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← Offer letter of Anirban C... ✎ ⋮



Date: -25/08/2021

To
Mr. Anirban Chakraborty
Ambika Kundu Bye Lane, Hoara (M. Corp), Satragachi,
Howrah, West Bengal, Pin - 711104.

Dear Mr. Anirban Chakraborty,

With reference to your application and subsequent interview with us we are pleased to offer you the position of "Trainee - Inventory Controls" at our "Head Office" 41A, A J C Bose Road, Diamond Prestige 10th floor, opposite Nonapukur Tram Depot, Kolkata - 700017.

We would request you to join our organization on 3rd September 2021.

We also request you to submit the following documents on the date of joining:

1. PAN card, Aadhaar Card and Voter ID card
2. Original Scanned Copy of all Educational Documents
3. Copies of Professional Certificate / Joining Documents of Previous Establishments
4. Relieving Certificate / Acceptance of Resignation Letter from the Previous Employer
5. Last Pay slip / Bank statement clarifying Remuneration paid from the previous employer
6. Medical Fitness Certificate from a registered Doctor with Blood Group report
7. Current and permanent address Proof
8. Reference number of 2 superior of previous employment
9. 1 Passport Size Photograph
10. 1 Post card size Family Photograph
(Family includes if married - Self, Spouse, Children and Dependent Parents
if unmarried Self and dependent Parents)
11. Marriage Registration Certificate, if Married
12. Cancel Cheque or Photocopy of Bank Passbook Front Page for active personal Bank account details

Note: - This offer is valid subject to completion of your employee verification and joining formalities.

Wishing you all the Best!

Thanking You,
With Regards,

Susmita Das Chowdhury
Senior Manager - Human Assets

Senco Gold Limited
CIN No. : U36911WB1994PLC084637
Corporate Office : "Diamond Prestige", 41A, A.J.C. Bose Road, 10th Floor,
Kolkata-700 017, Phone : 033 4021 5000 / 5004, Fax No. : 033-4021 5025
Regd. Office : 7 & 8 C.I.T. Road, Kolkata-700 014, India
Phone : +91 33 2284 7811 / 12, Fax No. : 033-2284 9180
Email : contactus@sencogold.co.in Website : www.sencogold.co.in

Authenticated
(Dr. Kaustabh Lahiri)
Principal
Dr. Kanailal Bhattacharyya College





AXISB/LOA/RH134049/11092
27/12/2021

Sweta Dutta
9007965600

LETTER OF APPOINTMENT

Dear Sweta,

We are delighted to welcome you to Axis Bank for an exciting career of learning, development and value driven growth. We take pleasure in offering you the position of Officer - Sales in RB - Liability Sales.

The said offer shall be governed by the under mentioned terms and conditions apart from other policies and conditions that are applicable or may become applicable from time to time.

Terms of Employment

1. Compensation

- 1.1 The annual compensation payable to you will be INR 2,24,802 subject to tax deductions at source, as applicable by law. A detailed break up of this amount and other benefits is provided as an Annexure to this letter.
- 1.2 It is clarified that Axis Bank reserves the right to deduct all permissible taxes as per applicable laws from your compensation. Further, you hereby authorize Axis Bank to deduct any amounts from your compensation, which are owed by you to the Bank, including any overpayments, loans or advances outstanding at your end.

2. Code of Conduct & Ethics

- 2.1 As an employee of the Bank, you will be guided by the Code of Conduct & Ethics and rules and regulations of the Bank in force and as amended from time to time.
- 2.2 If any declaration, statement or information including your qualification, experience and/or any other details, as given by you at any time, is found to be false or untrue, if any material information is suppressed or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your services will be liable to be terminated forthwith without any notice or compensation in lieu thereof at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you in terms of the applicable company policies.
- 2.3 You shall undertake to read and remain in compliance with the Bank's internal policies and procedures (as implemented from time to time) throughout the term of your employment.

