

Ref. No.: IND/2023-24/UNICEF/ICT/2549

Date: 12th January 2024

Mr. Shashikant Pandey
ICT Technician - Hyderabad

Email: SKP.084@gmail.com
M. No.: +91 9039122097

Contract Extension Letter

Dear Shashikant Pandey,

We are pleased to inform you that your performance and valuable contributions to Inductus Limited during your tenure for **ICT Technician** from **01st January 2023** to **31st December 2023** was found to be satisfactory.

After careful consideration, we are delighted to extend your employment contract till **31st December 2024**.

Contract Duration:

The contract extension will commence on **01st January 2024** and will be valid until **31st December 2024**.

Compensation:

Your Monthly CTC has been revised **Rs. 46,200/-**.

Other terms and conditions related to your employment will be the same as per the agreement.

FOR INDUCTUS LIMITED

For Employee



Authorized Signatory
Asst. Manager – HR Operations

Mr. Shashikant Pandey
ICT Technician - Hyderabad

Ref No: IND/2022-23/UNICEF/ICT/878

Date: 07th January 2023

To,

Mr. Shashikant Pandey

S/o – Mr. M N Pandey

Address – E 6/10 Patanjali

Parisar Godar Mau, Bhopal, Huzur

Madhya Pradesh – 462030.

FIXED TERM CONTRACT OF EMPLOYMENT

Dear Mr. Shashikant,

We are pleased to offer you a post in our company as “**ICT Technician**” on contractual basis with effect from **1st January, 2023**. You will be deputed at **UNICEF Office, Hyderabad**.

The contract of employment will remain in effect for a period from **1st January 2023 to 31st December 2023**, and will attract the following terms and conditions.

1. The aforesaid contract of employment shall remain in effect for a period from **1st January 2023 to 31st December 2023**. In the event of the project work for which you are being employed comes to an end before the aforementioned period, your appointment shall be terminated automatically without any notice or communication by the company.
2. Notwithstanding anything above, depending upon the aforementioned project / work, the company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies related to the work for which you are hereby engaged. In that event, the company shall be given it in writing and extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of contract, you could be deputed at the sole discretion of the Management at any other site of the company.
4. The company shall have the right to transfer your location of workplace at any other location/site as per the requirement of the company and the above decision of the company will be binding upon you.
5. Rest all other terms of employment are elaborated in Annexures – A, B, C, D, E, F & G, which is enclosed herewith along with this fixed term contract of employment.
6. Your monthly gross CTC will be **Rs. 44,000/-**
7. During the period of contractual employment, if you have opted for the Provident fund, you will be entitled to employer's contribution of Provident Fund to the extent of 12% of your basic salary.

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8. During the period of your contract of employment, you will be eligible for leave as per the company policy.
9. You will be entitled to all other statutory benefits which are applicable during the fixed period of contract.
10. This contract shall be terminable by either party giving 30 calendar days' notice in writing or one month salary in lieu of notice, to the other.
11. Your renewal of the contract will be reviewed after the completion of 12th month and based upon your performance your contract will be either renewed or discontinued.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

For **Inductus Limited**,



Riya Sinha
Asst. Manager- HR Operations

I hereby accept the above mentioned terms and conditions.

Name:

Signature:

Date:

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(Details of Salary Break Up)

Name: Mr. Shashi Kant Pandey	Deputation: UNICEF	
Designation: ICT Technician	Location: UNICEF Office, Hyderabad	
Date of Joining: 1st January 2023	Cost to the Company	
Salary Components:	Monthly	Annual
Basic Salary	22,000	2,64,000
Special Allowance	20,050	2,40,600
Gross Salary	42,050	5,04,600
Net Take Home	40,250	4,83,000
Employee's Provident Fund	1,800	21,600
Employer's Provident Fund	1,950	23,400
CTC	44,000	5,28,000

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**Annexure – A
(Deputation of Services)**

With reference to clause 3 of the Fixed Term Contract of Employment, we are pleased to advise you that you are required to serve with the “Deputed Organization” with effect from the date & details, as specified in the fixed term contract of employment.

The terms and conditions which will remain applicable during the deputation period are elaborated herein below:

1. You will be required to work at our client’s office/premises at any of their locations.
2. During the tenure of the deputation, you will be an employee of Inductus Limited.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from Deputed Organization and you undertake to abide by all the suggestions, etc. given by any assigned person(s).
4. You shall be abided by any training that may be offered to you by your Deputed Organization.
5. You shall be bound to follow the working hours of your Deputed Organization.
6. You shall take care not to disclose confidential information/trade secrets, etc. that you may come across in the course of your responsibilities to anyone outside the Deputed Organization and such information only in connection with the service provided to Deputed Organization.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against the Deputed Organization. This arrangement is purely a contractual agreement between Inductus Limited and the Deputed Organization, where you are contributing your duties, for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duties in the property of the Deputed Organization or outside, and if at any time you are found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of your Deputed Organization entrusted to you in the due discharge of your duties and shall indemnify the Deputed Organization when there is a loss of any kind to the said property.
10. Inductus Limited shall have right to dispense with your services and terminate your employment without giving any prior notice in case of any act of unsatisfactory performance, indiscipline, misconduct and in subordination at any time or as reported / informed by the Deputed Organization. Any of the following acts inter alias shall be deemed to be acts of misconduct/indiscipline and may attract disciplinary action as per rules of the organization.
 - a. Insubordination
 - b. Misbehaviour

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- c. Dishonesty
- d. Misuse of company's belongings / data / property in any form.
- e. Abstaining from work without prior sanction in writing of your superiors or failing to attend to your duties.
- f. Indulgence in such acts, which may be detrimental to the interest or reputation of the company.
- g. Indulgence in such activities resulting into disruption of working of your seniors / colleagues.
- h. Collecting of any money from client / vendors / suppliers or any business associate or person connected to company in any way without prior authorization, in writing, from head office.
- i. On becoming incompetent to perform your duty.
- j. On doing such acts which may be termed as breach of any of the service/conditions contained in this Letter of Appointment and/or as revised from time to time.
- k. Misrepresentation of any personal data about your qualification, experience, past remuneration etc. while selection or during course of your employment.

The above mentioned misconduct are only illustrative, not exhaustive. Such acts of indiscipline /misconduct are to be judged by your seniors/management and no proof or justification would be necessary. The decisions of the company in this regard would be final and binding. If you are found involved in any of above events, the Management may initiate the necessary disciplinary proceedings against you.

If any difference or dispute should arise during the subsistence of this employment or at any time thereof the tribunals and courts in Noida, Delhi NCR will have exclusive jurisdiction in the matter.

Please sign the duplicate copy of this letter as a token of having read and acknowledged the contents and return it to us.

For **Inductus Limited**,



Riya Sinha
Asst. Manager- HR Operations

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I hereby accept the above-mentioned terms and conditions

Name:

Signature:

Date:

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Annexure – B (Code of Conduct)

The staff members at Inductus need to maintain a dignity and a certain basic standard in all their activities. Here are a few guidelines for their smooth conduct.

General Terms and Conditions:

1. Your continued employment with Inductus Limited will depend upon your contribution towards the growth and objective of the organization.
2. Your contribution towards the organization will be reviewed every month, and same will be taken into account at the time of appraisal.
3. Termination of services will require one month (30 days) prior notice by either party. However, in case of serious misconduct the organization reserves the right to discontinue the services, without assigning any reason and no notice is required to be given for the same.

