



HDFC bank Ltd.,  
I-Think Techno Campus.,  
Buiding Alpha,Next to Kanjur  
Marg Railway Station(East)  
Kanjur Marg(E),  
Mumbai-400 042

Employee Code: 214940

Personal & Confidential

Date of Joining: May 28, 19  
Name: DIPAK GAJANAN  
BHAVSAR  
Location: Pachora

Dear DIPAK GAJANAN  
BHAVSAR,

Further to the interview & discussion you had with us, we are pleased to offer you as Sales Officer.in SL Initiate (cost code:293 )  
at branch(2136). Pachora on the following terms and conditions:

BAND	:SO.
Basic	: 9500.00 Rs. /-pm
Salary	: 2500.00 Rs. /-pm
HRA	
<hr/>	
Total	: 12000 Rs. /-pm

(The above compensation win be payable to you every month in the salary. You may claim Income tax exemption as applicable  
within the parameters of the applicable tax structure)

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident  
and pension funds In accordance with applicable laws.

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

Regd.Office: HDFC Bank Limtted, HDFC Bank House, Senapati Bapat Marg, Lower Parel(West), Mumbai - 400 013  
Corporate Identity No. L65920MH1994PIC080618



We understand your world

HDFC bank Ltd.,  
I-Think Techno Campus,  
Building Alpha, Next to Kanjur  
Marg Railway Station (East)  
Kanjur Marg (E),  
Mumbai-400 042

**Employee Code : 216549**

**Personal & Confidential**

Date of Joining : Jun 06, 19

Name : Sandip Babu Jadhav

Location : Amalner

Dear Sandip Babu Jadhav ,

Further to the interview & discussion you had with us, we are pleased to offer you as Officer, In SL Initiative (cost code: 293) at branch (2049), Amalner on the following terms and conditions:

BAND	: O.
Basic Salary	: 9500.00 Rs. /-pm
HRA	: 2500.00 Rs. /-pm
<hr/>	
Total	: 12000 Rs. /-pm

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

**Provident Fund:**

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

**Employee Code: 214746**

**Personal & Confidential**

Date of Joining: May 28, 19  
Name: SHUBHAM YUVARAJ  
DHAKARE  
Location: Chopda

Dear SHUBHAM YUVARAJ  
DHAKARE,

Further to the interview & discussion you had with us, we are pleased to offer you as Sales Officer.in SL Initiate (cost code:293 )  
at branch(3335). Chopda on the following terms and conditions:

BAND	:SO.
Basic Salary	: 9500.00 Rs. /-pm
HRA	: 2500.00 Rs. /-pm
<hr/>	
Total	: 12000 Rs. /-pm

(The above compensation will be payable to you every month in the salary. You may claim Income tax exemption as applicable within the parameters of the applicable tax structure)

**Provident Fund:**

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

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

**Employee Code: 214783**

**Personal & Confidential**

Date of Joining: May 28, 19  
Name: VIKAS GOVINDA  
GAIKWAD  
Location: Chopda

Dear VIKAS GOVINDA  
GAIKWAD,

Further to the interview & discussion you had with us, we are pleased to offer you as Sales Officer in SL Initiate (cost code:293 ) at branch(3335). Chopda on the following terms and conditions:

BAND	:SO.
Basic	: 9500 00 Rs. /-pm
Salary	: 2500.00 Rs. /-pm
HRA	
<b>Total</b>	<b>: 12000 Rs. /-pm</b>

(The above compensation will be payable to you every month in the salary. You may claim Income tax exemption as applicable within the parameters of the applicable tax structure)

**Provident Fund:**

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

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Regd. Office: HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013  
Corporate Identity No: L65920MH1994PIC080618



HDFC Bank Limited,  
Human Resources Divisions  
HDFC Bank House,2nd Floor,  
Senapati Bapat Marg,  
Lower Parel,Mumbai 400013  
Tel: 66521000  
Fax: 24904016  
CIN: L65920MH1994PLC080618

**November 03, 2021**

**Relieving Cum Experience Letter**

**Avinash Jagannath Khairnar**  
**Emp Code : 216279**  
**Dhule**

**Dear Avinash Jagannath Khairnar,**

This is with reference to your Resignation dated September 22, 2021

Your resignation has been accepted with regret and you are relieved from the services of the Bank with effect from the close of business hours on October 21, 2021

We confirm that you were employee with Bank from July 10, 2019 to October 21, 2021 and your designation at the time of leaving was Outreach Officer.