3. Whole-time / Alternative Employment

- 3.1 Your position is a whole time employment with the Bank and you shall not take any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly except as shareholder or debenture holder in other trade or business during the employment with the Bank. You shall not be involved directly or indirectly with any business / trade / occupation / service / calling or perform any part-time or other work for remuneration or otherwise without obtaining prior written permission from Axis Bank.
- 3.2 During the employment in the services of the Bank, you shall not hold any other position in any organization nor shall you get employed directly or indirectly in any manner whatsoever nor shall act as an advisor to any organization, the exception being social organizations like clubs, NGOs etc. having no political affiliation and no monetary gains. However the Bank reserves the right to direct you to step down if, in the opinion of the Bank, such engagement interferes with your duties.

4. Fidelity & Secrecy

- 4.1 You shall not at any time during your employment and/or after the termination of your employment in any manner whatsoever divulge any confidential information relating to the Bank, any of its constituents or its employees without the prior written consent from the Management. In such an event, the Bank reserves the right to proceed against you.

5. Probation Period

- 5.1 The nature of your employment is Permanent, however you will be on probation for a period of 6 (six) months from the date of your joining. This period may be extended upto a maximum of 6 months in two tranches of 3 months each, if further assessment and observations are considered necessary on the sole discretion of the Management. Thereafter, on failure to be confirmed in the service of the Bank, your employment shall be terminated on account of non-confirmation of service.
- 5.2 On satisfactory completion of probation you will be confirmed in the services of the Bank.
- 5.3 Your probation can be extended not only by virtue of your non satisfactory performance but also by virtue of your non completion of the joining formalities.
- 5.4 Notwithstanding what is stated above, the bank reserves the right to confirm you in the services of the bank even during the extended period, provided, the extension of probation was solely due to non-completion of the joining formalities and such formalities are completed within the said period.

Kaustubh Lahiri
(Dr. Kaustubh Lahiri)
Principal
Dr. Kanailal Bhattacharyya College

6. Mandatory Induction Certification

- 6.1 Induction Certification is a mandatory requirement for Confirmation - post completion of probation period.
- 6.2 100% attendance and 100% assessment clearance is required to be Induction Certified.
- 6.3 Non-adherence to Induction certification may lead to the following:
 - 6.3.1 You will not be able to join your team till you are Induction Certified.
 - 6.3.2 Not attending induction session on a particular day will result in loss of pay.
 - 6.3.3 Not meeting the attendance and assessment criteria within the stipulated time period would result in termination of services.

7. Transfer

- 7.1 Your services are liable to be transferred to any of the offices of the Bank within India and / or abroad at the sole discretion of the Bank and the Bank reserve the right to depute / transfer you at any time during your service in the Bank, to any of its subsidiaries or associates without any prior consent from you.
- 7.2 Notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your grade as may be deemed appropriate, depending on administrative exigencies and requirements.
- 7.3 Your services can be requisitioned by the Bank at any time outside the business / working hours.

8. Separation/ Retirement

- 8.1 Separation during probation
 - 8.1.1 On account of Resignation: During the period of probation, you may resign from the Bank's service, subject to acceptance by your supervisor, for which you will be required to mandatorily serve a notice period of 30 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
 - 8.1.2 On account of Termination: During the probation period, this contract of employment is terminable by the Bank by way of giving notice of 15 days or on payment of salary in lieu thereof without assigning any reasons.
- 8.2 Separation after Confirmation:
 - 8.2.1 On account of Resignation: After confirmation, you may resign from the Bank's service, subject to acceptance of your resignation by your supervisor, for which you will be required to mandatorily serve a notice period of 90 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
 - 8.2.2 On account of Termination: Notwithstanding what is provided in the company policies and the above paragraphs, your services, after confirmation, may be terminated by the Bank by giving 30 days' notice or payment of 30 days' salary in lieu thereof without assigning any reasons.
- 8.3 Separation arrangement
 - 8.3.1 Voluntary resignation should be initiated on the exit management portal of the Bank. Upon receipt of your resignation, the acceptance of the same shall be at Bank's discretion.
 - 8.3.2 Upon acceptance of your resignation and before your proposed relieving date, you will have to return all Bank's property / assets entrusted to you and in your possession, to the Bank. Before you are relieved, all correspondence, specifications, formulae, books, tablets, documents, cost data, market data, literature, drawings, effects etc. should be returned and you shall not make or retain any copies of these items.
 - 8.3.3 On separation, you are required to submit your claim for settlement of Provident Fund in the prescribed form.
 - 8.3.4 **It is expected that you will continue to dispense your duties and responsibilities during the notice period. You are also required to display model behavior and adhere to the timings as prescribed by the Bank. Any lapse or non-performance may lead to disciplinary action and result in non-issuance of the relieving letter.**
- 8.4 Retirement
 - 8.4.1 The retirement age in the Bank is fixed as 60 years. You will accordingly stand relieved from the services of the Bank on the last day of the month of your attaining this age based on the Age Certificate furnished by you at the time of joining.