Other Terms & Conditions:

1. The normal reporting time at the office would be 9:00 am sharp or the office time assigned by the client organization, on all working days.
2. All the team members should co-operate and co-ordinate with each other and in the activities of various departments.
3. The staff members should understand their KRAs & SOPs and strictly follow them without any slackness. Any deviation from the same be considered as a misconduct and non-performance and attract suitable disciplinary measure.
4. All the staff members should be prompt in taking up their task and completing it in the due time.
5. The staff members should maintain the format of reporting and report their duties to the concerned reporting authority without expecting any reminder.
6. The staff members should interact with each other well within their limits. Any matter discussed in the meeting or those close to the management should not be discussed or disclosed outside the office premises.
7. Any problem or dispute should be solved amicably without making it a public show. The department head or immediate senior should be consulted or informed if needed.
8. If any meeting is convened, all the staff members must make themselves present for it and should contribute with their ideas and suggestions. One needs to be open and speak for the general well-being of the organization.
9. Any matter of the organization whether sensitive or not should not be shared with people outside the organization. If any individual is found guilty of indulging in any such activities,

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they will be dealt with very severely and their service may be terminated without any further notice.

10. If anyone is leaving the office premises during the working hour, he must inform the concerned authority. It will be considered a serious breach if one leaves the office without informing the authority concerned.

11. Rules for Leaving the Services and Settlement:

- a. In case you decide to leave the organization, you must give minimum 30 (Thirty) calendar Days' notice, as the case may be, in writing to the immediate supervisor with a copy to HR and Finance. In case you fail to do so company will be forced to initiate a legal proceeding against you, as deemed fit.
- b. Prior to 1(One) day of effective date of resignation which will fall under the notice period, you are supposed to handover all the belongings of the company such as Laptop, Mobile phone or any other gadget in your possession including the company's property or property of whatsoever nature, documents, information, files pertaining to a client or a particular project.

12. Settlement:

The Company reserves the right to settle the dues/claims if any pertaining to the terms of employment within a period of 45 days from the effective date of resignation. You will also be liable to report to your immediate supervisor /HR/Finance during the period of 45 days from the effective date of resignation in case, if they call you for any clarification or if any specific information about the project or assignment is desired.

13. Dress Code:

All the staff members must be in formal dress / outfits during the working hours, on all the working days.

14. ID Card:

Wearing of ID card within the office premises is mandatory. Every staff must make it a habit to put on their ID cards once inside the office premises or when they are on any trip/visit from the organization.

15. Mobile Phone:

- The staff members need to keep their mobile phones either on silent or in vibrate mode during the working hours.
- Mobiles phones should be used strictly for office work only during office hours.
- Any work-related phone calls should be promptly responded to.

16. Punctuality:

- The staff members need to adhere to proper office timings as mentioned above. For staff members who reach late, i.e., after 09:00 am, late reporting should be informed to the reporting manager.

17. Overtime:

- There will be no payment given against overtime. Staff members can avail compensatory time off against their overtime.

For Inductus Limited



Riya Sinha
Asst. Manager- HR Operations

I accept the terms as elaborated above.

Employee's Name:

Signature:

Date:

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Annexure – C
(Reporting Time, Leave Rules & Holidays)

Weekly off & Leave Rules:

- Saturday and Sunday will be the scheduled days off for all the employees.
- The **office timing is 9:00 am to 5:30 pm or as per the office timings assigned by the client organization**, and you are expected to **report to the office by 9:00 am** on all working days
- The sanction of leave solely depends upon your application and sanction by your supervisor or the OIC.

Annual Leave:

- The Company's leave year runs from 1 January to 31 December in each year.
- A total of 2 and ½ days of annual leaves are earned in a month. A total of 30 annual leaves will be earned in an entire calendar year. In the respective years in which your employment commences or terminates, you shall receive a pro-rated entitlement for each complete month of service during the relevant year rounded up to the nearest half day.
- Prior permission from the concerned authority is mandatory for availing leave(s)
- Leave must be taken at such time or times as may be approved by the Company in advance. No more than 5 days continuous leaves may be taken at any one time unless prior written consent has been given by the Company.
- Any leave entitlement must be taken in the leave year in which it accrues. No carryover will be permitted. No payment will be made to you in lieu of annual leave accrued but not taken by you save on the termination of your employment.
- Proper reason and documentary proof if any should be attached along with the application.
- One should hand over their duties when they take leaves to someone in their department who in turn should guarantee proper disposal of the duty.
- Please note application for leave is not a guarantee of the leave. Unless the annual leave is sanctioned, one cannot proceed on leave.
- Sanction or rejection of leave, will totally be under the discretion of the sanctioning authority, based on the genuineness of the reason and need of the organization.
- The leave can be altered or cancelled if the organization requires the service of the person urgently, and if there is no alternative.
- One needs to fill the leave application form before one goes on leave, without which it will not be considered as approved leave but "Leave without Pay".

Holidays:

- The Company's holiday year runs from 1 January to 31 December in each year.
- You will be entitled to avail 10 (Ten) days Holidays, including National and Compulsory Holidays.

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- Any holiday entitlement must be taken in the holiday year in which it accrues. No carryover will be permitted.
- No payment will be made to you in lieu of holiday accrued but not taken by you save on the termination of your employment.
- A notification to this effect (list of Holidays) will be issued to all employees and shall be intimated through email, by the concerned department, at the beginning of the year.
- For those employees, who will be joining in mid of the year, the same will be notified to them at the time of joining. The holiday entitlements are on pro rata basis.

I accept the terms as elaborated above.

Employee's Name:

Signature:

Date:

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Annexure – D
(Confidentiality Agreement)

As an Employee of Inductus Limited, I agree, that during my employment or after its termination (in any case), disclosure of information, pertaining to the organization, in any manner will construed to be unethical and unlawful.

I also agree, sharing of any confidential information, data in hard copy /electronic or knowledge related to Inductus Limited or the organization deployed at, to any former or existing member and / or any person will consider being immoral and unlawful.

I shall only disclose of such information, if ordered by a court of competent jurisdiction or by Inductus Limited or to do so only in a manner consistent with such order.

Upon termination of my employment, I shall immediately deliver Inductus Limited or the organization deployed at, all records of whatsoever nature or description which are in my possession/access or under my control which in any way relate to the organization or of any member/s, current or former.

I also declare that upon cessation of services, I shall not join any organization/ company/ entity/ competitor organization which may have similar nature of activity/services/line of services/ line of businesses.

In case of doing so, the same will be treated as breach of trust and accordingly suitable action including legal proceedings, as per law of the land may be initiated by Inductus Limited or by the organization deployed at, against me.

I also understand such activity or behavior may hamper the business interest of the organization.

Hereby, I declare, I have read and understood the terms relating to confidentiality agreement pertaining to my employment, and am bound to follow the same. I also understand, in case, if I fail to do so, in any manner, the organization is bound to initiate suitable corrective measures including legal proceedings against me.

Name:

Signature:

Date:

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Annexure – E
(DECLARATION)

This is in continuation to terms of employment, to my association/employment with Inductus Limited.

Hereby, with this communication, I declare that I am associated with Inductus Limited and if in case I decide to discontinue my association/employment with Inductus Limited, **I will serve 30 (Thirty) Days' Notice period during the period of probation and 30 (Thirty) Days' Notice after the confirmation of employment, in advance, in writing about my intended discontinuation of the association/employment, to the competent authority with a copy to Head – Human Capital Management or to the official assigned by the organization.**

I fully understand the seriousness of my association/employment, and also that certain important documents, company's belongings and information are in my possession, and those could be critical and important for the organization and can lead to serious financial loss and loss in credibility to the organization, i.e. Inductus Limited.

Hereby, I also understand that, if in case, I do not follow and serve the notice period, as elaborated above, the company may take suitable action against me including initiating the legal proceedings, as deemed fit.

I accept the terms as elaborated above.

Employee's Name:

Signature:

Date:

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Annexure – F

Sexual Harassment Prevention Policy Acknowledgment Form

Inductus Limited is pledged to preserving a work environment free from sexual harassment. Accordingly, hereby all the employees & stake holders are expected to religiously follow & strictly implement the 'Guidelines and norms laid down by the Hon'ble Supreme Court in Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384)'.

