

OFFER LETTER

IESLLP/2022-23/HR/Offer/64

Dated: 10 Aug 2022

Mr. Abhishek Mondal

Address – Behind, Maruti School
Government Colony, Nagda, India

With reference to your application for employment; we are pleased to offer you the position of **“Analyst – Operations”** with our organization. We believe you will find this position to be challenging and rewarding. Your place of joining will be at the corporate office of **Infinite Environmental Solutions LLP** at Indore, Madhya Pradesh, India.

A detailed Appointment Letter would be processed upon your joining. The same would be an employment agreement and among other details will state the confidentiality agreement and terms.

You will join us on 16th Aug, Tuesday.

Your Annual CTC will be **INR 300,004/- (Three Lakh Four)** as detailed under **Annexure I** (Salary Offer Sheet) and terms of your employment will be as per **Annexure II** to this letter of offer.

Your joining is subject to your submission of copies of following testimonials. Originals are required for verification. This is mandatory for completing your joining and authentication process with Infinite Solutions. If any falsification/fabrication/misrepresentation in your application was found during verification/background scrutiny process, the discrepancy would be tantamount to misappropriation and your services will be terminated with immediate effect.

- Educational testimonials
- Proof of salary as applicable
- Experience certificates including a relieving letter from your last organization
- ID Proof and Address Proof
- Passport Photographs – Two Nos. (Color)
- Bank Details

We extend our warm welcome and look forward to a long and mutually satisfying association.

Kindly revert with your acknowledgment and acceptance on the same. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

For Infinite Environmental Solutions LLP

Employee



CEO/Managing Partner

Signature with Date

Annexure I - Salary Offer Sheet

IESLLP/2022-23/HR/Offer/64

Date:10 Aug 2022

- 1. Name:** Abhishek Mondal
- 2. Position:** - Analyst - Operations
- 3. Joining Date:** 16th Aug 2022, Tuesday
- 4. CTC Annual Package: INR 300,004/- (Three Lakh Four)** annually. Additional benefits (bonuses or incentives), if applicable with your job title within your grade at any instant of time, would be provided.

The break-up is as follows:

Salary Break-up		
Name	Abhishek Mondal	
Department	Operations	
Designation	Analyst	
CTC Annexure		
Emoluments for the grade of Analyst - Operations for Abhishek Mondal		
COMPENSATION	Amount PM	Amount PA
Basic	11580	138960
HRA	11580	138960
Education Allowance	0	0
Conveyance Allowance	0	0
Other Allowance	0	0
Gross Salary 'A'	23160	277920
EMPLOYEE DEDUCTION		
EPFO	1390	16680
ESIC	0	0
PT	125	1500
TOTAL 'B'	1515	18180
EMPLOYER CONTRIBUTION		
EPFO	1390	16680
ESIC	0	0
TOTAL 'C'	1390	16680
NET SALARY & CTC		
NET SALARY (A-B)	21645	259740
Bonus 'D'		5404
TOTAL CTC (A+C+D)	25000	300004
Infinite Solutions 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		

Annexure II - Employment Terms

Aug 10, 2022

Dear Abhishek,

Welcome to the Company and congratulations on your appointment as **Analyst – Operations**. The terms of your employment with the Company are listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- 1.1. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- 1.2. You will be on probation for a period of 3 months from the date of your Joining. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- 1.3. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- 1.4. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

- 2.1. You will be eligible for:
 - 2.1.1. Compensation and benefits in accordance with **Annexure I** - Salary Offer Sheet.
 - 2.1.2. Variable Pay -The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company, and shall only be applicable to departments as notified by the company.
 - 2.1.3. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
 - 2.1.4. Your salary will be reviewed periodically as per Company policy.
 - 2.1.5. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

3.1. You will also be eligible for:

- 3.1.1. Leave, holidays and working hours as applicable to your position and location of posting.
- 3.1.2. Perquisites, if any, as applicable to your position and department and / or based on functional requirements as determined by the Company.
- 3.1.3. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your position and department.
- 3.1.4. Leave Travel Assistance (LTA) as per the Company's policy.
- 3.1.5. Please contact HR at hr@infisolutions.org for copies of policies

4. Responsibilities:

- 4.1. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- 4.2. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- 4.3. We are committed to ensuring 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including ('Policies') as they form an integral part of the terms of your employment with Infinite. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- 4.4. Consistent with Sub-Clause 4.3 above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Department Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- 5.1. You are required to engage yourself exclusively in the work assigned by Infinite and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Department Head.
- 5.2. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Infinite
- 5.3. The Conflict-of-Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with

the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

- 5.3.1. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
- 5.3.2. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
- 5.3.3. Any existing employee to become associated with, or perform services of any type for any third party.
- 5.4.4 In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- 6.1. You will not at any time (whether during or after your employment with the Company) a) retain or use for the benefit, purposes or account of employee or any other Person; or b) disclose, divulge, reveal, communicate, share, transfer or provide access to any Person outside the Company (other than its professional advisers who are bound by confidentiality obligations), any non-public, proprietary or confidential information (including without limitation trade secrets, know-how, research and development, software, databases, inventions, processes, formulae, technology, designs and other intellectual property, information concerning finances, investments, profits, pricing, costs, products, services, vendors, customers, clients, partners, investors, personnel, compensation, recruiting, training, advertising, sales, marketing, promotions, government and regulatory activities and approvals) concerning the past, current or future business, activities and operations of the Company or its Affiliates and/or any third party that has disclosed or provided any of same to the Company on a confidential basis ("**Confidential Information**") without the prior written authorization of the Company.
- 6.2. "**Confidential Information**" shall not include any information that is (i) generally known to the industry or the public other than as a result of your breach of this covenant or any breach of other confidentiality obligations by third parties; (ii) made legitimately available to you by a third party without breach of any confidentiality obligation; or (iii) required by law to be disclosed; provided that you shall give prompt written notice to the Company of such requirement, disclose no more information than is so required, and cooperate, at the Company's cost, with any attempts by the Company to obtain a protective order or similar treatment.
- 6.3. Except as required by law, you will not disclose to anyone, other than your immediate family and legal or financial advisors, the existence or contents of this Agreement (unless this Agreement shall be publicly available as a result of a regulatory filing made by the Company or its Affiliates); provided that you may disclose to any prospective future employer the provisions of Section 5 of this Agreement provided they agree to maintain the confidentiality of such terms.
- 6.4. Upon termination of your employment with the Company for any reason, you shall

cease and not thereafter commence use of any Confidential Information or intellectual property (including without limitation, any patent, invention, copyright, trade secret, trademark, trade name, logo, domain name or other source indicator) owned or used by the Company or its Affiliates;

