport Allowance	0.00	0.00
AASG	15000.00	1250.00
Gross Pay	196998.00	16417.00
Employer PF	21600.00	1800.00
Employer ESI	6403.00	534.00
Gratuity	0.00	0.00
Cost To Company	225001.00	18750.00
Deductions		
Employee PF	21600.00	1800.00
Employee ESI	1478.00	123.00
PT	2400.00	200.00
Total Deductions	25478.00	2123.00
Net Pay (Approximate)	171520.00	14293.00

\*Professional Tax will be deducted as per state slab

\*TDS will be deducted as per applicable IT Slab

\* Other Allowance/MTA includes Statutory Bonus.

Your Sincerely,

Authorized Signature  
Café Coffee Day



The terms and conditions of employment are agreed to and accepted by me.

Signature of Employee: *[Signature]*

Date: 18/10/2023

Place Pune



Café Coffee Day (A Division of CDGL)  
CIN No :- U85110KA1993PLC015001  
4th Floor, Dheeraj Kawal Building,  
Above HDFC Bank, L.B.S. Marg.





THE TAJ MAHAL PALACE  
MUMBAI

4 May 2023

Ms. Manaswini Milind Kadam  
MSIHMCT College,  
Pune

Dear Manaswini,

**Sub: Job Offer at The Taj Mahal Palace, Mumbai**

This has reference to your application and the subsequent interviews that you had with us. We are pleased to inform you that you have been selected as **Housekeeping Associate (Housekeeping)** in our organization on a Fixed Term Contract.

Please note the offer details:

1. **Proposed Date of Joining: 15 June 2023**
2. **Consolidated Compensation: Rs.18000/- (Rupees Eighteen Thousand only) per month.**  
Rs.14,000/- as consolidated basic pay and Rs.4,000/- as H.R.A.
3. **Period of Contract: 15 June 2023 to 30 June 2024**
4. **Location: The Taj Mahal Palace, Mumbai**
5. You will be taken on the rolls of The Taj Mahal Palace, Mumbai from 15 June 2023 to 30 June 2024. The letter of appointment will be handed over to you on your date of joining which should not be later than 15 June 2023.

This offer is subject to you being certified medically fit by the company medical officer and satisfactory completion of your documents (post verification of your Academic Credentials & Testimonials).

Should you require any clarifications, please feel free to get in touch with:

Ms. Hanshika Shetty – Assistant Human Resources Manager, contact no. 91-9821596524 or on Email: [hanshika.shetty@tajhotels.com](mailto:hanshika.shetty@tajhotels.com)

May I request you to kindly sign and forward us the scanned copy of this letter in token of your acceptance within three days from the date of receipt of this letter i.e. by **7 May 2023**, failing which the offer stands withdrawn.

For The Taj Mahal Palace, Mumbai

Ramu Vemulapally

Area Human Resources Director- South Mumbai & Director of Human Resources

I accept the above terms & conditions: (signature) \_\_\_\_\_

E-mail id: \_\_\_\_\_

Contact No: \_\_\_\_\_



THE TAJ MAHAL PALACE  
MUMBAI

4 May 2023

Ms. Mrunalini Milind Kadam  
MSIHMCT College,  
Pune

Dear Mrunalini,

**Sub: Job Offer at The Taj Mahal Palace, Mumbai**

This has reference to your application and the subsequent interviews that you had with us. We are pleased to inform you that you have been selected as **Housekeeping Associate (Housekeeping)** in our organization on a Fixed Term Contract.

Please note the offer details:

1. **Proposed Date of Joining: 15 June 2023**
2. **Consolidated Compensation: Rs.18000/- (Rupees Eighteen Thousand only) per month.**  
Rs.14,000/- as consolidated basic pay and Rs.4,000/- as H.R.A.
3. **Period of Contract: 15 June 2023 to 30 June 2024**
4. **Location: The Taj Mahal Palace, Mumbai**
5. You will be taken on the rolls of The Taj Mahal Palace, Mumbai from 15 June 2023 to 30 June 2024. The letter of appointment will be handed over to you on your date of joining which should not be later than 15 June 2023.

This offer is subject to you being certified medically fit by the company medical officer and satisfactory completion of your documents (post verification of your Academic Credentials & Testimonials).

Should you require any clarifications, please feel free to get in touch with:

Ms. Hanshika Shetty – Assistant Human Resources Manager, contact no. 91-9821596524 or on Email: [hanshika.shetty@tajhotels.com](mailto:hanshika.shetty@tajhotels.com)

May I request you to kindly sign and forward us the scanned copy of this letter in token of your acceptance within three days from the date of receipt of this letter i.e. by **7 May 2023**, failing which the offer stands withdrawn.

For The Taj Mahal Palace, Mumbai

Ramu Vemulapally

Area Human Resources Director- South Mumbai & Director of Human Resources

I accept the above terms & conditions: (signature) \_\_\_\_\_

E-mail id: \_\_\_\_\_

Contact No: \_\_\_\_\_





THE TAJ MAHAL PALACE  
MUMBAI

4 May 2023

Mr. Prasad Kishor Kanade  
MSIHMCT College,  
Pune

Dear Prasad,

**Sub: Job Offer at The Taj Mahal Palace, Mumbai**

This has reference to your application and the subsequent interviews that you had with us. We are pleased to inform you that you have been selected as **Food & Beverage Associate (Food & Beverage)** in our organization on a Fixed Term Contract.

Please note the offer details:

1. **Proposed Date of Joining: 15 June 2023**
2. **Consolidated Compensation: Rs.18000/- (Rupees Eighteen Thousand only) per month.**  
Rs.14,000/- as consolidated basic pay and Rs.4,000/- as H.R.A.
3. **Period of Contract: 15 June 2023 to 30 June 2024**
4. **Location: The Taj Mahal Palace, Mumbai**
5. You will be taken on the rolls of The Taj Mahal Palace, Mumbai from 15 June 2023 to 30 June 2024. The letter of appointment will be handed over to you on your date of joining which should not be later than 15 June 2023.