Inductus Limited has a Zero Tolerance policy against any type of sexual harassment against its employees. The Guidelines of Supreme Court 1997 define Sexual Harassment as any unwelcome sexually determined behaviour such as:

- 1) Physical contact and advances.
- 2) Demand or request for sexual favors.
- 3) Sexually colored remarks.
- 4) Showing pornography.
- 5) Any other unwelcome physical, verbal or non - verbal conduct of sexual nature.

Any complaints/suggestion in this regard will be communicated to the Head – Human Capital Management (Head – HCM), in writing or the Sexual Harassment Prevention Committee. The in-house Sexual Harassment Prevention Committee involves 3 employees of the organization. The committee constitutes of Ms. Anu Krishna, Ms. Riya Sinha & Mr. Jivid Daimari. They will in turn investigate in a time bound manner and share their findings/recommendation/s with the concerned/assigned authority, on the basis of complaints, enquiry and findings.

Here are the contact details of the “Sexual Harassment Prevention Committee Members”.

Sexual Harassment Prevention Committee Members:

Sl.	Name	Email Id	Mobile No.
1	Ms. Anu Krishna	anu.krishna@inductusgroup.com	+91 81302 35215
2	Ms. Riya Sinha	riya.sinha@inductusgroup.com	+91 88846 06452
3	Mr. Jivid Daimari	jivid.daimari@inductusgroup.com	+91 70429 15394

All the complaints / suggestions, if any will be treated seriously, kept as confidential as much as possible and investigated fully by in-house committee of Inductus Limited.

Inductus Limited expressly forbids any retaliation against employees for reporting sexual harassment. If, however, the company finds that false charges have been filed, disciplinary action may be taken against any individual who provides false information which may extend to termination of employment of the said individual without any terminal benefits which may have accrued to such individual by reason of his/her employment with Inductus Limited.

If an investigation confirms that sexual harassment has indeed occurred, immediate action will be taken to put an end to harassment. Inductus Limited will take appropriate corrective actions against anyone are found to be in violation of this policy, including possible termination of employment apart from any other disciplinary action taken by Inductus Limited.

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Malicious Allegations:

Where the committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer to take appropriate action as per law of land against the woman or the person making the complaint. The action recommended should be similar to the ones proposed for the respondent in case of substantiated

Complaints:

While deciding malicious intent, the committee should consider that mere inability to substantiate a complaint need not mean malicious intent. Malicious intent must be clearly established through a separate inquiry.

Confidentiality:

The identity of the complainant, respondent, witnesses, statements and other evidence obtained in the course of inquiry process, recommendations of the committees, action taken by the employer is considered as confidential material, and not published or made known to public or media. Any person contravening the confidentiality clauses is subject to disciplinary action as prescribed in the act.

Appeal:

Any party not satisfied or further aggrieved by the implementation or non-implementation of recommendations made, may appeal to the appellate authority in accordance with the Act and rules, within 90 days of the recommendations being communicated.

By signing below you are agreeing that, you have read and understood every provision of this document and that, in consideration of your employment at Inductus Limited, you agree to abide by its terms.

Name:

Employee's Signature:

Date:

Note: A copy of the Guidelines and norms laid down by the Hon'ble Supreme Court in Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384) is enclosed for your reference.

Annexure – G
(IT & Cyber Security Policy)

Policy Brief & Purpose:

The IT Cyber Security Policy outlines the guidelines and provisions for preserving the security of our data and technology infrastructure.

The more we rely on technology to collect, store and manage information, the more vulnerable we become to severe security breaches. Human errors, hacker attacks and system malfunctions could cause great financial damage and may jeopardize the organization's reputation.

For this reason, we have implemented a number of security measures. We have also prepared instructions that may help mitigate security risks. The same are outlined herein below;

Scope:

This policy applies to all our employees, contractors, volunteers and anyone who has permanent or temporary access to our systems and hardware.

Policy Elements: Confidential data is secret and valuable.

Common examples are:

- Unpublished financial information
- Data of customers/partners/vendors
- Patents, formulas or new technologies
- Customer lists (existing and prospective)
- All employees are obliged to protect this data. In this policy, we share instructions on how to avoid security breaches.

Protect Personal and Company Devices:

- When employees use their digital devices to access company emails or accounts, they introduce security risk to our data. We advise our employees to keep their personal and company-issued computer, tablet and cell phone secure. They can do this if they:
- Keep all devices password protected.
- Choose and upgrade complete antivirus software.
- Ensure they do not leave their devices exposed or unattended.
- Install security updates of browsers and systems monthly or as soon as updates are available.
- Log into company accounts and systems through secure and private networks only. We also advise our employees to avoid accessing internal systems and accounts from other people's devices or lending their own devices to others.
- When new hires receive company-issued equipment they will receive instructions for:

[Disk encryption setup]

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QMS: ISO 9001:2015 | EMS: ISO 14001:2015 | OHSAS: ISO 45001:2018 | ITSMS - ISO/IEC 20000-1:2018 | CMMI Maturity Level 3

[Password management tool setup]

[Installation of antivirus/ anti-malware software]

They should follow instructions to protect their devices and refer to our [Security Specialists/ Network Engineers] if they have any questions.

Keep Emails Safe:

Emails often host scams and malicious software (e.g. worms.) To avoid virus infection or data theft, we Instruct employees to:

Avoid opening attachments and clicking on links when the content is not adequately explained (e.g. “watch this video, it’s amazing.”)

Be suspicious of click bait titles (e.g. offering prizes, advice.)

Check email and names of people they received a message from to ensure they are legitimate.

Look for inconsistencies or giveaways (e.g. grammar mistakes, capital letters, excessive number of exclamation marks.)

If an employee isn’t sure that an email, they received is safe, they can refer to our [IT Specialist.]

Manage Passwords Properly:

Password leaks are dangerous since they can compromise our entire infrastructure. Not only should Passwords be secure so they won’t be easily hacked, but they should also remain secret. For this reason, we advise our employees to:

Choose passwords with at least eight characters (including capital and lower-case letters, numbers and symbols) and avoid information that can be easily guessed (e.g. birthdays.)

Remember passwords instead of writing them down. If employees need to write their passwords, they are obliged to keep the paper or digital document confidential and destroy it when their work is done.

Exchange credentials only when absolutely necessary. When exchanging them in-person isn’t possible, employees should prefer the phone instead of email, and only if they personally recognize the person they are talking to.

Change passwords every two months.

Transfer Data Securely:

Remembering a large number of passwords can be daunting. We will purchase the services of a password management tool which generates and stores passwords. Employees are obliged to create a secure password for the tool itself, following the above-mentioned advice.

Transferring data introduces security risk. Employees must, avoid transferring sensitive data (e.g. customer information, employee records) to unauthorized devices or accounts. When mass transfer of such data is needed, we request employees to ask our [Security Specialists] for help.

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Share confidential data over the company network/ system and not over public Wi-Fi or private connection.

Ensure that the recipients of the data are properly authorized people or organizations and have adequate security policies.

Report scams, privacy breaches and hacking attempts

Follow Customer approvals channel & regulation wherever / whenever applicable.

Our [IT Specialists/ Network Engineers] need to know about scams, breaches and malware so they can better protect our infrastructure. For this reason, we advise our employees to report perceived attacks, suspicious emails or phishing attempts as soon as possible to our specialists. Our [IT Specialists/ Network Engineers] must investigate promptly, resolve the issue and send a companywide alert when necessary.

Our Security Specialists are responsible for advising employees on how to detect scam emails. We encourage our employees to reach out to them with any questions or concerns.

Additional Measures:

To reduce the likelihood of security breaches, we advise our employees to:

Turn off their screens and lock their devices when leaving their desks.

Report stolen or damaged equipment as soon as possible to [HR/ IT Department].

Change all account passwords at once when a device is stolen.

Report a perceived threat or possible security weakness in company systems.

