



To,  
Mr. NEERAJ SINGH BHANDARI  
14, Mawan Gao, Post office, Tuneta, Tilwara, Rudrapryag, Tilwara, Uttarkhand : 246475  
Emp Code- ASPL00007264

**Subject: Letter of Appointment**

Dear NEERAJ SINGH BHANDARI,

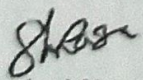
We are pleased to appoint you as **Market Growth Representative** w.e.f. **27-Dec-2021** in our Organization **APEX Services**. You would be deputed to **SLMG Beverages Pvt. Ltd.** Your initial posting would be at **Dehradun** Zone.

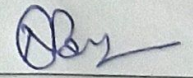
The term of your employment shall be valid for a period of Eleven Months w.e.f **27-Dec-2021 till 26-Nov-2022**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.

Your terms and conditions are as follows:

1. You shall serve as **Market Growth Representative** and shall provide service to **APEX Services**.
2. Your salary details are enclosed herewith in annexure I.
3. Your service can be terminated, by either side, giving to the other, 15 days notice or salary in lieu thereof.
4. You agree that you shall perform your duties with diligence, devotion and discretion and **APEX Services** may hold you responsible for gross negligence.
5. You are in no way allowed to be employed by any other company or offer your service with or without pay to any person, legal entity or public authority to be occupied in your own business without the prior written permission of the **APEX Services**.
6. You will be liable for transfer at any time, any place, to head office or to another place, whether existing or to be setup in future, whether situated in the same locality / city or outside as may be considered necessary. The terms and conditions applicable to such other place / establishment will apply to you.

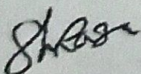
For **APEX Services**

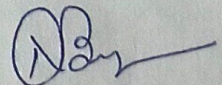
  
Authorised Signatory

  
Signature

7. The working days shall be Monday to Saturday with normal working hours but this may be varied from time to time, depending upon the exigencies of the work.
8. You shall be entitled to 15PL working days leave per calendar year. This would have to be taken at a time convenient to APEX Services and is subject to the exigencies of services. These leaves shall be inclusive of Sick Leave that may be granted on production of satisfactory Medical Certificate. Weekends and other holidays will be recalled by APEX Services if circumstances warrant your immediate return. Weekend and other holidays will be excluded for calculating Annual Leave.
9. You shall keep APEX Services posted with any change in your postal address. Postal address communicated by you or available in the APEX Services records will be deemed as your postal address for the purpose of all communications from the management.
10. You will be responsible for the safe custody of any tools, equipment, books, or property of the APEX Services, which may be in your charge. APEX Services will have the right to deduct from your dues the money value of any damage or loss caused by you to its property.
11. You are liable for Medical Check-up at all times by any registered medical practitioner as may be specified by APEX Services. Your service may be terminated if you are found unfit, physically or otherwise.
12. During the employment, it is expected that you shall keep the utmost confidentiality of all documents, work methodology, client data and any other data or papers entrusted to you. APEX Services has the right to claim liquidated damages in case this is violated, apart from termination of services.
13. You shall not carry with you outside the office premises, office files and documents, books and other property belonging to APEX Services or relating to their affairs, unless you are authorized by them to do so.
14. You shall not communicate to public - papers, journals, pamphlets, or leaflets or cause to be disclosed at any time, any information or documents, official or otherwise relating to APEX Services except with the prior approval of APEX Services
15. If any declaration given by you at the time of your appointment is found to be wrong or you are found to have willfully suppressed material information, the appointment itself will be deemed to be void and your service would be liable to termination without notice or compensation in lieu thereof.

For APEX Services

  
Authorised Signatory



Signature

**Annexure - I**

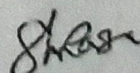
Name : NEERAJ SINGH BHANDARI

Designation: Market Growth Representative

COMPONENTS	SALARY
Basic	11500
HRA	0
Special Allowance	0
Bonus	958
<b>Gross Salary</b>	<b>12458</b>
<b>Employer's Share</b>	
Provident Fund	1380
ESI	405
LWF	0
CTC	14358
<b>Employee's Share</b>	
Provident Fund	1380
ESI	93
LWF	0
Professional Tax	0
<b>Net Salary in Hand</b>	<b>10985</b>

- TA & Incentive, If applicable Would be as per Company Policy.

