

JIL/HR/19/D07140

March 25, 2019

Virender

H.NO-WZ -3A, Near Shiv Mandir,
Badiyal Mohalla, Palam Village,
South West Delhi-110045

Sub: Appointment Letter

Dear Virender,

We are pleased to offer you the position of **Customer Service Executive** (In **Executive** grade) w.e.f. March 19, 2019 under the following terms and conditions:

1. Your consolidated salary will be Rs. **208104** P.A. (Cost To Company). The breakup of the cost to company is as detailed in Annexure I.
2. Your initial place of work will be at New Delhi. However, your services are liable to be transferable to any of our offices, sister concerns or subsidiaries at the sole discretion of the management.
3. Your employment will be on full-time basis and you will be required to work for forty eight hours in a week (Monday to Sunday).
4. The Company operates 24 hours a day, 7 days a week. You will be expected to attend office 6 days a week – except when traveling on business – during the work hours/shifts as decided by the Company.
5. You are liable to allocation of duties as may be decided by your supervisor/ management from time to time. Change in duties may, without limitation, include change in process, department and nature of work.
6. Consequent to transfers and or change in duties, your services will be governed by the terms and conditions of service applicable to your category of staff employed in respective office, sister concern, subsidiary or role.
7. You will have a probation period of one year from the date of your joining the Company, which may be extended by the management at its discretion. During this period of probation your services can be terminated by the company with 7 day's notice or payment of 7 day's salary in lieu thereof. Also, if you wish to terminate the employment, you will be liable to serve 30 days notice period or payment 30 days salary in lieu thereof. At the end of the probation period, your services will be confirmed in writing subject to your performance having met the requisite standards.
8. Post confirmation of the employment your services are liable to be terminated with one month notice in writing on either side or payment of one month salary in lieu thereof.
9. The management reserves the right to terminate your employment on grounds of policy, misconduct or unsatisfactory job performance. In the event of termination of services due to commissioning of gross misconduct, during probation period or otherwise, no salary in lieu of notice period shall be payable.
10. Whilst employed by the Company:
 - a. You will not engage in any external activities of a commercial nature.
 - b. You will not engage in any activity of a non-commercial nature without prior written approval of the company.

Preeti

Date: August 13, 2018

Emp Temp Code: 1112110050546

Virender,
H.no-WZ-3A, Palam Village New Delhi,
Delhi - 110045, India
Contact No: +919211906815

Letter of Appointment

Dear Virender,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. You will be placed in our E01 grade and designated as Customer Service Associate- Voice. You are required to report to the Company's Office at Intelenet Global Services, Plot No. 574-575, Udyog Vihar Phase-5, Gurgaon- 122016, Haryana, on August 13, 2018 at 09:30 am.

Your appointment will be under the following terms and conditions of employment:

1. Your remuneration is as per the enclosed annexure. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Company's call-centers would be operating on a 24x7 basis, which means exigencies of work may require you to work in periodic shifts including night shifts. By accepting and signing this document, you automatically affirm your willingness to abide by this requirement.
3. While your initial place of posting will be at Company's office at Gurgaon, you are liable to be transferred to any of the Company's offices in India or to any other department in the organization. All such transfers shall be governed by the Transfer Policy of the company.
4. Your appointment will be on probation for a period of six months from the date of your joining the Company. However, the period of probation may be extended in case it is found necessary. Please note that your services shall stand confirmed on the expiry of your probation period unless you are specifically advised otherwise in writing.

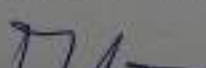
During the period of probation, your services can be terminated at any time without notice and without assigning any reason thereof.

On confirmation of your services, your services are liable to be terminated by the Company by giving you 30 days' notice in writing or salary in lieu thereof.

In case you decide to leave the services of the Company, you will be required to give not less than 30 days' notice in writing and the Company may at its sole discretion relieve you of your duties anytime during the notice period, and in that event you will be paid salary up to the last working day.

In case, where due to reasons beyond the employees control, the employee is required to give notice less than the notice period, the Company may at its sole discretion, relieve the employee of its duties before the completion of the mandatory notice period with or without payment of salary in lieu of such notice period or shortfall therein.

5. As an employee of the Company, you will devote your work-time solely to the Company's activities. You will not take-on any employment or work of any nature without the written consent of the Head of HR or CEO of the Company. In case you are found taking up any alternative employment except by the permission as aforesaid, your services shall be liable to be terminated without any notice and without assigning any further reason.



Virender

APPOINTMENT LETTER

To,
Mr. Virender,
WZ-3A, Palam Village,
Palam,
New Delhi - 110045.