Refrain from downloading suspicious, unauthorized or illegal software on their company equipment.

Avoid accessing suspicious websites.

We also expect our employees to comply with our social media and internet usage policy. Our [Security Specialists/ Network Administrators] should:

Install firewalls, anti-malware software and access authentication systems.

Arrange for security training to all employees.

Inform employees regularly about new scam emails or viruses and ways to combat them.

Investigate security breaches thoroughly.

Follow these policies provisions as other employees do.

Our company will have all physical and digital shields to protect information.

Remote Employees:

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Remote employees must follow this policy's instructions too. Since they will be accessing our Company's Accounts and systems from a distance, they are obliged to follow all data encryption, protection standards and settings, and ensure their private network is secure.

We encourage them to seek advice from our [Security Specialists/ IT Administrators.]

Disciplinary Action

We expect all our employees to always follow this policy and those who cause security breaches may face Disciplinary action:

First-time, unintentional, small-scale security breach: We may issue a verbal warning and train the employee on security.

Intentional, repeated or large-scale breaches (which cause severe financial or other damage):

We will invoke more severe disciplinary action up to and including termination.

We will examine each incident on a case-by-case basis.

Additionally, employees who are observed to disregard our security instructions will face progressive discipline, even if their behavior hasn't resulted in a security breach.

Take Security Seriously:

Everyone, from our customers and partners to our employees and contractors, should feel that their data is safe.

The only way to gain their trust is to proactively protect our systems and databases. We can all contribute to this by being vigilant and keeping cyber security top of mind.

Hereby, I declare, I have read and understood the terms relating to the Cyber Security Policy pertaining to my employment, and am bound to follow the same. I also understand, in case, if I fail to do so, in any manner, the organization is bound to initiate legal proceedings against me.

Name:

Signature:

Date:

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STRATEGIC ALLIANCE
Management Services Private Limited

1/1B, Choudhary Hetram House

Bharat Nagar, New Friends Colony, New Delhi 110025

Phones: 011-26842162; 41653612; 41011564-65; Fax: 26912162; Email: consult@sams.co.in

Consultancy Services Agreement

CSA Code No.: DL_ICT Programme_43341472_127

This **Consultancy Services Agreement** (“**Agreement**”) is made at New Delhi on November 15, 2022, between:

Strategic Alliance Management Services Private Limited having its principal office at **1/1B, Choudhary Hetram House, Bharat Nagar, New Friends Colony, New Delhi 110 025** (hereinafter referred to as “**SAMS**”).

and

Mr. Shashi Kant Pandey S/o Mr. Martunjay Nath Pandey, (hereinafter referred to as “**Consultant**”), residing at:

E-6/10, MAHARSI PATANJAI PARISAR, GODERMAU, VINAYAK NAGAR, BHOPAL(MP) 462030

“**SAMS**” and the “**Consultant**” are hereinafter referred to individually as “Party” and collectively as “Parties”.

WHEREAS **SAMS** has been awarded a short-term project for the “Provision of Technical Support towards Financial, Human Resources & Logistics Management to the Government Departments in 15 States by its **Client** and wishes to engage the **Consultant** to provide expert inputs for the execution of tasks and responsibilities listed in the **Abbreviated Terms of Reference** (attached herewith as **Appendix 1** of this **Agreement**) provided by its **Client**.

WHEREAS **SAMS** desires to appoint the **Consultant** to work on the above project at the contractual terms and conditions set forth hereinafter.

WHEREAS the **Consultant** hereby represents and warrants that s/he has adequate professional competence and experience to discharge his Duties and Responsibilities under this **Agreement**, (as set out in the **Abbreviated Terms of Reference** in **Appendix I**) and is willing to accept this appointment at the said terms and conditions.

NOW THEREFORE, the parties hereto for and in consideration of the foregoing and the mutual covenants and promises herein contained and agreed, as follows:

A. Period of Agreement

- A.1 This **Agreement** shall be deemed to begin on the commencement date mentioned in the **Abbreviated Terms of Reference** (attached as Appendix I), provided that **SAMS** has received the first original of the duly signed **Agreement** and attached appendices. The **Agreement** shall terminate upon satisfactory and timely completion of all tasks to be undertaken, but in any case, no later than the conclusion date shown in the

Abbreviated Terms of Reference, unless otherwise extended/renewed by mutual agreement of both parties. In addition to the above, Parties shall also have the right to terminate the **Agreement** in accordance with the terms and conditions stated herein below.

- A.2 The **Consultant** accepts to render services (as per **Appendix I** forming part of this **Agreement**) to **SAMS** for the project initially at **Hyderabad, Delhi** for the performance of the tasks described in the Terms of Reference. The **Consultant** understands that his/her assignment of work is transferrable and the place of work may be changed as per the project requirement and/or as per **SAMS** discretion, and the **Consultant** is ready to work at any place in **Delhi**, so fixed by **SAMS** from time to time.
- A.3 This **Agreement** may be terminated at any time during the term of the **Agreement**, by either party by giving 30 calendar days written notice. In the event either party fails to give a clear 30 calendar days written notice, the **Agreement** may by mutual consent be terminated by payment of remuneration in lieu of notice, comprising average monthly professional fees paid to the **Consultant**, during the last three months.
- A.4 The **Agreement** may also be terminated by **SAMS** prior to the completion of tasks as mentioned in **Appendix I**, on an immediate basis, without being liable to the **Consultant** if there has been a breach of any of the covenants or any other material provision such as clause C1, C3 and C13 of this **Agreement** by the **Consultant** and such breach has not been rectified within three (3) days from receipt of the notice by **Consultant** recording such breach.
- A.5 The **Agreement** shall be valid for a period mentioned under the **Abbreviated Terms of Reference** in **Appendix I**. The duration of this **Agreement** is subject to the continuation of the project awarded to **SAMS** by the **Client**. In the eventuality of the untimely termination, cessation or scaling down of the said project, this **Agreement** shall automatically come to an end without warranting any notice of termination/rescission.
- A.6 If the **Agreement** is terminated for a cause of non-performance, dishonesty, professional misconduct, negligence, inappropriate behavior at the workplace, or any other cause by the **Consultant**, which **SAMS** believes is against its interest, the **Consultant** will not be entitled to and shall not receive any compensation or benefits of any type following the effective date of such cause of termination. **SAMS** shall also be entitled to recover any pecuniary costs incurred by it in connection with such **Consultant's** appointment or the determination thereof and/or any other cost or losses incurred by **SAMS** as a result of her/his act of gross negligence, fraud or misconduct.

B. Fees and Expenses

- B.1 Subject to **Consultant's** satisfactory performance of its Duties and Responsibilities, **SAMS** will pay the amount(s) specified in paragraph 8 of the **Abbreviated Terms of Reference** attached as Appendix I to this **Agreement**, (hereinafter referred to as "**Professional Fees**") to the **Consultant** for Duties and Responsibilities to be performed under this Agreement. The Professional Fees is inclusive of all applicable taxes, if any barring GST.
- B.2 Unless otherwise agreed, the **Consultant** shall submit a monthly invoice for claiming Professional Fees, at the end of each month. The invoice shall be accompanied by a report on the achievement of deliverables as specified in the **Abbreviated Terms of**

Reference attached to this **Agreement**, duly validated by the designated Reporting Officer. Professional Fees shall ordinarily be paid within eight working days from the receipt of the proper and validated invoice by bank transfer to a bank account in the **Consultant's** name, after deduction of taxes as applicable under the law. On receipt of any payment under this **Agreement**, the **Consultant** shall forthwith issue a duly signed receipt to **SAMS** as evidence of the **Consultant** having received the payment.

