



01-10-2024

Laxmi

Haridwar-  
Uttarakhand

**Subject: Offer cum Appointment Letter**

Dear Laxmi,

We at **TeamLease Foundation**, would like to create an environment and culture committed to cooperation, quality and responsiveness that permeates every activity. We treat business ethics no different from personal ethics leading to an atmosphere that is exciting, transparent, rewarding and challenging. Above all, we need employees who strongly believe in nurturing a culture of ideas, questions, challenges, feedback and prudent risk taking. It also places a demand upon the employees to be active and innovative with the ability to create, gather and use knowledge.

On the basis of your application and our discussions, we are pleased to appoint you as **Project Coordinator (Grade-F)** in the department of **Perinatal Mental Health-Public Health** at **Haridwar- Uttarakhand** at **TeamLease Foundation**.

**Your total compensation will be INR 600000 per annum.**

**You will be under fixed term contract from 04-10-2024 to 31-03-2025**

As an acceptance of the terms and conditions set out in this letter, read with the annexures (together the "**Offer cum Appointment Letter**"), you are required to sign and return a scanned copy of the Offer cum Appointment Letter to us on email ([hr.aif@teamLease.com](mailto:hr.aif@teamLease.com)).

This letter is to be read in conjunction with the terms and conditions of employment in **Annexure 1**. Additional elements of your remuneration are detailed in **Annexure 2**.

We would like to take this opportunity to welcome you to our Company and hope you find your tenure with the Company both enjoyable and rewarding.

Yours sincerely,

For TeamLease Foundation

A handwritten signature in black ink, appearing to read 'Jaideep Kewalramani'.

**Jaideep Kewalramani**  
Authorised Signatory

**TeamLease Foundation**

Address: 315, Ascent Building, Work Avenue Campus, 77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala, Bengaluru, Karnataka - 560095

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A handwritten signature in blue ink, appearing to read 'Vaishali'.

**Training & Placement Cell**  
Swami Rama Himalayan University  
Dehradun (Uttarakhand)



**OFFER CUM APPOINTMENT LETTER – TERMS & CONDITIONS**  
**ANNEXURE 1**

**1. DOCUMENTATION:**

- 1.1 At the time of joining we request you to furnish copies of certain documents as may be requested of you, such as in relation to your educational qualifications, previous employment (such as relieving letter), Aadhar, PAN, bank account details etc. This is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer or starting work on the date of joining.
- 1.2 In case you do not submit the aforesaid documents within 15 days from your date of joining, we shall be constrained to hold back your salary till such time as the documents are furnished. If the aforesaid documents are not submitted within 30 days from your date of joining, the Company reserves the right to terminate your employment.
- 1.3 You agree and consent to the Company undertaking relevant background checks on you, including in relation to your identity, address, any criminal record, your educational qualifications and previous employment, either by itself or through third party agencies, as the Company deems fit. The Company may accordingly require you to submit such documents or information as necessary in connection with your appointment to and continued employment with the Company. Your appointment and continued employment with the Company is contingent upon the completion of the aforementioned background checks/verification, to the Company's satisfaction, which checks/verification may be undertaken by the Company either prior to the commencement of your employment or at any time during your employment. The Company hereby reserves the right to initiate suitable action including and up to the termination of employment in the event you fail the background verification process, or if the Company otherwise becomes aware of any adverse information related to you, at any time during your employment. Your continued employment with the Company is also subject to you being found to be medically fit for employment, which will be determined at the sole discretion of the Company.

**2. PROBATION:**

Probation is not applicable for you as you are on Fixed Term Contract.

**3. REMUNERATION:**

- 3.1 Your monthly salary will be paid to you in arrears. The remuneration payable to you under this Offer cum Appointment Letter is inclusive of any additional work that you may be required to undertake beyond the designated work timings to complete your regular duties and responsibilities, or to satisfy any business exigencies. The detailed salary break up is provided in **Annexure A**.
- 3.2 Your performance and salary may be reviewed on an annual basis, however, any increase in salary shall not be a matter of right and will only be provided at the Company's sole discretion.