We wish you the very best in your future career.

Yours truly,

**For HDFC Bank Limited**

**Since the Letter is generated online, hence Signature not required**



Date: 05-06-2023

Mr. Kundan Koli

**Sub: Offer Letter**

Dear Mr / Mrs. Kundan

Further to the interview you had with us, we are pleased to offer you as, **HR Assistant**  
in our estimated client WELMADE LOCKING SYSTEMS Pvt. Ltd. based at C250/3 CHAKAN Pune.

Offer the terms and conditions are given below

- 1) **Date of Employment** : Your employment with us will commence from 06-Jun-2023
- 2) **Designation**: You will be joining us for the position of **HR Assistant**
- 3) **Salary** : We would like to make you an offer of annual compensation of **₹ 2,38,294**  
**Rupees Two Lakh(s) Thirty Eight Thousand Two Hundred Ninety Four Only**
  - a) Your Appointment Letter with Annual compensation Annexure will be issued on the date of joining.
  - b) This offer letter is valid till 06-Jun-2023
  - c) Pre - employment medical check - up fitness and Valid Educational and Experience letter condition for this employment.

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance of the above terms & conditions.

Please submit the following documents to HR at the time of your joining:

1. Photocopies of your degree certificates
2. Experience/ relieving letters
3. Two colour passport-size photos
4. Latest salary slip from your previous organization
5. Proof of address.
6. PAN Card.
7. Aadhar Card.
8. Bank Passbook front copy or cancelled cheque.

We welcome you to our organization and look forward for a fruitful association. Sincerely,



For SMP Facility Services Pvt.Ltd.

*Bhosi*  
15/06/2023

**SMP Facility Services Pvt. Ltd.**

2nd floor, Ramratan Galeria, Near HP Petrol Pump, Alandi Road, Bhosari, Pune- 411 039  
+91 9158092828 | +91 9881797178 | smpjobpune@gmail.com | hr@smpfacility.com

www.smpfacility.com



क्रमांक	१	आदिवासी विकास विभाग शासन निर्णय क्रमांक-आस्वा-१०८९/प्र.क्र.७९९/का.१५, दिनांक. १५ जानेवारी १९९२
	२	मा.आयुक्त, आदिवासी विकास, म.राज्य, नाशिक यांचे आदेश क्र.प्रशा-२००३/ प्र.क्र.३४/ का.२(३), दिनांक २७ मे २००३
	३	शासन अधिसूचना दिनांक १० जानेवारी २००६
	४	शासन पत्र क्रमांक अआशा-२०१४/प्र.क्र.१७३/का. ११/दिनांक ३०/०४/२०१५
	५	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प, यावल यांचे पत्र क्र.अनुआशा-२०२२/प्र.क्र./का.११/४३९९ दिनांक २२/११/२०२२

क्रमांक-अनुआशा-२०२२/प्र.क्र.८४/का.११(३)/ 5728 नाशिक दिनांक २४ नोव्हेंबर २०२२

आदेश

उपरोक्त सरनामा क्रमांक ५ च्या पत्रानुसार, ग्रामविकास शिक्षण प्रसारक मंडळ, मोहाडी ता. जि. जळगाव संचालित अनुदानित आश्रमशाळा, डोगगाव ता. जि. जळगाव येथे संस्थेने गट "क" मध्ये नियुक्त केलेले श्री. निहाल ऋषीदास पाटील पुरुष अधिक्षक यांच्या प्रस्तावास मान्यता मिळणेसाठीचा प्रस्ताव प्रकल्प अधिकारी, यावल यांनी या कार्यालयास सादर केलेला आहे.