- B.3 The Professional Fees so specified in the **Abbreviated Terms of Reference** shall be deemed to cover all incidental expenses incurred by the **Consultant** for the performance of this **Agreement**. (Please also refer to clause C.10 of this **Agreement** travel arrangements).
- B.4 **Taxes:** Any, and all taxes, levies or similar payment that become payable by **Consultant** pursuant to this **Agreement** shall be borne by the **Consultant**. The **Consultant** shall, at her/his own cost and expenses, ensure that s/he, at all times, complies with taxation and other laws of the land. In the case of any tax, in respect of which the **Consultant** is liable for the levy and deposit, she/he shall be obliged to submit a copy of the payment challan receipts to **SAMS**, within 10 days of the due date for the deposit of such taxes.
- B.5 **SAMS** shall be entitled to deduct or withhold from any amounts owed by **SAMS** or any of its affiliates to the **Consultant**, any central, state, local or foreign withholding taxes, imposed with respect to **Consultant's** Professional Fees or other payments made by **SAMS**, or any of its affiliates.
- B.6 All excessive or incorrect payments made to the **Consultant** shall be fully recovered. Recovery of excessive or incorrect amount paid shall either be made from the **Consultant's** monthly fee invoices under this contract, or returned by the **Consultant** by NEFT/ Bank transfer to **SAMS**.

C. General Conditions

- C.1 Persistent non-performance, dishonesty, professional misconduct, negligence, inappropriate behavior at the workplace and/or unapproved absence by the **Consultant** for more than three days, may be considered as a breach and may lead to the termination of this **Agreement** by **SAMS**, without any notice to the **Consultant**.
- C.2 The **Consultant** agrees that all the Duties and Responsibilities shall be rendered/discharged by her/him as an independent contractor and that this **Agreement** does not create an employer-employee relationship between the **Consultant** and **SAMS**. The **Consultant** shall not at any time be considered as an employee of **SAMS** or the **Client** and shall have no right to receive any employee benefits provided by **SAMS** to its employees such as workers' compensation, vacation, sick pay, profit-sharing, stock options, or retirement benefits, etc.
- C.3 This **Agreement** does not impart authority to the **Consultant** to act as an agent or legal representative of **SAMS** in any capacity or for any purpose whatsoever which may make **SAMS** responsible for any acts done in her/his individual capacity to perform her/his duties. In particular, the **Consultant** shall not pay, transfer or give anything of value (money or otherwise) on behalf of **SAMS**, or agree to do so, to any official of a government or a government agency or department, or to a person acting on behalf of such official, or to a political party or official thereof, or any candidate for political office, for the purpose of influencing their acts or decisions in any manner

whatsoever, or for any other purpose prohibited by law or public policy. The **Consultant** shall be solely responsible for her/his own actions and no joint liability is created hereunder. Under no circumstances shall **SAMS** be liable to the **Consultant** and/or any third party for any special, incidental, exemplary or indirect damages, or for any economic consequential damages, lost profits, business, revenue, goodwill or anticipated savings.

- C.4 The **Consultant** shall be solely responsible for the manner, in which her/his Duties and Responsibilities are carried out, and **SAMS** shall not be responsible for any loss, accident, damages or injury suffered by the **Consultant** arising in or out of the execution of the work, or during approved travel relating thereto. During the terms of the **Agreement**, **Consultant** shall keep her/himself complied with all the statutory requirements required for the performance of her/his Duties and Responsibilities, including but not limited to insurance, certifications, approvals, etc. at her/his own cost.
- C.5 All legal rights in the work created by the **Consultant** in connection with the project, including ownership of the original work and copyright thereof, shall be vested in **SAMS** and/or the **Client** (as the case may be). The **Consultant** recognizes that such rights include, but are not limited to copyright and other rights in written material (hard copy and electronic), sound and video recordings (including films), maps, data, computer disks, personnel files, tapes or printouts, blueprints, charts, graphs, notebooks, photographs and other printed, typewritten or handwritten documents (hereinafter collectively referred to as "Project Documents"). All Project Documents are and shall remain the sole property of **SAMS** and/or the **Client**. The **Consultant** agrees not to remove any Project Documents from her/his work premises as designated by **SAMS** from time to time or deliver any Project Documents to any person or entity outside **SAMS** and/or the **Client**, except as required in connection with the performance of Duties and Responsibilities under this **Agreement**. The **Consultant** further agrees that, immediately upon **SAMS'** and/or the **Client's** request and in any event upon completion of the Duties and Responsibilities, the **Consultant** shall deliver to **SAMS** and/or the **Client** all Project Documents, apparatus, equipment and other physical property or any reproduction of such property. In addition, the **Consultant** shall delete all electronic copies of Project Documents from the **Consultant's** personal computer or other devices. The **Consultant** further recognizes that these rights shall enable **SAMS** and the **Client** to control all publications, publicity material and other exploitation of the Project Documents, **Consultant's** work and any results of it. **SAMS** and/or the **Client**, in its sole discretion, reserves the right to revise the work to use in a different way from that originally envisaged, or not to publish or use the work.
- C.6 Any variation to the terms and conditions of this **Agreement** must be agreed in advance and in writing between the **Consultant** and **SAMS**. If Duties and Responsibilities are not satisfactorily completed (and where applicable, delivered), **SAMS** may specify an additional period within which the tasks described in the **Abbreviated Terms of Reference** must be satisfactorily performed by the **Consultant**. In the event that the Duties and Responsibilities are not satisfactorily completed by the **Consultant** by the **Agreement** termination date, or expiry of any additional period granted for the purpose, **SAMS** may rescind this **Agreement**, withhold all payments owed to the **Consultant** and claim damages for the losses incurred by **SAMS** for the non-performance of the Duties and Responsibilities by the **Consultant**.

- C.7 The **Consultant** hereby affirms that s/he has valid legal capacity to enter into this **Agreement** with **SAMS** and specifically covenants that there is no prior arrangement with any other party which could affect the validity of this **Agreement**. The **Consultant** hereby represents that s/he has not entered into and undertakes that during the term of this **Agreement** s/he shall not enter into any similar arrangement with any third party for the provision of the duties and responsibilities that may overlap the arrangement entered into by this **Agreement** without prior consent of **SAMS**. The **Consultant** also agrees to not provide the services described **Appendix I** to an outside company or competitor of **SAMS** and/or the **Client** without consulting and taking written permission from **SAMS**.
- C.8 **Governing Laws:** This **Agreement** shall be governed by and construed in accordance with the laws of India. Any dispute relating to the interpretation or execution of this **Agreement**, shall, unless amicably settled, be subject to the exclusive jurisdiction of the Courts at New Delhi, India.
- C.9 **Successors and Assigns:** This **Agreement** is personal in nature and **Consultant** shall not, without the written consent of the **SAMS**, assign, transfer or delegate this agreement or any rights or obligations hereunder.
- C.10 **Travel Arrangements:** Arrangements for authorized official travel shall be in accordance with the Administrative and Financial Guidelines issued by **SAMS** in this regard as updated from time to time, or as agreed between the parties, or be guided by rules and regulations applicable to similar circumstances of other projects of **SAMS** and/or the **Client**.
- C.11 Any favour, gift or remuneration from any source external to **SAMS** which could give rise to the impression that it is connected with the performance of the **Consultant's** duties shall not be accepted unless **SAMS'** prior written approval has been obtained by the **Consultant**.
- C.12 **Survival and Severability:** Rights and obligations under this **Agreement**, which by their nature should survive or are expressly so stated herein, shall remain in full force and effect notwithstanding any expiry or termination of this **Agreement**. Should any provisions of this **Agreement** be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this **Agreement** shall not be affected or impaired thereby. The parties shall negotiate in good faith to agree a substitute for any such provision that reflects as nearly as possible the economic, legal and commercial objectives of the provision affected.
- C.13 **Confidential Information:** The **Consultant** acknowledges that the continued success of **SAMS**, the **Client** or their affiliates, depends upon the use and protection of a large body of confidential and proprietary information. All of such confidential and proprietary information now existing or to be developed in the future shall be referred to in this **Agreement** as "**Confidential Information**". Confidential Information shall be interpreted as broadly as possible to include all information of any sort (whether merely remembered or embodied in a tangible form) that is:
- (1) Related to **SAMS'**, the **Client**, or their affiliates' current or potential business and
 - (2) Is not generally or publicly known.