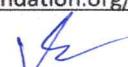
**4. TERMINATION:**

- 4.1 This Offer cum Appointment Letter ("Offer cum Appointment Letter") is terminable by either party for any reason by giving 30 Days written notice to the other ("Notice Period").
- 4.2 It is clarified that the Company reserves the right, at its sole discretion, to require you to not serve the whole or part of the Notice Period and accordingly, provide you with notice pay in lieu of all or part of the Notice Period. If the Company waives the Notice Period or a part thereof pursuant to a request from

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you, the Company reserves the right to accept payment from you in lieu of such unserved Notice Period.

4.3 Notwithstanding anything contained in this Offer cum Appointment Letter, in the following circumstances, the Company shall have the right to immediately terminate your employment without notice or payment in lieu thereof:

- (a) You commit any material breach of this Offer cum Appointment Letter of any Company policies.
- (b) For non-performance of any duty assigned to you pursuant to this Offer cum Appointment Letter or for being grossly negligent in the conduct of your duties.
- (c) If you wilfully disobey a lawful or reasonable order from the Company or violate the policies of the Company.
- (d) If you are found to have committed any dishonest act or by your actions and/or omissions, bring the Company, its officials or any other person connected with the Company to disrepute.
- (e) If you commit any fraud or are found to have assisted in the conduct of a fraud, or have otherwise not been ethical and diligent.
- (f) If you have made or given a false statement or document testifying to your ability or competence or relating to your state of health knowing that it is false.
- (g) If you are found to be under the undue influence of drugs or alcohol during office hours or business events.
- (h) On any other acts of misconduct including without limitation conviction for criminal offences, disloyalty, moral turpitude etc.
- (i) On violation of your confidentiality obligations towards the Company, as identified in this Offer cum Appointment Letter.
- (j) If you have misrepresented or omitted from disclosing any relevant information in relation to your appointment / employment, as may be sought by the Company, including in relation to the background verification process, being unavailable on the phone and/or on email during work hours without prior notice.
- (k) dressing inappropriately or misbehaving during video/audio calls.
- (l) Any particulars mentioned in your application are found false at any point of time or you have been found to have wilfully suppressed any material information.
- (m) You become insolvent or bankrupt or are charged with any criminal offence, which is prejudicial to the interest of the Company.
- (n) If during any ongoing investigation in any disciplinary matter, or at any time thereafter, you are found to be retaliating against the complainant, coaching witnesses or tampering with evidence.

(referred to as "Termination for Cause")

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- 4.4 The abovementioned instances do not constitute an exhaustive list of events that can result in Termination for Cause but are merely indicative. If at any time in our opinion, which is final in this matter, you are found guilty of dishonesty, disorderly behaviour, negligence, indiscipline, absence of duty without permission or any other conduct considered by us as detrimental to the interests of the Company.
- 4.5 In the event of termination of your employment, the Company would make all payments due to you up to your last working day, less any amounts due from you to the Company, including all applicable statutory payments, and such payments shall be deemed to be in discharge of all liabilities and obligations of the Company towards you and you shall not be entitled to claim any further amounts from the Company.
- 4.6 **Return of Company Property** Upon the initiation of the cessation of your employment with the Company, for any reason whatsoever, or at any other time as requested by the Company, you will immediately return to the Company (or its authorised representative) any property of the Company which may be in your possession, custody or control including without limitation, all documents, correspondence, records, notes, reports, equipment, business cards, keys, company vehicle, security and computer passes, credit or charge cards, laptops, mobile telephones, vehicles (including its keys and documentation), any IP Materials (as defined below) and any copies thereof, which belongs to the Company or contains Confidential Information (as defined below) about the Company, its employees, staff, representatives, directors and/ or affiliates. In the event you are working from home at the time of termination of employment, you may be required to return official property in the manner prescribed by the Company at the time.
- 4.7 **Non-Disparagement:** During the course of your employment with the Company and upon cessation thereof, you shall refrain from making any adverse written or oral statement in or through any medium (including but not limited to social media) or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative or capable of causing harm to the reputation of the Company or its group companies, publicly or otherwise. You shall also refrain from suggesting to anyone that any written or oral statements concerning the Company or its group companies, be made which you know or reasonably should know to be disparaging or negative, or from urging or influencing any person to make any such statement.