6.4.1. immediately destroy, delete, or return to the Company, at the Company's option, all originals and copies in any form or medium (including memoranda, books, papers, plans, computer files, letters and other data) in your possession or control (including any of the foregoing stored or located in your office, home, laptop or other computer, whether or not Company property) that contain Confidential Information or otherwise relate to the business of the Company and its Affiliates, except that you may retain only those portions of any personal notes, notebooks and diaries that do not contain any Confidential Information; and

6.4.2. notify and fully cooperate with the Company regarding the delivery or destruction of any other Confidential Information of which you are or becomes aware.

7. Assignment of Intellectual Property:

7.1. In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Infinite as its exclusive property, all inventions, ideas, research, reports, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Infinite in relation to Intellectual Property.

8. Non-Compete

8.1. In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information (**'Confidential Information'**).

8.2. You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. Representation and warranties:

- 9.1. This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and
- 9.2. the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.
- 9.3. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.
- 9.4. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

10. Training:

- 10.1. As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, and customer specific tools and technology learning. Trainer will be assigned to you for on-the-job training who will devote certain time for your training for which they will be rewarded. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects.
- 10.2. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 1 Year from the date of joining Infinite and shall exclude the duration of unauthorized absence. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy-Five Thousand only) which company may adjust during final settlement from salary or any other dues or recover through court of law.

11. Notice Period & Termination:

- 11.1. Your employment with the Company shall be terminable by company on breach of any of the term of this agreement or policies of company and you may resign giving 30 days' notice during probationary period and 90 days' notice on confirmation. No leaves are permitted during the notice period; however, if any leave is granted by Infinite during the notice period, the Notice Period will be extended by the same number of days' leave taken.

- 11.2. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.
- 11.3. On acceptance of separation notice, you will hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company as provided in Exit Policy or any other Policy applicable. Further, you shall not make or retain any copies of these items.
- 11.4. In the event of any misconduct on your part, including but not limited to fraudulent, dishonest or undisciplined conduct, breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's property, insubordination or failure to comply with the directions given to you, insolvency or conviction for any offence involving moral turpitude, breach of any terms or conditions of employment irregularity in attendance, or unauthorized or unapproved absence from the place of work, going on or abetting a strike in contravention of any law for the time being in force, conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or misconduct as provided under the labour laws or under Company's policies, your employment may be terminated forthwith by the Company without notice and/or salary in lieu of notice.
- 11.5. If you fail to attend to your duties for a period of 7 (seven) consecutive days, without any valid reason or without prior approval of the management, it will be considered as your absconding from work and the Company shall be entitled to terminate your employment without any notice or payment in lieu of notice.
- 11.6. It is further agreed and understood that until such time as all of the Company's property is returned, the Company shall, in addition to initiating legal proceedings for recovery (and without prejudice to any other rights or remedies that Company may have under law or equity), be entitled to withhold your salary, emoluments or other dues then or in future payable to you, and may further, at its discretion, deduct there from the full value of the said property/properties calculated at its then replacement price. You recognize and agree that the Company shall be entitled to recover from you, and you shall be bound and liable to make good to the Company any loss suffered by the Company on account of misuse of the Company's Property by you and/or any damage occasioned to the Company's property, whilst in your Custody.

12. Governing Laws and Jurisdiction:

This Agreement shall be governed by the laws of India. The Courts at Indore shall have jurisdiction over all matters arising out of or relating to this Agreement.

13. Severability:

The holding of any provision of this Offer Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

14. Waiver:

Failure of the Company to insist upon strict adherence of any term of this Offer Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer Letter.

15. Assignment:

Except as otherwise provided in this Section, neither this Offer Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

We are delighted to have you in the company. And hope that this will be the beginning of a long and successful career with us.

Yours sincerely,

For Infinite Environmental Solutions LLP



Mr. Sumeet Singhvi

Chief Executive Officer

I have read the offer, understood and accept the above-mentioned terms and conditions.

Employee Name and Signature:

Annexure – II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I **Abhishek**, confirm that I am voluntarily sharing my Personal Information including documents with Infinite Solutions (**'Infinite'**) for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Infinite.

In this context, I also agree to the retention of such Personal Information including documents by Infinite for any future reference/verification and authorize Infinite to transfer the same to a third party.

I understand that **'Personal Information'** means any information including documents, relating to me that is available with Infinite and is capable of identifying me.

Employee Name and Signature:

08th July' 2022

Sub: Offer Letter for the position of "**ESG Executive**"

Dear Mr. Abhishek Namdeo,

With reference to the discussion, we had with you, on behalf of ESPL, we are pleased to offer you the above-mentioned position for **ESG Executive**.

Your expected annual gross salary, salary structure and related terms and conditions are enclosed as Appendix 1. We also have group health insurance for employees at the cost of company. The parents are insured under group health insurance at cost.


The general benefits, rights and other terms and conditions of your employment will be determined as per company policies and communicated to you at the time of joining. You shall abide by the rules and regulations of the company as may be in force during the tenure or thereafter as applicable.

We welcome you aboard and expect you to join on or before **13th July 2022**. You will be working in Head Office, Gurugram India, full time for ESPL. The Company looks for a long-term association with you and expects the same from you. **Please submit the signed copy of this letter as your acceptance of the offer by tomorrow.**

Congratulations and Welcome to team ESPL!

For Earthood Services Private Limited

Offer Letter accepted.



KAVIRAJ SINGH

[EMPLOYEE NAME]



**LEAD CONSULTANCY AND ENGINEERING
SERVICES (INDIA) PRIVATE LIMITED**

LEED · Energy Modelling · Energy Audit · MEP Design

CIN: U74140KA2008PTC048598 GST: 29AABCL5498D1Z8

29th April 2022

Mr. Ali AsgarAkkadwala
DAVV, Indore, M.P.
Mob: +91 8225062030
Email: aliasgerakkad@gmail.com

EMPLOYMENT ORDER

Dear Mr. Ali AsgarAkkadwala,

Further to your successful interview with us last week, this letter is to express our intent to offer you a full-time employment in our organization. We request you to go through the details outlined below and confirm through a signed copy of this letter, your acceptance of the offer.