9. Reimbursement of Notice Period Pay

In certain cases of business criticality, the Bank, at its discretion and post approval from the Head – Human Resources, may reimburse any shortfall in notice period pay to your current employer. In such a case, the following terms and conditions shall apply:-

- 9.1 Upon joining, you are required to submit a certificate/ letter from your present employer stating the number of days of shortfall in notice period and the amount recovered from you, basis which we shall process your request for reimbursement. This reimbursement shall be taxable and will be added to your Annual Taxable Income for the relevant Financial Year.
- 9.2 You are required to continue in Bank's employment for a minimum period of three years, from your date of joining, failing which amount so reimbursed shall be recovered from you along with interest at the Bank Base Rate prevailing on your last working day and any applicable taxes.

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(Dr. Kaustubh Lahiri)
Principal

Dr. Kanailal Bhattacharyya College

10. Conditions precedent /Joining formalities:

Your appointment and subsequent joining is subject to the following:

- 10.1 Submission of self-declaration of medical fitness provided on our onboarding portal.
- 10.2 The Bank receiving a satisfactory Background Verification report. For this purpose, you will be contacted by an authorized agency empanelled by the Bank.
- 10.3 Submission of all necessary documents:
 - 10.3.1 Self-attested copies of all your degrees, professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.
 - 10.3.2 Proof of date of birth
 - 10.3.3 Copy of Pan Card and Address Proof
 - 10.3.4 One recent passport size color photograph
 - 10.3.5 Copy of acceptance of resignation letter and relieving letter from your previous employer
- 10.4 It is brought to your notice that you need to complete your conditions precedent and / or joining formalities within 2 months from the date of joining, failing which your salary after 2nd month shall not be released till the completion of joining formalities and the said salary shall be kept in the Bank's Sundry Account.

The Bank reserves the right to vary the terms and conditions of service governing your appointment as contained in this letter including your duties and responsibilities at any time.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

The terms and conditions set out in this letter of appointment inter alia constitute service conditions applicable to your employment in the Bank. Any dispute arising thereof are subject to Mumbai jurisdiction only and the Mumbai Courts will have exclusive jurisdiction.

The above terms and conditions are to be read in conjunction with the company policies accessible through the Bank's intranet. These shall be made available to you, post joining.

Kindly note that Axis Bank does not charge any money/deposit for giving employment offers/conducting employment interview, to anyone seeking a job at the bank, nor does it appoint any agent/agency/individuals to make or issue offers of employment/benefits on its behalf.