प्राप्त प्रस्तावाची पडताळणी केली असता, ग्रामविकास शिक्षण प्रसारक मंडळ, मोहाडी ता. जि. जळगाव संचालित अनुदानित आश्रमशाळा, डोगगाव ता. जि. जळगाव येथील पुरुष अधिक्षकाच्या रिक्त पदावर संस्थेने भरती प्रक्रीया राबवून गुणानुक्रमे पात्र ठरलेल्या श्री. निहाल ऋषीदास पाटील यांचा पुरुष अधिक्षक पदावर नियुक्ती केली आहे. त्यास मान्यता मिळण्यासाठी संस्थेच्या विनंती नुसार प्रकल्प अधिकारी, यावल यांनी शिफारस केलेली आहे.

अपर आयुक्त, आदिवासी विकास, नाशिक विभाग नाशिक हे सरनामा क्र. ३ व ४ मध्ये दिलेल्या तरतुदीनुसार व सरनामा क्र. १ व २ च्या प्राप्त अधिकारानुसार संस्थेने नियुक्त केलेले श्री. निहाल ऋषीदास पाटील यांच्या पुरुष अधिक्षक पदाच्या प्रस्तावास खालीलप्रमाणे मान्यता देण्यात येत आहे.

अ. क्र.	कर्मचा-यांचे नांव	पदनाम	शैक्षणिक पात्रता	जन्म तारीख	जात	रजु दिनांक	मान्यतेचा प्रकार
१.	श्री. निहाल ऋषीदास पाटील	पुरुष अधिक्षक	बी.एस.डब्ल्यु/ एम.एस.डब्ल्यु	१८/११/१९९५	सुर्यवंशी गुजर (निवड खुल्या प्रवर्गातून)	२४/०७/२०२२	दिनांक २४/०७/२०२२ पासून पुरुष अधिक्षक या पदावर ७ वा वेतन आयोगातील वेतनश्रेणी एस-८, २५५००-८११०० मध्ये खुल्या प्रवर्गातून दोन वर्षांच्या परिशिष्टाधिन कालावधीसाठी मान्यता देण्यात येत आहे.

अटी व शर्ती खालील प्रमाणे राहतील.

- सदर कर्मचाऱ्यास वित्त विभाग क्रमांक-अनिचो-१००५/१२६/सेवा-४, दिनांक ३१ ऑक्टोबर २००५ नुसार लागू करण्यात आलेली परिष्कित अंशदान निवृत्ती वेतन योजना लागू होईल. मात्र त्यांना सध्या अस्तित्वात असलेली निवृत्ती वेतन योजना (म्हणजे महाराष्ट्र नगरी सेवा (निवृत्ती वेतन) नियम, १९८२ व महाराष्ट्र नागरी सेवा (निवृत्ती वेतन अंशदाशोकरण) नियम १९८४) आणि सध्या अस्तित्वात असलेला सर्वसाधारण भविष्य निवृत्ती निधी योजना लागू होणार नाही.
- प्राथमिक / माध्यमिक व उच्च माध्यमिक आश्रमशाळांच्या आकृतीबद्धानुसार अनुशेष पदांपेक्षा सदर कर्मचारी जादा/ अतिरिक्त होत असल्यास त्यास संस्था जबाबदार राहिल. व भविष्यात समायोजनाची कार्यवाही या कार्यालयाकडून केली जाणार नाही.
- मालासवणीय अनुशेषानुसार पदे भरण्याची व अनुशेष पूर्ण करण्याची जबाबदारी संस्थेची राहिल.
- सदर कर्मचाऱ्यांना ज्या प्रवर्गातून मान्यता देण्यात आलेली आहे त्याच प्रवर्गातील सवलतीचा लाभ अनुशेष राहिल.त्याची नोंद त्यांचे मूळ सेवापुस्तकामध्ये देण्यात यावी.
- वैद्यकीयदृष्ट्या पात्रतेबाबत संबंधित जिल्हा राज्य चिकित्सक यांचे प्रमाणपत्र संस्थेने प्राप्त करणे आवश्यक आहे.
- संबंधित पोलिस अधिक्षक यांचेकडून चारोत्र पडताळणी प्रमाणपत्र संस्थेने प्राप्त करणे आवश्यक आहे.
- आश्रमशाळा संहिता नियम ५.४ (अ) मध्ये नमूद केलेले कार्य्य पार पाडण्याची जबाबदारी संस्थाकडून बंधनकारक राहिल
- आदिवासी विकास विभाग शासन परिपत्रक क्रमांक शाआशा-२०१५/प्र.क्र.२७८/का.१३/दिनांक ९ मार्च, २०१६ अन्यथे निर्देश दिल्यानुसार संबंधितास मुख्यालयाचे राहणे बंधकारक राहिल.
- संबंधित कर्मचाऱ्याच्या मान्यतेसंदर्भात संस्थेने दाखल केलेले कागदपत्र प्रमाणपत्र किंवा इतर दस्तऐवज यामध्ये भविष्यात काही त्रुटी अथवा अनिष्टमितीबद्दल तक्रारी प्राप्त झाल्यास व त्यात तथ्य आढळून आल्यास दिलेली मान्यता आपोआप रद्द होईल याबाबतची सर्वस्वी जबाबदारी संस्थेची राहिल.