Your employment with **LEAD Consultancy And Engineering Services (India) Pvt. Ltd**, a company incorporated under the Companies Act 1956 and having its registered office at No. 2729, 1st Floor, 80ft Road, 3rd Stage Indiranagar, Bengaluru - 560038, shall be subject to the terms and conditions provided herein below and subject to the policies of the Company, as updated from time to time, which may be in the form of a employee handbook.

Commencement of Employment

Your employment with the Company shall begin on **or before 01st June 2022**. You will devote your full time, skill and attention to the work and business of the Company, and shall work sincerely, diligently, efficiently and to the best of your ability to promote, continue and develop the interests of the Company.

Posting/Location

Your posting will be at our office located in Mumbai. However, you may be transferred to any of the Company's branch offices to which you may be posted on deputation, secondment or transfer if required. Your duties may also require you to travel in India and/or to other countries as and when required by the Company.

Designation and Grade

You will be designated as "Assistant Manager- Sustainable design" at "E3" Grade

Division

You would be engaged with the **Green** Division of the Company. Your reporting matrix will be discussed after joining with us.

OFFER LETTER

IESLLP/2022-23/HR/Offer/63

Dated: 10 Aug 2022

Mr. Ashish Kumar Choubey

Address – Word No.01, Chandmari Gaon

Makum Jn, Tinsukia

Assam Pin 786170, India

With reference to your application for employment; we are pleased to offer you the position of **“Analyst – Operations”** with our organization. We believe you will find this position to be challenging and rewarding. Your place of joining will be at the corporate office of **Infinite Environmental Solutions LLP** at Indore, Madhya Pradesh, India.

A detailed Appointment Letter would be processed upon your joining. The same would be an employment agreement and among other details will state the confidentiality agreement and terms.

You will join us on 16th Aug, Tuesday.

Your Annual CTC will be **INR 300,004/- (Three Lakh Four)** as detailed under **Annexure I** (Salary Offer Sheet) and terms of your employment will be as per **Annexure II** to this letter of offer.

Your joining is subject to your submission of copies of following testimonials. Originals are required for verification. This is mandatory for completing your joining and authentication process with Infinite Solutions. If any falsification/fabrication/misrepresentation in your application was found during verification/background scrutiny process, the discrepancy would be tantamount to misappropriation and your services will be terminated with immediate effect.

- Educational testimonials
- Proof of salary as applicable
- Experience certificates including a relieving letter from your last organization
- ID Proof and Address Proof
- Passport Photographs – Two Nos. (Color)
- Bank Details

We extend our warm welcome and look forward to a long and mutually satisfying association.

Kindly revert with your acknowledgment and acceptance on the same. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

For Infinite Environmental Solutions LLP

Employee



CEO/Managing Partner

Signature with Date

Annexure I - Salary Offer Sheet

IESLLP/2022-23/HR/Offer/63

Date:10 Aug 2022

- 1. Name:** Ashish Kumar Choubey
- 2. Position:** - Analyst - Operations
- 3. Joining Date:** 16th Aug 2022, Tuesday
- 4. CTC Annual Package: INR 300,004/- (Three Lakh Four)** annually. Additional benefits (bonuses or incentives), if applicable with your job title within your grade at any instant of time, would be provided.

The break-up is as follows:

Salary Break-up		
Name	Ashish Kumar Chubey	
Department	Operations	
Designation	Analyst	
CTC Annexure		
Emoluments for the grade of Analyst - Operations for Ashish Kumar Choubey		
COMPENSATION	Amount PM	Amount PA
Basic	11580	138960
HRA	11580	138960
Education Allowance	0	0
Conveyance Allowance	0	0
Other Allowance	0	0
Gross Salary 'A'	23160	277920
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EPFO	1390	16680
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TOTAL 'B'	1515	18180
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TOTAL 'C'	1390	16680
NET SALARY & CTC		
NET SALARY (A-B)	21645	259740
Bonus 'D'		5404
TOTAL CTC (A+C+D)	25000	300004
Infinite Solutions 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		

Annexure II - Employment Terms

Aug 10, 2022

Dear Ashish,

Welcome to the Company, and congratulations on your appointment as **Analyst – Operations**. The terms of your employment with the Company are listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- 1.1. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- 1.2. You will be on probation for a period of 3 months from the date of your Joining. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- 1.3. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- 1.4. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

- 2.1. You will be eligible for:
 - 2.1.1. Compensation and benefits in accordance with **Annexure I** - Salary Offer Sheet.
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 - 2.1.3. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
 - 2.1.4. Your salary will be reviewed periodically as per Company policy.
 - 2.1.5. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

3.1. You will also be eligible for:

- 3.1.1. Leave, holidays and working hours as applicable to your position and location of posting.
- 3.1.2. Perquisites, if any, as applicable to your position and department and / or based on functional requirements as determined by the Company.
- 3.1.3. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your position and department.
- 3.1.4. Leave Travel Assistance (LTA) as per the Company's policy.
- 3.1.5. Please contact HR at hr@infisolutions.org for copies of policies

