



युवा मित्र
Yuva Mitra

Shaping Sustainable Development...

Outward No.: 0171/2023-24

Date: - 9th Oct 2023

To,

Ms. Ankita Ambadkar

Hanuman Nagar, Jalgaon Jamod,

Tal- Jalgaon Dist- Buldhana

Maharashtra.

Sub: Appointment letter for the post of "Community Mobilizer" Project Pune

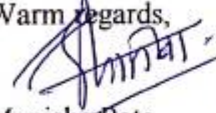
Dear Ankita,

I am pleased to inform you that the selection panel has reviewed your application, professional experience, and competence, and is satisfied with your performance in the selection process and recommended your name for the position of "Community Mobilizer". Following the recommendation made by a selection panel, I am pleased to appoint you as "Community Mobilizer" in Yuva Mitra from 9th Oct 2023. You will report to **Mr. Akash Suryawanshi, Team Leader- MHM & WASH, Yuva Mitra.**

I have attached the terms, conditions, and staff policies of Yuva Mitra along with this appointment letter. If conditions and policies have been acceptable to you, please acknowledge the office copy of the same.

Looking forward to having a long-term engagement and hope for a productive relationship with Yuva Mitra. I wish you good wishes for your endeavor with Yuva Mitra.

Warm regards,


Manisha Pote

Executive Director - Yuva Mitra



I have read, understood & accepted the appointment letter with the conditions mentioned herewith.

Signature

Mr. Ankita Ambadkar

Date: 9th Oct 2023

Community Mobilizer - WASH

Place: Mitranagar, Sinnar



Roles and Responsibilities of Community Mobilizer- Wash

1. Contribute to the design and implementation of outreach activities to provide inputs
2. Keep the community updated about the project;
3. Organize and participate in all project events (practical training on collaboration between the local government and communities, consultations with communities, mobilization of youth, community design workshops, idea generator camp, etc.);
4. Networking & liaising with local administration & village level institutions
5. Participate in needs assessments, focus group discussions, awareness generation, and information activities, Collect data and fill assessment forms
6. Mobilize and support Government officials' workshops, FLWs workshops, Nodal teacher training / Behaviour change campaigns
7. Ensure proper documentation of data collected
8. Attend regular coordination meetings with Project Manager, Cluster Coordinator & project engineer

I. Compensation:

Components	Amount(Rs.)
Monthly CTC	25,300/-

II. Terms & Conditions:

1. Your salary and allowances will be subject to Income Tax and professional tax as per the rule.
2. You will be covered under the ESIC and Personal Accident Insurance of the Cholamandalam Assurance Company.
3. You shall be responsible for the safety of all the equipment, assets, and property entrusted to you and return them in good condition after you have done so. If you fail to account for the same, Yuva Mitra has the right to recover from you, as per the rules and policies of the organization.
4. You will be on probation period for six months of joining. You are not entitled to any paid leave during the probation period. Your service will be continued after a performance review by the team of an organization after six months.
5. This agreement may be terminated on both sides by the notice of 2 months on unsatisfactory performance.
6. Upon the termination of the contract, you will be responsible for handing over the complete charge of your responsibilities to the assigned person and also return all the equipment, assets, and properties to the organization; failing to return the above-mentioned assets has provided the rights to recover the cost of the same from the dues payable to you.
7. You will be governed by the service rules stated in the staff policies of Yuva Mitra.
8. Your services are liable for interdepartmental transfer as well and you can be shifted to any place in Maharashtra and other states for project work if necessary.
9. All future correspondence with you will be carried out to the address provided by you and if there is any change in the said residential address, you shall communicate the same to Yuva Mitra.
10. You will be responsible for managing your subordinates and ensuring their effective and efficient conduct of day-to-day work activities.

Thanking you,

Manisha Pote
Executive Director -





Employment Contract Letter

Date: 1st April 2024

To,

Mr. Gaurav Subhash Bhople
Jaibha Landmark Flat No 08 A-Wing Near
Laxmi Juice Bar, Narhe
Pune, Maharashtra- 411041

Subject: Appointment As Field officer Under Migrants' Resilience Collaborative (MRC) Program.

Dear Gaurav,

"We Welcome You to Our Innovative and Dynamic Team."

I am pleased to announce that you have been appointed as a Field officer under Migrants' Resilience Collaborative (MRC)




Your job profile and responsibilities are as follows –

Post Title	:	Field officer
Organization	:	Nirman Bahuuddeshiya Vikas Sanstha Flat No. D – 25, Third Floor, Sadanand Apartment, Kasturba Housing Society, Tingarenagar Road, Vishrantwadi, Pune Maharashtra India -411015.
Duty Station	:	District Migrant Resource Centre 3 rd Floor Ramchandra heights Near Bharat Mata chowk Moshi, Pimpri-Chinchwad, Maharashtra 412105
Reports To	:	Rajendra Shendage (District Coordinator)
Salary	:	Rs. 22,315/- (Twenty-Two Thousand Three Hundred Fifteen Rupees Only) , including 10 % TDs Or PF Will Be Deducted as Applicable. Rs. 5000 Travelling Allowance par Month

NIRMAN BAHUDDDESHIYA VIKAS SANSTHA

Reg. No.: Society: Maharashtra/1782 -2006/Pune Trust: F/23066/Pune

Office Address: Flat No. D – 25, Third Floor, Sadanand Apartment, Kasturba Housing Society, Tingarenagar Road, Vishrantwadi, Pune - 411015, Maharashtra – INDIA.

 nirmansocial@gmail.com  <http://nirmanindia.org.in>  9421943794 / 8805228900

Functions / Key Results Expected




Duties and responsibilities:

- Ensure that the activities of the Nirman are carried out in conjunction with its vision and mission.
- Mobilize community through camps, community meetings, and household visits and spread awareness about Nirman Bahuuddeshiya Vikas Sanstha and its various programs.
- Build rapport with the panchayat members, block-level authorities, and other local community-based organizations/groups.
- Identify community volunteers who can help us build relationships with the community and increase community-ownership of the program eventually.
- Identify migrant households as per the shared guidelines, register them using the MRC mobile application and check eligibility for various schemes.
- Support community to access social security and entitlements by facilitating application filing and submission to relevant departments.
- The Field Officer required to report to the District Coordinator & RCF will also be responsible for the execution of the program.
- Identify and support barefoot lawyer/social advocate from the community.
- Field Officer and counsel individuals working in forced labour or similar conditions to make them aware and support the process of liberation
- Plan and conduct workshops/training of barefoot lawyers and CBOs with support from the District Coordinator and from other team members
- Facilitate Post Arrival training with support from the Field Officer – Worker Protection
- Support & Assist RCF and Jan Sathis in community engagement for entitlement benefits and other services.
- Daily, Weekly & Monthly manage all the files and data related to the assigned work and update the required tech apps/application/dashboard.
- Work as per the rules, regulations & values of Nirman and the objectives of MRC project.
- To do other necessary activities for fulfillment of the project as well as the organization's vision and mission.

NIRMAN BAHUUDDESHIYA VIKAS SANSTHA

Reg. No.: Society: Maharashtra/1782 -2006/Pune Trust: F/23066/Pune

Office Address: Flat No. D – 25, Third Floor, Sadanand Apartment, Kasturba Housing Society, Tingarenagar Road, Vishrantwadi, Pune - 411015, Maharashtra – INDIA.

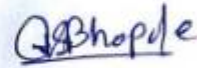
 nirmansocial@gmail.com  <http://nirmanindia.org.in>  9421943794 / 8805228900

Terms And Conditions

- Your work period shall be from 1-April-2024 Till 31 March-2025.
- This letter will be revised every year if the need arises and the project's timing expansion and funding availability..
- Nirman shall be entitled to terminate this contract at any time by giving 30 days' notice or fee in lieu of notice. Salary will be deducted for one month without giving one month's notice.
- In case nirman terminates the contract for any misconduct found on your part during your contract period, your contract shall stand terminated with immediate effect, and you shall not be entitled to any compensation.
- You are expected to follow the policies, rules, and regulations of nirman bahuuddeshiya vikas sanstha during your tenure with nirman.
- During your contract with nirman, you are prohibited from working full-time, part-time, or as a consultant for any other company or ngo. If such activity is discovered, nirman will take appropriate action.
- To ensure the timely release of your salary, please submit your monthly invoice to the finance department on or before the 30th of each month.
- Your signing this letter confirms that you accept the terms and conditions.



Mr. Santosh Jadhav
Director- Nirman






Mr. Gaurav Subhash Bhople
Field Officer

NIRMAN BAHUUDDESHIYA VIKAS SANSTHA

Reg. No.: Society: Maharashtra/1782 -2006/Pune Trust: F/23066/Pune

Office Address: Flat No. D – 25, Third Floor, Sadanand Apartment, Kasturba Housing Society, Tingarenagar Road, Vishrantwadi, Pune - 411015, Maharashtra – INDIA.

 nirmansocial@gmail.com  <http://nirmanindia.org.in>  9421943794 / 8805228900



25th July 2024

To,
Vaibhav Kolhe
Employee Number: LCF0093
Pune

Dear Vaibhav,

We are delighted that you have been a part of another successful year at Lighthouse Communities Foundation and we thank you for your consistent valuable contribution.

We would also like to congratulate you for a very good performance in 2023-2024. Please note the points below regarding your level and compensation for FY 2024-25-

1. Congratulations on your role change to Assistant Manager - National Expansion and Govt Liaison, w.e.f., 01 Jul 2024.
2. Your current level is Assistant Manager, L4 level. You may refer to the level structure in Annexure 2 for further details.
3. The recommended increment basis your KRA score is 10.0%, i.e., an annual CTC of INR 609853. Moreover, based on a benchmarking exercise, there has been a refitment of 18.0%. You will be happy to know that the revised annual salary is INR 720000.
4. You are eligible for 100% Variable Pay disbursement as per your KRA score for the appraisal period FY 23-24 i.e., INR 27720 (TDS applicable).

We wish you success and look forward to your continued contribution towards the goals of Lighthouse Communities Foundation.

Regards,
For Lighthouse Communities Foundation

Anuja Kishore
CEO

Annexure 1

Components	Monthly	Annual
Basic	28500	342000
HRA	11400	136800
Special Allowance	15300	183600
Gross Salary	55200	662400
Total Deduction	2000	24100
Employee Provident Fund	1800	21600
Professional Tax [^]	200	2500
Income Tax (As per tax slab)		
Net Pay	53200	638300

Additional benefits from the employer:

Components	Monthly	Annual
Employer Provident Fund	1800	21600
Performance Pay [*]		36000
Projected Cost to Company	57000	720000

Note:

[^] In the month of February, INR 300 will be deducted towards *Professional Tax*

^{*} *Performance Pay* will be disbursed on an annual basis, prorated from the date of joining till June 2025, based on your scores against KRAs during the annual appraisal period. Performance Pay is disbursed in the month of July. To receive your Performance Pay, you must remain on the rolls of the organization until January 2025.

Annexure 2

Level Wise Band structure

Band	Level (Sub Levels)	Competency
A. Executive	Jr. Executive L1	Discipline and ability to execute work that has a regular pattern, individual contributor, manages stakeholders with support.
	Executive L2	Execution of work that requires cognitive skills, individual contributor, manages stakeholders independently
	Senior Executive L3	Planning and executing work that requires cognitive skills, individual contributor, managing stakeholders independently
B. Manager	Assistant Manager L4	Planning and execution, individual contributor, forms and manages partnerships with stakeholders, technical knowledge, managerial skills
	Manager L5	Strategy, planning and execution, leading and supervising teams; driving culture, forming and managing partnerships with stakeholders
	Manager L6	Strategy, planning and execution, leading and supervising teams, driving culture, forming and managing partnerships with stakeholders, applying business analytics, managing programs at scale
	Senior Manager L7	Strategic direction at the department level as per emerging trends, leading large teams and stakeholders, driving culture
C. Director	Director L8	Reporting to CXO level, driving strategy and implementation at multi-department level
	Director L9	Reporting to CEO, driving strategy and implementation at organizational level.