स्वाक्षरी/-  
(संदिप गोलाईत)

अपर आयुक्त  
आदिवासी विकास, नाशिक विभाग  
नाशिक

प्रति, संबंधित कर्मचारी

प्रात- माहितीसत्य तथा पुढील योग्य त्या कार्यवाहीसाठी रवाना

- प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प, यावल
- अध्यक्ष/सचिव, ग्रामविकास शिक्षण प्रसारक मंडळ, मोहाडी ता. जि. जळगाव
- मुख्याध्यापक, अनुदानित आश्रमशाळा, डोगगाव ता. जि. जळगाव
- आदेश नसतो.

१४/११/२०२२  
(एन. एस. कापडणीस)

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

**Employee Code : 215118**

**Personal & Confidential**

Date of Joining : Jun 03, 19

Name : Sagar Ashok Bagul

Location : Amalner

Dear Sagar Ashok Bagul ,

Further to the interview & discussion you had with us, we are pleased to offer you as Sales Officer, in SL initiative(cost code: 293) at branch (2049), Amalner on the following terms and conditions:

BAND	: SO
Basic Salary	: 9500.00 Rs. /-pm
HRA	: 2500.00 Rs. /-pm
<b>Total</b>	<b>: 12000 Rs. /-pm</b>

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

**Provident Fund:**

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

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

Regd Office: HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013  
Corporate Identity No: L65920MH1994PLC080616

Accepted  
Sagar  
07/06/2019



**Annexure - A**

**Remuneration:**

Basic Salary	Total Salary – HRA
HRA	Fixed
Total Salary	Basic Salary + HRA

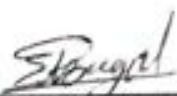
**Incentives:**

You will be eligible for monthly Performance Linked Incentive Pay, as per the policy of the Bank.

**Benefits:**

- Total Mediciam cover of Rs. 1,00,000/- for self and spouse (Parents and Children not covered)
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and /or, as per Bank policy.

I read & understand the Annexure – A



Signature of Applicant

Name: Zagan Ashok Baghel

Date: 07/06/2019

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

Regd Office: HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013  
Corporate Identity No. L65920MH1994PLC080618

Accepted  
Zagan  
07/06/2019

### Important Note on Grooming Standards

As employees of HDFC Bank, we, in our interactions with customers, clients, vendors and business associates, are the face of the Bank. It is therefore imperative that each of us applies a certain amount of prudence in the choice of our attire and grooming standards. **Office attire should be smart and appropriate for conducting business on behalf of the Bank at all times.**

#### **Grooming standards for Men**

**Hair-** Should be conservative, well maintained and cut short.

Moustaches / beards neatly trimmed or face clean shaven - daily maintenance mandatory. After-shave (optional)

**Attire-** Formal wear: Trousers must be in dark to medium colour tones (black, brown, navy blue, gray or beige)

Shirts should be with full-length sleeves and worn with a tie (mandatory)

If the occasion so demands (formal function / business call to an important Corporate / Client etc.)

a blazer or suit appropriately chosen for the weather should be worn.

Saturdays: Smart casuals are acceptable, Semi formal trousers, Denim trousers, Collared T-shirts, Semi-formal shirts, Shirts with checks

**Footwear-** Leather laced shoes with socks and coordinated with the trousers and belt.

Socks must be in basic colours (black, brown, dark blue, gray or beige), coordinated with the trousers and calf length. Only on Saturdays, semi formal shoes in leather, calf leather or suede.