4. Responsibilities:

- 4.1. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- 4.2. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- 4.3. We are committed to ensuring 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including ('Policies') as they form an integral part of the terms of your employment with Infinite. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- 4.4. Consistent with Sub-Clause 4.3 above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Department Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- 5.1. You are required to engage yourself exclusively in the work assigned by Infinite and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Department Head.
- 5.2. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Infinite
- 5.3. The Conflict-of-Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with

the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

- 5.3.1. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - 5.3.2. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - 5.3.3. Any existing employee to become associated with, or perform services of any type for any third party.
- 5.4. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- 6.1. You will not at any time (whether during or after your employment with the Company) a) retain or use for the benefit, purposes or account of employee or any other Person; or b) disclose, divulge, reveal, communicate, share, transfer or provide access to any Person outside the Company (other than its professional advisers who are bound by confidentiality obligations), any non-public, proprietary or confidential information (including without limitation trade secrets, know-how, research and development, software, databases, inventions, processes, formulae, technology, designs and other intellectual property, information concerning finances, investments, profits, pricing, costs, products, services, vendors, customers, clients, partners, investors, personnel, compensation, recruiting, training, advertising, sales, marketing, promotions, government and regulatory activities and approvals) concerning the past, current or future business, activities and operations of the Company or its Affiliates and/or any third party that has disclosed or provided any of same to the Company on a confidential basis ("**Confidential Information**") without the prior written authorization of the Company.
- 6.2. "**Confidential Information**" shall not include any information that is (i) generally known to the industry or the public other than as a result of your breach of this covenant or any breach of other confidentiality obligations by third parties; (ii) made legitimately available to you by a third party without breach of any confidentiality obligation; or (iii) required by law to be disclosed; provided that you shall give prompt written notice to the Company of such requirement, disclose no more information than is so required, and cooperate, at the Company's cost, with any attempts by the Company to obtain a protective order or similar treatment.
- 6.3. Except as required by law, you will not disclose to anyone, other than your immediate family and legal or financial advisors, the existence or contents of this Agreement (unless this Agreement shall be publicly available as a result of a regulatory filing made by the Company or its Affiliates); provided that you may disclose to any prospective future employer the provisions of Section 5 of this Agreement provided they agree to maintain the confidentiality of such terms.
- 6.4. Upon termination of your employment with the Company for any reason, you shall

cease and not thereafter commence use of any Confidential Information or intellectual property (including without limitation, any patent, invention, copyright, trade secret, trademark, trade name, logo, domain name or other source indicator) owned or used by the Company or its Affiliates;

6.4.1. immediately destroy, delete, or return to the Company, at the Company's option, all originals and copies in any form or medium (including memoranda, books, papers, plans, computer files, letters and other data) in your possession or control (including any of the foregoing stored or located in your office, home, laptop or other computer, whether or not Company property) that contain Confidential Information or otherwise relate to the business of the Company and its Affiliates, except that you may retain only those portions of any personal notes, notebooks and diaries that do not contain any Confidential Information; and

6.4.2. notify and fully cooperate with the Company regarding the delivery or destruction of any other Confidential Information of which you are or becomes aware.

7. Assignment of Intellectual Property:

7.1. In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Infinite as its exclusive property, all inventions, ideas, research, reports, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Infinite in relation to Intellectual Property.

8. Non-Compete

8.1. In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information (**'Confidential Information'**).

8.2. You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. Representation and warranties:

- 9.1. This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or wilfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or wilfully suppressed material information, you shall be liable to be removed from service with immediate effect and
- 9.2. the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.
- 9.3. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.
- 9.4. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

10. Training:

- 10.1. As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, and customer specific tools and technology learning. Trainer will be assigned to you for on-the-job training who will devote certain time for your training for which they will be rewarded. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects.
- 10.2. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 1 Year from the date of joining Infinite and shall exclude the duration of unauthorized absence. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy-Five Thousand only) which company may adjust during final settlement from salary or any other dues or recover through court of law.

11. Notice Period & Termination:

- 11.1. Your employment with the Company shall be terminable by company on breach of any of the term of this agreement or policies of company and you may resign giving 30 days' notice during probationary period and 90 days' notice on confirmation. No leaves are permitted during the notice period; however, if any leave is granted by Infinite during the notice period, the Notice Period will be extended by the same number of days' leave taken.

- 11.2. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.
- 11.3. On acceptance of separation notice, you will hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company as provided in Exit Policy or any other Policy applicable. Further, you shall not make or retain any copies of these items.
- 11.4. In the event of any misconduct on your part, including but not limited to fraudulent, dishonest or undisciplined conduct, breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's property, insubordination or failure to comply with the directions given to you, insolvency or conviction for any offence involving moral turpitude, breach of any terms or conditions of employment irregularity in attendance, or unauthorized or unapproved absence from the place of work, going on or abetting a strike in contravention of any law for the time being in force, conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or misconduct as provided under the labour laws or under Company's policies, your employment may be terminated forthwith by the Company without notice and/or salary in lieu of notice.
- 11.5. If you fail to attend to your duties for a period of 7 (seven) consecutive days, without any valid reason or without prior approval of the management, it will be considered as your absconding from work and the Company shall be entitled to terminate your employment without any notice or payment in lieu of notice.
- 11.6. It is further agreed and understood that until such time as all of the Company's property is returned, the Company shall, in addition to initiating legal proceedings for recovery (and without prejudice to any other rights or remedies that Company may have under law or equity), be entitled to withhold your salary, emoluments or other dues then or in future payable to you, and may further, at its discretion, deduct there from the full value of the said property/properties calculated at its then replacement price. You recognize and agree that the Company shall be entitled to recover from you, and you shall be bound and liable to make good to the Company any loss suffered by the Company on account of misuse of the Company's Property by you and/or any damage occasioned to the Company's property, whilst in your Custody.

12. Governing Laws and Jurisdiction:

This Agreement shall be governed by the laws of India. The Courts at Indore shall have jurisdiction over all matters arising out of or relating to this Agreement.

13. Severability:

The holding of any provision of this Offer Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

14. Waiver:

Failure of the Company to insist upon strict adherence of any term of this Offer Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer Letter.

15. Assignment:

Except as otherwise provided in this Section, neither this Offer Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

We are delighted to have you in the company. And hope that this will be the beginning of a long and successful career with us.

Yours sincerely,

For Infinite Environmental Solutions LLP



Mr. Sumeet Singhvi

Chief Executive Officer

I have read the offer, understood and accept the above-mentioned terms and conditions.

Employee Name and Signature:

Annexure – II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I **Ashish**, confirm that I am voluntarily sharing my Personal Information including documents with Infinite Solutions (**'Infinite'**) for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks;
- c. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Infinite.

In this context, I also agree to the retention of such Personal Information including documents by Infinite for any future reference/verification and authorize Infinite to transfer the same to a third party.

I understand that **'Personal Information'** means any information including documents, relating to me that is available with Infinite and is capable of identifying me.

Employee Name and Signature:



08/19/2022

EnKing International
EnKing Embassy, 48 , Sch78P2
Indore
Madhya Pradesh
452010
in

Subject: Employment Offer Letter

Dear Avinash Kumar,

We EnKing International, are pleased to offer you a position as a Executive - Operations (ESG Disclosures) .