For any further information / clarifications please feel free to contact:-

Shatabdi Kar

Shatabdi.Kar@axisbank.com

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,



Himanshu Misra,
Head – Talent Acquisition
Human Resources

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CTC Annexure		
Emoluments for the grade of Officer - Sales for SWETA DUTTA		
COMPENSATION	P.A. (Rs)	P.M. (Rs)
Basic	10,9484	9,550
Basket of Allowance	11,0000	8,889
Bank's PF Contribution	18,000	1,417
Gratuity *	5,329	361
Location Pay	NA	NA
Statutory Bonus	17,800	1,500
Total Fixed Pay	2,60,613	21,717
Benefits:		
Group Mediclaim Policy and Term Life Insurance	9,475	-
Total Fixed Pay + Value of Benefits	2,70,088	
<p>- Location Pay is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.</p>		
Details of Benefits		
Insurance Details		
Type of Insurance	Insurance Cover (in Rs)	Remarks
Group Mediclaim Insurance Policy	4,00,000	Employee plus 3 dependants are covered under the floater policy. Additional 2 dependants can be covered for an additional premium.
Group Term Life Insurance Policy	35,00,000	Only employee is covered, a part of the annual premium is borne by the employee
The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.		
Mobile Benefit		
You will be eligible for mobile reimbursement (Including Data Service) as per company policy.		
Gratuity *		
You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities.		
Provident Fund		
The Bank will contribute an amount equivalent to the prescribed rate towards Provident Fund. An equal amount will be deducted from your salary and paid to the Provident Fund Trust of Axis Bank Limited.		
Voluntary Provident Fund (VPF)		
The Bank has a voluntary provident fund scheme wherein you will be eligible to voluntarily contribute to the Provident Fund Trust, in addition to the statutory requirement. Such contribution is eligible to earn the same rate of interest as statutory contribution.		
Other Benefits		
Variable Pay/ Annual Incentive Plan (as may be applicable)	Performance linked bonus pay / Annual Incentive Plan (as applicable), will be paid/given as per the Company's policy, subject to your being a confirmed employee as per the current year policy. The payouts will be based both on individual performance and organization's performance.	

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(Dr. Kaustubh Lahiri)
Principal

Dr. Kanailal Bhattacharyya College

Reference No. - 1384153695

Rohan Saha

- Your Base Salary will be Rs. 76,200/- (Rupees Seventy-Six Thousand and Two Hundred only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 87,900/- (Rupees Eighty-Seven Thousand and Nine Hundred) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 38,100/- (Rupees Thirty-Eight Thousand and one Hundred only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 11,430/- (Rupees Eleven Thousand Four Hundred and Thirty only) per annum.

Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs. 400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

Authenticated
24/12/2016
(Dr. Kausabh Lahiri)
Principal
Dr. Kanallal Bhattacharyya College



PRIVATE AND CONFIDENTIAL

Reference No. - 1384153691

Applicant ID - 4756296

21-Oct-2021

Sachin Roy

Dear Sachin,

We take great pleasure in extending an offer to you for being a part of ICICI Bank. You will be placed in Branch Banking Dept at KOLKATA - SARAT BOSE ROAD_BR. Your internship would take place at KOLKATA - SARAT BOSE ROAD_BR. Please note that your appointment is subject to your successful completion of the Post Graduate Diploma in Sales and Relationship Banking.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join our Bank on 25-Oct-2021 initially as a Trainee.
- You will be required to complete the on-the-job training for a period of three months immediately on joining.
- You will also be required to complete the mandatory NISM certification along with other evaluation process during the three months on-the-job training period to be eligible for Grade Confirmation.
- On successful completion of the three months' on-the-job training and NISM Certification, you will be placed in the grade of Senior Officer in the Bank.
- In the event of your not successfully completing the on-the-job training as per assessment of the Bank or failure to complete NISM Certification, this offer of appointment to place you in the grade of Senior Officer shall stand withdrawn and you shall continue to be in a position of Trainee till such period as decided by the bank.
- After completion of on-the-job training and NISM Certification, you will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation, your service with the Bank shall be confirmed, and communicated in writing to you.

Remuneration:

(a) During Training Period

- You will be paid an all-inclusive lump sum stipend of Rs. 7,600/- (Rupees Seven Thousand Six Hundred only) per month.

(b) On successful completion of on-the-job training period as Senior Officer.

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Authorized
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Sachin Roy.

Reference No. - 1384153691**Sachin Roy**

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- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

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24/12/2017
Dr. Kanailal Prabhakar Lahiri