Confidential Information includes, without specific limitation, the Project Documents and work created by the **Consultant**, the information, observations and data obtained

by **Consultant** during the course of her/his performance under this **Agreement** concerning the business and affairs of **SAMS**, the **Client** and their affiliates, information concerning acquisition opportunities in or reasonably related to **SAMS**, the **Client** or their affiliates' business or industry of which **Consultant** becomes aware pursuant to this **Agreement**, the persons or entities that are current, former or prospective suppliers or customers of any one or more of them during **Consultant's** course of performance under this **Agreement**, as well as development, transition and transformation plans, methodologies and methods of doing business, strategic, marketing and expansion plans, including plans regarding planned and potential sales, financial and business plans, employee lists and telephone numbers, locations of sales representatives, new and existing programs and services, prices and terms, customer service, integration processes, requirements and costs of providing service, support and equipment.

Therefore, **Consultant** agrees that s/he shall not disclose to any unauthorized person or use of her/his own account any of such Confidential Information without prior written consent of **SAMS**, unless and to the extent that any Confidential Information:

- (1) Becomes generally known to and available for use by the public other than as a result of the **Consultant's** acts or omissions to act or
- (2) Is required to be disclosed pursuant to any applicable law or court order. The **Consultant** agrees to deliver to **SAMS**, and/or the **Client** upon expiry/termination of the **Agreement**, or at any other time **SAMS** may request in writing, all memoranda, notes, plans, records, reports and other documents (and copies thereof) relating of the business of **SAMS** or its affiliates (including, without limitation, all Confidential Information) that s/he may then possess or have under her/his control.
- (3) The **Consultant** agrees to keep all Confidential Information in strict confidence, and to use the same with reasonable efforts to protect such information as are used to protect her/his own proprietary and confidential information, and to prevent disclosure, publication or dissemination of such information.

- C.14 These obligations under clause C.13 shall not cease with the expiry/termination of this **Agreement**.
- C.15 The assigned Duties and Responsibilities shall be completed by the **Consultant** within the designated time as set out in the Terms or Reference.
- C.16 The **Consultant** shall perform and execute her/his Duties and Responsibilities under this **Agreement** diligently, competently and with the highest professional standards and in alignment with good practices followed by leading development sector organizations in India.
- C.17 **Waiver of Breach:** No waiver of any breach, failure of any condition, or any right or remedy contained in or granted by this **Agreement** will be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure, right or remedy will be deemed a waiver of any other breach, failure, right or remedy whether or not similar, nor will any waiver constitute a continuing waiver unless the writing so specifies.
- C.18 Either Party shall be excused from any delay or failure in performance required hereunder if caused by reason of any occurrence or contingency beyond its reasonable control, including, but not limited to, acts of God, acts of war, fire,

insurrection, strikes, lock-outs or other serious labor disputes, riots, earthquakes, floods, explosions or other acts of nature.

The obligations and rights of the Party so excused shall be extended on a day-to-day basis for the time period equal to the period of such excusable interruption. When such events have abated, the Parties' respective obligations hereunder shall resume.

- C.19 The **Consultant** shall be deemed to have satisfied her/himself, before entering into the **Agreement**, as to the extent and nature of the services/work, the correctness and sufficiency of all sums, rates and prices entered in the **Agreement**, general and local conditions, and all other matters which could affect progress or performance of the services/work. Any failure by the **Consultant** to take account of matters which affect the services/work shall not relieve the **Consultant** from her/his obligations under the **Agreement**.

D. Indemnity


- D.1 The **Consultant** shall perform her/his duties with due diligence and skill and irrevocably and unconditionally undertakes to indemnify **SAMS** against all claims, losses, damages, liabilities, cost, charge, expenses, proceedings and actions or suits of any nature, whatsoever, made or instituted against **SAMS** and/or **Client** with respect to Duties and Responsibilities performed by the **Consultant**, or arising out of any negligence/non-performance or breach or violation of any of the terms and conditions of this **Agreement** on the part of the **Consultant** including all terms and conditions as may be amended and made applicable from time to time, including but not limited to breach of confidentiality, government regulations, statutory compliance, infringement of third party intellectual property rights.

E. Miscellaneous

- E.1 During the term of this **Agreement** and 2 months thereafter, **Consultant** shall not directly or indirectly:
- (1) Solicit or request any employee of or consultant or advisor to **SAMS** and/or **Client** to leave the employment of or cease consulting for **SAMS** and/or **Client**;
 - (2) Solicit or request any employee of or consultant of **SAMS** and/or **Client** to join the employment of, or begin consulting for, any individual or entity that researches, develops, markets or sells products/services that compete with those of **SAMS** and/or **Client**.
- E.2 **Counterparts.** This **Agreement** may be executed in two or more counterparts and, each of which shall be deemed an original but all of which shall constitute one and the same agreement.
- E.3 **Entire Agreement:** This **Agreement** represents the entire agreement and understanding between the parties as to the subject matter herein and supersedes in full all prior or contemporaneous agreements whether written or oral.
- E.4 **Insurance:** Process of extension of health and accident insurance shall be initiated by SAMS immediately on your joining work and coverage effective from the date of your formal inclusion by the insurer in our group policies. Please note that the lead time for inclusion is typically one to two weeks.

In WITNESS whereof this **Agreement** has been executed on the date first above written.

For **Strategic Alliance Management
Services Private Limited**



**Gautam Nath, MD & CEO
1/1B, Choudhary Hetram House
Bharat Nagar, New Friends Colony
New Delhi 110025**

For **Consultant**

**Shashi Kant Pandey
E-6/10, MAHARSI PATANJAI PARISAR,
GODERMAU, VINAYAK
NAGAR,BHOPAL(MP) 462030**

**Abbreviated Terms of Reference
(Duties & Responsibilities) for 'ICT Technician Consultant' under the short-term
project for 'Provision of Technical Assistance towards Financial, Human Resources
& Logistics Management in Hyderabad**

1. Purpose of Assignment

ICT Technician is accountable for the delivery of effective and efficient first line on-site or remote ICT support services to users in respective state offices. Responsible for diagnosing, resolving or escalating hardware, software, network, connectivity issues and support audio-visual collaboration systems and liaise with ICT Foundation Team in Delhi to resolve technical issues in a timely manner. The incumbent provides call documentation and prepares reports on service issues. Supports new staff with basic software orientation in conjunction with Delhi ICT Team.

2. Key End-Results

- (1) Timely support is provided with Laptops, Printers, Smartphones, Satphones and other hardware.
- (2) Effective support is provided with MS Office 365 and collaboration services: Zoom, Teams etc.
- (3) Effective support is provided with Audio-visual collaboration systems and meetings
- (4) Ensure LAN/Mobile connectivity, including operational state of BCP sites for best performance.
- (5) Assist in managing ICT assets for the office.
- (6) Any other tasks as appropriate and assigned by Operations Manager / Delhi ICT Team.

3. Duration of the Assignment

The duration of the assignment shall be from **November 22, 2022**, to **December 31, 2022**.

4. Duty Station

State Office, Hyderabad, Andhra Pradesh.