#### 5. **TIMINGS:**

Your work timings will be as per the Company's rules pertaining to the office to which you are currently attached. However, if you are required to work on shifts, your work timings will be communicated to you by your reporting manager, in advance.

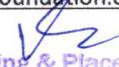
#### 6. **LOCATION AND TRANSFER:**

- 6.1 While you will generally be based out of the Company's office at **Haridwar- Uttarakhand**, the Company reserves the right to require you to work from home, either temporarily or permanently. You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, department, establishment or any other associate or group company to meet the Company's business needs, whether for a temporary or permanent basis, for which there will be no additional remuneration. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- 6.2 In the event that you are asked to work from home or upon your request for the same, have been given permission to work from home, you may be asked to report to a specific office location or base location, based on business requirements. In such cases, it is mandatory that you should report to the

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aforementioned office location with all company assets within [24] hours of receiving an email notice from the reporting manager / Human Resource personnel, communicating the requirement for you to report to the base location/office location. If you fail to report to the base location within such time as required by the Company and/or fail to submit or return any data or property belonging to the Company within such time as may be so required by the Company, the Company is empowered to initiate any action to recover such data or property from you, at your home location.

**7. TRAVEL:**

You will be required to undertake travel (in India and other countries) on Company work, for short or long durations, and you will be reimbursed travel expenses for this as per Company rules.

**8. COMPLIANCE WITH COMPANY POLICIES:**

By accepting and signing this Offer cum Appointment Letter, you hereby confirm that you will comply with all lawful instructions of the Company and with Company policies, standards, procedures, guidelines and codes of practice and/or conduct relating to your work (including but not limited to the Code of Conduct, and policies on (i) protection of interest; (ii) conflict of interest; (iii) prevention of sexual harassment at workplace; (iv) data privacy; (v) anti-corruption and gifts; (vi) equal opportunity at the workplace; (vii) occupational health, safety and employee security; (viii) free and fair competition; (ix) prohibition on insider trading; (x) related party transactions; (xi) dealing with third parties; (xii) financial reporting and accounting; (xiii) handling of violations or any whistle-blower policy (xiv) child protection policy as may be amended, replaced or issued from time to time and take steps to ensure so far as reasonably possible compliance by those for whom you are responsible. It shall be your obligation to ensure that you are familiar with the latest policies of the Company, and ignorance of any policy shall not be considered a valid justification for non-compliance with the same.

If you suspect that there has been a breach or potential breach of any Company policy, standard or guideline or any other misconduct, you are obligated to report the same to the Company. You must report this promptly, without any undue delay, either to your line manager or to the Human Resources department.

**9. RETIREMENT:**

You will retire from the services of the Company on the last day of the month in which you complete the age of 60 years, or such other retiring age as the management of the Company may decide.

**10. OTHER BENEFITS:**

Female employees of the Company will be entitled to leaves and other benefits as per the Maternity Benefit Act, 1961 based on your eligibility. Details of the maternity benefits provided by Company may be accessed in the Employee Handbook.

10.1 You will be also entitled to the benefits under the Employee's Compensation Act, 1923 based on eligibility and applicability.

**11. CONFIDENTIALITY AND NON-DISCLOSURE:**

11.1 TeamLease Foundation possesses valuable confidential information relating to its current and future businesses, employees, compensation, personnel information, customers, business plans, investments,

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transactions and general business operations. In the course of employment with the Company, employees may need to review, or use the Company's Confidential Information (defined below) and materials or to create new Confidential Information and materials for the Company. Hence, it is necessary for TeamLease Foundation to set out the obligations of its employees to maintain confidentiality.