**Others-** Neatly cut short nails, No ornaments except for obligatory ring or kada.

#### **Grooming standards for Women**

**Hair-** Should be simple and clean, neatly combed at all times. Long hair may be tied in a bun or a plait Indian formal wear: Indian saris, Salwar suits.

Western formal wear: Suits in basic colours. Preferably in black, dark brown, navy blue, beige or very light shades

**Attire-** Formal shirts with formal trousers or skirts.

Saturdays: Smart casuals are acceptable, Full length denim trousers, Skirts, Kurtis, Semi formal blouses and tops

**Footwear-** Leather sandals or sandals of similar material, Closed shoes, Shoes must be well coordinated with clothes.


**Others-** Neatly cut nails, Simple elegant ornaments, Basic daywear makeup along with perfume/deodorant

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by return copy of this letter, duly signed by you, within two days of receipt. In case no confirmation is received within the above mentioned period the appointment letter shall be deemed to have been withdrawn.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,

For HDFC Bank Limited



---

**Ranga Subramanian**  
**Vertical Head HR - Sales**

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



---

Signature of Applicant

Date 07/06/2019

This is a system generated letter hence signature is embossed on the same.

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

Regd Office: HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013  
Corporate Identity No. L65920MH1994PLC08O618

Accepted  






We understand your world

HDFC bank Ltd.,  
I-Think Techno Campus,  
Building Alpha, Next to Kanjur  
Marg Railway Station(East)  
Kanjur Marg(E),  
Mumbai-400 042

**Employee Code : 216381**

**Personal & Confidential**

**Date of Joining : Jul 01, 19**

**Name : Rajput Prashant Sanjay**

**Location : Pachora**

Dear Rajput Prashant Sanjay ,

Further to the interview & discussion you had with us, we are pleased to offer you as Sales Officer, in SL Initiative(cost code: 140) at branch (2136), Pachora on the following terms and conditions:

**BAND : SO.**

**Basic Salary : 9500.00 Rs. /-pm**

**HRA : 2500.00 Rs. /-pm**

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**Total : 12000 Rs. /-pm**

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

**Provident Fund:**

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

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Regd.Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013  
Corporate Identity No: L65920MH1994PLC08O618





We understand your world

HDFC bank Ltd.,  
I-Think Techno Campus,  
Building Alpha, Next to Kanjur  
Marg Railway Station(East)  
Kanjur Marg(E),  
Mumbai-400 042

The details of your remuneration and benefits are given in Annexure.

1. Probationary Period:

- 1.1 You will be on probation for a period of six months or such extended period as may be decided by the Bank based on your performance during the probation period.
- 1.2 On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

2. Notice Period:

- 2.1 In case you decide to leave the Bank's services during probation period, you will be required to give fifteen days' notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the salary in lieu of the notice period so reduced/waived off. Bank, during your probation, at its discretion can decide to relieve you by giving fifteen days notice or Salary in lieu of notice.
- 2.2 In case you decide to leave the Bank's services after confirmation, you will be required to give thirty days' notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay the Bank the salary for the notice period so reduced/waived off. Bank, after confirmation at its discretion can decide to relieve you by giving month's notice or Salary in lieu of notice.

3. Job description:

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to change these at its discretion.

4. Location & Transfer:

Your initial place of posting will be Pachora. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

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Corporate Identity No: L65920MH1994PLC08O618



**5. Secrecy:**

It is a condition of your employment that you will not, for whatever reason, divulge without an express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

**6. Alternative Employment:**

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.

**7. Termination of employment**

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

**8. Conditions Precedent:**

- a) Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- b) The self-declaration given by you in respect of your medical fitness is in order.
- c) The Bank receiving attested copies of all your degrees and professional qualifications certificates, if any.
- d) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing or the results are awaited and basis which you have been interviewed and offered and submission of pass certificate within one month of publication of result.(If applicable)
- e) The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.