Employment Letter

Date: 10 Jul, 2024

To,

Kishor Dawale,

Dear Kishor ,

Sub: Employment Letter for **Project Associate, Content & Curriculum**

We are pleased to offer you a role with '**Leadership For Skilled Education Foundation**'

Designation: Project Associate

Joining Date: 15-07-2024

Duration: 15-07-2024 to 30 Jun, 2025 (will be renewed based on your performance)

Probation: 3 months probationary period

Reporting Location: Pune, Maharashtra

Allocated District: -

1. Compensation and adherence:

1. Your total Cost to Company (CTC) would INR 5,25,000.00 (**Rupees Five lakh twenty five thousand only**) per annum.
2. You can find the salary breakup in **Annexure-A** in this letter.
3. You will be reimbursed for any official expenses incurred on behalf of Leadership For Equity, subject to the Expense Reimbursement Policy of the organization.
4. You, your spouse and your children, if applicable, will be covered under a group medical insurance policy
5. Every month you will work five days a week. However, the third Saturday of every month will be working and dedicated to learning spaces. All other benefits, terms, and conditions will be applicable, as outlined in the HR Policy. More detailed work timings will be communicated by your reporting manager on an ongoing basis.

2. Deliverables:

1. Your deliverables and timelines will be outlined in the KRA sheet, to which you are expected to adhere. Additionally, it needs to be mentioned that they are of an evolving nature and hence any changes will be communicated to you by your reporting manager on an ongoing basis.
2. The further salary increments will be based on your performance on the KRAs, which have been set by you and your manager, with mutual understanding.

3. Dual Assignment and Confidentiality:

1. Dual assignments are not permitted under this employment agreement. In case you are engaged directly or indirectly in ongoing studies / professional university degrees, you will disclose the same to the organization upon receiving this employment letter. Any academic engagement will have to follow the Organisational Leave Policy for the leaves taken and will be monitored by HR.
2. You shall not disclose or divulge any confidential information related to the Program, organization, etc. which may come to your knowledge while at the organization Leadership For Equity.

4. Leaves & Holidays:

1. You will be entitled to 16 days of paid leaves per annum (on a pro-rata basis during the engagement tenure in the year) with a quota of 4 days per quarter. Additionally, there will be a 5-day Organisational downtime in the last week of December and a 4-days (one per quarter) of Self-Care leaves throughout the year.
2. You will also be entitled to an additional 10 holidays, and 2 floater holidays as per the list of the National Holiday Act 1969 of the Government of India.
3. Any additional leaves taken beyond the permitted leaves as per the Organisational HR policy will result in loss of pay.

5. Notice Period & Termination of employment:

1. This employment may be terminated by Leadership For Skilled Education Foundation at any time by giving you **2-month notice** in writing in lieu thereof assigning a satisfactory reason, and on expiry of such notice, your engagement shall stand terminated on account of unsatisfactory performance, breach of code of conduct as outlined in the organizational policies, and any other reason that demands dismissal with due notice.
2. However notwithstanding anything contained elsewhere, if the said termination is due to you **causing a breach of any of the terms and conditions** mentioned in your letter of engagement, Leadership For Skilled Education Foundation reserves the right to terminate your services forthwith, without any notice and/or pay in lieu thereof.
3. If you wish to terminate this contract of employment, you must give **2-month's written notice** and continue to serve the organization until the expiry of the said notice. **If 2 month notice period is not served, the organization will not be issuing any formal relieving- experience relieving letter nor the salary for the duration of the notice period not served.**
4. During your **probation period**, this contract may be terminated by Leadership For Skilled Education Foundation at any time by giving you **2-weeks notice** in writing in lieu thereof assigning a satisfactory reason, and on expiry of such notice, your engagement shall stand terminated on account of unsatisfactory performance, breach of code of conduct as outlined in the organizational policies, and any other reason that demands dismissal with due notice. The organisation will not be issuing any experience, relieving letter for this duration.
5. **If you wish to terminate this contract during your probation period, you must give 2 week's written notice** and continue to serve the organisation until the expiry of the said notice. The organisation will not be issuing any experience, relieving letter for this duration.
6. Over and above this, the Leadership For Skilled Education Foundation can terminate your contract without notice or compensation, at any point during this employment including and especially during the probationary period, in lieu of notice on the happening of one or more of the following events:
 - a. If any declaration is given or information furnished by you to the organization that proves to be false and/or if you are found to have wilfully suppressed any material information
 - b. If there is any mismatch in the information provided by you from previous employment both in terms of professional achievements, financial aspects, and any other information through your previous organizational references

- c. If wilfully found personal misconduct to the tune of violence, physical or sexual abuse, bribery, obstruction of justice, and promoting anti-religious sentiments; to any of the internal and external stakeholders
- d. On your failure to attend for duty at all reasonable times, as expected by the organizational and your managerial team
- e. If there is any threat to data or information security and/or if there is any form of a serious breach of integrity
- f. If there is any breach of expectations as laid out in the key organizational policies at Leadership For Skilled Education Foundation.

6. Code of conduct: Your employment contract is contingent on the following terms and conditions. You shall:

- 1. Carry out your duties competently and diligently, as determined by the organization
- 2. Comply with prescribed HR Code of Conduct and all applicable laws, regulations, and other requirements;
 - a. Adhere to and account for yourself, under all the organizational policies - presently the Organisational HR policy including Grievance Redressal Policy, POSH, and Child Protection Policy. You can view all the related [documentation here](#).
 - b. Treat everyone respectfully and not indulge in any practices which are violent, discriminatory, harassing towards any individual or group.
 - c. Not indulge in any corrupt or fraudulent practices with any of the stakeholders, internally or externally.
- 3. Report violations of the above-mentioned policies and Code of Conduct; and not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Client.

Note: Any violation of these policies and/or codes of conduct by the employee may result in serious consequences, up to and including termination of contract and possible referral to legal authorities.

7. Acceptance of the agreement:

I accept all the responsibilities of being an employee at the organization & I agree to abide by all policies and procedures laid out by the organization, as mentioned in this Contract Letter.

Yours Sincerely,

For Leadership For Skilled Education Foundation



Madhukar Reddy Banuri
Director

10-07-2024

Annexure-A

EARNINGS	MONTHLY	YEARLY
Basic	20,525.00	2,46,300.00
HRA	8,210.00	98,520.00
Conveyance Allowance	1,600.00	19,200.00
Special Allowance	9,715.00	1,16,580.00
Mobile & Internet Allowance	1,000.00	12,000.00
SUB-TOTAL (A)	INR 41,050.00	INR 4,92,600.00
BENEFITS AND CONTRIBUTIONS (PART - B)		
Mediclaime Insurance	900.00	10,800.00
PF - Employer	1,800.00	21,600.00
SUB-TOTAL (B)	2,700.00	32,400.00
TOTAL SALARY (A + B)	INR 43,750.00	INR 5,25,000.00

*Please Note: The deductions on your **gross salary** will include employee benefits i.e. employee contribution to PF. All the additional tax deductions will follow the standard norms as per the Income Tax rules that depend on your yearly investments, which will ultimately determine your net take-home salary.*

Signed and Accepted by,

Kishor Dawale

{{Signature CandidateSignature}}

To,
Employee Code : LCPL000/EMP/00219
Name : Dinesh Bawaskar
Location : Mumbai

SUB: LETTER OF APPOINTMENT

Dear Bawaskar,

With reference to your acceptance of the Offer Letter, we are pleased to appoint you as “Senior Associate” at band “G7A” w.e.f. 1-June-2024 with Leadspire Consulting Pvt. Ltd.

For the purpose of this Letter of Appointment, all references to “you”, “your” shall mean references to you, and, all references to “Employer”, “Company”, “Organization” “us”, “our” shall mean and include Leadspire Consulting Private Limited.

All references to “Group Entities” shall mean such entities which are within the Group of which the Organization may form a part including but not limited to its parent company or their respective subsidiaries or associated undertakings or affiliates from time to time and as would be informed by the Organization from time to time.

The terms of your employment with the Organization are set out in this Letter of Appointment.

A. REFERENCES

Your appointment is subject to verification of your educational and qualification certificates, and the submission of all other relevant documents on your date of joining. Your employment is subject to reference and background checks being obtained to the satisfaction of the Organization.

If any declaration given or information furnished by you to the Organization proves to be false or if you are found to have wilfully suppressed any material information, you are liable to be terminated from the services of the Organization without any notice or compensation whatsoever.

B. COMPENSATION

1. Your compensation consisting of the Total Annual Fixed Remuneration will be **INR 345000/- (I)**, which is inclusive of such components as detailed in **Annexure I** and is further subject to deduction of profession tax, Income tax and all other applicable statutory taxes.
2. You shall be entitled to Provident Fund and Gratuity in accordance with the Organization policy. You may check and understand the policy in this regard from the HR Department.
3. The detailed break up of your compensation is as per the Annexure I attached herewith.



4. Increments will be based on your performance and you will be entitled to the same if the same is found to be satisfactory during the year of your service with us. The final decision regarding your performance levels shall be at the sole, absolute and exclusive discretion of the Management.
5. The variable pay component, if any, included in your compensation is inter alia amongst others also dependent on :-
 - a) You establishing and effecting a desirable and satisfactory performance in all parameters in respect of your key result areas,
 - b) Your function / department / team establishing and effecting a desirable and satisfactory performance in all parameters in respect of their key result areas, and
 - c) The performance of the Organization.

On the basis of these and other conditions precedent as per the internal policies of the Organization, the sole, absolute, exclusive decision and discretion to pay the variable component will be exercised by the Management of the Organization. There is no automatic or minimum guaranteed payout.

6. The subject of compensation is confidential in nature and strictly between you and the Organization. As a policy, you are expected to restrict the discussion / sharing of the same only with the appropriate authority at all times.
7. The compensation consisting of Salary and other perquisites/benefits, which have been distributed under the aforesaid heads, are subject to taxes, as applicable. At its sole, absolute and exclusive discretion, the Management may consider either change of heads or redistribute the total emoluments /compensation under various heads.

C. POSTING AND TRANSFER

Your place of posting will be at **Mumbai**.

You are liable to be transferred from one department to another or to any associate establishment in which the Organization or Group Entities have got any business interest or otherwise which exists at present or which may be established or operated henceforth anywhere in India. In case of such transfer, you will abide by the working hours of the department, office or establishment, etc., without demanding or being entitled to any additional compensation or extra remuneration thereof. You are also liable to be transferred outside India according to the exigencies of work or in terms of business requirements of the Organisation or Group Entities. On transfer whether departmental or outside, you shall be governed by the conditions of service or rules and regulations that may be prevailing in the place to which you may be transferred. You shall not refuse such transfer for any reason whatsoever provided that on such transfer, your salary and other benefits available to you will not be adversely affected. The refusal of such transfer on your part amounts to resignation from your services and you shall be deemed to have resigned from the services without notice to the Organization from the date of refusal of such transfer.



D. PROBATION AND CONFIRMATION

1. You shall be on probation for a period of 6 months from the date of joining. If your performance or conduct during the period of probation is not found to be satisfactory, your probation may be further extended for a period of three months. You shall be deemed to be confirmed unless your probation is extended post your probation review. Confirmation due in a particular month will be effected on the 1st date of that month.
2. During the period of probation your services may be terminated by the Organization without assigning any reason by giving 15 days' notice or payment of last drawn basic salary for 1 (one) month as compensation in lieu thereof.
3. During the period of probation your services may be voluntarily terminated by you without assigning any reason by 1 (one) months' notice or by payment by you of last drawn basic salary for 1 (one) month as compensation in lieu thereof.
4. After confirmation of your services and during the period of your employment, the Organization may, without assigning any reason thereof, have the right to terminate your services by giving 1 (one) months' notice or on payment of last drawn basic salary for 1 (one) month in lieu of notice period. The Organization may, however at its sole, exclusive and absolute discretion waive the entire notice period or a part of it and compensate in lieu thereof.
5. After confirmation you may terminate your contract of employment with the Organization by giving 1 months' notice or on payment by you of last drawn basic salary for 1 (one) month in lieu of notice period at the discretion of Management. Serving of "Notice period" is mandatory and it has to be served in full as per standard Organization policy for appropriate handover unless otherwise agreed to by the Management. In case of default in serving the Notice period and leaving the Organization without appropriate intimation, the Management reserves the right to withhold the last drawn 1 (one) month's salary as also to take appropriate legal action, for such non – intimated / uninformed departure from the Organization which shall be deemed as voluntary and wilful abandonment of service without prior notice, including reporting for any such negligence, gross misconduct during the tenure.

E. WORKING DAYS

Your work week and weekly off will be as per the Shift assigned to you.