You are required to join us by 09/05/2022 (MM/DD/YYYY). In case you foresee any delay in joining us, you are required to inform in advance.

Failing to inform us in advance will terminate this employment offer.

Your compensation amount is ₹ 300,000.00/Year.

You are requested to accept the offer letter on or before 08/20/2022 (MM/DD/YYYY).This offer will expire if not accepted within the specified date.

We congratulate you, and look forward to working with you.

Sincerely,

For EnKing International
Manish Dabkara.

Note - Its System Generated Offer which requires no need of sign and letterhead.

संदर्भ संख्या: SIDBI/ PRSF/Office Manager/L002274234

दिनांक: September 7, 2022

Shri Hrishabh Mishra,
105/2 Krishan Bagh Colony
R Sector
Indore-452011

Sir,

**Offer letter for the position of Office Manager under
Partial Risk Sharing Facility for Green Climate and Energy Efficiency Project**

With reference to your application dated 12-08-2022 based on your Internship of 6 months at Green Climate and Energy Efficiency Centre (GC & EEC) at SIDBI, New Delhi office, we are pleased to offer post of **Office Manager** on contract basis at GC & EEC, SIDBI, New Delhi, subject to the following terms and conditions:

1. Period:

- a) The period of contract will initially be for a period of 1 year (22-08-2022 to 21-08-2023) and shall be extended subject to satisfactory performance and project need and will be subject to quarterly review. The contract is effective from August 22, 2022.
- b) You will be deployed for the PRSF project & other related activities of SIDBI for the duration of contract period and will not be for any purpose whatsoever, eligible for absorption in services of SIDBI / World Bank.
- c) There shall be no obligation on the part of SIDBI either to renew the contract at the end of contract period or to issue a formal order of termination of contract. The contract will come to an end automatically on completion of the contract period.

2. Compensation / Remuneration:

- a) The compensation / remuneration under this Contract will be Rs.40,000 /- [Rupees Forty Thousand only] per month subject to deduction of applicable taxes, levies, government charges, if any etc with an annual increment of 5% .
- b) The payment schedule is given in the **Annexure I**.
- c) As the appointment is on a CTC basis, you will not be eligible for any facility/perks/allowance viz., housing accommodation, medical facility, newspaper, household help, provident fund, pension, gratuity or bonus etc.

बैंक हिन्दी में पत्राचार का स्वागत करता है।

भारतीय लघु उद्योग विकास बैंक

नई दिल्ली कार्यालय, दसवाँ तल, आत्मा राम हाउस, 1 टॉलस्टॉय मार्ग, नई दिल्ली-110 001. दूरभाष: 011 23448300

SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

New Delhi Office, 10th Floor, Atma Ram House, 1 Tolstoy Marg, New Delhi-110 001. Tel.: 011 23448300

Toll Free No.: 1800 22 6753

www.sidbi.in | www.sidbistartupmitra.in | www.udyamimitra.in | www.prsf.sidbi.in

 @sidbiofficial  SIDBIOfficial

Date-01.07.2022

OFFER LETTER

Mr. Deepanker Singh
35, Tejgarhi, Garh Road,
LLRM Medical College, Meerut,
Uttar Pradesh-250004

Dear Deepanker,

Congratulations!

This is to confirm that organization has decided to extend you an offer of employment on the terms indicated in this letter and thereafter.

With reference to your application and subsequent discussions and interviews, we are delighted to offer you position of **Officer – EHS Regulatory & Climate Change Services (with Pristine Environmental Associates Pvt Ltd.** at Indore office. Your roles, responsibilities and reporting structure will be given to you at the time of appointment.

Salary offered to you **INR 20,720/-** (Twenty Thousand Seven Hundred Twenty only) per month (Inclusive of PF & ESIC, laptop maintenance charges, conveyance & mobile charges). You will be entitled to various benefits, upon your confirmation, as in mediclaim & LTA, as per organizations policy. Salary day is on or before 5th of every month.

You are required to join on or before **01st July 2022** as mutually agreed by you and the PEAPL wherein you agree to devote, on a **full-time** basis, your skills and abilities to your employment. You will be on probation initially for a **period of six months** w.e.f. the date of joining. Your performance during the probation period **will be assessed for offering you a confirmed** employment with the organization. During the **probation period** organization will be at liberty to end this employment by giving 15 days notice in writing.

In the event of resignation by you, you agree to provide a clear 60 days written notice to the Organization, in case of absence of notice period or in lieu thereof you have to make a payment to the Organization equivalent to 60 days salary. Organization may end your employment with immediate effect on any breach of duty /non performance/Non satisfactory performance/disciplinary grounds as per organization's policies.

If the above offer is acceptable to you, you need to provide your acceptance within 24 hours of this email i.e. before evening of 30th June 2022, if not reverted we will assume that you have not accepted this job. Offer automatically cancelled in case of any deviations mentioned above, in your personal details or if you fail to report on or before pre-decided date i.e. **01st July 2022**.

Deepanker Singh
14/7/2022



Office :

57-A, Sanchar Nagar Ext., Aksh Nagar Road,
Opposite SBI Bank, Indore - 452 016 (M.P.)
Q : +91-7999539958

Regd. Add.:

64-B, Shrikant Palace, Kanadia Road,
Indore - 452 016 (M.P.)

E-mail :

Info@ehsconsultantsgroup.org

Your Appointment Letter will be given to you, in-person, along with your Detailed Job Description on day of joining. Please treat this offer letter as strictly private and confidential.

Please return the signed copy of this letter as a token of your acceptance of the offer, confirming your date of joining.

We look forward to the opportunity to work with you in an environment that is mutually successful, challenging and rewarding.

With best wishes,

For, Pristine Environmental Associates Pvt. Ltd.



HR Department

Deepanker Singh
14/7/22

Deepanker Singh

Ref: EKI_PPO/April/2022

Date: 21/04/2022

Congratulations

Dear Ms Apoorva,

With immanence pleasure we are announcing that you have been selected for PPO (Pre Placement Offer) wef 21 April 2022. You are selected for **Operation NBS Team** as **Executive** at **EKI Energy Services Limited, Indore.**

Offered CTC: 2,80,000/- PA

Work Location: Indore

We wish her all the best for future Endeavors!!