11.2 **"Confidential information"** shall mean and include, but not be limited to mean information relating to the Company's database, product and property plans, protocols, prices, finances, marketing plans, business opportunities, personnel related information, sales and customer information, clients, business policies, practices and strategies, information received from other entities which the Company is obligated to keep confidential, and research and development results which have not been: previously published or disclosed to the general public; previously available without restrictions; and which information the Company desires to protect against unrestricted disclosure or use, or information which amounts to a trade secret (including but not limited to scripts, processes, policies, methods, technical data and know-how).

11.3 All employees of TeamLease Foundation shall comply with the following:

- (a) To hold any Confidential Information in a fiduciary capacity for the benefit of the Company. Further, you undertake to observe the strictest secrecy in all matters pertaining to the Company, its clients, associated companies and not to divulge or disclose at any time Confidential Information received as an employee of the Company to any unauthorised person during or after your employment.
- (b) Not disclose any Confidential Information / confidential material of TeamLease Foundation or its related third parties, to other third parties without the prior written authorization of the Company. However, the employee may disclose Confidential Information in accordance with judicial or other governmental orders, provided the employee shall give the Company a reasonable notice, prior to such disclosure so as to enable the Company to take necessary steps to ensure such disclosures are limited to the maximum extent possible under law and shall comply with any applicable protective order or equivalent.
- (c) Not use any Confidential Information or confidential materials of the Company for any purposes except those expressly contemplated by or as authorized by the Company.
- (d) Take reasonable security precautions to keep secure the Confidential Information.
- (e) Notify the Company immediately upon discovery of any unauthorized use or disclosure of Confidential Information or confidential materials, or any other breach of this obligation by any individual.
- (f) Respect the confidential information of other parties with whom the Company does business or competes and avoid any attempts at acquiring professional classified information by improper means.
- (g) The Company prohibits the use of Confidential Information for your own benefit or for the benefit of any other person, firm or entity. This includes not divulging Confidential Information concerning the Company, its operations or employees to any other employee unless you are sure of their right to receive it.
- (h) The terms of this clause shall continue to operate and apply after the termination of your employment without limit in time, but do not apply to information that is or comes into the

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public domain other than through any unauthorized disclosure by you.

- (i) Any breach of the obligation as set out in this clause may, in particular, lead to the immediate termination of this Offer cum Appointment Letter, without notice or payment in lieu thereof to you.

## **12. USE OF COMPANY ASSETS:**

### **12.1 Real Estate and Movables**

TeamLease Foundation property and assets, e.g. buildings, infrastructure and equipment, shall be managed and safeguarded in an appropriate manner. You shall observe the Company's security requirements concerning access to and use of the Company's facilities, IT resources, electronic resources and documents. The Company's equipment and property may be used for personal purposes only if expressly agreed in connection with the employment or as a result of TeamLease Foundation rules and guidelines.

### **12.2 Intellectual Property**

12.2.1 The result of all work undertaken by you (whether or not copyrightable) and all patentable and unpatentable inventions, discoveries, and ideas (including but not limited to any computer programs, applications and/or process) and any and all other proprietary rights relating to such works, inventions, discoveries or ideas, which are made, conceived or prepared by you ("Intellectual Property") during the course of your employment with the Company, shall be the sole and exclusive property of Company by reason of their being works prepared under a contract of service or being works for hire, and you will retain no right or interest in such Intellectual Property. You hold on trust for the Company and do hereby assign and, to the extent not assigned for any reason whatsoever, agree to assign, transfer and convey in the future, without any additional payment or consideration to the Company all of your worldwide rights, title and interest in and to any and all Intellectual Property relating to the performance of your duties for the Company and all works made, prepared or conceived by you during the period and scope of your employment with the Company. To the extent that ownership of the Intellectual Property does not belong to the Company by operation of law, you agree to do everything necessary to assign to the Company, or failing that, you hereby grant to the Company a worldwide, enterprise-wide, perpetual, unlimited right and license to it, all Intellectual Property (upon its creation) including all present and future revivals and extensions, to use, modify, improve, interpret, compile, recompile and further sub-license the Intellectual Property for any purpose of the Company and without identifying or seeking your consent.