Ref: Offer letter No. 0482/2020 dt. 07.07.2020

Dear Mr. Virender,

We are pleased to inform, that you are being appointed on the following terms:

- 1.0 Designation : Executive - Operations
- 2.0 Date of Joining : 08.07.2020
3. Amount payable and other benefits allowed will be as per Annexure - A attached herewith.
- 4.0 Prerequisites:
 - 4.1 Your posting is transferable to any other location, as per the sole discretion of the Management. Under such circumstances your new remuneration package will be settled by the Management.
 - 4.2 You will be covered by the Mediclaim Insurance /ESIC scheme.
- 5.0 Obligations and Responsibilities:
 - 5.1 You will be responsible for performing duties to be assigned from time to time, and report to such a person as may be designated by the Company.
 - 5.2 You will devote whole time and shall pay attention to your duties and shall do all in your power to promote, develop and extend the business and policies of the company where you have been posted at present. You shall not directly be concerned or interested in any other business of like manner, which may conflict or cause harm with the business of the company.
 - 5.3 You will perform your duties to the highest standards possible and with the utmost good faith, due diligence and skilled experience and shall always act in the best interest of the Company and in accordance with and on the lawful instructions or directions of the Company and subject to the practice, procedures and policies of the Company is/was in force from time to time.
 - 5.4 You will be required to be available "ON CALL" and report to your place of work as per the Rules of the Company.



MANIKARAN ANALYTICS LIMITED

Regd. Office : 3rd FL, AASTHA, 46D, E.M. Bye Pass, Kolkata - 700107, Tel : +91 33 4061 0165

Corp. Office : 3rd Floor, D21, Corporate Park, Sector - 21, Dwarka, New Delhi - 110075, Tel : +91 11 98213 96153, Fax : +91 33 4061 0166

CIN - U74900WB2011PLC159247 | E - contact@manikarananalytics.com

Date: 01.01.2021

To

Mr. Virender,

Employee Code: 5423

Dear Mr. Virender,

Following completion of your six months probation period from 08.07.2020 to 08.01.2021 at Manikaran Analytics Ltd. We have reviewed your performance and found the same to be satisfactory.

In view of above we have the pleasure in informing you that, your services are being confirmed as Executive – Operation with effect from 01.01.2021. All the other terms and conditions as detailed in your appointment letter remain unchanged.

We look forward to your valuable contributions and wish you all the very best for a rewarding career with the organization.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

Yours Sincerely



Head – HR & ADM



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CIN - U74900WB2011PLC169247 | E : contactus@manikarananalytics.in | www.manikarananalytics.in

PROMOTION LETTER

To,

Mr. Virender,

WZ- 3A, Palam Village,
Palam,
New Delhi-110045

Mr. Virender,

In recognition of your contribution to the organization, it is our pleasure to inform you that you have been promoted as Jr. Manager– OPS w.e.f 01.09.2021

All the other terms and conditions of offer letter & appointment letter will remain same.

We are confident that you will put sincere efforts in the execution of your task, since you have been doing, which will propel your experience and you will play a pivotal role in achievement of the organization.


HEAD - H.R. & ADM

Please sign below as a token of acceptance.

MANIKARAN ANALYTICS LIMITED

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Corp. Office : 3rd Floor, D21, Corporate Park, Sector - 21, Dwarka, New Delhi - 110075. Tel : +91 11 98213 96153, Fax : +91 33 4061 0165

CIN - U74900WB2011PLC169247 | E : contactus@manikarananalytics.in | www.manikarananalytics.in

Ref: KE/PTD/HR/2020-2021

Date: 04.10.2021

Letter of Appointment

To,
Mr. Virender
Executive- Forecasting & Scheduling
E. Code – 1000530

Dear **Mr. Virender**,

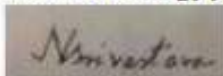
With reference to your application and the subsequent discussions you had with us, we have pleasure in appointing you as **Executive- Forecasting & Scheduling** in our organization with effect from **4th October 2021**.

You are requested to kindly go through the **Annexure-1** attached herewith for details on the terms and condition of your appointment and the rules and policies which is to be strictly followed and complied with under the company's code of conduct. The details of your CTC are mentioned in **Annexure-2** attached herewith.

If you are in agreement with the conditions outlined in this letter including the annexure, please signify your receipt and acceptance and return a copy of this letter to us.

Yours faithfully,

For Kreate Energy (I) Pvt. Ltd.



Dr. Nirupama Srivastava

Vice President - Human Resources

.Kreate Energy

Ref: KE/PTD/HR
Date: April 04, 2022

To,

Mr. Virender
Executive- Forecasting & Scheduling
Emp Code: 1000530

SUB: CONFIRMATION LETTER

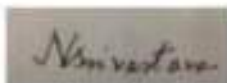
Dear Mr. Virender,

Consequent to the review of your performance during your probation period, we have the pleasure in informing you that your services are being confirmed as **Executive-Forecasting & Scheduling** w.e.f April 04, 2022

All the other terms and condition of your services currently in force will remain unchanged.

We look forward to your continued contribution towards growth and success of the Company.

For Kreate Energy (I) Private Ltd.



Dr. Nirupama Srivastava
Vice President - Human Resources