This offer is subject to you being certified medically fit by the company medical officer and satisfactory completion of your documents (post verification of your Academic Credentials & Testimonials).

Should you require any clarifications, please feel free to get in touch with:

Ms. Hanshika Shetty – Assistant Human Resources Manager, contact no. 91-9821596524 or on  
Email: [hanshika.shetty@tajhotels.com](mailto:hanshika.shetty@tajhotels.com)

May I request you to kindly sign and forward us the scanned copy of this letter in token of your acceptance within three days from the date of receipt of this letter i.e. by **7 May 2023**, failing which the offer stands withdrawn.

For The Taj Mahal Palace, Mumbai

Ramu Vemulapally

Area Human Resources Director- South Mumbai & Director of Human Resources

I accept the above terms & conditions: (signature) \_\_\_\_\_

E-mail id: \_\_\_\_\_

Contact No: \_\_\_\_\_

Reg No: 8A4000302001Pune  
CA. 8000100000.com





29th June 2023

Ms. Tanvi Nitin Kopulwar,  
Flat No. 2, Janki Height,  
Ambedkar Chow, Aundh Pune-411007

Dear Tanvi,

We are pleased to offer you the position of 'Guest Service Associate' in Front Office Department with JW Marriott Hotel Pune as operators of ICC Realty India Pvt. Ltd. with effect from **4th July 2023**. However, this offer is subject to you being declared medically fit by a reputed medical practitioner and satisfactory references from your referees.

Your compensation will be **Rupees 25000/- per month** [Total Remuneration]. The breakdown of your salary is enclosed for your reference.

Please report to the Human Resources Department on **4th July 2023** at 10:00 hrs. With the following documents:

- 6 passport-sized photographs
- Photocopy of proof of Date of Birth (Birth certificate / Passport)
- Photocopy of proof of address (Ration Card, Voters ID)
- 2 Photocopy of any Govt. certified Photo Identification (ADHAR Card Compulsory)
- Photocopies of Educational Qualifications
- Photocopies of letters of previous work experience (if any)
- Photocopy of last drawn salary slip (if any)
- Previous company UAN number and ESIC number
- Photocopy of Marriage Certificate (if married)
- 2 Photocopy of PAN Card (Compulsory)
- Vaccination Certificate/ RTPCR Report (Should not be older than 48 hours)

If the above terms are acceptable to you, as a token of acceptance, please sign the enclosed duplicate copy of this letter.

Welcome aboard!

Yogesh Pote  
Assistant Director Human Resources

Candidate's Acknowledgement:

Signature / Date: \_\_\_\_\_ (Signed in acceptance)





JW MARRIOTT

DETAILS OF COMPENSATION & BENEFITSTanvi Nitin Kopulwar

<b>Salary:</b>	As per property payslip and subject to statutory deductions & income tax.
	Basic Salary 9404
	House Rent Allowance 4031
<b>Benefits:</b>	Gross Salary 13435
	Employer's PF Contribution 1128
	Employer's ESIC Contribution 437
	<b>TOTAL REMUNERATION 15000</b>
<b>Probation:</b>	You will be on probation for a period of three (3) months. Not applicable for Internal Transfers.
<b>Annual Leave, Holidays and Days Off:</b>	<p>In accordance with the property, Leave policy in practice as on your date of joining and revised from time to time based on business needs.</p> <p>However, if you leave the organization, then any unavailed leave will be encashed on gross salary up to a maximum of 30 days if worked for more than one year, else on basic salary. Leave entitlement will be 21 days per calendar year.</p> <p>Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year.</p> <p>You will be entitled to six (6) days off in a month, as per Marriott India policy.</p>
<b>Provident Fund:</b>	You will be eligible to participate in the local provident fund scheme as per Hotel policy.
<b>Medical and Insurance:</b>	<p>You will be eligible to participate in the Hotel's health insurance scheme.</p> <ul style="list-style-type: none"> <li>• Mediciam Insurance of Rs. 100,000 (for self).</li> <li>• Mediciam Insurance of Rs. 200,000 (if married).</li> <li>• Personal Accident Insurance of twice of your annual CTC, for self.</li> </ul>





Gratuity:	Is applicable in accordance with the Payment of Gratuity Act 1972.
Other Benefits:	You will also be entitled to the following benefits:
F&B Discount:	A 50% discount on all food and beverage at any Marriott hotel in India, and a 35 % discount on food & beverage at any Marriott hotel internationally.
Room Rate Discount	Discounted room rates at all Marriott hotels worldwide, for friends and family.
Training	A commitment of a minimum of 80 hours of training per year.
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Human Resources Manager.
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.

This attachment is and forms part of the offer letter dated 30th June 2023.

Yogesh Pote  
Assistant Director Human Resources

Candidate's Acknowledgement

Signature / Date: \_\_\_\_\_ (Signed in acceptance)







28 August, 2023

Letter of Confirmation

Dear Prasanna,

Greetings from The Ritz-Carlton, Pune!

We are pleased to confirm your On-Job Training in Culinary department with The Ritz-Carlton Pune.

Your training duration will be from 04 September 2023 to 04 September 2024.

Details of stipend, benefits and allowances are mentioned in Annexure-1.

The list of documents mentioned in Annexure-1 has to be presented on the day of joining, failing which you may not be permitted to commence the training.

Once again, Welcome to The Ritz-Carlton, Pune. We endeavour that your learning experience will be enjoyable and rewarding. Feel free to contact the undersigned for any queries.

Please send a word of confirmation of acceptance of the terms of the offer.