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Mumbai-400 042

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by return copy of this letter, duly signed by you, within two days of receipt. In case no confirmation is received within the above mentioned period the appointment letter shall be deemed to have been withdrawn.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,

For HDFC Bank Limited

Ranga Subramanian

Vertical Head HR - Sales

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

Signature of Applicant

Date:

This is a system generated letter hence signature is embossed on the same.

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## Annexure - A

### Remuneration:

Basic Salary	Total Salary – HRA
HRA	Fixed
Total Salary	Basic Salary + HRA

### Incentives:

You will be eligible for monthly Performance Linked Incentive Pay, as per the policy of the Bank.

### Benefits:

- Total Medclaim cover of Rs.1,00,000/- for self and spouse (Parents and Children not covered).
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and /or, as per Bank policy.

I read & understand the Annexure – A

\_\_\_\_\_  
Signature of Applicant

Name:

Date:

\_\_\_\_\_  
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Corporate Identity No: L65920MH1994PLC08O618



### Important Note on Grooming Standards

As employees of HDFC Bank, we, in our interactions with customers, clients, vendors and business associates, are the face of the Bank. It is therefore imperative that each of us applies a certain amount of prudence in the choice of our attire and grooming standards. **Office attire should be smart and appropriate for conducting business on behalf of the Bank at all times.**

#### **Grooming standards for Men**

**Hair-** Should be conservative, well maintained and cut short.

Moustaches / beards neatly trimmed or face clean shaven - daily maintenance mandatory. After-shave (optional)

**Attire-** Formal wear: Trousers must be in dark to medium colour tones (black, brown, navy blue, gray or beige)

Shirts should be with full-length sleeves and worn with a tie (mandatory).

If the occasion so demands (formal function / business call to an important Corporate / Client etc.)

a blazer or suit appropriately chosen for the weather should be worn.

Saturdays: Smart casuals are acceptable, Semi formal trousers, Denim trousers, Collared T-shirts, Semi-formal shirts, Shirts with checks

**Footwear-** Leather laced shoes with socks and coordinated with the trousers and belt.

Socks must be in basic colours (black, brown, dark blue, gray or beige), coordinated with the trousers and calf length. Only on Saturdays, semi formal shoes in leather, calf leather or suede.

**Others-** Neatly cut short nails, No ornaments except for obligatory ring or kada.

#### **Grooming standards for Women**

**Hair-** Should be simple and clean, neatly combed at all times. Long hair may be tied in a bun or a plait Indian formal wear: Indian saris, Salwar suits.

Western formal wear: Suits in basic colours. Preferably in black, dark brown, navy blue, beige or very light shades

**Attire-** Formal shirts with formal trousers or skirts.

Saturdays: Smart casuals are acceptable, Full length denim trousers, Skirts, Kurtis, Semi formal blouses and tops

**Footwear-** Leather sandals or sandals of similar material, Closed shoes, Shoes must be well coordinated with clothes.

**Others-** Neatly cut nails, Simple elegant ornaments, Basic daywear makeup along with perfume/deodorant

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HDFC Bank Ltd.  
I - Think Techno Campus,  
Building Alpha, Next to Kanjur  
Marg Railway Station (East)  
Kanjur Marg (E),  
Mumbai - 400 042

Date : 01-Jan-2020  
Employee Name : RAJPUT PRASHANT SANJAY  
Employee Code : 216381  
Location : Pachora

Dear RAJPUT PRASHANT SANJAY,

With reference to your appointment letter dated **01-Jul-2019**.

Your Performance during your probationary period was reviewed and based on the appraisal thereof we are pleased to inform you that you are confirmed in the services of Bank as **Outreach Officer** with effect from **01-Jan-2020**.

We are confident that you will continue to contribute effectively towards the growth of the Bank.

Our best wishes for a successful career in HDFC Bank.

Yours Truly

For HDFC Bank Ltd

Ashutosh Bapat

Deputy Vice President - HR Operations.