5. Supervisor

Primary Supervisor - Mr. Jayanta Kumar Chatterjee
UNICEF office for Andhra Pradesh, Karnataka and Telangana
Plot No:317/A, Road No 12, MLA Colony, Banjara Hills, Hyderabad – 500034

Contact Person - Mr. Jayanta Kumar Chatterjee, Operation Officer
Tel: 040-23477202 (18206) / 09830339272

6. Key Accountabilities and Duties & Task

A. Provide Timely Support with Laptops, Printers, Smartphones, Satphones and Other Hardware in close coordination with Delhi ICT Team:

- (1) Perform first line user support to end-users seeking in person or remote (on phone/email) technical assistance, following standard diagnostic questions/technique;

- (2) Direct unresolved issues to the next level of support personnel;
- (3) Install and configure end-user equipment;
- (4) Provide support with MFPs, scanning, photocopying, printing, etc.;
- (5) Install approved apps in users smartphones including configuration support;
- (6) Ensure all network equipment are operational and report to country office ICT Team in Delhi on faults;
- (7) Provide support in testing office emergency telecome equipment regularly and ensure they are in operational state;
- (8) Record all reported events and problems and their resolution in the ICT management tool and keep the users informed of their calls' status as appropriate;
- (9) Keep staff informed of notable trends, solutions, fixes, delays and other issues;

B. Provide Effective Support with MS Office 365 suite:

- (1) Provide support to users on advanced features of MS Office applications;
- (2) Provide assistance remotely to the Delhi ICT Team on administrative tasks;
- (3) Install authorized software in conjunction with the Delhi ICT Team;
- (4) Provide orientation on standard software /applications to staff.

C. Provide Effective Support with Audio-Visual Collaboration Systems and Meetings:

- (1) Provide support with Virtual collaboration tools and Video Conferencing, manage LCD projectors, Laptops, etc;
- (2) Setup virtual conferences in conjunction with the Delhi ICT Team and facilitate in conducting them as needed;
- (3) Setup conferences using hardware and peripherals including network/ LAN connectivity;

D. Ensure LAN/ Mobile Connectivity, Including Operational State of BCP Sites at the Residences of CFOs and/or Designated Staff Homes for Best Performance:

- (1) Provide user support with network connectivity at offices, both Wi-Fi and LAN;
- (2) Liaise with ISPs in conjunction with the Delhi ICT Team to troubleshoot issues and ensure the connectivity (both Wi-Fi and LAN) is maintained;
- (3) Provide support to users with Mobile/ Data voice services and ensure the best possible quality of service;
- (4) Ensure proper operational state and connectivity of equipment in consultation with the Delhi ICT Team;
- (5) Build capacity of users on Mobile Apps for virtual meetings and collaboration.

(E) Assist in Managing ICT Assets of Respective Offices:

- (1) Provide periodic report on ICT assets and reconcile items with the database;
- (2) Prepare end-user equipment for disposal as per prescribed processes, including formatting of laptops for uninstalling the Agency's licensed software;
- (3) Liaise with the Delhi ICT Team to ensure timely repair/ warranty services;

(F) Other Tasks as Appropriate and Assigned by Operations Manager / Delhi ICT Team:

Any other ICT or related operational function as assigned by concerned Operations Managers or Delhi ICT Service Desk Manager.

7. Estimated Cost of Consultancy

Items	Unit cost	No of Months	Total Amount (INR)
<p>Professional fees payable for the completion of work identified in the TORs/ Job Description for the position. (Note: Professional fees shall be disbursed in monthly instalments pursuant to confirmation of satisfactory work completion/ fulfilment of deliverables by the Reporting Officer)</p> <p>Professional fees are inclusive of allowances for local travel, communication and related contingencies</p> <p>Note: Arrangements for approved travel for performance of duties will be made by SAMS and insofar as possible paid directly to concerned vendors (Taxi/Air). In the event arrangement and payment for approved travel is made by the Consultant, cost of the same shall be reimbursed in accordance with applicable rules and guidelines.</p>	40,000	1 month and 9 days	52,000



STRATEGIC ALLIANCE
Management Services Private Limited

1/1B, Choudhary Hetram House
Bharat Nagar, New Friends Colony, New Delhi 110 025
Phones: 011- 4081 9900; 4165 3612 Email: consult@sams.co.in

Date: March 10, 2022

Shashi Kant Pandey
Address: E 6/10, MAHARSI PATANJALI PARISAR, GODERMAU, GANDHI NAGAR, BHOPAL (MP)
Ph. No.: +919039122097
Email.: skp.084@gmail.com

Sub: Service Agreement

Position Title: BMM - ME & MIS

Dear Shashi Kant Pandey,

We are pleased to appoint you as **BMM - ME & MIS**, to work on the project awarded to **Strategic Alliance Management Services Pvt. Ltd. (SAMS)** for providing services as **Human Resources Management Agency (HRMA)** under **DAY-NRLM** to **Uttar Pradesh State Rural Livelihood Mission (UPSRLM)**, **Department of Rural Development, Govt of Uttar Pradesh** (hereinafter referred to as 'Client'), at the following terms and conditions:

- (1) Your gross monthly honorarium will be **Rs. 25,000 (Rupees Twenty Five Thousand only)** as per details provided in **Annexure A**
- (2) You shall be engaged as **BMM - ME & MIS**, associated exclusively with the **UPSRLM Project** awarded to **SAMS** and be based at our **Client's Office** at **Gaura, Pratapgarh**. However, based on the needs of our **Client** and/or **SAMS**, you could be reassigned to a different location within **Uttar Pradesh**.
- (3) Your engagement with us shall be governed by the terms and conditions referred to in the **Service Agreement** provided at **Annexure B**.
- (4) Your duties and responsibilities are available in **Terms of Reference** as mentioned in clause number 18 of Annexure B.
- (5) Your date of joining with **SAMS** shall be considered with effect from 1st January 2022.
- (6) Your appointment shall be for a period of 12 months from the date of joining. Your engagement may be extended thereafter, subject to the formal extension of **UPSRLM Project** and your satisfactory performance.
- (7) Please log into **SAMS Online Contracting Module for UPSRLM Project** and embed your electronic signature into this **Letter and Service Agreement**, to complete your contractual engagement. Please download duly filled and signed agreement and send the same to hrma-upsrlm@sams.co.in

We take this opportunity to welcome you to **SAMS** and look forward to working with you.

For Strategic Alliance Management Services Pvt. Ltd.

(Signature)
Abhai Raj Singh, Associate Director

Confirmation of Acceptance

(Signature)
Shashi Kant Pandey

Enclosures:

- Annexure A: Honorarium Details**
- Annexure B: Service Agreement**
- Annexure C: Administrative Guidelines**
- Annexure D: Joining Information**

HONORARIUM DETAILS (Annexure A)

Particulars	Monthly (Rs.)	Annual (Rs.)
Total Honorarium*	25,000	3,00,000
TDS** (Currently at the rate of 10%)	2,500	30,000
Net Payable	22,500	2,70,000

Notes:

* GST shall be included in honorarium amount if the consultant is registered under GST and provides a Tax Invoice in this respect.

** TDS and any other deductions shall be deducted at the required rates during the time of payment disbursement.

Ref.: OL /UPSRLM/VAP/2020-21/3696

Date: 03/06/2021

OFFER LETTER

Dear SHASHI KANT PANDEY

Address.: E 6/10.MAHARSHI PATANJALI PARISAR.GODERMAU.GANDHI NAGAR. BHOPAL, Bhopal

Roll No.: 4599630055

Email Id.: SKP.084@GMAIL.COM

Contact No.: 9039122097

Place of Posting: District-PRATAPGARH Block-GAURA

VAP INFOSOLUTIONS is Human Resource Management Agency (HRMA) engaged by Uttar Pradesh State Rural Livelihood Mission (UPSRLM) for management of staff. Based on the selection process and the information provided by UPSRLM, we are pleased to offer you the position of **BMM-ME&MIS** for our client Uttar Pradesh State Rural Livelihood Mission (UPSRLM).