For, The Ritz-Carlton, Pune

Asmita Deshpande  
Learning and Development Manager







THE RITZ-CARLTON

PLANE

### Annexure-1

1. Stipend: You will be entitled for a stipend of INR 5000/- per month.
2. Benefits:
  - Meals : Meals will be provided while on duty only
  - Locker: Students will be provided a sharing locker.
  - Travel:
    - o Pick up and drop facility will not be provided
    - o Drops for ladies is provided post 10:00 pm to the registered address
  - Leaves: You will be entitled to 6 offs in a month which shall be decided by the department which you will be training in.
    - o There will be no other leaves given
    - o Sick leaves have to be reported and fitness certificate will have to be submitted before resuming the training
  - Accommodation: Students will have to organise for their accommodation.
3. Uniform details
  - Uniform for girls:
    - o Black trousers
    - o White shirt
    - o Black Ballerina with up to 1 inch heels
  - Uniform for Boys:
    - o Black Trouser
    - o White Shirt and Black de
    - o Black Oxford style shoes
  - Name tags will be provided by the hotel.
  - Kitchen uniforms: Students will have to bring their kitchen uniforms
    - o Dustlers, aprons and chef's cap will be provided
  - Re-issuing of Uniform cards, ID cards and name tags will be charged for
4. Reporting time
  - Day of joining: 9:30 am to the undersigned
  - Reporting time will be decided by the outlets in which the training is scheduled
5. List of Documents
  - o Passport size photographs 2 nos.
  - o Police Verification Certificate
  - o No objection letter from the Hotel management institute
  - o Fitness certificate from a certified medical practitioner stating that you are medically fit for employment and do not carry any communicable disease
  - o Medical Tests required: Australia Antigen, Widal, HIV Antibodies.
  - o COVID-19 Vaccination Certificates (Dose 1 and Dose 2)
  - o Cancelled Cheque (Self/Joint Account) for Stipend processing.
  - o Proof of permanent address
  - o Local address/ Contact Information in case of exigencies
6. Terms of certification
  - Certification upon successful completion will be provided based on the below
    - o Attendance and punctuality
    - o Conduct and performance



# TAMARA

LEISURE EXPERIENCES

## Contract Offer Letter

2023-06-27

To,

**Arpita Ravi Nagpure**

D/O:Ravi Nagpure-Gandhi Waard-dewhadi

P.O:Dewhadi-Bhandara-Maharashtra-441913

**Dear Arpita Ravi Nagpure**

Greetings from Tamara Leisure Experience Pvt. Ltd.

(Hereinafter referred to as the "Company"). With reference to your application and the subsequent interviews you had with us, the management is pleased to utilize your services on contract basis for the period mentioned under "Duration of Contract". The terms and conditions of contract are as follows:

Designation	Intern - RHT
Department	Human Resources
Business Unit	The Tamara
Location	Bangalore
Reporting Manager	Arul Sudhakar
Contract Start Date	0000-00-00
Contract End Date	0000-00-00
Monthly Compensation INR (In digits)	6000
(In words)	( Rupees Six Thousand Only. )

1. This offer is contingent on you agreeing to join the Company and clearing the background checks and reference verifications by on or before
  2. Your indicative compensation will be as mentioned above inclusive of all taxes and benefits.
  3. Upon acceptance of this offer, and execution of the Service Contract Letter, you will be subject to all the Company's internal policies.
  4. Please execute and return this document to us if you wish to accept this offer of Contract.
- We hope that you'll accept this job offer and look forward to welcoming you aboard.

Yours Sincerely,

  
**Shruti Shibulal**

**Chief Executive Officer**

**TAMARA LEISURE EXPERIENCES PRIVATE LIMITED**



201947



THE TAJ MAHAL PALACE  
MUMBAI

4 May 2023

Mr. Prabhanjan Atul Naik  
MSIHMCT College,  
Pune

Dear Prabhanjan,

**Sub: Job Offer at The Taj Mahal Palace, Mumbai**

This has reference to your application and the subsequent interviews that you had with us. We are pleased to inform you that you have been selected as **Food & Beverage Associate (Food & Beverage)** in our organization on a Fixed Term Contract.

Please note the offer details:

1. **Proposed Date of Joining: 15 June 2023**
2. **Consolidated Compensation: Rs.18000/- (Rupees Eighteen Thousand only) per month.**  
Rs.14,000/- as consolidated basic pay and Rs.4,000/- as H.R.A.
3. **Period of Contract: 15 June 2023 to 30 June 2024**
4. **Location: The Taj Mahal Palace, Mumbai**
5. You will be taken on the rolls of The Taj Mahal Palace, Mumbai from 15 June 2023 to 30 June 2024. The letter of appointment will be handed over to you on your date of joining which should not be later than 15 June 2023.

This offer is subject to you being certified medically fit by the company medical officer and satisfactory completion of your documents (post verification of your Academic Credentials & Testimonials).

Should you require any clarifications, please feel free to get in touch with:

**Ms. Hanshika Shetty – Assistant Human Resources Manager, contact no. 91-9821596524 or on Email: hanshika.shetty@tajhotels.com**

May I request you to kindly sign and forward us the scanned copy of this letter in token of your acceptance within three days from the date of receipt of this letter i.e. by **7 May 2023**, failing which the offer stands withdrawn.

For The Taj Mahal Palace, Mumbai

Ramu Vemulapally

Area Human Resources Director- South Mumbai & Director of Human Resources

I accept the above terms & conditions: (signature) \_\_\_\_\_

E-mail id: \_\_\_\_\_

Contact No: \_\_\_\_\_



The Taj Mahal Palace, Apollo Bunder, Mumbai - 400 001, India  
Tel.: +91 22 6665 3366 • Fax: +91 22 6665 0300 • [tnhbc.bom@tajhotels.com](mailto:tnhbc.bom@tajhotels.com)  
CIN : L74999MH1902PLC000183 • GST No.: 27AAACT3957Q1Z7





# THE RITZ-CARLTON

India

May 30, 2023

Purnima Naik  
purnimanaik5@gmail.com  
7057113894

Dear Purnima,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment with us as Housekeeping Attendant at The Ritz-Carlton, Pune as an agent for Panchshil Corporate Park Private Limited. Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	9,800	117,600
House Rent Allowance	4,200	50,400
Gross Total (A)	14,000	168,000
*Employer's PF Contribution @ 12% of Basic (B)	1,176	14,112
*Employer's ESIC Contribution @ 3.25% of Gross (C)	455	5,460
Total CTC (A+B+C)	15,631	187,572
*Employee's PF Contribution @ 12% of Basic (E)	1,176	14,112
*Employee's ESIC Contribution @ 0.75% of Gross (F)	105	1,260
*Professional Tax (G)	200	2,400
Net In-hand (A-E-F-G)	12,519	150,228

\*Amount can vary as per government guidelines.