For APEX Services

  
 Authorised Signatory

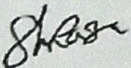
16. APEX Services may immediately terminate your services without any compensation or notice thereof, if found in material breach of this contract.
17. You will not communicate to any person (s), firm or company, information whether commercial, technical or general, disclose of which may damage the interest of APEX Services
18. You will abide by & governed by all rules & regulations that are in force / are framed / modified from time to time, and be applicable to your category of employees.
19. You shall not be entitled to benefit other than what has been expressly stated in this letter.
20. You are required to sign and return the duplicate copy of this letter in token of your acceptance of the above terms and conditions.

Your date of joining will not be later than **27-Dec-2021**, failing which this appointment letter automatically stands cancelled without any further notice.

We wish you all the success in your new assignment.

For APEX Services,

For APEX Services

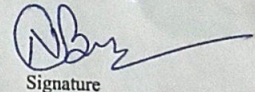


Authorised Signatory

Authorized Signatory.

I accept the terms of this letter.

Neeraj Singh Bhandari



Signature



# INDY DIGITAL SERVICES

Ms. Prachi Kothiyal  
Dehradun

Date: 20-11-2021

## SUB: Appointment Letter

Dear Ms. Prachi,

This is in reference to our interaction this week and your perusal for employment opportunity with us. The management is hereby pleased to offer you **Business Analyst** role in our organization w.e.f. **22<sup>th</sup> Nov, 2021**. We are confident that your knowledge and experience will be of value to the organization and will help us in achieving the objectives that we have set for ourselves. This letter of appointment supersedes all other communications made to you prior to the date of issue of this appointment letter

**SALARY:** Your consolidated Monthly salary (CTC) will be 15,000/-per month

**REPORTING:** You would be reporting to the Business Head and/or to whosoever the institution deems fit to be your supervisor.

### PROBATION:

- You will be on probation for 2 months and will come to an end as on 31/01/2022. On successful completion of this period, you will be entitled for leave and other benefits of the company .
- If your work and conduct during the period of observation or probation is not found satisfactory, your services are liable to be terminated without notice before the expiry of the period of probation.

### JOB TITLE & DUTIES:

- Your designation will be of **Business Analyst** in our Organisation. You are expected to carry out additional duties /follow amended schedules as per requirements
- You will be responsible for managing **Sales /Backoffice/ Customer Service/Counselling** for all our external & internal clients
- Your work timing will be
  - 10am to 6pm (Mon-Sat)
- Place of work will be our Circular Road, Dalanwala office

### Leave-

- You are entitled for 12 (Twelve) leave in a calendar year from Jan-Dec. The institution has the prerogative to utilize few days of leave for skill development programs or any exigencies of work required.
- Even after confirmation, if you are found absent from duty for 3 days without obtaining prior permission in writing from your reporting manager, or if you proceed on leave without obtaining prior permission or overstayed the sanctioned leave without first getting it sanctioned then your services shall be liable to be terminated without any further reference/notice to you.
- You shall be eligible to avail leave as per institution policy. Leave shall not be claimed as a matter of right but may be granted at the discretion of the institution Management/Head of the institution as per policy guidelines of the Institution in this regard.

**TERMINATION OF EMPLOYMENT:**

- After confirmation of your service at any time thereafter, the institution shall be entitled to dismiss your services with one month's notice.
- If during the period of employment, you should wish to leave the services of the institution, you must give the institution one-month clear notice in writing or pay a month salary in lieu of such notice and your security will be forfeited.