For EKI Energy Services Limited



Authorized Signatory

Sonali Sheikh

Director (HR & Admin)



1st June 2022

Offer Letter for the Post of Project Executive

Dear Mr. Himanshu Sachan,

Further to our discussions, we have pleasure in giving you an offer in our organization "ENEN Green Services Pvt. Ltd." (hereinafter called as 'Organization') as Project Executive. This offer takes effect from your date of joining as 1st July 2022.

We would request you to report at the following address:
B1/H3, Mohan Co-Operative, Mathura Rd, Industrial Area, Block B, New Delhi - 110044

Your joining will be followed by a probation period of 3 months which will turn your position in the organization to permanent after successful evaluation of your performance at the end of the probationary period.

Your compensation package would be as in Annexure A. However, the structure of your compensation plan may be altered/changed from time to time in line with the Compensation policy and practices of the Organization.

You and the organization have the right to terminate the job by providing a notice period of 10 days in the probationary period and 30 days after the probationary period.

You would be posted at the New Delhi Office at the address mentioned above, however, as and when required, your service will be transferable to any of the offices in India or abroad.

Your working hours start from 10:00 am to 6:00 pm with half hour lunch break a day and you are scheduled to work from Monday to Friday, subject to change as per requirement of your job.

You will abide by the rules and regulations of the ENEN, as may be in force from time to time and if any violation made would be subjected to the disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy/ service agreements that you may have executed, which could have a bearing on your working with us. This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.



ENEN GREEN SERVICES PVT. LTD.
Head Office: B1/H3, Mohan Co-Operative, Mathura Rd,
Industrial Area, Block B, New Delhi - 110044

On the date of joining, please bring the following documents for verification / submission.

1. Original and copy of educational certificates and mark sheets (for recognized qualifications starting from 10th Class to the highest degree).
2. Copy of Permanent Account Number (PAN) card for income tax purpose or duly receipted copy of PAN application.
3. Two passport size colored photograph.
4. Govt. approved ID proof (Aadhaar Card, Voter ID, etc.)
5. Govt. approved Address proof (Driving License, Passport, etc.)
6. Copy of Bank Passbook or Cancelled Cheque

Wish you all the best.

Yours Sincerely

A handwritten signature in black ink, appearing to read "Ruchika Sharma".

Ms. Ruchika Sharma
Director
ENEN Green Services Pvt. Ltd.



संदर्भ संख्या/ Ref. No.: SIDBI/ GC&EEC/PRSF/BEE/L002277748 दिनांक/Dated: 19-10-2022

To,

श्री आदित्य शर्मा/ Shri Aaditya Sharma

ए32, 9 सिविल लाइंस,

मतुरा, उत्तर प्रदेश, पिन -281001

फ़ोन। 9119891024

ईमेल: engg.aaditya21@gmail.com

A32, 9 Civil Lines,

Matura, Uttar Pradesh

Pin -281001

Mobile. 9119891024

Email: engg.aaditya21@gmail.com

ऊर्जा दक्षता परियोजना के लिए आंशिक जोखिम सुविधा हेतु
"तकनीकी अधिकारी" के पद हेतु प्रस्ताव पत्र

**Offer letter for the position of "Technical Officers" under the
Partial Risk Sharing Facility for Energy Efficiency Project**

कृपया उक्त पद हेतु अपने आवेदन तथा 22 सितंबर, 2022 को आयोजित ऑनलाइन साक्षात्कार के संदर्भ में हमें यह सूचित करते हुए हर्ष हो रहा है कि आप अनुबंध के आधार पर उक्त पद के लिए उपयुक्त पाए गए हैं। विस्तृत नियम और शर्तें अनुबंध में दी गई हैं।

With reference to your application and online interview conducted on September 22, 2022 for the position of 'Technical Officers', we are pleased to inform that, you have been found suitable for the position on contract basis. The detailed terms and conditions are given at the **Annexure**.

प्रस्तावित अनुबंध के लिए परिलब्धियां और कार्यभार ग्रहण करने की तिथि निम्नानुसार होगी:

The emoluments for the proposed contract and date of joining shall be as under:

Emoluments (Excluding GST)	Rs. 45,000/- per month.
Latest date of joining	On or before October 28, 2022

बैंक हिन्दी में पत्राचार का स्वागत करता है।

भारतीय लघु उद्योग विकास बैंक

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@sidbiofficial SIDBIOfficial

राजीव

यदि अनुलग्नक में उल्लिखित सभी नियम और शर्तें आपको बिना शर्त स्वीकार्य हो, तो कृपया इस पत्र को विधिवत हस्ताक्षरित कर एक प्रति 2 कार्य दिवसों के भीतर बैंक को भेजे। अन्यथा यह माना जाएगा कि आप इस प्रस्ताव में रुचि नहीं रखते। कार्यभार ग्रहण के समय विस्तृत अनुबंध निष्पादित किया जाएगा।

If all the terms and conditions mentioned in **Annexure** are unconditionally acceptable to you, please return the duly signed copy of this letter within 2 working days, else it will be treated that you are not interested in the offer. Detailed contract would be executed at the time of joining.



भवदीय/Yours faithfully,

राजीव

(राजीव कुमार / Rajiv Kumar)

महाप्रबंधक / General Manager

भारतीय लघु उद्योग विकास बैंक (सिडबी)
Small Industries Development Bank of India (SIDBI)