You will be placed on probation for a period of 3 months. The probation period is waived off in case of internal transfers. You will be entitled to six (6) days off in a month, as per Marriott India policy. Gratuity is applicable in accordance with the Act. 50% discount on all food and beverage at any Marriott India hotel food outlet. Discounted room rates at all Marriott hotels worldwide, for friends & family as per Marriott Discount policy.

You are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate", and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact [EmployeeAccounts@marriott.com](mailto:EmployeeAccounts@marriott.com) for inquiries.

Your date of joining will be July 3<sup>rd</sup>, 2023. On the date of joining you are requested to bring, 6 passport-size photographs, the last company's relieving letter, and certified copies of all your certificates. You will be required to do medical tests upon joining a prescribed medical center. Details for the tests will be provided by us.

Please note that upon reference checks/inquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case may be if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard The Ritz-Carlton, Pune team!

Kavindra Tewari  
Human Resources Manager

The Ritz-Carlton, Pune, a unit of Panchshil Corporate Park Pvt. Ltd.  
CTS NO: 1934-1943, Golf Course Square, Airport Road, Yerwada, Pune 411008





# Elpro International Ltd

Chinchwadgaon, Pune 411 033, India.  
Visit us at : [www.elpro.co.in](http://www.elpro.co.in)

July 1, 2023

To,

Mr. Akshat Nandgude  
A-2, Nandhanvan Society,  
Vishal Nagar,  
Pimple Nilakh,  
Pune - 27.

## LETTER OF OFFER

Dear Mr. Akshat,

This is with reference to your application and the subsequent interviews you had with us for the position of "Intern - Operation", we are pleased to offer you the same.

Your CTC will be Rs.1.80 lacs per annum as per details mentioned below. All other terms and conditions will be mentioned in the Letter of Appointment.

	P.M	P.A
Basic Allowance	- Rs. 12,500	1,50,000
Provident Fund 12%	- Rs. 1,500	18,000
ESIC 3.25%	- Rs. 406	4,872
Gratuity	- Rs. 601	7,212
<b>Total Salary</b>	<b>Rs. 15,007</b>	<b>1,80,084</b>

You are required to join us on or before 1<sup>st</sup> July, 2023 failing which this Offer shall stand cancelled.

Please acknowledge your acceptance, by signing a duplicate copy of this letter.

For ELPRO INTERNATIONAL LTD.,

Authorised Signatory



I accept the offer and I will join on or before

1 July 2023

Name: Akshat Nandgude

Date: 1 July 2023

Regd. Office : ELPRO INTERNATIONAL LTD.

"NIRMAL", 17 th Floor, Nariman Point, Mumbai - 400 021. Tel.: +91 22 2202 3075, F

CIN : L51505MH1962PLC012425 | GST No.: 27AAACE2506L1Z

91 22 2202 7995

Reg.No. MAH1898/2009/Pune

Dt. 11/06/2009



THE TAJ MAHAL PALACE  
MUMBAI

4 May 2023

Mr. Shripad Devdatta Pawar  
MSIHMCT College,  
Pune

Dear Shripad,

**Sub: Trainee Placement at The Taj Mahal Palace, Mumbai**

This has reference to your application and the subsequent interviews that you had with us. We are pleased to inform you that you have been selected as **On The Job Trainee (Front Office)** in our organization.

Please note the offer details:

1. **Proposed Date of Joining: 15 June 2023**
2. **Stipend: Rs.10,000/- (Rupees Ten Thousand only) per month.**
3. **Period of Training: 15 June 2023 to 15 May 2024**
4. **Location: The Taj Mahal Palace, Mumbai**
5. **The letter of training will be handed over to you on your date of joining which should not be later than 15 June 2023.**


This offer of training is subject to you being certified medically fit by the company medical officer and satisfactory completion of your documents (post verification of your Academic Credentials & Testimonials).

Should you require any clarifications, please feel free to get in touch with:

**Ms. Hanshika Shetty – Assistant Human Resources Manager, contact no. 91-9821596524 or on Email: [hanshika.shetty@tajhotels.com](mailto:hanshika.shetty@tajhotels.com)**

May I request you to kindly sign and forward us the scanned copy of this letter as a token of your acceptance within three days from the date of receipt of this letter i.e. by **7 May 2023**, failing which the offer of training stands withdrawn.

For The Taj Mahal Palace, Mumbai

  
Ramu Venukapally

Area Human Resources Director- South Mumbai & Director of Human Resources

I accept the above terms & conditions: (signature) \_\_\_\_\_

E-mail id: \_\_\_\_\_

Contact No: \_\_\_\_\_



# Annexure 1: FEE PAYMENT SCHEDULE

1st and 2nd Installment Paid: Rs.350000/- (Rs.30000 + Rs.320000)

3rd Installment of Rs.70000/- to be paid at the Institute on the date of commencement of course

Student Mr/Ms Isha Nair have to pay without fail the Third ( 3rd) installment fee of Rs. 70000/- on or before .

Signature of Student: Isha

Date: 15<sup>th</sup> JAN '24

Signature of Parents/Guardian: Ishu

Place: PUNE

N.B:- Both student & Parent/Guardian sign the same, scan and email to [info@indianculinaryacademy.com](mailto:info@indianculinaryacademy.com)





THE TAJ MAHAL PALACE  
MUMBAI

2 May 2023

Mr. Vedant Santosh Phadtare  
MSIHMCT College,  
Pune

Dear Vedant,

**Sub: Placement at The Taj Mahal Palace, Mumbai – Batch 2023**

This has reference to your application and the subsequent interviews that you had with us. We are pleased to inform you that you have been selected as **Hotel Operations Trainee (Front Office)** in our organization.