**GENERAL RULES & CODE OF CONDUCT:**

- You shall not accept or demand any subscription/donation/contribution from any other source either for yourself or for any association of staff or students.
- You will not enter into any monetary transaction with any staff/student and shall not misuse your position as an employee for your personal gains.
- That you shall not accept, permit any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other services or any pecuniary advantage from customers, who may come into your contact in the capacity of you being an employee in the Institution.
- You shall not practice casteism, communalism, untouchability, or cause/incite any other person to cause any damage to the property of the Institution either movable or immovable.
- You will not behave or encourage or incite any member of the staff to behave in a disorderly manner in the premises of the Institution or outside in connection with any matter connected with the institution.
- In case of any change in the address and/or personal status during the course of your employment in the Institution, it shall be your duty to intimate such changes in writing to the reporting manager within one week from the date of such change.
- During your service under the terms & conditions of this appointment, you will be liable to disciplinary action in accordance with the Rules and Regulations of the institution with retrospective effect, for any act of insubordination, internal offence or of any breach of nonperformance of duties or any of the provisions of those present or of any rules pertaining to the conduct of the Institution. If you are suspended from duty during investigation into any charge of your conduct mentioned above, you shall not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence allowance at such rate as may be decided by the committee generally from time to time or at a rate as may be deemed fit. The subsistence allowance shall conform to the Govt. rules normally.
- If you are exonerated from the charge brought against you, you shall be reinstated in your post and shall be paid your salary for the period, if any, during which your services were suspended and subsistence allowance already paid will be adjusted.
- After your confirmation, you will be allowed to resign from your services by giving a clear one months' notice in writing, or by payment of one month's gross salary in lieu of such notice. The Institution Management would have the right to terminate your services without a notice. Your notice period will not include summer and winter vacation.
- No notice shall be necessary or required to be given in case you are dismissed or removed from services as a result of inefficient teaching standards/misconduct/disciplinary action against you.
- You will apply yourself honestly, diligently and efficiently under the orders and instructions of the reporting manager under whom you shall be placed in the Institution and you shall discharge all duties pertaining to that office and/or which are necessary to be done in your capacity as aforesaid and will make yourself in all respects, generally as useful as may be required of you and shall always act in paramount interest of the institution.
- You shall not apply or appear for interview etc. for any job outside the institution without the prior written permission of the authorized officer of the Institution. If you have already applied before joining this institution, it will be your duty to inform the Head of the Institution at the time of appointment and seek his/her written permission, if you are required to appear for interview later on.
- You shall devote your whole time to duties assigned and shall not on your own account or otherwise directly or indirectly carry on or be concerned in any trade or business whatsoever, which is likely to interfere with the due and efficient discharge of your Institution duties under this agreement to be otherwise prejudicial to the interest of the Institution.

- You will not on any pretense absent yourself from duties without first having obtained the permission of the reporting manager of the Institution or in the case of sickness or accident, without forwarding a medical certificate to the satisfaction of the reporting manager.
- In case of any dispute arising out of or relating to this contract including any disciplinary action leading to the dismissal or removal from service or reduction in rank etc. shall be referred for arbitration of any person to be nominated by the Chairman running the Institution and if the arbitrator fails or neglects to act or becomes incapacitated, the Chairman of the society shall nominate any other person to fill the vacancy of arbitrator.
- **RETIREMENT:** You shall retire from the services of the institution on attaining the age of 60 years based on the age submitted by you, subject to your being medically and mentally fit. Extension of service beyond 60 Years of age would be a Management decision.
- **POLICE VERIFICATION:** You will produce an application for police verification of your good self, prior to joining the Institution. (This can be done using the Dev Bhoomi App available on Google store.)
- **CONFIDENTIALITY OF INFORMATION**
  - a) You will not, during the continuance of this appointment and thereafter, disclose, divulge or communicate to any interested or other persons, whatsoever, any information relating to the institution's technical knowhow, business practices or any other information of a confidential character.
  - b) The employee shall treat all information obtained by him/her during the course of his/her employment with the institution, either directly from the other employees of the institution, or during the course of his / her work with the institution, as strictly confidential.
  - c) Such information may include, without limitation, the institution's finances, customers, clients, modes of operation, information relating to research, development, trade secrets, contact names, addresses, phone numbers, etc., but shall not include information known or available to the Employee prior to his / her employment with the institution and/ or readily available to persons of ordinary skills in the assigned areas of technical / business expertise.
- **OWNERSHIP OF INVENTIONS, IDEAS, ETC.**
  - a) The institution shall be the sole owner of all inventions, ideas, materials, systems, processes, etc. that may be devised / created by the Employee in the course of his / her employment with the institution.
  - b) The Employee shall have no claim of any nature whatsoever and undertakes not to utilize, part with or divulge such information to any third party, even after he / she has ceased to be an employee of the institution.
  - c) The above terms and conditions shall be binding upon both the parties hereto during the entire course of employment of the Employee with the institution.
  - d) Apart from the above terms and conditions, you shall be bound by, and shall adhere to such other rules and regulations as may be in force, from time to time, in the institution
- **AUTHENTICITY OF INFORMATION:**

This appointment is made on the basis of information provided by you in the application and also at the time of interview. Original copies of your certificates, testimonials and previous employment records should be submitted along with the photocopies for verification. If any declarations given by you to the institution prove to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from service without any notice.

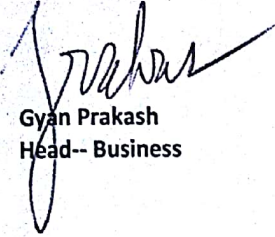
The above terms and conditions are subject to changes from time to time and the same would be communicated to you in writing. Any disputes arising out of this contract would be settled in the court of law under Dehradun

- **CAREER PROSPECTS:**

We being a progressive Institution believe in growth of our human resource. There is no stopping in further promotion including out of turn increment. Your good work will always be observed, appreciated and awarded.