This is a System generated Letter hence Signature is embedded on the same

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

Regd. Office: HDFC Bank Ltd. 5th Floor, Bank House, 100, Naraina P.O., New Delhi - 110028

Circle Office: 10, Naraina P.O., New Delhi - 110028



क्रमांक	१	आदिवासी विकास विभाग सरगम विभाग क्रमांक-अवकाश-२०८९/प्र.क्र.०१९/का.१५, दिनांक १५ जानेवारी २०१२
	२	सा.आयुक्त, आदिवासी विकास, म.रा.राज्य, नाशिक यांचे आदेश क्र.प्रशा-२००३/प्र.क्र.२३/का.२(२), दिनांक २७ मे २००३
	३	शासन अधिसूचना दिनांक १० जानेवारी २००६
	४	शासन या क्रमांक अवकाश-२०१४/प्र.क्र.१०३/का.१९/दिनांक २०/०४/२०१५
	५	प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प, कळवण यांचे या क्र.अनुआशा-२०२१/प्र.क्र./का.३(२)/१२२७ दिनांक १३/१२/२०२२

क्रमांक-अनुआशा-२०२३/प्र.क्र.०१/का.११(२)/ 746 नाशिक दिनांक 13 फेब्रुवारी २०२३

**आ दे अ**

उपरोक्त सरगमा क्रमांक ५ च्या पत्रानुसार, डॉंगसेवा मंडळ नाशिक, सा. नि. नाशिक संघीत अनुदानित आश्रमशाळा, सुळे सा. कळवण नि. नाशिक येथे संस्थेने गट "क" मध्ये निवृत्त केलेले श्री. उतम नारायण बागुल अधिक्षक (पुरुष) यांच्या प्रस्तावास मान्यता मिळविल्याची प्रस्ताव प्रकल्प अधिकारी, कळवण यांनी या कार्यालयास सादर केलेला आहे.

प्राप्त प्रस्तावाची पडताळणी केली असता, डॉंगसेवा मंडळ नाशिक, सा. नि. नाशिक संघीत अनुदानित आश्रमशाळा, सुळे सा. कळवण नि. नाशिक येथील पुरुष अधिक्षकांच्या रिक्त पदावर संस्थेने भरती प्रतीचा राबवून गुणानुक्रमे पाठ उरलेल्या श्री. उतम नारायण बागुल यांची अधिक्षक (पुरुष) पदावर निवृत्ती केली आहे. त्यात मान्यता मिळविल्यासाठी संस्थेच्या विमली नुसार प्रकल्प अधिकारी, कळवण यांनी रिपोर्टस केलेली आहे.

अपर आयुक्त, आदिवासी विकास, नाशिक विभाग नाशिक हे सरगमा क्र. ३ व ४ मध्ये दिलेल्या तरतुदीनुसार व सरगमा क्र. १ व २ च्या प्राप्त अधिकारानुसार संस्थेने निवृत्त केलीले श्री. उतम नारायण बागुल यांच्या अधिक्षक (पुरुष) पदाच्या प्रस्तावास खालीलप्रमाणे मान्यता देण्यात येत आहे.

अ. क्र.	कर्मचा-यांचे नाव	पदा	विवरण	जन्म तारीख	जात	रजु दिनांक	मान्यता प्रकार
१.	श्री. उतम नारायण बागुल	अधिक्षक (पुरुष)	बी.एस.डब्ल्यू एम.एस.डब्ल्यू	०२/०६/१९९४	कोकणा (अनुसूचित जमाती)	०१/१०/२०२२	दिनांक ०१/१०/२०२२ पासून अधिक्षक (पुरुष) या पदावर ७ वा खेळन आयोगातील वेंचनश्रेणी रु. एम-८,२५५००-८११०० मध्ये अनुसूचित जमाती प्रवर्गातून होत यांच्या परिशिष्टांमधील करलावधीसाठी मान्यता देण्यात येत आहे.

अटी व शर्ती खालील प्रमाणे राहतील.