Terms and Conditions

1. SCOPE OF WORK

- 1.1. The Officers shall be attached on full time basis as 'Technical Officers' with SIDBI under PRSF Project. The duration of the contract is expected for a period of 1 year subject to annual /period review.
- 1.2. The Officers shall be stationed at GC&EEC at New Delhi and will be directly responsible for providing technical insights, knowledge, direction and supervision required for implementation of projects at SIDBI.
- 1.3. The officer(s) shall undertake outreach activities to create awareness about PRSF project among various stakeholders including new PFIs, ESCOs, Public building departments, Govt. institutions etc.
- 1.4. The officer(s) shall be responsible for developing the pipeline of energy efficiency projects requiring PRSF coverage.
- 1.5. The officer(s) shall also create linkages with other similar ongoing programmes / projects including the public buildings EE project, etc. for upscaling of PRSF project activities.
- 1.6. The officer(s) shall prepare the Terms of Reference (TORs), budgeting, work plan, etc. for various contracts to be awarded under the project. The officer(s) shall be actively involved in technical / financial evaluation of the EOIs, bids received / RFPs, etc.
- 1.7. The officer(s) shall examine the implementation methodology adopted by various Consultants hired under the Project for smooth and effective implementation of the Project in line with its objectives.
- 1.8. The officer(s) shall prepare formats & guidelines for various reports including Energy Audit Reports, ESCOs / Vendor Identification & Selection, Monitoring & Verification Reports, etc. The officer(s) shall provide written inputs into the various Reports submitted by the various Consultants hired under the Project particularly the sections on scoping/methodology, baseline assessment, scenario development, appropriateness of the technology / EE measures recommended, reasonableness of estimated benefits / savings, estimated cost of recommended EE measures, impact assessment, best market practices, etc.
- 1.9. The officer(s) shall also provide technical inputs / suggestions to the various Consultants hired under the Project particularly with regard to development of proper training modules / workshop material for capacity building / awareness workshops, etc.
- 1.10. The officer(s) shall be actively involved in training and capacity building on energy efficient technologies and financing of energy efficient projects to the Banks / FIs / NBFCs officials including SIDBI, other partners and stakeholders and shall also develop suitable training modules / workshop material for the purpose.
- 1.11. The officer(s) shall undertake the follow up and monitoring activities required for various contracts executed under the Project. The officer(s) shall develop a suitable monitoring mechanism to ensure flow of proper information / data at regular intervals, design and



develop formats of various progress and other reports, log frame, etc. for continuous and effective monitoring of the various activities undertaken by the Consultants hired / to be hired under the Project.

- 1.12. The officer(s) shall be required to analyse the Measurement & Verification (M&V Reports) and various other progress reports as against the envisaged deliverables as also the overall Project Objectives and shall submit their comments along-with suggestions for improvements / corrective actions required, if any. The officer(s) shall be responsible for developing and putting in place an effective MIS mechanism for reporting the progress to the senior management of SIDBI, WB, etc. at regular intervals.
- 1.13. The officer(s) shall coordinate with Govt. departments, PSUs/CPSUs, Local Service Providers (LSPs), key stakeholders, Consultants, ESCOs, Technology providers, etc. to ensure timely execution and successful completion of the project.
- 1.14. The officer(s) shall provide assistance to SIDBI with new energy-related programs in MSMEs. The officer(s) shall collaborate with Industry, financing agencies, government officials and leverages their efforts where appropriate with the PRSF Program in addressing the problems of the energy sector and the Project.
- 1.15. The officer(s) shall identify and analyze linkages and externalities (Environmental and Social Impacts) of energy development in Indian with national development priorities/targets including energy security.
- 1.16. The officer(s) shall assume responsibility for the development of energy efficiency measures of substantial importance, which while undertaken to solve practical problems of program/project design, implementation and evaluation and build relationships of energy efficiency measures in India.
- 1.17. The officer(s) shall help in development of alternate/additional energy efficiency measures based on demand projections, including energy efficiency, energy conservation, demand side management programs.
- 1.18. The officer(s) shall provide advice and counsel to SIDBI for all its initiatives for energy efficiency improvements in MSMEs and stakeholders at all levels, and to various implementing partners, other decision makers and policy makers, etc.
- 1.19. The officer(s) shall be ready to travel extensively across India based on project requirements.

2. DURATION

- 2.1. You shall be engaged on full time contractual basis for PRSF project financed by the World Bank and related activities of SIDBI. The assignment will initially be for a period of **1 year** and shall be extended subject to satisfactory performance and project needs and will be subject to periodic / annual review.
- 2.2. Further, it is also mentioned that the contract period may be extended subject to performance and needs of the project.
- 2.3. You will be deployed for the PRSF project for the duration of contract period and will not be for any purpose whatsoever, eligible for absorption in services of SIDBI / World Bank.



- 2.4. You will be hired as a consultant (s) and not as a contract employee of SIDBI. You will not be on roll of SIDBI, accordingly the you may have to register with GST and obtain necessary GST number if required.
- 2.5. You will have to enter into an agreement with SIDBI governing terms of engagement and services by PRSF.

3. COMPENSATION/ REMUNERATION

- 3.1. The total compensation / emoluments under this Contract shall be Rs.45,000/- [Rupees Forty Five Thousand only] per month, plus applicable GST and subject to deduction of applicable taxes, levies, government charges, if any etc.
The payment schedule is given in the **Appendix**.
- 3.2. Besides the compensation/ emoluments indicated above, you shall only be eligible for reimbursement of expenses (per diem and travel expenses) incurred on official tours (Local and outstation tours) within the ceilings as may be specified.
- 3.3. Additionally, a 10% performance linked bonus shall also be available on quarterly basis to incentivize pipeline development, which will be linked to certain targets
- 3.4. Halting allowance/ eligibility for travel & staying in hotel and Local Conveyance etc. while on official duty, at the place of duty or outstation, will be as per the entitlement equivalent to officers in Grade 'B' in the Bank.
- 3.5. Besides the above, you will not be eligible for any other facility / perquisites as available to the regular employees of the SIDBI, from time to time.

4. POSTING

- 4.1. You will be posted, as Technical Officer, Green Climate and Energy Efficiency Center (GC&EEC) SIDBI, New Delhi. You will be liable to work in any office of the SIDBI as the GC&EEC, SIDBI may decide. You will also be liable for transfer to any place in India as the GC&EEC, SIDBI may decide from time to time without payment of any allowance other than admissible traveling allowance.

5. LEAVE DETAILS

Officer (You) shall be eligible for leave as under:

- 5.1. 10 Casual Leaves (CL) in a calendar year, subject to the limit of 3 CL in first 3 months.
- 5.2. Ordinary Leave (OL) of 20 days p.a. to be credited at the rate of 05 days at the end of every 3 months. Accordingly, no OL can be availed/encashed before the completion of 3 months of service.
- 5.3. If you leave the job during the contract period, SIDBI has the discretion to adjust the unavailed OL not exceeding 10 days per year against the notice period.