Wishing you happiness and success in all you do for the growth & well-being of Indy Digital Services.

The offer letter is sent to you in duplicate. Please signify your acceptance of the terms and conditions by signing on copy and returning the same to me for record.



Gyan Prakash  
Head-- Business

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**2nd Floor, Rajvik Plaza, 19, New Survey Road, Dehradun - 248001**  
**+91- 99 9746 4666 / office@indydigitalservices.in**





**DIGITAL AGE RETAIL PVT. LTD.****Payslip for the month of February 2023**

Employee Code	DR-3950	Employee name	Rishabh Ramola
Date of Joining	26 Apr 2021	Date of Birth	14 Aug 1995
Days Worked	28	Permanent Account Number	BVWPR4076D
PF Account Number		Esic Account Number	
LWP	0	Arrears Days	0
UAN Number	101689309685	Department	Operations
Designation	Assistant Manager Product		

<b>Earnings</b>			<b>Deductions</b>	
<b>Particulars</b>	<b>Rates/Month</b>	<b>Amount</b>	<b>Particulars</b>	<b>Amount</b>
Basic Salary	21,061.00	21,061.00	Provident Fund	1,800.00
House Rent Allowance	8,424.00	8,424.00		
Children Education Allowance	400.00	400.00		
Internet Reimbursement	1,000.00	1,000.00		
Leave Travel Allowance	2,500.00	2,500.00		
Statutory Bonus	1,754.00	1,754.00		
Food Allowance	2,200.00	2,200.00		
Health Club Facility Reimbursement	833.00	833.00		
Special Allowance	14,480.00	14,480.00		
<b>Total Earnings</b>	<b>52,652.00</b>	<b>52,652.00</b>	<b>Total Deductions</b>	<b>1,800.00</b>

<b>In words : Fifty Thousand Eight Hundred Fifty Two Only ₹</b>	<b>Net Salary : 50,852.00</b>
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6<sup>th</sup> Floor, Rider House, Plot No 136, Sector 44, Gurgaon 122002

Date: 25<sup>th</sup> May 2022

Ms. Ronika Rawat,  
Naya Gaun, Balbhadrapur, Kotdwar,  
Pauri Garhwal

Subject: Employment Offer letter

Dear Ronika,

This has reference to the interview you had with us. We are pleased to know that you would like to be a member of our Team. We are pleased to offer you a position of **Associate Consultant -Recruitment**.

Date of Joining: On or before 30<sup>th</sup> May 2022.

Work Location will be Gurgaon.

Your starting Compensation will be:

	Heading	Monthly (INR)
A	Basic	9550
	HRA	4950
	Mobile	500
	<b>Total ( Take Home )</b>	<b>15000</b>
B	Monthly Goal Variable	3000
	<b>Total ( A + B )</b>	<b>18000</b>

**1<sup>st</sup> December 2022 onwards** your compensation will be revised to:

	Heading	Monthly (INR)	Annual (INR)
A	Basic	17500	210000
	HRA	7000	84000
	Mobile	500	6000
	<b>Total ( Take Home )</b>	<b>25000</b>	<b>300000</b>



B	Monthly Goal Variable	5000	60000
	Total ( A + B )	30000	360000

Perks: post completion of 3 months, You will also be eligible for Medclaim Cashless Health Insurance cover of Rs. 2,00,000/- per year.

Please sign and return the duplicate copy of this letter within two days of Joining.

Policy Brief:

- You will be on Probation for the first 6 months of employment, the same can be decreased or increased based on performance & conduct.
- Employees will not be eligible for any leave during the probation period.
- Post completion of probation, you are eligible for 12 CL (Casual Leave ) and 15 PL (Privileged Leaves ) calculated according to financial year (April to March)
- All planned leaves need to be applied at least 15 days in advance.
- Employees should submit a medical certificate from a doctor in case of medical leave.
- On completion of the probation period, your official Notice period will be 1 month.

Please submit following document (Photocopy) on your date of Joining:

1. 2 Passport Size photograph
2. Current & Permanent Address Proofs
3. Qualification Proof till highest education

Detailed terms of employment will be shared post joining.