12.2.2 You understand and agree that the assignment or license of such Intellectual Property to the Company shall not lapse by reason of the assigned or licensed Intellectual Property not being exercised by the Company for any period of time. You will not lay any claim to the rights, even after the cessation of your employment with the Company.

12.2.3 You hereby irrevocably appoint the Company as your attorney for the purpose of (a) ensuring that the ownership of the Intellectual Property vests in the Company and (b) for the purposes of seeking registration or other statutory protection in relation to the Intellectual Property. You acknowledge that such appointment of the Company as the attorney shall not be terminated to the prejudice of the Company.

12.2.4 You will remain the owner of all independent, pre-existing Intellectual Property owned or licensed by you independent of your employment with the Company ("Prior IP"). You will not incorporate any Prior

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IP in any of the Intellectual Property without the prior written consent of the Company. In the event, you incorporate any Prior IP in any of the Intellectual Property, you hereby grant the Company a worldwide, enterprise wide, perpetual, royalty-free license to use, modify, improve, interpret, compile, recompile and further assign any Prior IP which has been incorporated by you in the Intellectual Property to the extent required for the Company to exercise its rights in the Intellectual Property.

#### **14 EXCLUSIVITY**

14.1 As an employee of TeamLease Foundation, you shall devote your full time to the business and interests of the Company during the term of this Offer cum Appointment Letter and shall not, whether or not during business hours, engage directly or indirectly in any trade or business or profession outside the Company, or undertake any other employment, with or without any commercial gain. Breach of this condition shall lead to immediate termination of the employment by the Company without any notice or compensation in lieu thereof.

14.2 Notwithstanding the above, you may be involved in certain activities which are not in conflict with the interests of the Company, such as non-profit work, holding directorship positions, teaching activities etc. after obtaining prior written approval from the Company in this regard and as long as such activities do not materially interfere with the performance of your duties for the Company. You may write to [hr.aif@teamLease.com](mailto:hr.aif@teamLease.com) to obtain necessary permission in relation to the above.

#### **15 INFORMATION HANDLING AND PROTECTION OF PERSONAL DATA:**

##### **15.1 Information, communication and contact with the media**

All information from TeamLease Foundation shall be reliable and correct, and shall maintain high professional and ethical standards. All of those who, through their work, deal with information about the Company are responsible for meeting these standards. Communication with the media, the public and the financial markets shall take place only by appointed Spokespersons and in accordance with established guidelines that satisfy the regulations and practices applicable to publicly listed companies, irrespective of whether the Company itself is listed or not.

##### **15.2 Protection of personal data**

15.2.1 You agree and acknowledge that you will need to comply with the Company's policies and procedures in relation to privacy and data protection as may be communicated to you from time to time. Any breach of such policies and procedures shall be treated by the Company as a breach of this Offer cum Appointment Letter.

15.2.2 You acknowledge that the Company may be required to collect, retain, transfer, process and store the employee's personal information including any sensitive personal data or information ("SPDI") such as, *inter alia*, financial information, medical records and history and biometric information as defined under the Information Technology (Reasonable Security Policies and Procedures and Sensitive Personal Data or Information) Rules, 2011 ("SPDI Rules"). You hereby give your consent to the Company, to collect, retain, process and transfer outside India any personal information (including SPDI) relating to you for lawful purposes in the course of its business. You also consent to sharing and transfer of your personal data (including SPDI) with third parties, which may also include transfer of the SPDI outside India and do all such acts as may be requested by the Company to effectuate such sharing and transfer. In the event of a change in the law applicable to data protection in India, you expressly consent to the Company's continued use, storage, collection and disclosure of your personal information and agree to provide such additional consents and approvals, in such form and manner, as may be requested by the Company. If you choose not to provide the Company with such additional consents and approvals, the

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Company may need to alter the terms of your employment.

15.2.3 In case of any change in personal information, you will inform the Company within [7 (seven)] working days of such change.