F. SEPARATION

1. In addition to the aforesaid, your services are further liable to be terminated upon occurrence of the following events and/or in the below mentioned circumstances and in the manner as stated hereunder :
 - i. Your services are liable to be terminated without giving any notice or compensation in lieu thereof, if you conduct yourself in a manner which is prejudicial to the interest of the Organization / Management.



- ii. If any information or document provided by you in your application or during the subsequent interview and discussions and/or before or after joining the Organisation, or thereafter, is found to be false / forged / fabricated / manufactured and/or misleading, your services are liable to be terminated immediately without notice or any compensation in lieu thereof.
 - iii. Further, in case of any fraudulent practices, misconduct, in case of involvement in any criminal offence, violation of terms of employment, etc. your services are liable to be terminated immediately without notice or any compensation in lieu thereof.
 - iv. If you are on unauthorized leave or if you remain absent without due intimation or approval beyond the period of leave originally sanctioned or subsequently extended, you shall be considered as having voluntarily and/or willfully, and/or intentionally, and/or deliberately terminated your appointment with the Organization without giving any notice unless you:
 - a. Return to work within three days of commencement of such unauthorized absence, and
 - b. Give an explanation to the satisfaction of your immediate supervisor/reporting authority or any other person designated by the Organization regarding such unauthorized absence.
2. The age of retirement of an employee from the services of the Organization is 60 years, if the employee continues to be physically and mentally fit for employment subject to medical opinion. The employee may be asked to retire before completing the age of 60 years if she/he is found unfit for service due to physical or mental disability. The Organization may or may not, at its sole, exclusive and absolute discretion, avail your services thereafter on mutually agreed terms and conditions. The age of retirement shall be calculated on the basis of the date of birth as recorded in the School Leaving certificate or the birth certificate as submitted by you and in the records of the Organization at the time of your employment. The age of retirement will be governed by the Code of Conduct and Employee Hand Book of the Organization. On your retirement from the employment of the Organization, the provisions of Clause H (Confidentiality & Non-Disclosure) & K (Indemnity) shall continue to remain valid, effective, in force and applicable to you.
3. All official materials, properties, assets and documents including identity card/ manuals, etc. furnished to you shall at all times remain the property of the Organization. Upon instructions of the Management or upon acceptance of your resignation or termination of service, you are required to hand over charge to your immediate supervisor / reporting authority or to the person designated by the Management along with all Organisational properties, assets documents, files, diaries, notes, computer access codes correspondence and any other office property or asset including all movables and immovables in your possession or custody.
4. Without prejudice to the Organization's other rights and remedies, the Organization shall be entitled to deduct from your emoluments, if any herein, the amount of any claims which the Organization may have against you either under the terms of your employment or otherwise howsoever.

G. ORGANIZATION's PROPERTY

You will be responsible for the safe keeping and return in good condition and working order, of all properties and assets of the Organization which may be in your use, possession, custody, care



or charge. The Organization shall have the right to deduct the sum necessary for repair of such property/assets or the value of such property/asset (in case the property/asset is lost or totally damaged and/or is not repairable or in case the Organization decides not to repair the damages), from your dues and take such other action, as the Organization deems fit and proper in the event of your failure to account for such property/asset to the satisfaction of the Organization.

All plans, designs, specifications, price lists, correspondence, papers, memoranda, notes, records, videos, tapes or details of business methods/know-how or marketing strategy or the identity or requirements or terms of dealing of its suppliers or customers and all copies of the foregoing (including in electronic or magnetic media or other forms of computer storage), IT equipment, charge and credit cards which come into your possession / custody / use / care / charge and which relate to the performance of services or to the business of the Organisation and or the Group Entities will at all times be considered to be or to contain Confidential Information (defined hereunder) and will remain the property of the Organization or the Group Entities and you will only use such information strictly in connection with your employment. On request of the Organization, during or after your employment, you will return to the Organization all property / assets of the Organization or the Group Entities, which are in your possession or control and you will not retain any copies, notes or extracts thereof in any manner whatsoever. If required, you will sign an undertaking confirming that you have complied with this clause and the Organization may withhold any sums then owing to you until you have returned the properties / assets and complied with this clause.

H. CONFIDENTIALITY & NON DISCLOSURE

For the purposes of this Letter of Employment "**Confidential Information**" shall mean and include all present and future information and data, whether in tangible or intangible form or whether or not reduced to writing oral, pictorial, in machine readable form or by observation during your visits in connection with the employment or otherwise whether possessed by or disclosed by the Organization and its Group Entities from time to time to you and all information, data or material that has or could have commercial value or other utility in the industry in which the Organization and its Group Entities are engaged and which gives the Organization and its Group Entities an advantage over others, who do not know or use it or is otherwise not generally known in the industry or sector or available to others, or the utility or value of which is not known or recognised by others, whether or not the same is in public domain, including but not limited to:

- i. All proprietary work, know-how, trade secrets, processes, formats, data, methods, samples, test results, prototypes, developmental or experimental work, improvements, computer software techniques, technology, schematics, programs and systems, methods, data processing, technical documentation, user manuals, data files and data bases, and any other intellectual property (whether patented or not), analyses, compilations, research and development techniques, research projects, plans for research, products including new products, business or technical information, marketing and selling, business plans & strategies and strategic plans, budgets and unpublished financial statements / information, forecasts, projections, licenses, prices and costs, income, markets & intelligence, sales & statistics, contracts, details and information pertaining to pricing, third party suppliers, contractors and customers, consultants, or business associates; and



- ii. all information of whatsoever nature, disclosed by the Organization and its Group Entities to you, whether directly or indirectly, through any means of communication or observation, in connection with your employment and designated as Confidential Information.
- iii. You agree and undertake to maintain strict secrecy of the Confidential Information whilst not sharing, publishing or discussing the subject, with anyone without the Organization's prior written approval.

If the Confidential Information is in written form, the Organization may label or stamp the materials with the word "Confidential Information" or some similar warning.

All information obtained or that has come to your knowledge in the course of your employment in whatever form, whether concerning customers, business practices, financials, products, services, processes, equipment or any other activities relating to the Organization or the Group Entities, should be treated as Confidential Information and should not be used for any purpose other than solely in connection with the terms of your duties under and in terms of the employment and should not be shared, compromised, disseminated, distributed, reproduced, divulged in any way, manner or form whatsoever, during or after your employment with the Organization other than as required under your work requirements.

You shall be true and faithful to the Organization in respect of all your accounts, business dealings and transactions and if required, shall provide an account thereof to the Organization or to such persons as may be authorized or nominated by the Organization in that regard.

You shall not remove from the Organization's premises any material (either in physical or electronic form) which might contain Confidential Information, except in the ordinary course of employment or with the express prior written consent / approval of the Organization.

You shall during the term of your employment and even after termination or expiry of the employment secure, safeguard, protect, preserve and keep secret all the Confidential Information. You shall not share or disclose or divulge or copy or reproduce or disseminate or distribute the Confidential Information in any manner and with any party under any circumstance whatsoever either during the term of your employment or thereafter.

This is one of the material representations and warranties agreed and accepted by you and you shall adhere to the same at all times.

I. CONFLICT OF INTEREST

You acknowledge and agree to inform the Organization at the time of execution of this Letter of Appointment and you also have an ongoing obligation to keep the Organization informed, of any conflict that may exist between your interests (or those of your immediate family) and those of the Organization and / or the Group Entities.

J. APPLICABILITY OF ORGANIZATION POLICY



LEADSPIRE CONSULTING PVT. LTD.

CIN: U85500MH2023PTC401547
6th Floor, WeWork, Spectrum Tower, Chincholi Bunder Rd,
MindSpace, Malad West, Mumbai, Maharashtra 400064
Tel: 022-69891717

Email: info@leadspireconsulting.com
Website: www.leadspireconsulting.com

The Organization shall be entitled to make policy declarations or guidelines from time to time pertaining to matters including but not limited to leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter/amend the same from time to time at its sole, exclusive and absolute discretion. All such policy decisions of the Organization shall be binding on you, shall be in addition to this Letter of Appointment to that extent and shall be deemed to constitute and treated as in integral part hereof.

K. INDEMNITY

You agree and undertake to fully and effectively indemnify, defend, hold and save harmless the Organization and its Group Entities and their officers, staff, trustees, directors, successors members, employees, representatives, agents, affiliates administrators, receivers, assigns from any alleged or actual liability, loss, settlement, demand, action, debt, claim, risk, cost, charge, expense, damage, injury, compensation, allegation, suit, legal and regulatory proceeding, judgment and / or any other obligation of any nature whatsoever arising directly or indirectly out of and / or as a result of and/or relating to and / or concerning and / or in connection with (a) the terms of this Letter of Employment, (b) the performance of this Letter of Employment and/or any fault or shortcoming or inadequacy or deficiency in connection therewith, (c) the deliverables under this Letter of Employment, (d) consequence of breach, non-performance, non-observance, violation, non-compliance of the terms, conditions, covenants, representations, warranties, undertakings and confidentiality obligations stipulated under this Letter of Employment and/or concerning any other person(s)/party(ies) in connection therewith, (e) Non-compliance with / violation of laws, statutory & regulatory rules, regulations, notifications, policies, guidelines, circulars, (f) Infringement of intellectual property rights of the Organization and its Group Entities. (g) acts or omissions or negligence or fraud by you.

The indemnifications shall include all legal expenses including the court fees, advocates fees incurred by the Organization and its Group Entities before any judicial or quasi-judicial authority or any Government Authority or Fora and the cost for such litigations, prosecutions, proceedings, suits, petitions or applications if any to be incurred by the Organization and its Group Entities shall be borne and paid by you.

"The Company, its Group Entities and their successors agree and undertake to fully and effectively indemnify, defend, hold and save harmless the Employee, its administrators and legal heirs from any alleged or actual liability, loss, settlement, demand, action, debt, claim, risk, cost, charge, expense, damage, injury, compensation, allegation, suit, legal and regulatory proceedings, judgement and/or any other obligation of any nature whatsoever arising directly or indirectly out of and/or as a result of and/or relating to and/or concerning and/or in connection with (a) the terms of this letter of employment (b) acts or omission or negligence or decision or fraud by the Company or its Group Entities.

The indemnifications shall include all legal expenses including the court fees, advocates fees incurred by the Employee, its administrators and legal heirs before any judicial or quasi-judicial authority or any Government Authority and the cost for such litigations, prosecutions, proceedings, suits, petitions or applications if any to be incurred by the Employee, its administrators and legal heirs shall be borne and paid by the Company, its Group Entities and their successors."

L. GENERAL EMPLOYMENT CONDITIONS



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Email: info@leadspireconsulting.com
Website: www.leadspireconsulting.com

1. You will abide by the instructions given by your supervisors / reporting authority and other higher authorities from time to time and take active part in all such activities including but not limited to co-curricular and other related activities of the Organization pertaining to your role. Your employment will be governed by the service rules of the Management including the Employee Handbook, which can be altered, amended and implemented by the management as required from time to time.
2. You are required to maintain a professional code of conduct, ethics, equity and good conscience at all times and shall not indulge in any type of unprofessional or illegal or wrongful conduct either that is detrimental to the image and reputation or prejudicial to the business interest of the Management or the Organization or even otherwise.
3. You will be punctual in attending your duty and will devote your whole time and attention diligently and with the best skill and ability to the performance of your duties in regards to the work of the Organization and will not engage yourself directly or indirectly in any service, trade, business, vocation or occupation which is in conflict with the interests of the Organization, in any capacity whatsoever either on your own or in association with any other individual/firm/institute/body corporate, etc., whether for any consideration or not.
4. You are expected to fulfill all the assigned duties and responsibilities as per the working hours mentioned in the Employee Handbook. You may be required to work beyond the normal working hours according to exigencies of work.
5. Though you are entitled to all the holidays in terms of the policy, it is to be clearly understood without any ambiguity that, on a holiday or non-working day, if required, you may be required to attend Meetings/Workshops/Trainings or for any other purposes connected therewith, or go out on any office work or business needs as required, notwithstanding the fact that it is a holiday or non-working day.
6. You shall not, during the course of your employment or thereafter, share, distribute, compromises, disseminate, disclose, divulge or make public or reveal to any person or party, any information that you gain including that pertaining to the operations, systems, associates, equipment, organizational setup and lesson plans / or curriculum or part with any confidential information in any manner whatsoever.
7. You shall take all due care of the property (tangible or intangible) of the Organization and its Group Entities and shall not cause any damage to it and after the end of the term and / or on termination of the employment, as the case may be, shall return and handover the same to the Organization.
8. You shall take due, reasonable care and precaution to protect and preserve the Intellectual Property Rights of the Organization and its Group Entities and shall not use in any manner the name, trademark or logo or label or copyright or any other Intellectual Property rights of the Organization and its Group Entities in any manner whatsoever without the Organization's prior written consent/approval.
9. You shall neither assign nor pledge to third parties any financial or other benefits to which you are entitled under the terms of this Letter of Appointment.