We welcome you and are delighted that you have chosen to be part of our team. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

Yours truly,

Manager- Recruitment

Rekha Nangia

[www.Changeleaders.in](http://www.Changeleaders.in)



To,  
Dr. Rakesh Kumar Dhodi  
Center For Mountain Tourism and Hospitality Studies  
HNB Garhwal University, Srinagar

**Subject: Appointment Letter of Your Student Selected from Batch 2013-17.**

Dear Sir,

We are pleased to inform you that your student appointment to join the **SHIVANSH INN RESORT, RISHIKESH**. Your students' skills and potential align well with our team's needs, and we are excited to have your students on board. This is to confirm the job for following Students:

1. DHEERAJ SINGH
2. GAURAV SINGH
3. KESHAV SINGH
4. LALIT MOHAN SINGH RAWAT
5. MANESH
6. MANISH SINGH NEGI
7. NIRMAL PANWAR
8. RAHUL GIDWANI

They will be paid Rs. 6000/-, along with the uniform will be provided. This appointment is subject to the terms and conditions outlined in the company's policies, a copy of which will be provided to you for your reference.

We eagerly anticipate your contributions and growth within our organization.

Thank you and regards

Shivansh Resort  
Rishikesh

**FW: Letter Of Intent**

Inbo>



**Divya Jain <hra@rdagra.in>**

Fri, Feb 17, 2017,  
6:10 PM

to me, Mohd

**Dear Mr. Prince Dobriyal,**

***Greetings from Radisson BLU, Agra!!!***

Heartiest congratulations to you for becoming a part of our Radisson BLU family. We are pleased to offer you the position of Guest Service Associate in our F&B Service Department, attached is your Letter of Intent.

You are requested to kindly respond back in next 24 hours with a signed acknowledgement of the offer, failing which the offer stands withdrawn.

Should you need any clarification, please do not hesitate to contact me.

Thanks & Best Regards,

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**Divya Jain**

**HR-Associate**

**Human Resources**

T: 0562 3055555

F: 0562 3055556

[hra@rdagra.in](mailto:hra@rdagra.in)

[www.radissonblu.com](http://www.radissonblu.com)

Radisson BLU Agra



**Pushkar Negi** <pushkarcmts@gmail.com>

Feb 18, 2017,  
1:59 PM

to Divya

PFA the acknowledged copies of letter of intent of Mr. Aman NAutiyal and Mr. Prince Dobriyal.

tnx nd rgds

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**2 Attachments**



Ref.: GEHU/011/Adm/16/APPT/2021-22/82

Dec 16, 2021

Mr. Rahul Sharma

**Subject: Offer of Appointment in Graphic Era Hill University, Haldwani Campus**

**Designation: Assistant Professor**

**Department: Humanities**

1. With reference to your Application / Resume and subsequent interview with us, we have the pleasure in offering you appointment with us in the aforesaid position under the following terms and conditions:

**(a) Responsibilities:**

- You will be reporting to the HOD and other Competent Authorities.
- You may also be given additional charge as required from time to time.
- You will maintain confidentiality of information about your job.

**(b) Salary:**

(i) Basic Pay	₹ 15,600-00
(ii) Grade Pay	₹ 6,000-00
(iii) D.A.	₹ 5,400-00
(iv) H.R.A	₹ 4,320-00
(v) Duty Allowance	₹ 4,320-00
(vi) Special Allowance	₹ 4,360-00
Total ₹ 40,000/- (Rupees Forty Thousand Only).	

- (c) Date of Joining:** At the earliest.

**2. Benefits:**

- You will be entitled for Provident Fund, Medical Insurance as per rules of the University.
- Your family and dependent parents will be given priority in treatment and services at Graphic Era Institute of Medical Sciences (GEIMS).
- You also have the option of subsidized schooling for your children at Graphic Era Global School.

**3. Other Terms & Conditions:**

- You will be on probation for one year. You will be considered for confirmation in the post only after successful completion of probation, after due approval from competent authority of University.
  - During the probation period your services are liable to be terminated by the management at anytime without assigning any reason.
  - You will be governed by the rules and regulations of the University as may be amended from time to time.
  - At the time of joining, you will be required to execute indemnity bond on ₹ 100/- Non-Judicial stamp paper duly attested by Notary to the effect that you will serve the University at least for a period of two years.
  - Since this is full time appointment, you are not permitted to take up private/other employment during your appointment with the University.
  - You will be required to serve three months notice or pay three months salary in lieu thereof in case of resignation.
4. If above terms and condition are acceptable to you. You may join this duty. You are required to bring all your original documents for verification and submit your self-attested credentials, testimonials and a medical fitness certificate from Authorized Medical practitioner for verification by HR Section at the time of joining.

Copy to: Finance Officer  
HR Department

  
Registrar