**16 BREACH OF COVENANTS:**

In the event of breach or threatened breach of the covenants set forth in this Offer cum Appointment Letter and given that such a breach can result in the Company suffering irreparable harm in certain cases, the Company will be entitled to seek an injunction restraining you from committing such breach and/or claim damages. Nothing contained herein shall be construed as prohibiting the Company from pursuing any other remedies available to it for such breach or threatened breach, including initiating criminal proceedings against you under applicable law, initiating civil action against you to claim damages for any such breach etc. Any such action against an employee will be decided on a case-to-case basis.

**17 AMENDMENT:**

The Company reserves the right to reasonably change the terms and conditions of this Offer cum Appointment Letter and the policies of the Company, as may be required from time to time. Any such change will be notified in writing.

**18 SEVERABILITY:**

Each provision of this Offer cum Appointment Letter is severable and distinct from the other and if at any time one or more of such provisions is or becomes invalid, void and/ or illegal, the enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.

**19 ASSIGNMENT:**

You shall not transfer, assign or otherwise convey this Offer cum Appointment Letter and all or any of your rights and obligations hereunder to any party, except with the prior written permission of the Company.

**20 GOVERNING LAW:**

This Offer cum Appointment Letter shall be governed, interpreted, construed, and enforced in accordance with the laws of India. The Company and you agree to submit to the exclusive jurisdiction of the courts in Bengaluru for any matter arising out of / in connection with this Offer cum Appointment Letter.

**21 SURVIVAL:**

You undertake to, notwithstanding the cessation of your employment, co-operate with the Company, its legal advisors or representatives in relation to any current or future investigation or litigation or other administrative or legal proceeding against or asserted by the Company relating to any matter with which you were involved or of which you have knowledge or which occurred during the term of your employment. Termination of this Offer cum Appointment Letter shall not affect those provisions hereof that by their nature are intended to survive the termination, including the provisions of the following clauses: (i) Confidential Information, (ii) Intellectual Property, (iii) Information Handling and Protection of Personal Data, (iv) Severability, (v) Governing Law, (vi) Notices and Signatures, (vii) Authorization to Notify New Employer, (viii) Survival, will survive the expiry of this Offer cum Appointment Letter.

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## **22 NOTICES AND SIGNATURES:**

22.1 All notices, requests, demands or other communication required or permitted to be given under this Offer cum Appointment Letter and the provisions contained herein shall be in writing in English language and are effective upon delivery to the applicable party (whether by mail, fax, personal delivery or otherwise) at the address, and in the case issued to the Company, marked to the attention of the person indicated below:

### **If to the Company, at:**

Attention: HR Department

Address: TeamLease Foundation 315 Work Avenue Campus, Ascent Building, #77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala, Bangalore, Karnataka. PIN - 560 095

Email ID: [hr.aif@teamleasefoundation.org](mailto:hr.aif@teamleasefoundation.org)

### **If to the employee, at:**

Address: As submitted by you at the time of joining

Email ID: laxmi.negi4620@gmail.com

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- 22.2 The address for notice specified above may be changed by giving 5 (five) days' notice to the other party,
- 22.3 You acknowledge that you control, and will regularly check the above email address, and that any notice sent to you by email will be deemed to have been received 24 (twenty-four) hours after it is sent out from the servers of the Company addressed to the above email address.
- 22.4 You may change or supplement the addresses given above, for purposes of this clause, by giving the Company written notice of the new address in the manner set forth above.
- 22.5 To avoid ambiguity, it is clarified that any documents or agreements may be executed by way of electronic or digital signatures, or by other legally recognized means, and that any documents or agreements sent by way of email shall be considered to have been properly delivered.

**23 ENTIRE AGREEMENT**

Except as otherwise stated herein, this Offer cum Appointment Letter contains the entire understanding and agreement between the Company and you in relation to your employment. You represent and acknowledge that in executing this Offer cum Appointment Letter, you do not rely and have not relied upon any representation or statement made by the Company or its agents, representatives or attorneys which is not set forth in this Offer cum Appointment Letter.