10. All intellectual property/ies including but not limited to study material, course work, charts, statistical data, methods of study, audio visual aids, documents and various forms, format, processes, policies defined, etc. in any form, created by you during the course of your employment with the Organization will be the property of the Organization and / or its Group Entities and you will be required to take all steps which may become legally necessary to assign, invest this right in favour of the Organization and / or its Group Entities and you do not have any right, claim or demand and/or shall not have any right and/or claim or demand any kind of monetary or other consideration or rights of any nature whatsoever in this regard and/or in respect hereof.
11. The Organization shall at all times have the right to access and monitor all e-mails created, sent / received or stored by you using the Organization provided facility and on Organization's system at any point of time without giving you any prior notification or intimation. All such data and information shall be the property of the Organization at all times.
12. You shall endeavour to uphold the good image, goodwill, reputation and business interest of the Organization and its Group Entities and shall not by your conduct adversely or prejudicially affect or tarnish or malign the goodwill, reputation, image and standing of the Organization and bring disrepute to the Organization, in any manner whatsoever.
13. In the event of any pecuniary loss or damage caused to the Organization and its Group Entities occasioned by you due to disregard or failure to comply with any requirement, order or departmental instructions or from any neglect or negligence or dereliction whatsoever on your part, you shall be liable for deductions from salary to make good the loss or damage or any part thereof, the amount of which shall be fixed by the Management at its sole, exclusive and absolute discretion.
14. You shall, without fail, immediately inform the HR department of any change, in the information provided by you, at the time of joining including but not limited to educational qualifications, residential address, marital status etc., which takes place subsequent to the details provided at the time of employment.
15. You shall not address any press conference / public platform or media or give any interviews or make any communication / statement or take any steps for it to be published by or in the media or social media platforms without the prior written approval of the Management.
16. Any communication sent to the last address furnished by you in writing shall be deemed to have been duly served upon you. Any variation made in the terms and conditions of this appointment and made in writing by the authorized signatory and served on the last address shall be valid and applicable.
17. This offer letter shall be valid, amongst others, subject to you successfully clearing employment background check and police verification. In case you fail to clear the required background check and police verification then this offer shall automatically stand terminated/revoked/cancelled/withdrawn/recalled without acceptance of any liabilities by the Organization.
18. In addition to the conditions hereinabove mentioned, you shall also observe and comply with and shall be bound by any rules, regulations, guidelines, policies, and procedures which the Organization and its Group Entities may from time to time separately frame for observance and



compliance by its officers, employees and associates including but not limited to those which are communicated by the Organization to you in writing.

19. The Organization shall have the absolute, exclusive and sole right to add, to alter, modify or abrogate or amend from time to time any term contained herein, including but not limited to remuneration and perquisites, which will be communicated to you either by individual letter or by a circular or through any other suitable means of communication.
20. You shall neither assign nor pledge to third parties any financial or other benefits to which you are entitled under these terms.
21. This Appointment letter, with the Organization represents the entire agreement and understanding between the parties as to the subject matter herein and supersedes all prior or contemporaneous agreements, whether written or oral. In the event any provision hereof becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable or void, the rest of the provisions contained in this Appointment Letter will continue in full force and effect without such said provision. The invalid or unenforceable term or provision shall be replaced by the Organization with a term or provision, which most nearly reflects to the extent possible the original intent of the invalid or unenforceable term or provision.
22. No waiver, alteration, amendment, addendum or modification of any of the provisions contained herein will be binding unless effected in writing and executed and signed by the parties hereto.

M. GOVERNING LAW AND JURISDICTION

This Letter of Appointment shall be governed by and construed and enforced in accordance with the laws of India. All disputes or claims arising out of or relating to this Letter of Appointment shall be subject to the exclusive jurisdiction of the Courts at Mumbai.

N. CLAW BACK

You agree to adhere at all times to all applicable laws as well as internal rules of the Organization such as the Code of Conduct and other policies, procedures, guidelines applicable to your work ("Guidelines"). You are aware that a violation of the law or the Guidelines could lead to disciplinary actions up to and including termination of employment. The Guidelines which may be amended from time to time shall form an integrated part of this Letter of Appointment and the Organization's payment of any incentive is conditioned on your compliance with these Guidelines and with applicable laws.

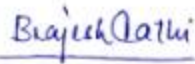
Accordingly, in case the Organization determines that you have violated the law or any provisions of the Guidelines in a material way (e.g. fraud, bribes, offering kick-backs), you will not earn or receive any incentive for any period in which such violation(s) occurred or were discovered, and you agree to promptly repay any incentive already received for any period in which such violation(s) occurred or were discovered.



In case this offer of employment is acceptable to you, please sign the duplicate copy of this letter and return to us as a token of your acknowledgement and acceptance of the terms and conditions of employment offered to you. Please note that once accepted you are bound by, liable and obliged to all the terms & conditions of this Letter of Appointment.

Look forward for a mutually enriching experience with you.

Yours Sincerely,
For Leadspire Consulting Pvt. Ltd.



Authorised Signatory

I accept unconditionally, without any reservations, the terms and conditions of the appointment mentioned in this Letter of Appointment after reading and thoroughly understanding the same.

Name: _____ Date & Signature: _____



LEADSPIRE CONSULTING PVT. LTD.

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Tel: 022-69891717

Email: info@leadspireconsulting.com
Website: www.leadspireconsulting.com

Name			Dinesh Bawaskar		Location	
Designation			Senior Associate			
Band			G7A		Mumbai	
Cost To Company			345,000			
Department			Operations			
Particulars			Remarks		INR Monthly	INR Annual
1	Basic Pay (BP)		35% of CTC		10,063	120,756
2	Grade Pay (GP)				750	9,000
3	Dearness Allowance (DA)		5% of (BP + GP)		541	6,492
4	HRA*		50% of (BP + GP)		5,407	64,884
5	Advance Statutory Bonus				1,145	13,740
6	Flexi Reimbursement Kitty *				8,500	102,000
A	Gross Monthly Pay (Sum of 1 to 6)				26,406	
B	PF (Employer Contribution)		12% of (Gross-HRA). Max upto 1800 p.m		1,800	21,600
C	Gratuity		4.81% of (BP + GP + DA)		546	6,552
D	ESIC (Employer)		3.25% of Gross Monthly Pay (Gross Rs 21000/- and below)		0	0
E	CTC (Sum of A to D)				28,752	345,000
F	Variable Pay					0
	CTC with variable pay (Sum of E to F)					345,024
Deductions Details						
	PF (Employee Contribution)		12% of (Gross-HRA). Max upto 1800 p.m		1,800	21,600
	Professional Tax		Monthly Deduction		200	2,400
	ESIC (Employee Contribution)		0.75% of Gross (Gross Rs 21000/- and below)		0	0
	NET Salary Pre Tax				24,406	


Authorised Signatory

Dinesh Bawaskar
Accepted By



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Website: www.leadspireconsulting.com



Date: 1 May 2024

To

Mangesh Prabhakar Ghate
At-Pimpalpati Post-Didola Ta-Motala Dist-Buldana.

Sub: Appointment as Resource Centre Facilitator at Nirman Sanstha.

This is to inform you that you are being hired for the post of Resource Centre Facilitator under the Migrants' Resilience Collaborative (MRC) for the Nirman on the following terms and conditions:




Your job profile and responsibilities are as follows –

Post Title	:	Resource Centre Facilitator
Organization	:	NIRMAN BAHUUDDESHIYA VIKAS SANSTHA Flat No. D – 25, Third Floor, Sadanand Apartment, Kasturba Housing Society, Tingare Nagar Road, Vishrantwadi, Pune - 411015, Maharashtra – INDIA.
Duty Station	:	NIRMAN BAHUUDDESHIYA VIKAS SANSTHA <ul style="list-style-type: none">• District Migrant Resource Center 3rd Floor, Ramchandra's highest, Bharat Mata chowk Moshi.
Reports to	:	District Coordinator
Salary	:	₹- 26508/- (In words- " Twenty-Six Thousand Five Hundred Eight". Rupees only per month, including TDs/PF and PT, PF Admin, Will be Deducted from the Salary as per applicable
Duration of the Contract	:	<ul style="list-style-type: none">• Your Contract Period shall be from 01.05.2024 Till 31.03.2024.• The contract will be revised yearly per the project's timing expansion and funding availability.
Functions / Key Results Expected		

NIRMAN BAHUUDDESHIYA VIKAS SANSTHA

Reg. No.: Society: Maharashtra/1782 -2006/Pune Trust: F/23066/Pune

Office Address: Flat No. D – 25, Third Floor, Sadanand Apartment, Kasturba Housing Society, Tingarenagar Road, Vishrantwadi, Pune - 411015, Maharashtra – INDIA.

 nirmansocial@gmail.com  <http://nirmanindia.org.in>  9421943794 / 8805228900

Duties and Responsibilities:

- ❖ Ensure that the activities of NIRMAN are carried out in conjunction with its Vision -mission.
- ❖ Set up and maintain the Migration Resource Centre as per the given guidelines of the program as well as the organization – required IEC material on display, registers, and files maintained as per order.
- ❖ Maintain the Migration Resource Centre as per the given guidelines of the program as well as the organization – required IEC material on display, registers, and files maintained as per order.
- ❖ Manage all the administrative responsibilities of the van, such as the collection of bills from all staff in the district, payment of rent, maintenance of infrastructure, maintaining registers and files as per processes, etc.
- ❖ Manage the direct footfall at the DMRC Center and provide information on various services such as social security schemes, worker protection, financial inclusion, etc.
- ❖ Connect cases of worker protection /social security (through direct footfall or helpline) with the concerned team members in the district, keeping the District Coordinator in the loop.
- ❖ Ensure timely delivery of services to the cases connected by the district team.
- ❖ Follow up in both worker protection as well as social security entitlement cases.
- ❖ Develop and maintain an information system on the progress of the initiatives for monitoring and reporting.
- ❖ Ensure that the center is managed as per the defined standard operating procedures and the values of Nirman.
- ❖ Conduct regular field visits and hold team meetings to understand the challenges on the field.
- ❖ Ensure that the tech platform (program app and portal) is being used in real-time to ensure daily work, report generation, and updating of MIS.
- ❖ Review the status of applications submitted and benefits received in social security weekly along with Jan Sathi, Facilitator, do basic data analysis and identify gaps

NIRMAN BAHUUDDESHIYA VIKAS SANSTHA

Reg. No.: Society: Maharashtra/1782 -2006/Pune Trust: F/23066/Pune

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✉ nirmansocial@gmail.com 🌐 <http://nirmanindia.org.in> ☎ 9421943794 / 8805228900

and address them accordingly with relevant team members and update the State Coordinator on the same.

- ❖ Conduct documentation of the work in the form of reports, case studies, photos.
- ❖ To do other necessary activities for fulfillment of the project as well as the organization's Vision and Mission.

Terms and Condition:

- Nirman shall be entitled to terminate this contract at any time by giving 30 days' notice or Fee in Lieu of notice. Without giving one month's notice, salary will deduct for one month. Kindly note it.
- In case Nirman terminates the contract for any misconduct found on your part during your contract period, your contract shall stand terminated with immediate effect, and you shall not be entitled to any compensation.
- During the Nirman payroll, you are not permitted to work full-time, part-time, or as a consultant for any other company or NGO. If we discover then, Nirman will take appropriate action.
- You are expected to follow the policies, rules, and regulations of Nirman Bahuuddeshiya Vikas Sanstha during your tenure with NIRMAN.
- Your signing this letter confirms that you accept the terms and conditions.