१. सदर कर्मचा-यास विश्व विद्यालय क्रमांक-अविश्व-१००५/१२४/सेवा-४/दिनांक २१ ऑक्टोबर २००५ नुसार लागू करणयात आलेली परिभाषित अंशदान निवृत्ती वेतन योजना लागू होईल. मात्र त्यांचा राबव अंशदान असलेली निवृत्ती वेतन योजना (म्हणजे महाराष्ट्र नागरी सेवा (निवृत्ती वेतन) नियम,१९८२ व महाराष्ट्र नागरी सेवा (निवृत्ती वेतन अंतराणीकरण) नियम १९८४) आणि सध्या अंशदान अंशदानेला सर्वसाधारण भविष्य निर्देश विधी योजने लागू होणार नाही.
२. प्राथमिक / माध्यमिक व उच्च माध्यमिक शाळाशाळांच्या आकलेबंदीनुसार अनुक्रमे पदांमधील सदर कर्मचारी जारा/ अतिरिक्त होत असल्यास त्यास संस्था जबाबदार राहिल. व भविष्यात संपादनसाठी कार्यासाठी या कार्यालयाकडून केली जाणार नाही.
३. यागासमर्थ अनुदानानुसार पदे भरण्याची व अनुक्रमे पुढे भरण्याची जबाबदारी संस्थेची राहिल.
४. सदर कर्मचा-यांना ज्या प्रवर्गातून मान्यता देण्यात आलेली आहे त्याच प्रवर्गातील सवलतीचा लाभ अनुक्रमे राहिल.त्याची नोंद त्यांचे मूळ सेवापुस्तकातही घेण्यात यावी.
५. वैयक्तिकदृष्ट्या पात्रतेबाबत संबंधित जिल्हा राज्य धोरणसक यांचे प्रमाणपर संस्थेने प्राप्त करणे आवश्यक आहे.
६. संबंधित योजनेस अधिक्षक यांचेकडून शारीक पडताळणी प्रमाणपर संस्थेने प्राप्त करणे आवश्यक आहे.
७. आश्रमशाळा संघीत नियम ५.४ (अ) मध्ये मनुष्य केलेले कर्तव्य पाठ पाठव्याची जबाबदारी संबंधितास कंधनकारक राहिल.
८. आदिवासी विकास विभाग शासन परिषदेक क्रमांक शा.अवकाश-२०१५/प्र.क्र.२३८/का.१३/दिनांक ९ मार्च, २०१५ अन्वये निर्देश दिल्यानुसार संबंधितास मुळावली राहणे बंधकारक राहिल.
९. संबंधित कर्मचा-यांच्या मान्यतासंदर्भात संस्थेने दाखल केलेले कागदपत्र प्रमाणपर किंवा इतर दस्तऐवज यामध्ये भविष्यात काही सुटी अथवा अतिरिक्तवेतन तक्रारी प्राप्त झाल्यास व त्यात लाभ आडवून आल्यास दिलेली मान्यता आयोगावर रद्द होईल याबाबतची सर्वेस्वी जबाबदारी संस्थेची राहिल.

स्वाक्षरी  
(संदिप गीलाईत)  
अपर आयुक्त  
आदिवासी विकास, नाशिक विभाग  
नाशिक

प्रति, संबंधित कर्मचारी

प्रति- माहितीलाय तथा पुढील योग्य तथा कार्यावधीसाठी रचना

१. प्रकल्प अधिकारी, एकात्मिक आदिवासी विकास प्रकल्प, कळवण
२. अधिक्षक/संघीत, डॉंगसेवा मंडळ नाशिक, सा. नि. नाशिक
३. मूळध्यायक, अनुदानित आश्रमशाळा, सा. कळवण नि. नाशिक
४. कोटक नसती.

*(Handwritten Signature)*

(धनराज यटोल)

सहाय्यक प्रकल्प अधिकारी (नि.)

अपर आयुक्त कार्यालय,  
आदिवासी विकास, नाशिक



We understand your world

HDFC bank Ltd.,  
I-Think Techno Campus,  
Building Alpha, Next to Kanjur  
Marg Railway Station(East)  
Kanjur Marg(E),  
Mumbai-400 042

**Employee Code : 214375**

**Personal & Confidential**

Date of Joining : May 28, 19

Name : VISHAL EKNATHRAV  
HALDE

Location : Pachora

Dear VISHAL EKNATHRAV  
HALDE ,

Further to the interview & discussion you had with us, we are pleased to offer you as Sales Officer, in SL Initiative(cost code: 293) at branch (2136), Pachora on the following terms and conditions:

BAND	: SO.
Basic Salary	: 9500.00 Rs. /-pm
HRA	: 2500.00 Rs. /-pm
<hr/>	
Total	: 12000 Rs. /-pm

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

**Provident Fund:**

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