As per the guidelines of this Program, please note the following:

1. **Proposed Date of Joining: 15 June 2023**
2. **Stipend: Rs.20000/- (Rupees Twenty Thousand only) per month**
3. **Period of Training: 12 months**
4. **Location of Training: The Taj Mahal Palace, Mumbai**
5. Based on the location of training, you will be appointed on the rolls of the concerned hotel and the appointment letter will be issued accordingly.

This offer is subject to you being certified medically fit by the company medical officer and satisfactory completion of your course (post verification of your Academic Credentials & Testimonials).

While referring the above, it is mentioned that the present situation is well known to all of us. The proposed date of joining is 15 June 2023 and any changes to this will be shared with you from time to time.

Should you require any clarifications, please feel free to get in touch with:

**Ms. Hanshika Shetty – Assistant Manager- Human Resources, contact no. 91-9821596524 or**

**Email: [hanshika.shetty@tajhotels.com](mailto:hanshika.shetty@tajhotels.com)**

May I request you to kindly sign and return the duplicate copy through a scan copy of this letter in token of your acceptance to the above mentioned details immediately.

For The Taj Mahal Palace, Mumbai

**Ramu Vemulapally**

**Area Human Resources Director- South Mumbai & Director of Human Resources**

I accept the above terms & conditions: (signature) \_\_\_\_\_

E-mail id: \_\_\_\_\_

Contact No: \_\_\_\_\_



The Taj Mahal Palace, Apollo Bunder, Mumbai - 400 001, India

Tel.: +91 22 6665 3366 • Fax: +91 22 6665 0300 • [tmhbc.bom@tajhotels.com](mailto:tmhbc.bom@tajhotels.com) • [www.tajhotels.com](http://www.tajhotels.com) (Pune)

CIN : L74999MH1902PLC000183 • GST No.: 27AAACT3957G1Z7





## Apprenticeship Offer cum Appointment Letter

Date: Mar 14, 2024

Candidate Name: Mr. Shreyash Raghawant

Candidate ID: 2809619

Address: 337 Malganga Netaji Nagar Datta Mandir Road Pimple Gurav, Pune-411061,  
Maharashtra, India

Dear Shreyash,

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the Apprenticeship program. Your designation under the Customer Operations Vertical would be an Analyst. Your functional title will be **"Analyst"**. We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as **"Contract"**). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you.

Regards



Offered By: Sagar Shetty

Designation: Program Manager- Human Resources



## ANNEXURE I

### Stipend and Benefits Applicable During the Contract Period

#### 1. Stipend

Your stipend will be Rs. 20,100 per month for the duration of your training. This stipend is comprehensive and all-inclusive, and hence it shall be deemed to include all the liabilities of the Company.

The Company will deduct taxes or statutory payments from the stipend, as prescribed by the law of this country from time to time.

#### 2. Benefits

##### 2.1 Group Medical Insurance

- You are eligible for a floater medical insurance cover of INR 100,000 which covers your spouse, up to 2 children and yourself.
- The insurance is inclusive of pre-existing disease cover from the date of joining.
- You may also opt for an additional cover for your family, including your spouse, up to 2 children and parents / parents-in-law, post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.

##### 2.2 Group Personal Accident Insurance

- You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- The policy covers disablement (temporary and permanent both) and death caused due to accidents.

##### 2.3 Life Insurance

You are covered by a term life insurance cover of INR 500,000 under the Group Life Insurance Cover Policy

##### 2.4 Transport

The Company offers subsidized transport to all its employees, basis the local transport policy. Should you wish to avail it, an amount of INR 1,400 will be deductible from your fixed stipend every month.



**Offered By: Sagar Shetty**

**Designation: Program Manager - Human Resources**

Accepted by: \_\_\_\_\_

(Name and Signature)

Date: \_\_\_\_\_







THE TAJ MAHAL PALACE  
MUMBAI

2 May 2023

Mr. Jayesh Bhagwan Sapkale  
MSIHMCT College,  
Pune

Dear Jayesh,

**Sub: Placement at The Taj Mahal Palace, Mumbai – Batch 2023**

This has reference to your application and the subsequent interviews that you had with us. We are pleased to inform you that you have been selected as **Hotel Operations Trainee (Food & Beverage)** in our organization.

As per the guidelines of this Program, please note the following:

1. **Proposed Date of Joining: 15 June 2023**
2. **Stipend: Rs.20000/- (Rupees Twenty Thousand only) per month**
3. **Period of Training: 12 months**
4. **Location of Training: The Taj Mahal Palace, Mumbai**
5. **Based on the location of training, you will be appointed on the rolls of the concerned hotel and the appointment letter will be issued accordingly.**

This offer is subject to you being certified medically fit by the company medical officer and satisfactory completion of your course (post verification of your Academic Credentials & Testimonials).

While referring the above, it is mentioned that the present situation is well known to all of us. The proposed date of joining is 15 June 2023 and any changes to this will be shared with you from time to time.

Should you require any clarifications, please feel free to get in touch with:

**Ms. Hanshika Shetty – Assistant Manager- Human Resources, contact no. 91-9821596524 or**

Email: [hanshika.shetty@tajhotels.com](mailto:hanshika.shetty@tajhotels.com)

May I request you to kindly sign and return the duplicate copy through a scan copy of this letter in token of your acceptance to the above mentioned details immediately.

For The Taj Mahal Palace, Mumbai

Ramu Vemalapally

Area Human Resources Director- South Mumbai & Director of Human Resources

I accept the above terms & conditions: (signature) \_\_\_\_\_

E-mail id: \_\_\_\_\_

Contact No: \_\_\_\_\_

Date: 28-Feb-2024

Ref no. TXPL/28-Feb-2024/02

Atharva Shewadkar  
642, Sadashiv Peth, Kumthekar road, Pune- 411030

**Sub: Offer for the role of Travel Operations Executive in Travelxp India Private Limited**

Dear Atharva,

Congratulations!