Santosh Jadhav
(President, NIRMAN)






Mangesh Prabhakar Ghatge
(Resource Centre Facilitator)

NIRMAN BAHUUDDESHIYA VIKAS SANSTHA

Reg. No.: Society: Maharashtra/1782 -2006/Pune Trust: F/23066/Pune

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 nirman-social@gmail.com  <http://nirmanindia.org.in>  9421943794 / 8805228900



An Association for Development, Harmony & Action Research

Mr. Mangesh Jankiram Kale,
Near-Vitthal Mandir AT Essapur,
post-Matargaon, Tal-Nandura, Dist-Buldhana
Machhindrakhed, Maharashtra-444303
Email: mangeshkale.saksham@gmail.com
Mo.No. 8805267296

Dated: July 25, 2024

Dear Mr. Mangesh,

Management of AADHAAR is pleased to offer you a service contract as a Project Manager to manage the project titled "STEAM Education for Gender Equality" in Mumbai.

1. Terms of Reference

The contract will be based on the Terms of Reference as mentioned below:

2. Professional Fees

The total monthly professional fees for the assignment will be Rs. 42,000/- (Rupees Forty-Two Thousand only) inclusive of all allowances and travel expenses to visit the assigned schools in the project area. This is a consolidated monthly amount inclusive of all taxes for the whole assignment as well as the applicable Institution charges viz. computer time, field visits, report writing time, monitoring, liaison, etc. Your services will start from August 10, 2024.

3. Payment Schedules

- The monthly payment will be made within 07 days of following month. All payments will be made by cheque/electronic transfer to the bank account mentioned by you.

4. Health and Accident Insurance

In your interest, we advise you to take up adequate protection in the form of health and accident insurance before you take on this assignment as the AADHAAR will not be liable or in any way be responsible for costs associated with unlikely eventualities like emergency medical problems, sickness, accidents etc. which may occur during the course of the assignment, in particular during the field visit.

5. Report (Annexure) /Scope of Services

You will be responsible for overall implementation and management of the project including but not limited to liaison with Government departments for necessary permissions for implementation, school visits, data collection, need assessment, vendor exploration and finalization in consultation with AADHAAR finance team, training and orientation of project stakeholders and any other task/s as per project deliverables. Project details is Annexed with this letter.

We expect you to adhere to the normal code of confidentiality, which is expected of all consultants on short duration assignments, with regard to information and material gathered and reports prepared during





An Association for Development, Harmony & Action Research

finance team, training and orientation of project stakeholders and any other task/s as per project deliverables. Project details is Annexed with this letter.

We expect you to adhere to the normal code of confidentiality, which is expected of all consultants on short duration assignments, with regard to information and material gathered and reports prepared during the course of this assignment. All the verbal, nonverbal, oral, written communications, data information stored physically or electronically shall be strictly kept confidential by both the parties.

There shall not be any kind of sub-contracting or transfer of this agreement to any third party. There shall not be any sort of agent-principal relationship between the parties.

7. Other Terms and Conditions

If you are in agreement with this letter and the Terms and Conditions of the contract, please indicate your agreement to such terms, by having closed copy of this letter countersigned by you, and returned to the AADHAAR office, Dehradun.

On behalf of the AADHAAR, we extend every good wish for the success of this endeavor.

Yours sincerely,

CEO
AADHAAR



ACCEPTED AND AGREED by:

Signature:

Name:

Complete Postal Address:

Income Tax PAN/GIR No:

(Please attach the photocopy of PAN Card)

Name of the Payee:

Name of the Bank:

Address of the Bank Branch:

Account No. :

Type of Account - Savings/Current Account:

IFSC Code of the Bank BRANCH:

10 January 2022

REF: NF/HR/C/2022/03

Mr Mohan Suralkar
Village -Taroda di, Shegaon, Dist.
Buldana, Maharashtra 444203

Dear Mohan

Sub: Offer of appointment as " Project Coordinator, MPC - Agriskilling"

With reference to your application and the interview you had with us, we are pleased to offer you the position of "Project Coordinator, MPC Agriskilling" in our Organization.

Role	: Project Coordinator
Date of Joining	: On or before 20 January 2022
Cadre	: Associate
Work Grade	: 1
First Term Review	: Six months from the date of your joining
Salary	: Break up of the salary is as per Annexure-I
Job Description	: A detailed Job Description shall be drawn by you in consultation with your Reporting Officer
Reporting Officer	: Executive Vice President – Regenerative Agriculture
Place of Service	: Wardha
Transfer	: The Organisation reserves the right to depute or transfer you to any location in the country at its sole discretion any time during the subsistence of your term without any prior notice.
Working Days & Hours	: As per the rules & regulations of the Organisation prevailing from time to time
Leave	: Two days per month exclusive of the holidays declared by the organisation at the beginning of the year. However, the organisation reserves the right to call for your services on weekly off's and paid holidays for exigencies.
Termination	: With a one month's notice from either side or one month's salary in lieu of notice.

- Offer Valid : This offer is valid for a period of seven days from the date of receipt of this letter.
- Dispute : Any disputes arising out of or related to your employment with the organisation will be subject to Hyderabad City Jurisdiction

Service Conditions:

- (a) You will give your entire time and attention to the project and discharge your duties and carry out all instructions and directions given to you, diligently and faithfully.
- (b) You will not accept any other employment or receive any fee or payments, whatsoever, from others, for services rendered without the prior knowledge and written consent of Naandi Foundation.
- (c) You will not divulge either directly or indirectly to any individual or institution, at any time during the continuance of or after the termination of your service, except on the written authorization by Naandi Foundation, any information you may have received directly or indirectly during the course of your service with regard to the affairs of the project or any business, property or any transaction in which Naandi Foundation may be or may have been concerned or interested.
- (d) You will keep us informed of any change in your residential address and in your civil status. You will be governed by the rules and regulations of employment, hours of work, holidays, discipline and general work practices, which will be in force in the organisation.
- (e) All reports, manuals, letters, memo, articles and documents prepared by you either alone or with others, as part of or in connection with this assignment with Naandi Foundation shall deemed to be and remain the property of Naandi.
- (f) You will be responsible for the safe keep and return of in good condition and order, of all property such as tools, equipment, instruments, data (print or electronic) books etc. which may be in your use, custody, care or charge. The company shall have the right to deduct the money value (wherever applicable) of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
- (g) The Organisation reserves the right to place you elsewhere at its sole discretion and give you different responsibilities any time during the subsistence of your term.
- (h) If after referral checks, any employee has been found to have made any false declaration with regard to his/her educational qualification/work experience or willfully suppressed any material information he/she will be liable for termination of services without notice.

- (i) If at any time, in the opinion of the management, which is final in this matter, you are involved or found guilty of dishonesty, negligence or Indiscipline or any other conduct considered by the Management as detrimental to the interests of the organisation, or of violation of one or more terms of this letter, your services are liable to be terminated without notice.

You should submit the following at the time of joining in services with us

- Four recent passport sized photographs.
- True copies of certificates relating to age, highest educational qualification and work experience.
- Copy of PAN card.
- Relieving Order from your present employer.
- You also need to open a bank account with the designated bank and inform the Accounts Department of the same

In token of your acceptance of this offer, please sign and return the duplicate copy at the earliest to the undersigned at:

Naandi Foundation
502 Trendset Towers
Road No#2 Banjara Hills
Hyderabad - 500 034

We welcome you to the Naandi family and wish you all the best.

for **Naandi Foundation**



Radha Varadarajan
Chief Skills Officer

I have read, understood and accept the terms and conditions as set forth in this offer letter.

I shall join on :

Signature :

Annexure – I

Name : **Mohan Suralkar**
 Cadre : **Associate**
 Designation : **Project Coordinator**

Salary Component	Amount [Rs.]	
	Per Month	Per Annum
Basic	16667	200000
House Rent Allowance	6667	80000
Conveyance	1600	19200
Professional Dev. Allowance	1667	20000
Special Pay	4100	59200
Sub Total [A] :	31533	378400
Annual Benefits		
Leave Travel Assistance	0	0
Medical Reimbursement	0	0
Sub Total [B] :	0	0
Retirals		
Provident Fund	1800	21600
Sub Total [C] :	1800	21600
Grand Total [A+B+C]	33333	400000

Note: The above pay and perquisites are subject to the provisions of the Income Tax Act, 1961



To,

15 May 2024

NAJIR SHEKH

At.Po.:Janori Tal: Shegaon District: Buldhana, Maharashtra,444203

Mob: 8600499883 Email: najirshekh118@gmail.com,

Letter of Appointment

Dear Najir Shekh, Welcome aboard Open Links Foundation (the Company)!

Open Links Foundation (OLF) mission is to help teachers to make education fun and relevant. We do cutting edge work in technology and community development. We are thrilled with the traction we are getting in the community. I am very excited to have you onboard this journey to transform education and ignite millions of minds. This is an opportunity to learn, earn and contribute and I hope you make the most of it. I wish you all the best in this journey.

You shall join us as **District Engagement Officer** with effect from **15th June 2024** for **Buldhana** district. However, we will require you to attend the annual retreat - training - that will be held in Pune from **20 May to 25 May**. Your duties and responsibilities will be outlined at joining time and will be periodically reviewed and updated as per organization requirements.

You must maintain the highest level of professionalism. Some key expectations will be being punctual in meetings; prompt and accurate filling of timesheets, plans & trackers; being responsive and proper in communication; continuously learning and improving, purpose driven approach; being accountable for your work and outcomes with highest quality; doing your best, participating in company work and helping team members with best spirit; keeping a happy and cheerful team atmosphere.

During your engagement you shall be engaged full time and will not take up any other employment or engagement. You shall endeavor to serve the Company faithfully and promote its interest by devoting your entire time, attention, and abilities to its affairs.

The Compensation Offered will be **INR 32,000 /- (80% Fixed and 20% Variable)** which will be paid monthly. The variable payment, if any, will be payable based on achieving the agreed performance goals for self and Company. This can be amended from time to time as per needs of the organization and with agreement. The compensation can be changed/ increased based on your good performance. Leaves and Paid Holidays will be governed by the company policy. The payment of your compensation shall be subject to such statutory deductions as may be required in accordance with applicable legislation.

This engagement may be terminated by you upon giving 'three (3) months' written notice to the Company. If there is unsatisfactory performance during probation period or material breach of the conditions of the engagement – then the engagement can be terminated forthwith with immediate effect by the company.



On signing the acceptance of this contract, you agree to be bound by the clauses mentioned in the 'Confidentiality, Non-Disclosure and Non-Competition Agreement' sections of Company policy shared along with this offer letter.

During your engagement with the Company, you shall be bound by rules and regulations of the company as also the terms of your engagement. The company has the right to add/alter/amend the same.

Please confirm your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

Yours faithfully,

For and on behalf of

Open Links Foundation

Vishvajit Pawar
Chief Operations Officer

Acceptance

By signing this contract, you confirm that you are not bound by any prior contract, undertaking, commitment or other obligation which prevents you from being engaged by the Company and being able to fully perform the services contemplated by this Agreement. You confirm that by fulfilling your duties hereunder you will not be breaching any duty of confidentiality to any person, including without limitation, your previous employers or principals.

You also confirm that you have truthfully provided information about your professional achievements, capabilities and health and have not withheld or wrongfully represented any information – that may materially affect your performance during this engagement.

I, Najir Shekh, hereby confirm acceptance of all the terms and conditions contained herein.

Date: _____

MOINEE FOUNDATION

"FREEDOM BY KNOWLEDGE"

1-KA-17, Housing Board, Shastri Nagar, Jaipur (Raj.) India - 302016
Ph.: +91-9828534060 • Website : www.moinee.org

Ref No. - MF-2022/HR-OL/07-06

Date: 30th July, 2022

Offer Letter

To,

Mr. Prasad Vishnu Umale

At Pimpalgaon kale

Taluka: Jalgaon Jamod

District: Buldhana (Maharashtra)

Mob No. : +91 8600667830

E-Mail ID: prasadumale777@gmail.com

Dear Mr. Prasad Vishnu Umale,

With reference to your application and subsequent interviews, we are pleased to appoint you in the services of **Moinee Foundation** as per the terms and conditions mentioned below;

1. You will be appointed as **School Coordinator for Tata Motors Limited-Pune supported i-Lead Program at Pune.**
2. Your date of Joining will be **01-08-2022.**
3. Your Annual CTC will be **Rs. 1,85,065/-** with following break-up

CTC Components	Monthly Amount	Annual Amount
Basic Salary	8,780	105,360
HRA	4,727	56,724
Other Allowances	0	0
Gross Salary	13,507	1,62,084
Employer Contribution to PF	1054	12,648
Employer Contribution to ESIC	439	5,268
Gratuity	-	5,065
Total CTC	15,000	1,85,065
Deductions		
Employee Contribution to PF	1054	12,648
Employee Contribution to ESIC	101	1,212
Employer Contribution to PF	1054	12,648
Employer Contribution to ESIC	439	5,268
Gratuity	-	5,065
Net Salary (in hand)	12,352	1,48,224

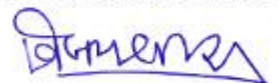
4. It is a project base hiring and your employment will be subject to the continuity of the project, performance and terms & conditions mentioned in your appointment letter, which will be issued after completing the joining formalities.