6. REPORTING

You will report to the General Manager or Deputy General Manager, GC&EEC, SIDBI, New Delhi and you shall work closely with the department and other officers / experts / specialists responsible for the project activities in PRSF and SIDBI for all the related tasks associated with the organization.

7. SECRECY

You will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the affairs of SIDBI or to the affairs of any person having any dealing with SIDBI nor will you allow any such person to inspect or have access to any books or documents belonging to or in the possession of SIDBI relating to the business of SIDBI or the business of any person having any dealing with SIDBI.

8. TERMINATION OF CONTRACT

Either side may terminate the contract with 01 month notice period or payment of 01 month equivalent compensation in lieu thereof. SIDBI reserves the right to terminate the contract by giving one month's notice.

9. CONFLICT OF INTEREST

You shall not engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this Contract. You shall immediately notify SIDBI of any circumstances, which may place you in a real or apparent conflict of interest in relation to the Services, or the interests of SIDBI generally.



APPENDIX**PAYMENT SCHEDULE**

Monthly Emoluments / remuneration	Rs. 45,000/- per month plus applicable GST. Additionally, a 10% performance linked bonus shall also be available on quarterly basis to incentivize pipeline development, which will be linked to certain targets.
Reimbursements	Assignment may also involve outstation travelling and for the outstation official tours authorized by the Competent Authority in GC&EEC, SIDBI. You would be entitled for reimbursement of the cost on actual basis as admissible, as per extant SIDBI guidelines.
Schedule of payments	Such monthly payments shall be made on or before 10 th of the month succeeding the month for which the payments are due. Additionally, a 10% performance linked bonus shall be made on quarterly basis <i>upon achieving milestones/targets and review thereof.</i>

Note:

- No other sum, apart from the above remuneration will be payable. SIDBI will have no other liability like Medical Allowance / insurance / provident fund or any other commitment over and above the consolidated amount to be paid on monthly basis.
- The compensation provided is a consolidated one and the Officer herself will be responsible for managing his tax liabilities. TDS at applicable rates shall be deducted by SIDBI.





DEVKI ENERGY CONSULTANCY PVT. LTD.

405, "IVORY TERRACE", R. C. Dutt Road, Vadodara - 390 007, Gujarat, INDIA

CIN No.: U40109GJ1990PTC013354

+91 - 265 2330636

GSTIN : 24AAACD6481B1Z2

✉ : projects@devkienergy.com

🌐 : www.devkienergy.com

20th June 2022

Mr. Vrittansh Srivastava,
Para Behlat Koraon, Dedi Patti,
Allahabad, Basahra,
Uttar Pradesh - 212302

Subject: Appointment as "Project Engineer"

Dear Mr. Vrittansh,

With reference to your performance during your internship with us from January to June 2022, and your interest in working with us, we are glad to appoint you to the position of Project Engineer in our organization. Your appointment will be effective from 1st July, 2022.

Remuneration:

Your gross monthly salary will be Rs. 30,000/- (Rupees Thirty Thousand only); relevant deductions will be applicable, as per company and government rules.

Expenses & Reimbursements:

Your legitimate travel and other expenses for authorised official work will be borne by the company.

Terms and Conditions of Service:

Office Timing: Office timings will be 9:30 a.m. to 6:00 p.m. Depending on the work load, you may have to overstay to complete the allotted work. If deputed for site work, the timings will coincide with the activities planned at site.

Paid Leave: You are eligible for 30 days annual paid leave, including both medical and personal reasons. You are required to intimate in advance and seek permission before taking leave. In case of additional leave of absence, the management retains the right to treat it as "leave without pay".

Care of Company Equipment: You will be responsible for safekeeping of the company's equipment (instruments, laptops etc.) which may be in your charge, and ensure return of the same in good working condition. Any damage to company equipment, due to negligence, will have to be compensated to the company.

Conduct: You are expected to behave with the utmost courtesy with colleagues, visitors and clients of the company. You are also expected to work as team with other colleagues and visiting experts in office and at work sites.



Work Responsibility:

Your work responsibility will include:

- Conducting site measurements during Energy Audit studies.
- Collection and collation of data from clients.
- Analyses of the collected data.
- Identification of Energy Saving Opportunities, in discussion with more experienced team members.
- Preparation of Energy Audit Reports
- Any other work assigned to you by the company.

We expect you to proactively ensure timely completion of assignments, support teamwork by assisting other colleagues in their work, whenever required, and continuously upgrade your technical knowledge through further study through books and internet resources.

Communication: We request you to constantly work on improving your communication skills by improving your spoken and written English; it is necessary for career growth.

Professional Ethics & Confidentiality:

While you are in the service of this organization, you are not permitted to carry on any other business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to our company work and promote the interests of the company. You should not divulge to any person or utilize any of the company's and/or our clients' information (which you may possess by reason of your association with the company) for any use other than the purpose for which it has been provided.

You will be required to maintain utmost secrecy with reference to project documents, commercial offers, design documents, project costs & estimation, technology, software package licenses, company's policies and company's human assets profile.

Probation Period:

You will be on probation for a period of three months. Your appointment will be confirmed after assessment of your performance.

Notice Period:

A notice period of one month will be applicable in case you decide to leave the company or if the company decides to terminate your employment.

Termination of Employment:

Your services with this company are liable to be terminated in the event of

- a) Any breach of the conditions mentioned in this letter on your part;
- b) Any incorrect information furnished by you;
- c) Suppression of any material information by you;
- d) Any misbehaviour with colleagues, visitors, clients, neighbours, etc.; we have a zero tolerance policy in this regard, especially in case of any misbehaviour with women.
- e) Misuse of internet facility provided in the office.



General:

- You will be bound by any change in the rules and regulations of the company in future.
- You will keep us informed of any change in your local residential address and your permanent address.
- Kindly please ensure that the phone numbers and email ids of your immediate family members are available in our records for any emergency.

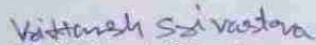
We request you to sign and return a copy of this letter as token of acceptance of terms and conditions.

We wish you good professional growth and welcome you to our organization.

Yours truly,


Renuka Nair
Director

I have read all the terms and conditions of the appointment letter and would like to confirm my acceptance.


Mr. Vrittansh Srivastava
Date: 01-08-2022