I am pleased to offer you the position of "Travel Operations Executive" reporting to Ketan Khedekar, Manager. You will be on probation for a period of 6 Months subject to the following terms & conditions:

1. Your annual CTC (Cost to Company) for this position shall be **Rs 2,40,000** the breakup of the same shall be provided by a separate letter.
2. Your Date of Joining will be 1-March-2024.
3. You agree to work on a rotational shift with pre-defined holidays as sent to you by the company from time to time.
4. You will report to the office 10 minute before shift starts and commence work as soon as shift starts.
5. In case you are unable to come to office for any reason during your shift you will intimate your HOD in enough time [ at least 4 hours prior to shift starting] for an alternate person to fill in your shift.
6. You will need to submit self-attested photocopies of your educational certificates, PAN card, Aadhar Card proof of residence and 2 passport sized photographs. To expedite the process, please help us by sending all your documents via mail within 48 hours of the date of this non-binding offer letter.





2nd July 2023

Dear Miss Ritika Shete,

We are excited to offer you the position of Front Office Associate at Centro, our flagship hotel, starting on 3rd July 2023. Your enthusiasm, professionalism, and passion for delivering exceptional guest experiences make you the perfect fit for our team. We believe that you will contribute significantly to our mission of redefining hospitality and creating memorable stays for our guests.

**Position: Front Office Associate**

**Reporting to: Mr. Mangal Rathod, Front Office Manager**

**Directly accountable to: Mr. Virendra Tripathi, General Manager**

**Salary: ₹16,000 per month**

**Responsibilities:**

As a Front Office Associate, your primary responsibilities will include:

1. Efficiently handling guest check-ins, confirming reservations, assigning rooms, and ensuring a seamless arrival experience.
2. Processing various payment types, including room charges, cash, checks, debit, or credit transactions, with accuracy and attention to detail.
3. Conducting smooth check-outs, resolving any outstanding charges, and ensuring guest satisfaction.
4. Serving as the first point of contact for guest calls, messages, requests, and concerns, providing prompt and professional assistance.
5. Collaborating closely with the Housekeeping team to coordinate room readiness for guest arrivals, ensuring cleanliness and comfort.
6. Demonstrating thorough knowledge of the local area, providing guests with accurate information, directions, and recommendations.
7. Communicating parking procedures effectively to guests and coordinating bell staff or valet services when required.
8. Generating daily reports, such as arrivals and departures, while carefully reviewing for accuracy and addressing any special requests.
9. Completing cashier and closing reports in compliance with established procedures, maintaining financial accountability.

Your work schedule will consist of a 9-hour shift with one day off per week. Please sign and return a copy of this letter to confirm your acceptance.

We look forward to welcoming you to the Centro family and embarking on this exciting journey together. If you have any questions or need further clarification, please don't hesitate to reach out.

Congratulations once again, Miss Ritika Shete, on becoming a part of our team! Sincerely,

  
Chaitanya Adgaonkar  
Director  
Centro Hotels



7. The Annual CTC is inclusive of and subject to statutory deductions including but not limited to Provident Fund, ESIC, Professional Tax, Income Tax, etc. or any other statutory deduct-able component, both for your contribution or Company's contribution, as defined by the Government now or in the future. For ample clarification, net payable salary would depend on statutory deductions including but limited to Provident Fund, ESIC, Professional Tax, Income Tax, etc. or any other statutory deductible components, both for your contribution or company's contribution, as defined by the Government now or in the future. Statutory components will be included in your salary (for example PF or ESIC). The same would be included factoring both yours and Company's contribution within the Monthly CTC.

8. Upon acceptance of this offer, should you fail or refuse to commence the performance of duties under this offer contract on the Effective Date of this offer, you shall pay to the company, an amount equivalent to one month's gross salary as offered to you under this offer contract as liquidated damages, which is agreed and understood to be a fair pre-estimate of the damages suffered by the company on account of such action. Notwithstanding the above, the company retains the right to file a claim for damages or take appropriate action in relation to any breach of the obligations by you under this contract.

If you choose to accept this job offer, please put in your signature at the bottom of the letter.

Please let me know if you have any questions or I can provide any additional information.

For Travelxp India Private Limited



Sharvari Kadam  
Human Resources Executive

I do hereby accept the offer on the above-mentioned terms and conditions.

Candidate name

Date:





## Elpro International Ltd

Chinchwadgaon, Pune 411 033, India.  
Visit us at ; [www.elpro.co.in](http://www.elpro.co.in)

July 1, 2023

To,

Mr. Vighnesh Sharad Thikekar  
At Thikekarwadi,  
Ozar Otur Road,  
Junnar Pune - 412409.

**LETTER OF OFFER**

Dear Mr. Vighnesh,

This is with reference to your application and the subsequent interviews you had with us for the position of " Intern - Operation ", we are pleased to offer you the same.

Your CTC will be Rs.1.80 lacs per annum as per details mentioned below. All other terms and conditions will be mentioned in the Letter of Appointment.

	P.M	P.A
Basic Allowance	- Rs. 12,500	1,50,000
Provident Fund 12%	- Rs. 1,500	18,000
ESIC 3.25%	- Rs. 405	4,872
Gratuity	- Rs. 601	7,212
<b>Total Salary</b>	<b>Rs. 15,007</b>	<b>1,80,084</b>
	=====	=====

You are required to join us on or before 1<sup>st</sup> July, 2023 failing which this Offer shall stand cancelled.

Please acknowledge your acceptance, by signing a duplicate copy of this letter.

For ELPRO INTERNATIONAL LTD ,

*[Signature]*  
Authorised Signatory



I accept the offer and I will join on or before

*[Signature]*

Name: Vighnesh Sharad Thikekar

Date: 1<sup>st</sup> July 2023



THE TAJ MAHAL PALACE  
MUMBAI

2 May 2023

Mr. Dinesh Purushottam Timande  
MSIHMCT College,  
Pune

Dear Dinesh,

**Sub: Placement at The Taj Mahal Palace, Mumbai – Batch 2023**

This has reference to your application and the subsequent interviews that you had with us. We are pleased to inform you that you have been selected as **Hotel Operations Trainee (Front Office)** in our organization.