5. Joining formalities need to be completed within 7 days from the date of joining.
6. You will be on **probation period of 3 months** from the date of joining and organization will have a right to extend the probation period according to your performance.
7. This offer is made on the understanding that the information given by you in your application is correct and complete. If it is found at any time that the information provided by you in the application is not correct/not true or any information has been deliberately suppressed and/or your inability to join by scheduled joining date, this offer automatically stands withdrawn without any further notice.
8. Please bring below listed documents in original along with two set of photo copy on your day of joining:
 - A. Proof of Date of Birth
 - B. Academic certificates (from 10th to highest)
 - C. Resignation Letter (if any past employment)
 - D. Reliving Letter, if any past employment
 - E. Salary slip of last 3 months (if any past employment)
 - F. 3 recent passport size photograph
 - G. KYC documents - Adhar card, PAN Card, Cancelled Cheque

This Offer Letter is valid for a period of seven days. If you are in agreement with the above mentioned terms and conditions, please confirm and revert within the stipulated time.

With Best Wishes

For Moinee Foundation



(Dr. Vijay Vyas)
Director

PAYSLIP OCT 2024

MOINEE FOUNDATION
1-KA-17, HOUSING BOARD, SHASTRI NAGAR
JAIPUR RAJASTHAN 302016

PRASAD VISHNU UMALE

Employee Number 10117	Date Joined 01 Aug 2022	Department Operations	Sub Department N/A
Designation Executive - Operations	Payment Mode Bank Transfer	Bank Central Bank of India	Bank IFSC CBIN0281732
Bank Account 3993712483	UAN 101851042640	PF Number RJRAJ16051970000010108	ESI Number 3314246168
PAN Number AMWPU0727A			

SALARY DETAILS

Actual Payable Days 31.0	Total Working Days 31.0	Loss Of Pay Days 0.0	Days Payable 31
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EARNINGS

Basic	16,616.00
HRA	735.00
Special Allowance	1,974.00
Total Earnings (A)	19,325.00

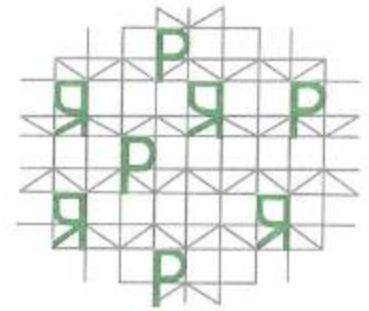
CONTRIBUTIONS

PF Employee	1,800.00
ESI Employee	145.00
Total Contributions (B)	1,945.00

Net Salary Payable (A - B)	17,380.00
Net Salary in words	Seventeen Thousand Three Hundred and Eighty Rupees only

****Note :** All amounts displayed in this payslip are in **INR**

*This is a system generated salary slip and does not require signature.



302-D618/PDC/ 635

June 24, 2024

Mr. Sagar Barsu Gavhale
S/O: Barsu Gavhale
Ghirni
Buldhana
Maharashtra – 443 102
Phone: 8600370693
Email: sagar.gavhale@gandhifellowship.org

Subject: Offer of contractual employment in PRADAN

Dear Sagar,

On behalf of PRADAN, we are happy to offer you a contractual appointment as “Block Livelihood Coordinator” in our Betul team. The terms and conditions of your contractual employment are as under:

1. You will be paid a basic salary of Rs.17,900.00 (Rupees Seventeen thousand nine hundred only) per month along with following additional allowances:

- | | |
|----------------------------------|---------------|
| i. House Rent Allowance | : Rs.3,580.00 |
| ii. Consolidated Other Allowance | : Rs.9,120.00 |

2. In addition to above, you will also be eligible for the following benefits during the employment period:

i. Provident Fund and Gratuity

PRADAN is registered with Employees' Provident Fund Organisation (EPFO) and you will be governed by the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 or any other law applicable for the time being or as applicable during the subsistence of your employment under this contract. You will, from the date of joining, pay a monthly contribution at the rate of 12% (Twelve percent) of your basic salary. PRADAN's monthly contribution will also be at the rate of 12% of your basic salary.

You will be eligible to have gratuity as per prevalent norms applicable for the time being. The payment of gratuity shall be calculated at the rate of 15 days' basic salary for each completed year of service in PRADAN.

ii. Personal Accident Insurance policy, Medical Policy and Term life Insurance policy

You will be provided round the clock insurance cover against death/injuries resulting from accidents, subject to the fulfillment of the provisions of the Insurance Scheme. The terms and obligations of such Insurance providing agency shall also be applicable on you and that PRADAN shall not be held responsible for any deference or rejection of such claims by the Insurance Company.



You will be eligible for reimbursement of expenses or cashless facility (for self only), as the case may be, for hospitalization, if any, up to a ceiling of Rs. 1 lakh during the entire employment period.

You will be covered under PRADAN's group term life insurance policy which provides financial protection to the family of employees in case of death during the employment. This is further subject to the fulfillment of the provisions of the Insurance Scheme.

The above coverage will be effective from the following month once the Head Office receives your signed copy of offer as well as your joining report countersigned by the Supervisor.

iii. Leave

You will be eligible for leave with salary at the rate of three days for every calendar month's service; provided that if in any calendar month, you have not remained on duty for 15 days or more, no leave will accrue for that month. In case of any leave available at the end of the contract period, it will lapse.

Leave may be granted by PRADAN at its discretion and subject to exigencies of work/requirements. For the period of leave with pay granted to you, remuneration will be paid. For any period of leave without pay, that may be granted at PRADAN's discretion, no remuneration will be payable.

iv. PRADAN Policies, Rules and Regulations for your appointment

Your current employment will be governed by PRADAN's prevailing Personnel Policies, relevant Rules and Regulations. The policies namely Maternity Benefit, Grievance Redressal, Whistle Blower, Prevention of Sexual Harassment, Child Labour Protection, Data Protection & Confidentiality of Information, Anti-Bribery and Anti-Corruption under Section 2 will be applicable to you during your employment in PRADAN.

In the matter of Induction, Attendance and Working Days, Travel, Conduct and Holidays, relevant Chapters under Section 3 and 4 will be used and considered.

Any violation of the above-mentioned policies, rules and regulations by you during the employment period may lead to disciplinary action against you, including termination of your service.

3. Details regarding your posting:

- i. Your date of joining is effective from June 1, 2024.
- ii. Your place of posting will be at our Betul team in Baghelkhand and Satpuda Development Cluster in Madhya Pradesh and you will report to Ms. Khushbu Bisen, Team Coordinator. However, PRADAN shall have the exclusive discretion to transfer or assign you take charge at any other location of PRADAN during the subsistence of the present contract.

In case of administrative matters pertaining to your travel, leave, etc you are required to take prior written approval and authorisation from Ms. Khushbu Bisen.

Note: No traveling allowance shall be payable to you for joining the employment.

4. Your contractual employment with PRADAN will also be subject to following terms and condition:

- i. Your contractual appointment will stand automatically terminated on the date of expiry of this offer i.e. on 31.05.2025. Your continuance in service till 31.05.2025 will be subject to your performance (work and conduct) being found satisfactory. PRADAN reserves the Right to terminate your service earlier than 31.05.2025, if your performance is not found satisfactory or you have contravened any provisions of PRADAN Service Rules mentioned in para 2 (v) above.
- ii. This contractual appointment may be terminated from either side with one month's notice in advance without assigning any reason for such termination and that PRADAN shall have the sole discretion to terminate the present contract by giving one months salary in lieu of the one months' notice period as well.

During this contractual offer period i.e. from 01.06.2024 to 31.05.2025, if either side terminates the contract without serving the notice period, one month's basic salary in lieu of such notice shall be paid, by PRADAN or by you, as the case may be, without assigning any reasons. However, such notice period shall not be applicable if either side decides to terminate the contract in the initial three months of the employment.

PROVIDED that if your employment is terminated by PRADAN due to contravention of the provisions under the Service Rules of PRADAN applicable to you, no such notice or payment of basic salary in lieu thereof shall be given to you.

- iii. During your employment in PRADAN, you shall discharge your duties conscientiously, faithfully, diligently and honestly and shall abide by PRADAN's conduct rules.
- iv. At the time of joining your duties, please bring along with you (a) two copies of your latest passport size photograph, (b) your blood group, and (c) your academic certificates, your experience certificates (if any), Universal Account Number (if applicable), PAN card, Aadhar Card etc., (one photocopy of each) in support of your date of birth, qualifications and experience to complete your joining formalities.
- v. Please also submit your Joining Report and General Nomination Form along with the above requirement to the Finance-Personnel-IT Unit within 7 days of your joining.
- vi. In case you are found to be in violation of the terms of the present engagement PRADAN shall have the exclusive right to terminate the present contract with immediate effect.

Any dispute arising out of the present engagement shall be resolved through mutual discussions. However, in the event the same is not possible the Courts of New Delhi shall have the exclusive jurisdiction.

- vii. You shall maintain absolute confidentiality of all information shared with you and generated by you during the employment period. On completion or termination of the employment, for whatever reason, any rights that are acquired during the assignment period shall continue to be the exclusive property of PRADAN and you shall not hold any such information. You shall not, without prior permission from the supervisor, transmit any information relating to the assigned work, either through any electronic medium including social media platform or through any other



mode or manner, and such information shall be handed over by you on termination of the present employment. You shall not make copies or hold electronic key, protected through passwords or any other firewall such information over which PRADAN has exclusive rights. You will not commit PRADAN expressly or by implication to any future course of action or liabilities financial or otherwise.

You shall also not post, share, forward or retweet any politically sensitive or religious views on the social media during the term of your employment.

During the period of the present employment with PRADAN, subject to express permission from the Executive Director or any authorized person, you shall record, store or circulate any video or audio recording of any proceedings of any formal meeting where you are a participant and in this regard, if the rules of employment of such meeting debar any use of or keeping any electronic items including any mobile phone, recording devices you shall confirm to the same and in the event if you are found to be in violation of the present employment shall stand terminated with immediate effect without any further reasons.

You shall not use either the logo or any stationary, both physical or electronic, of PRADAN for your personal use during and after the seizure of the present terms of employment.

viii. In any matter not covered herein, PRADAN's decision shall be final and binding.

If this offer is acceptable to you on the terms and conditions contained herein above, please return to us immediately the duplicate copy of this letter duly signed by you in token of your acceptance.

With my best wishes,

Yours sincerely,

S. K. Mahapatra

Saroj Kumar Mahapatra
Executive Director

ON OFFICE COPY AND DUPLICATE COPY ONLY

I have carefully read the terms and conditions of this contract offer and these are acceptable to me.

Place: -----

Date: -----

Signature -----

Name -----

Address -----



BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT

Maharashtra Branch Office

BAIF-MITTRA Bhavan, Opp. Nivas Homes, Behind Bodhle Nagar,
Nashik-Pune Highway, Nashik-422011, Maharashtra, India
Ph: +91 0253-2416057/2416058, Fax: +91 0253-2416056
Email: bisld.west@baif.org.in, Website: www.bisld.org.in
CIN: U73200PN2012NPL142984



BISLD/HRD/NSK/ 1642 /2024

01/06/2024.

TRANSFER ORDER

Mr. Sanise Akash Janardan, Senior Programme Operator, who is presently working at **A/P-Kendra Bu, Tal-Sengaon, Dist-Hingoli** is hereby transferred to **A/P/Tal/Dist-Washim** on administrative ground under **HRDP Project** with immediate effect.

He is informed to report his duties at the said transferred place of posting with immediate effect, and report to Mr Dalit Manwar. Associate Programme Manager.

He will draw his salary and allowances at the new place of posting as per the rules applicable there and with effect from the date of his joining at the new place of posting.