**24 FORCE MAJEURE AND RELATED MATTERS**

- 24.1 In case of the occurrence of any event which is beyond the control of the Company which cannot reasonably be foreseen and which substantially affects the performance of this Offer cum Appointment Letter or the business of the Company such as natural calamities, pandemics, acts of Government, war, quarantines, terrorist attacks, a shortage of power or raw materials, accumulation of stocks or the breakdown of machinery etc., the Company shall have the right to terminate your employment or suspend or implement a lay off without pay, for any duration, if the Company, in good faith believes that it is unable to utilize your services under this Offer cum Appointment Letter. The Company shall not be liable for any default or non-performance of obligations under this Offer cum Appointment Letter in case of any default or non-performance of obligations as a consequence of events of the nature discussed above.
- 24.2 In case of the occurrence of events of the nature envisaged above, or even otherwise to meet its business needs, the Company may also at its discretion choose to implement lesser measures, such as, modification of the salary structure, imposition of leave without pay/furlough, deduction of leaves from the leave balance, reduction of salary, defer payment of salaries (though, to the extent required under applicable law, the Company will continue to provide necessary benefits and make applicable statutory contributions) etc.

**25 AUTHORISATION TO NOTIFY NEW EMPLOYER**

In the event of cessation of your employment, you hereby grant consent to the Company to notify any new employer and/or any third party about your obligations under this Offer cum Appointment Letter. If necessary, the Company has a right to disclose this Offer cum Appointment Letter to any new employer or third parties.

- 26 We request you to confirm your acceptance of this Offer cum Appointment Letter by replying to the email, with the confirmation of your acceptance.

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**REMUNERATION DETAILS  
ANNEXURE 2**

<b>Particulars</b>	<b>INR Monthly</b>	<b>INR Annually</b>
Basic	30000	360000
HRA	15000	180000
Special Allowance	1400	16800
Employer's PF Contribution	3600	43200
<b>Fixed (A)</b>	<b>50000</b>	<b>600000</b>
<b>Total Compensation (C = A)</b>	<b>50000</b>	<b>600000</b>
Employer's Gratuity Contribution	1443	17316
Mobile Reimbursement Eligibility Limit	600	7200
Internet Reimbursement Eligibility Limit	700	8400
Group Mediclaim & Group Personal Accident Insurance Premium	2296	27551
Group Term Life Insurance Premium	190	2280
<b>Total Benefits (D)</b>	<b>5229</b>	<b>62747</b>
<b>Total Rewards (C + D)</b>	<b>55229</b>	<b>662747</b>

**Net Pay Annexure:**

<b>Earnings</b>	<b>Monthly</b>
Basic	30000
HRA	15000
LTA	
Special Allowance	1400
<b>Total Earnings</b>	<b>46400</b>
<b>Deductions</b>	
Employee PF Contribution	3600
<b>Net before Tax</b>	<b>42800</b>

**TeamLease Foundation**

Address: 315, Ascent Building, Work Avenue Campus, 77, Koramangala Industrial Layout, Jyothi Nivas College Road,  
Koramangala, Bengaluru, Karnataka - 560095  
<https://TeamLeasefoundation.org/>



**Note:**

- Net Pay is subject to applicable tax as per location; Income tax will be as per act, 1961
- You will also participate in the company's incentive plan only if and as applicable to your role. The plan will be communicated to you by your manager, if applicable.
- **Details of Benefits:-**
  - Gratuity will be paid only upon exit from the Organization, subject to and in accordance with the Gratuity Act, 1972, the prevailing Company policy and the subsequent amendments to it
  - Mobile Reimbursement can be claimed monthly at actuals basis bill/(s) submission and subject to limit specified
  - The Medical hospitalization cover (GMC) is for 6 Lakhs floater, covering Self, Spouse, & 1st two children. The cost of the same is incorporated as above.
  - Cover for Personal accident (GPA) is for 20 Lakhs effective from 1st August 2024 for FTC's & Consultants, for the list provided to TLF.
  - The term life cover for 10 lakhs is effective from 1st August 2024, covering the list of FTC's provided to TLF

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

**TeamLease Foundation**

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A handwritten signature in blue ink, appearing to read 'V.S.'  
Training & Placement Cell  
Swami Rama Himalayan University  
Dehradun (Uttarakhand)