As per the guidelines of this Program, please note the following:

1. **Proposed Date of Joining: 15 June 2023**
2. **Stipend: Rs.20000/- (Rupees Twenty Thousand only) per month**
3. **Period of Training: 12 months**
4. **Location of Training: The Taj Mahal Palace, Mumbai**
5. Based on the location of training, you will be appointed on the rolls of the concerned hotel and the appointment letter will be issued accordingly.

This offer is subject to you being certified medically fit by the company medical officer and satisfactory completion of your course (post verification of your Academic Credentials & Testimonials).

While referring the above, it is mentioned that the present situation is well known to all of us. The proposed date of joining is 15 June 2023 and any changes to this will be shared with you from time to time.

Should you require any clarifications, please feel free to get in touch with:

**Ms. Hanshika Shetty – Assistant Manager- Human Resources, contact no. 91-9821596524 or**

**Email: [hanshika.shetty@tajhotels.com](mailto:hanshika.shetty@tajhotels.com)**

May I request you to kindly sign and return the duplicate copy through a scan copy of this letter in token of your acceptance to the above mentioned details immediately.

For The Taj Mahal Palace, Mumbai

Ramu Vemalappally

Area Human Resources Director- South Mumbai & Director of Human Resources

I accept the above terms & conditions: (signature) \_\_\_\_\_

E-mail id: \_\_\_\_\_

Contact No: \_\_\_\_\_





## Bawa Group of Hotels

Bawa Hotels &amp; Resorts Pvt. Ltd.

Thursday, 13 July, 2023

To,  
Ms. Rutuja Ware  
Mobile:- 7303 72 4303

**Sub: Letter Of Intent**

Dear Rutuja,

To confirm the recent screening processes by our contractor's personnel department, we have pleasure in offering you the following position as per the terms and conditions mentioned below:

**Position** : Front Office Associate  
**Reporting Head** : Front Office Manager  
**Employer** : Vedant HR & Outsourcing Services  
**Gross Salary** : ₹17,000/-  
**Effective Date** : 15/07/2023  
**Probation Period** : 06 Months  
**Duty Hours** : 09 (Nine) hours and 06 (Six) days working in a week  
**Notice Period** : 30 Days or pay compensation in lieu of notice.

Your letter of Appointment with employment terms and conditions and benefits details will be issued post submission of all the required documents and duly accepted resignation copy from the previous employer.


Congratulations on your appointment. Should you have any questions concerning this job offer, please contact Human Resource Department.


Yours faithfully,

**ACCEPTANCE OF APPOINTMENT**

For and on behalf of  
For Hotel Bawa International

I accept the offer on the terms and conditions outlined.

  
Authorized Signatory,

  
Candidate Signature

CC: Department of Human Resources

Date:



29th June 2023

Ms. Manisha Badyal,  
Daboh Po Samba,  
Tehsil Samba 184121

Dear Manisha,

We are pleased to offer you the position of 'Guest Service Associate' in F&B Service Department with JW Marriott Hotel Pune as operators of ICC Realty India Pvt. Ltd. with effect from 4th July 2023. However, this offer is subject to you being declared medically fit by a reputed medical practitioner and satisfactory references from your referees.

Your compensation will be Rupees 15000/- per month [Total Remuneration]. The breakdown of your salary is enclosed for your reference.

Please report to the Human Resources Department on 4th July 2023 at 10:00 hrs. With the following documents:

- 6 passport-sized photographs
- Photocopy of proof of Date of Birth (Birth certificate / Passport)
- Photocopy of proof of address (Ration Card, Voters ID)
- 2 Photocopy of any Govt. certified Photo Identification (ADHAR Card Compulsory)
- Photocopies of Educational Qualifications
- Photocopies of letters of previous work experience (if any)
- Photocopy of last drawn salary slip (if any)
- Previous company UAN number and ESIC number
- Photocopy of Marriage Certificate (if married)
- 2 Photocopy of PAN Card (Compulsory)
- Vaccination Certificate/ RT-PCR Report (Should not be older than 48 hours)

If the above terms are acceptable to you, as a token of acceptance, please sign the enclosed duplicate copy of this letter.

Welcome aboard!

Yogesh Pote  
Assistant Director Human Resources

Candidate's Acknowledgement:

Signature / Date: \_\_\_\_\_ (Signed in acceptance)







## DETAILS OF COMPENSATION & BENEFITS

### Manisha Badyal

<b>Salary:</b>	As per property payslip and subject to statutory deductions & income tax.	
	Basic Salary	9404
	House Rent Allowance	4031
<b>Benefits:</b>	Gross Salary	13435
	Employer's PF Contribution	1128
	Employer's ESIC Contribution	437
	<b>TOTAL REMUNERATION</b>	<b>15000</b>
<b>Probation:</b>	You will be on probation for a period of three (3) months. Not applicable for Internal Transfers.	
<b>Annual Leave, Holidays and Days Off:</b>	<p>In accordance with the property, Leave policy in practice as on your date of joining and revised from time to time based on business needs.</p> <p>However, if you leave the organization, then any unavailed leave will be encashed on gross salary up to a maximum of 30 days if worked for more than one year, else on basic salary. Leave entitlement will be 21 days per calendar year.</p> <p>Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year.</p> <p>You will be entitled to six (6) days off in a month, as per Marriott India policy.</p>	
<b>Provident Fund:</b>	You will be eligible to participate in the local provident fund scheme as per Hotel policy.	
<b>Medical and Insurance:</b>	<p>You will be eligible to participate in the Hotel's health insurance scheme:</p> <ul style="list-style-type: none"><li>• Medicaid Insurance of Rs. 100,000 (for self).</li><li>• Medicaid Insurance of Rs. 200,000 (if married).</li><li>• Personal Accident Insurance of twice of your annual CTC, for self.</li></ul>	



Gratuity:	is applicable in accordance with the Payment of Gratuity Act 1972.
Other Benefits:	You will also be entitled to the following benefits:
F&B Discount	A 50% discount on all food and beverage at any Marriott hotel in India, and a 35 % discount on food & beverage at any Marriott hotel internationally.
Room Rate Discount	Discounted room rates at all Marriott hotels worldwide, for friends and family.
Training	A commitment of a minimum of 80 hours of training per year.
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Human Resources Manager.
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.