Departure and joining reports should be forwarded to all concerned.


(Mr S M Wagle)

**Chief Programme Executive
BISLD, NASHIK**

To,
**Mr. Sanise Akash Janardan,
Senior Programme Operator,-Kendra Bu.**

CC: - Mr M S G Bhagat, ACPE, Nagpur.
Mr Dalit Manwar, APM, Hingoli
Accounts / HR Dept. Nashik.

**At New Place, applicability – Mediclaim & P.A. Policy—(Salary above 21k)
already covered under Mediclaim & P.A. Policy.**



**BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS
AND DEVELOPMENT (BISLD)**

Maharashtra Branch Head Office : BAIF-MITTRA Bhavan, Opp. Niwas Homes, Behind Bodhale Nagar,
Nashik Pune Highway, Nashik - 422011, Maharashtra, India. Ph.: +91-253-2416057/58
E-Mail : bisld.maharashtra@baif.org.in, mittransk@gmail.com, Website : www.bisld.org.in
CIN : U73200PN2012NPL142984



Ref. No.: HRD/BISLD/MH/SAL-REV/2024-25/ 2575

01st July, 2024

To,
Mr Sanise Akash Janardan ✓
Employee Code: **BIMHR05169** ✓

The Management is pleased to revise your emoluments as mentioned below, effective from
1st July 2024, with your designation as Senior Programme Operator ✓
in Grade **A-7** ✓

Sr. No.	Particulars	Rs. Per Month
A.	Cash Benefits:	
1	Basic Pay	12630.00
2	House Rent Allowance	5052.00
3	Transport Allowance	2260.00
4	Medical Allowance	100.00
5	Education Allowance	100.00
6	Variable Performance Incentive (as per policy)	632.00
7	Leave Travel Assistance	900.00
8	Additional Allowance	6022.00
9	Festival Allowance (paid annually)	1053.00
	Total-A	28749.00
B.	Deferred Benefits :	
10	Provident Fund (as per Act)	1800.00
11	Gratuity (as per Act)	600.00
	Total - B	2408.00
C.	Indirect Benefits :	
12	Leave Encashment (as per policy)	912.00
13	Mediclaime & Personal Accident Insurance - as applicable	972.00
	Total - C	1884.00
	Total - A+B+C	33041.00 ✓
	Total Per Annum	396492.00 ✓

Other terms and conditions of your employment will remain as per prevailing policies/rules.

We are confident that you will continue to perform with the same zeal as in the past, and live up to the expectations of the Management. We take this opportunity of wishing you success in your future career with us.

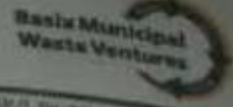
For BAIF INSTITUTE FOR SUSTAINABLE LIVELIHOODS AND DEVELOPMENT,


(Dr. Raviraj Jadhav)
Regional Director



Basix Municipal Waste Ventures Ltd.

H.O. - Tondol Avenue, 1st Floor, Dnyanesh, Back Street, Sec. 2, Hyderabad-500001, India. Tel: 040-5408 2437/71 Fax: 040-5408 2432



January 15, 2023

E C2047

Mr. Jagdish Eknath Wadode
Kurangad, Xhrad, Buldhana
E: jagdishwadode2658@gmail.com

Mr. Jagdish Eknath Wadode,

On behalf of Basix Municipal Waste Ventures Ltd (BMW) (hereinafter referred to as "the Company" or "BMWV"), a Company registered under the Companies Act, 1956 with its Head Office situated at Hyderabad. The Company is a subsidiary Company of BASIX, a Social Enterprise Group. It is my pleasure to confirm an appointment with our organization as **Project Assistant** in Pimpri Chinchwad Municipal Corporation (PCMC) Project at Pimpri Chinchwad which is near Pune and you will be reporting to Ward Incharge of the ward assigned to you to work.

The terms and conditions of your appointment are appended below:

1. You were appointed to this position for a period of One Year starting from the date of signing of this appointment letter.
2. If the project period is extended by PCMC beyond one year, the same will be communicated accordingly by issuing a circular by the Company for continuation of your services. In case if the project is suspended or not continued for any reasons, your continuation with the company will be closed with a seven-day notice period and company will complete the full and final settlement thereafter.
3. You will receive a total CTC (cost to the company) of Rs 2,90,074/- per annum, as per wage guidelines of the PCMC (Pimpri Chinchwad Municipal Corporation), refer to Annexure-A for detailed salary structure.
4. The Company would make the required contribution for the **Provident Fund (PF) @12%** on Rs. 15,000 as per the PCMC Wage guidelines and PF administration charges @1% on Rs. 15,000. Provident Fund is paid on Rs. 15,000 as per the provisions of the PCMC Wage guidelines. You are also required to make an equal contribution to your Employee PF which will be deducted from your monthly salary. The admin charges include Employee's Deposit Linked Insurance (EDLI) Scheme as part of the EPF Scheme.
5. The Company would make the required contribution for the **Employees' State Insurance Scheme (ESIC)** as per the provisions of the law. At present, it is for employees with a gross monthly salary less than Rs.21,000/- only. The employee will contribute 0.75% and the Employer will contribute 3.25% as their contributions for this Scheme. In this case its Nil as the gross salary is over Rs. 21,000 per month.

Shamir

DN: 01000003/01/PLC224031

Regd. Office : F-5, Ground Floor, Kailash Colony, Greater Kailash Part 1, New Delhi-110048

Website : www.basixindia.com | Email : info@basixindia.com



Basix Municipal Waste Ventures Ltd.



H.O : Surabhi Arcade, 3rd Floor, Troop Bazar, Bank Street, Kori, Hyderabad- 500 001, Telangana. Tel: 040-6658 5800/1 Fax: 040 6658 5802

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Pay Slip for the month of June 2023

Emp Name	Jagdish Eknath Wadode	Emp. No	C2047
Place	Pimpri Chinchwad	No of Present Days	30
Designation	Project Assistant	LOP	0
EPF UAN	101914745652		

Earnings	Amount Rs.
Basic Pay	11,500
Spl Allowances/ VDA	7,525
HRA	951
<u>Statutory Benefits</u>	
Employer EPF	1,950
<u>Annual Benefits</u>	
Leave Encashment	1,098
Bonus	1,585
<u>Other Benefits</u>	
Dress	100
Labour welfare fund	6
Total Earnings (A)	24,715

Deductions	Amount Rs.
<u>Statutory Benefits</u>	
Employee EPF	1,800
Employer EPF	1,950
Professional Tax	200
<u>Annual Benefits</u>	
Leave Encashment	1,098
Bonus	1,585
<u>Other Benefits</u>	
Labour welfare fund	6
Total Deductions (B)	6,639

Net Pay (A-B)	18,076
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**** This is a computer generated payslip and does not require signature ****

क्रमांक	१	आदिवासी विकास विभाग शासन निर्णय क्रमांक-आशा-२०८९/प्र.क्र.७९९/का.१५, दि.१५ जानेवारी १९९२
	२	मा.आयुक्त, आदिवासी विकास, म.राज्य, नाशिक यांचे आदेश क्र.प्रशा-२००३/प्र.क्र.३४/का.२(३), दि. २७ मे २००३
	३	अध्यक्षसंख्याक विकास विभाग शासन परिपत्रक क्र.अशीस-२००८/४४७/प्र.क्र.५६/०८/का.१ दि.४ मे, २००९
	४	मा. सहसंचायक, अध्यक्षसंख्याक विकास विभाग, महाराष्ट्र शासन यांचेकडील प्रमाणपत्र क्र.२३०२२०२२TRU१०१४३ दि. २३.०२.२०२२
	५	शालेय शिक्षण विभाग, शासन निर्णय क्रमांक-एसएसएन-२०११/(३४०/९९)/माशि-२/दिनांक १३ ऑक्टोबर २०००
	६	आदिवासी विकास विभाग शासन निर्णय क्र. अआशा-२०१३/प्र.क्र.२००/का.११ दिनांक ३ ऑक्टोबर, २०१३
	७	आदिवासी विकास विभाग शासन निर्णय क्र.अआशा-२०१६/प्र.क्र.२६३/का.११/दिनांक २५ सप्टेंबर, २०१७
	८	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प, नंदुरबार यांचे पत्र क्र.अनुआशा-२०२४/प्र.क्र./का.११(५)/४३७९ दि. ०२.०८.२०२४
	९	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प, तळोदा यांचे पत्र क्र.अनुआशा-२०२४/प्र.क्र./का.११(५)/२७६७ दि. २४.०७.२०२४
	१०	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प, धुळे यांचे पत्र क्र.अनुआशा/अस्य/प्र.क्र./का.१०(१)/४४१५ दि. २४.०७.२०२४

क्रमांक-अनुआशा- २०२३/प्र.क्र. /का.११(२)/ 4570

नाशिक

दिनांक 20 सप्टेंबर, २०२४

आ दे श

उपरोक्त सरनामा क्रमांक ८ ते १० च्या पत्रानुसार, पश्चिम खांदेस भिल्ल सेवा मंडळ, नंदुरबार ता. जि. नंदुरबार संचालित अनुदानित आश्रमशाळांमध्ये संस्थेने गट- क मध्ये नेमणुक केलेल्या खालील प्राथमिक व माध्यमिक शिक्षण सेवकांच्या तसेच पुरुष अधिकाऱ्याच्या प्रस्तावास मान्यता मिळणेसाठी या कार्यालयास सादर केलेले आहेत.

प्राप्त प्रस्तावाची छाननी केली असता, पश्चिम खांदेस भिल्ल सेवा मंडळ, नंदुरबार ता. जि. नंदुरबार संचालित अनुदानित आश्रमशाळांमधील प्राथमिक व माध्यमिक शिक्षकांच्या रिक्त पदावर पद भरतीसाठी दे. लोकमत या वर्तमानपत्रात जाहिरात प्रसिध्द करून, प्रकल्प कार्यालय, नंदुरबार व तळोदा यांचेकडून पात्र उमेदवारांच्या याद्या प्राप्त करून, निवड समिती गठीत करून, मुलाखती घेवून गुणानुक्रमे पात्र ठरलेल्या खालील प्राथमिक व माध्यमिक शिक्षण सेवकांच्या व पुरुष अधिकाऱ्याच्या पदावर नियुक्ती करून प्रस्ताव मान्यतेसाठी संस्थेच्या विनंतीवरून प्रकल्प अधिकारी, नंदुरबार, तळोदा व धुळे यांनी शिफारस केलेली आहे.

अपर आयुक्त, आदिवासी विकास, नाशिक विभाग, नाशिक हे सरनामा क्र. ३ ते ७ मध्ये दिलेल्या तरतुदीनुसार व सरनामा क्र. १ व २ च्या प्राप्त अधिकारानुसार संस्थेने निवुक्त केलेल्या खालील प्राथमिक व माध्यमिक शिक्षण सेवक तसेच पुरुष अधिकाऱ्याच्या प्रस्तावास खालील प्रमाणे मान्यता देण्यात येत आहे.

अ. क्र.	कर्मचा-यांचे नांव	पदनाम	शैक्षणिक पात्रता	जन्म तारीख	जात	रजु दिनांक	मान्यतेचा प्रकार
१	श्रीम. प्रतिभा शिवाजी वावळे	माध्यमिक शिक्षण सेवक	एम.ए. बी.एड (इंग्रजी)	२१.०७. १९९०	हिंदु- कुणबी	०१.१०. २०२३	दिनांक ०१.१०.२०२३ पासून माध्यमिक शिक्षण सेवक या पदावर रु. १८,०००/-मानधनावर इतर मागास वर्ग प्रवर्गातून तीन वर्षांसाठी तात्पुरत्या स्वरूपात मान्यता प्रदान करण्यात येत आहे.
२	श्री. प्रशांत अरुण खैरणार	माध्यमिक शिक्षण सेवक	एम.ए. बी.एड (इंग्रजी)	०१.११. १९८१	हिंदु- माळी	०१.१०. २०२३	दिनांक ०१.१०.२०२३ पासून माध्यमिक शिक्षण सेवक या पदावर रु. १८,०००/-मानधनावर इतर मागास वर्ग प्रवर्गातून तीन वर्षांसाठी तात्पुरत्या स्वरूपात मान्यता प्रदान करण्यात येत आहे.
३	श्रीम. स्वाती तानाजी जाधव	प्राथमिक शिक्षण सेवक	बी.ए. डी.एड (CTET) पात्र	१८.११. १९८८	हिंदु- कुणबी	०१.१०. २०२३	दिनांक ०१.१०.२०२३ पासून प्राथमिक शिक्षण सेवक या पदावर रु. १६,०००/-मानधनावर इतर मागास वर्ग प्रवर्गातून तीन वर्षांसाठी तात्पुरत्या स्वरूपात मान्यता प्रदान करण्यात येत आहे.
४	श्रीम. सविता आनंदराव अहिरराव	प्राथमिक शिक्षण सेवक	बी.ए. डी.एड/ बी.एड (CTET) पात्र	०१.०६. १९८७	हिंदु- कुणबी	०१.१०. २०२३	दिनांक ०१.१०.२०२३ पासून प्राथमिक शिक्षण सेवक या पदावर रु. १६,०००/-मानधनावर इतर मागास वर्ग प्रवर्गातून तीन वर्षांसाठी तात्पुरत्या स्वरूपात मान्यता प्रदान करण्यात येत आहे.
५	श्रीम. माधुरी विश्वास पाटील	प्राथमिक शिक्षण सेवक	एम.ए. डी.एड (CTET) पात्र	०४.०३. १९९०	हिंदु- कुणबी	०१.१०. २०२३	दिनांक ०१.१०.२०२३ पासून प्राथमिक शिक्षण सेवक या पदावर रु. १६,०००/-मानधनावर इतर मागास वर्ग प्रवर्गातून तीन वर्षांसाठी तात्पुरत्या स्वरूपात मान्यता प्रदान करण्यात येत आहे.
६	श्री. महेश राजेंद्र साठे	प्राथमिक शिक्षण सेवक	बी.ए. डी.एड/ बी.एड (CTET) पात्र	२४.१०. १९८९	हिंदु- भोई	०१.१०. २०२३	दिनांक ०१.१०.२०२३ पासून प्राथमिक शिक्षण सेवक या पदावर रु. १६,०००/-मानधनावर भ.ज.-ब प्रवर्गातून तीन वर्षांसाठी तात्पुरत्या स्वरूपात मान्यता प्रदान करण्यात येत आहे.
७	श्री. नरेंद्र अशोक जाधव	प्राथमिक शिक्षण सेवक	बी.ए. डी.एड (CTET) पात्र	१२.०५. १९९१	हिंदु- बंजारा	०१.१०. २०२३	दिनांक ०१.१०.२०२३ पासून प्राथमिक शिक्षण सेवक या पदावर रु. १६,०००/-मानधनावर वि.ज.-अ प्रवर्गातून तीन वर्षांसाठी तात्पुरत्या स्वरूपात मान्यता प्रदान करण्यात येत आहे.
८	श्री. आनंदा निंबा मोरे	प्राथमिक शिक्षण सेवक	एम.एस्सी. डी.एड/ बी.एड (CTET) पात्र	२७.१०. १९९१	हिंदु- कुणबी	०१.१०. २०२३	दिनांक ०१.१०.२०२३ पासून प्राथमिक शिक्षण सेवक या पदावर रु. १६,०००/-मानधनावर इतर मागास वर्ग प्रवर्गातून तीन वर्षांसाठी तात्पुरत्या स्वरूपात मान्यता प्रदान करण्यात येत आहे.
९	श्री. जयंत जगदिश पाटील	प्राथमिक शिक्षण सेवक	बी.ए. डी.एड (CTET) पात्र	२७.०६. २००२	हिंदु- कुणबी	०१.१०. २०२३	दिनांक ०१.१०.२०२३ पासून प्राथमिक शिक्षण सेवक या पदावर रु. १६,०००/-मानधनावर इतर मागास वर्ग प्रवर्गातून तीन वर्षांसाठी तात्पुरत्या स्वरूपात मान्यता प्रदान करण्यात येत आहे.

१०	श्री. अमोल वासुदेव पवार	पुरुष अधिक्षक	बी.एस.डब्ल्यू/ एम.एस.डब्ल्यू	२६.११. १९९३	हिंदु- लोहार	०१.०९. २०२३	दिनांक ०१.०९.२०२३ पासून पुरुष अधिक्षक या पदावर सातवा वेतन आयोग वेतनस्तर एस-१२ मध्ये रु. ३२०००-१०१६००/- मध्ये भ.ज.-च प्रवर्गातून दोन वर्षे परिविक्षाधीन कालावधीसाठी मान्यता देण्यात येत आहे.
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अटी व शर्ती खालील प्रमाणे राहतील.

- सदर कर्मचार्यास वित्त विभाग क्रमांक-अनिपो-१००५/१२६/सेवा-४, दिनांक ३१ ऑक्टोबर २००५ नुसार लागू करण्यात आलेली परिभाषित अंशदान निवृत्ती वेतन योजना लागू होईल. मात्र त्यांना सध्या अस्तित्वात असलेली निवृत्ती वेतन योजना (म्हणजे महाराष्ट्र नागरी सेवा (निवृत्ती वेतन) नियम, १९८४) आणि सध्या अस्तित्वात असलेला सर्वसाधारण भविष्य निर्वाह निधी योजना लागू होणार नाही.
- प्राथमिक / माध्यमिक व उच्च माध्यमिक आश्रमशाळांच्या आकृतीच्यानुसार अनुश्रेय पदांपेक्षा सदर कर्मचारी जादा/ अतिरिक्त होत असल्यास त्यास संस्था जबाबदार राहिल. अधिकाृत समायोजनाची कार्यवाही या कार्यालयाकडून केली जाणार नाही.
- मागासवर्गीय अनुश्रेयानुसार पदे भरण्याची व अनुश्रेय पूर्ण करण्याची जबाबदारी संस्थेची राहिल.
- सदर कर्मचार्यास ज्या प्रवर्गातून मान्यता देण्यात आलेली आहे त्याच प्रमाणे त्यांना इतर संवर्गतांचा लाभ अनुश्रेय राहिल. त्यांना मुळ प्रवर्गाच्या संवर्गतांचा लाभ अनुश्रेय राहणार नाही. त्याची नोंद त्यांचे मुळ सेवापुस्तकांमध्ये घेण्यात यावी.
- वैयक्तिकदृष्ट्या पात्रतेबाबत संबंधित जिल्हा शल्य चिकित्सक यांचे प्रमाणपत्र संस्थेने प्राप्त करणे आवश्यक आहे.
- संबंधित पोलीस अधिक्षक यांचेकडून चारीय पडताळणी प्रमाणपत्र संस्थेने प्राप्त करणे आवश्यक आहे.
- अ. क्र. १ ते १२ वरील उमेदवारांना आश्रमशाळा संहिता नियम ५.३ व अ. क्र. १३ वरील उमेदवारास आश्रमशाळा संहिता नियम ५.४ मध्ये नमूद केलेले कर्तव्य पार पाडण्याची जबाबदारी संबंधितास बंधनकारक राहिल.
- आदिवासी विकास विभाग शासन परिपत्रक क्रमांक.शाआशा-२०१५/प्र.क्र.२७८/का.१३/ दि. ९ मार्च २०१६ अन्वये निर्देश दिल्यानुसार संबंधितास मुख्यालयाी राहणे बंधनकारक राहिल.
- वरील कर्मचार्यांच्या मान्यतेसंदर्भात संस्थेने दाखल केलेले कागदपत्र, प्रमाणपत्र किंवा इतर दस्तऐवज यामध्ये भविष्यात काही त्रुटी अथवा अनियमिततेबद्दल तक्रारी प्राप्त झाल्यास व त्यात तथ्य आढळून आल्यास दिलेली मान्यता आपोआप रद्द होईल. याबाबतची सर्वस्वी जबाबदारी संस्थेची राहिल.

स्वाक्षरी/-

(संदिप गोलाईत)

अपर आयुक्त,

आदिवासी विकास, नाशिक विभाग,
नाशिक

प्रत- माहितीस्तव तथा पुढील योग्य त्या कार्यवाहीसाठी रवाना

- प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प, नंदुरबार / तळोदा / धुळे
- अध्यक्ष/सचिव, पश्चिम खांदेश भिल्ल सेवा मंडळ, नंदुरबार ता. जि. नंदुरबार
- मुख्या., अनुदानित प्राथमिक/ माध्यमिक आश्रमशाळा, सोनखोब ता. नवापूर / कोचरा ता. शहादा / तलावडी ता. तळोदा / सुरवणी ता. धडगाव / मोलगी ता. अक्कलकुवा जि. नंदुरबार / सांगवी ता. शिरपूर / वरसूस ता. साक्री जि. धुळे
- आदेश नस्ती



(सुनिल नेरकर)

सहा. प्रकल्प अधिकारी, (शि.) प्र.
अपर आयुक्त कार्यालय,
आदिवासी विकास, नाशिक विभाग,
नाशिक



ALERT-INDIA

Association for Leprosy Education, Rehabilitation and Treatment - India

Founder Chairman

Late Prin. N. G. Joshi

Hon. Chairman

Dr. Pankaj H. Maniar

Hon. Vice Chairperson

Ms. Kishwar Adil Nensey

Hon. Secretary

Mr. George Thomas

Hon. Treasurer

Ms. Leena Joshi

Members of the Board

Dr. Ashok B. Shah

Mr. Balakrishnan Mangad

Dr. Sharmila P. Patil

Member Ex. Officio

Mr. A. Antony Samy

Chief Executive

Co-opted Members

Dr. Waman S. Bhatki

Head, Technical Support Team

Ms. Stella Mancheril

Director, Finance & Admin.

Ms. Veera M. Rao

Director,

Resource Mobilisation Unit

1st May 2024.

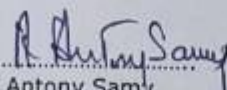
To,
Mrs. Laxmi Anil Sapkale
A/508, Sarvesh Dream City, Juveli gaon,
Badlapur East, Maharashtra

Sub - Contract of Employment

This Contract of employment is signed between ALERT-INDIA B-9 Mira Mansion Sion (West), Mumbai 400 022 and Mrs. Laxmi Anil Sapkale A/508, Sarvesh Dream City, Juveli gaon, Badlapur East, Maharashtra. from 1st May 2024 to 31st March 2025.

The following are the terms and condition of the contract.

- Job Title- Program Manager under ALERT INDIA's MSACS Project, Turbhe.
- You may be called to perform duties and responsibilities in any of ALERT INDIA's MSACS Project/Unit as per the Requirement of projects during the contract period.
- The rules and standing orders issued by the Association from time to time are applicable.
- Hours of Work- Routine timings will be fixed by the Director/Unit In charge/Project Manager keeping in view the specific task entrusted from time to time for team.
- Notice Period - You will be required to give 1 month's notice in case you wish to leave the services of the association. In case the association wishes to discontinue your services a month's notice will be given to you or a month's salary may be paid in lieu of the notice period.
- Salary-You will be paid a consolidated salary of Rs.21000/- per month.
- Travel Expenses-related to Implementation of project activities will be paid at actual up to a maximum amount of Rs.1400/-per month.
- Holidays Entitlement can be utilized as per leave rules
Casual Leave - 12 Days
Earned Leave - 30 Days
Public Holidays - 15 Days
- Grievance /disciplinary procedure as per the services rules of the Association.
- Conditional Clause- LEAP and other projects of ALERT INDIA are temporary as they depend on the receipt of funds from the funding agencies/donations. Your contract therefore is terminable as a result of non receipt or non availability of requisite funds and/or your performance appraisal can result in non renewal of your contract at the end 31.03.2024


A. Antony Samy,
Chief Executive
Date- 1-05-2024


Mrs. Laxmi Anil Sapkale
Date- 1-5-2024

Please sign and return the attached duplicate copy of this contract of employment to confirm the receipt and acceptance of the above terms and conditions of this contract.

Public Relations Office : B-9, Mira Mansion, Sion (W), Mumbai - 400 022. ☎ 2403 3081 - 2; 2407 2558 Fax : 2401 7652

Reg. Off. : 6-B, Mukhyadhyapak Bhavan, Sion (W) Mumbai - 400 022.

E-mail : info@alertindia.org • Web page : www.alertindia.org

Donations exempted under sec. 80-G of I.T. Act, 1961

Reg. No. Bom. 837/81 G.B.B.S.D. Soc., Reg. Act 1860 : F-7293 (Bom) Public Trust Act, 1950