This attachment is and forms part of the offer letter dated 30th June 2023.

Yogesh Pote  
Assistant Director Human Resources

Candidate's Acknowledgement

Signature / Date: \_\_\_\_\_ (Signed in acceptance)





THE TAJ MAHAL PALACE  
MUMBAI

67

201971

4 May 2023

Mr. Abhishek Khirid  
MSIHMCT College,  
Pune

Dear Abhishek,

Sub: Job Offer at The Taj Mahal Palace, Mumbai

This has reference to your application and the subsequent interviews that you had with us. We are pleased to inform you that you have been selected as **Food & Beverage Associate (Food & Beverage)** in our organization on a Fixed Term Contract.

Please note the offer details:

1. **Proposed Date of Joining: 15 June 2023**
2. **Consolidated Compensation: Rs.18000/- (Rupees Eighteen Thousand only) per month.**  
**Rs.14,000/- as consolidated basic pay and Rs.4,000/- as H.R.A.**
3. **Period of Contract: 15 June 2023 to 30 June 2024**
4. **Location: The Taj Mahal Palace, Mumbai**
5. You will be taken on the rolls of The Taj Mahal Palace, Mumbai from 15 June 2023 to 30 June 2024. The letter of appointment will be handed over to you on your date of joining which should not be later than 15 June 2023.

This offer is subject to you being certified medically fit by the company medical officer and satisfactory completion of your documents (post verification of your Academic Credentials & Testimonials).

Should you require any clarifications, please feel free to get in touch with:

**Ms. Hanshika Shetty – Assistant Human Resources Manager, contact no. 91-9821596524 or on Email: [hanshika.shetty@tajhotels.com](mailto:hanshika.shetty@tajhotels.com)**

May I request you to kindly sign and forward us the scanned copy of this letter in token of your acceptance within three days from the date of receipt of this letter i.e. by **7 May 2023**, failing which the offer stands withdrawn.

For The Taj Mahal Palace, Mumbai

Ramu Vemulapally

Area Human Resources Director- South Mumbai & Director of Human Resources

**Accepted**

I accept the above terms & conditions: (signature)

E-mail id: [abhi.khirid17@gmail.com](mailto:abhi.khirid17@gmail.com) Contact No: 9284290990.

**Appointment Letter**

Ms. Nupur Dakwale

Date: 05/02/2024

**Subject: Appointment Letter for employment as the Marketing Executive (Marketing Department)**

Dear Ms. Nupur Dakwale

With reference to the discussions that we had with you, we are pleased to appoint you as "Marketing Executive" with Unbend Martech Private Limited, Pune and its subsidiary related work. Your place of posting will be in Pune.

Your annual compensation will be **INR 350,000 (Three Lakh Fifty Thousand Only)** where the fixed package will be **INR 326,400 (Three Lakh Twenty-Six Thousand Four Hundred Only)**. Over & above you are entitled for an annual variable of **INR 24,000** which is performance based and will be released at the end of the financial year.

Your Appointment will be governed by terms and conditions of Employment presented in Annexure I. You will also be governed by the rules and regulations in vogue and those that may change from time to time.

We request you to join us from 12<sup>th</sup> February, 2024. At the time of joining, please submit the following documents:

- 1.) Relieving letter from your previous employer and last drawn Pay Slip.
- 2.) One Passport size color Photographs.
- 3.) Aadhar /Pan Card Copies and Reference related contact details.

We look forward to your joining us. Please do not hesitate to call us for information you may need. Also, sign the duplicate of this offer as your acceptance and forward the same

Yours Sincerely,

For Unbend Martech Private Limited,

  
Ms. Mitali Ukey  
Manager HR





**Appointment Letter**

**Ms. Nupur Dakwale**

**Date: 05/02/2024**

**Subject: Appointment Letter for employment as the Marketing Executive (Marketing Department)**

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RECOGNISED BY GOVERNMENT OF MAHARASHTRA  
(Department of Higher and Technical Education) (2020/ (96/20) MS-4)  
AFFILIATED TO KAVIKULGURU KALIDAS SANSKRIT UNIVERSITY, RAMTEK



Email – [princi@chefskitchen.co.in](mailto:princi@chefskitchen.co.in) / [md@chefskitchen.co.in](mailto:md@chefskitchen.co.in) Contact :- +91 7030702424 & +91 7272077878

DES/CK/ 066/2024/17-04

COLLEGE CODE - 5041

DATE: 17/04/2024

COLLEGE SECTION

THIS IS TO STATE THAT **MRS SHRADHA SUSHANT PAI / POONAM MUZUMDAR**, HAS BEEN TEACHING IN OUR INSTITUTION FROM 1<sup>ST</sup> AUGUST 2017. SHE HAS BEEN TEACHING HOTEL MANAGEMENT SUBJECTS LIKE:

- FRONT OFFICE,
- ACCOMMODATION OPERATIONS,
- FRENCH

TO B.Sc HOSPITALITY STUDIES AND DIPLOMA IN HOSPITALITY STUDIES. THESE COURSES ARE AFFILIATED TO KAVIKULGURU KALIDAS SANSKRIT UNIVERSITY, RAMTEK (NAGPUR). SHE ALSO TEACHES OTHER COURSES IN OUR INSTITUTE, DIPLOMA IN HOTEL MANAGEMENT AND CATERING TECHNOLOGY, DIPLOMA IN INTERNATIONAL CULINARY ARTS AND CERTIFICATE COURSE IN BAKERY AND CONFECTIONERY.

SINCERELY,

  
PRINCIPAL  
CHEF'S KITCHEN INSTITUTE OF  
CULINARY ARTS AND HOTEL MANAGEMENT,  
KOLHAPUR.





DEPARTMENT OF AGRICULTURE AND RURAL REFORMS  
GOVERNMENT OF INDIA

Reg. No. MAH/899/2009 Pare  
Dt. 10/06/2009

MAHARASHTRA  
GOVERNMENT



MINISTRY OF AGRICULTURE  
AND RURAL REFORMS