This offer will be governed by the following general terms and conditions of services:

- You will be entitled to perquisites and benefits as per Human Resource Manual of UPSRLM applicable from time to time.
- VAP INFOSOLUTIONS shall terminate your services if direction given by competent authority of UPSRLM.
- You will be on probation for a period of 06 (six) months, on completion of 06 months, the performance of the probation period would be evaluated for confirmation for contract.
- After the completion of 6 months for the confirmation of contract period, the evaluation sheet will be submitted to DC within 7 working days. If the evaluation sheet concerned with the performance will not submitted during aforesaid period then your appointment will be cancelled.
- If your services found not satisfactory during probation period then your services may be terminated as per direction given by competent authority of UPSRLM.
- During and after probation, you can leave the services of VAP INFOSOLUTIONS by giving one month notice or a one month salary in lieu of.
- You can be transferred from one location to another location based on the client's (UPSRLM) requirement.
- After successful completion of contract period, the contract may be renewed subject to annual performance review and as per the requirement of UPSRLM
- The rules and regulations as framed by the client (UPSRLM) from time to time shall be applicable upon you.
- You have to join within 15 days of issuance of this letter at your respective place of posting and report to competent authority of Uttar Pradesh State Rural Livelihood Mission (Deputy Commissioner- Self Employment) at Vikas Bhawan.

You are required to submit the Self Attested copies along with originals of the following documents/testimonials at the time of joining and send soft copy through email as well as hard copy by post :

- High School Certificate & Copies of the testimonial relating to educational qualification.
- Experience certificate and No Objection Certificate from last Employer.
- ID proof & Permanent/Mailing Address proof.
- Two Passport size photograph.
- Bank account Detail & PAN Card.

VAP INFOSOLUTIONS
Ant Sharma
Authorised Signatory

Accepted
Shashi
05/06/2021
Page

- Salary Slip of previous organizations along with bank statement and TDS form.
- Two references name, address and contact numbers. The person should have known you for at least two years and must not be a relative.
- If any above submitted documents/testimonials found tempered / false, you will be terminated with immediate effect.

Compensation:

- Your honorarium would be **Rs.25000.00** per month.
- The above amount is subjected to TDS, as per income tax act and other statutory deductions as applicable.
- Apart from the above honorarium you will also receive other applicable benefits as per the Human Resource Manual of our client UPSRLM.

Confidentiality of Information:

You shall maintain the utmost confidentiality and secrecy of any and all information received by you or entrusted to you in the course of your employment and you shall at all times, whether during or after the termination of your employment, act with utmost fidelity and not disclose or divulge such information to a third party or make use of such information for your own benefit.

General:

You will neither directly nor indirectly engage yourself, either full time or part time, elsewhere in any job, profession or business of any nature without prior permission of competent authority. We shall be encouraging of any academic or research engagement which is aligned to the goals of UPSRLM and we request you to discuss such activities as and when you choose to take them up.

Please signify your acceptance of this letter, by returning a copy of the same, duly signed by you on each page.

For VAP INFOSOLUTIONS

VAP INFOSOLUTIONS
Ant Sharma
Authorized Signatory

[Authorized Signatory]

I have fully read and understood the contents of this letter and acknowledge and accept the same.

Accepted

[Signature]
Signature.:

Date.: 05/06/2021



3i Infotech® Consultancy Services

LIMITLESS EXCELLENCE

01st May 2018

Employee ID:76605

HRD/2018-19/CSL/3258

Mr Shashikant Pandey,
FLAT NO E 6/ROOM-10
Bhopal Bairagarh - 462030.

Dear Shashikant,

We have Appointed you in the services of **3i Infotech Consultancy Services Ltd**(hereinafter referred as "Company") with effect from **01st May 2018**. The terms and conditions of your appointment are detailed in this Appointment Letter and any subsequent documents, applicable to employees that come into effect from time to time.

1. You will be placed in **Grade B** designated as **Senior Associate**. Your initial place of posting will be with the **IMS - IMS** at our **BHOPAL** Office. Your Compensation details are as mentioned in the annexure to this letter.
2. You are required to contribute to the Employees Provident Fund Scheme under the Employees' Provident Fund and Miscellaneous Provisions Act, 1952. You would be entitled to Gratuity as per Gratuity Act 1972.
3. You are entitled to other benefits such as leave, Employees' State Insurance Scheme under the Employees' State Insurance Act, 1948 or Group Medical Insurance, and other benefits wherever applicable, as may be introduced by the Company from time to time on the terms stipulated in the respective schemes of the Company.
4. You acknowledge that our business is based on continuing satisfactory execution of certain assignments / orders or contracts of our clients. You shall discharge your duties diligently and faithfully and to the entire satisfaction of the client wherever you are deputed by the Company. You agree and undertake to obey all reasonable and lawful orders and instructions which may be given by any person employed by the Company who is in a managerial or supervisory position. In case if your work, conduct & performance not found satisfactory, or in case if it is found that there is a reasonable apprehension about your integrity or in case it is found that you have refused to carry out a reasonable and lawful order given by an authorized person, and as such no confidence can be reposed on you the Company may discharge you from your services.

Self Attested
05/06/2018

3i Infotech Consultancy Services Limited

CIN: U72900MH2007PLC176323

T: +91 22 7123 8000 F: +91 22 7123 8310 W: www.3i-infotech.com

Regd Off: Tower #5, 3rd to 6th Floor, International Infotech Park, Vashi, Navi Mumbai - 400 703, India

Date: 25th, April 2018

Dear Shashikant Pandey,

We are pleased to make an offer to you to join 3i Infotech Consultancy Services Ltd at **BHOPAL**. The details of the offer are as follows:

Title: Senior Associate

Effective Date: 01st, May 2018

Reporting Manager: Saraswathy R.

Detailed Salary Structure

Location	BHOPAL
Grade	B
Components	Per Annum (INR)
Basic	1,62,864
Supplementary Allowance	90,692
Statutory Bonus	9,600
PF Employer	19,544
Total Fixed Pay	2,82,700
Total CTC	2,82,700

* Gratuity & Insurance are over and above TFP.

Please email / Accept in the System **within 3 working days** from the date of offer.

You may treat this email communication as a confirmation of the offer. Please proceed with resignation / exit formalities with your current employer as soon as possible and finalize the relieving date.

Please note that the soft copy of the offer letter provided is valid. You will receive the same hardcopy at the time of your joining.

Upon receiving your acceptance, we will proceed with the on boarding processes that include two emails you will be receiving to access our Step-In portal and other information for first day preparation and logistics arrangements.

Please be aware that 3i Infotech follows a stringent background verification policy. By accepting this offer, you agree to submit all required documents to formally initiate the background verification process.

Please inform your recruiter immediately, should there be change in your employment terms.

Thank you and we look forward to your early acceptance.

Regards,

VIRAJ SANJAGIRI
HRMG
02271238454
viraj.s@3i-infotech.com

Self Attested
05/06/21

HCL SERVICES LIMITED

(A subsidiary of HCL INFOSYSTEMS LTD.)

E-4, Sector 11, NOIDA 201301, U.P., India

Tel: +91 120 2520977, 2526518, 2526519 Fax: +91 120 2523791

Registered Office: 806 Siddarth, 96, Nehru Place, New Delhi-110019, India.

www.hclservices.in

www.hclinfosystems.com

HRD/LOI/170760/ /50062628

24th February, 2015

ShashiKant Pandey
Dewas-Bhopal

LETTER OF INTENT

Dear ShashiKant Pandey,

Further to our discussions with you, we are pleased to offer you a job opportunity with us. The term and conditions of your job offer have been detailed below.

Position Offered:	Senior Associate
Gross Remuneration:	INR 18600/- p.m.
Date of Joining:	9-Mar-15
Reporting Time for joining:	09.00 A.M.
Location:	Dewas-Bhopal
Reporting Manager:	Swapnil Srivastava

This offer letter is valid for 3 month and will extend based on your good performance.

By accepting this offer letter, you hereby authorize HCL Services Limited (hereinafter referred to as the 'Company') or any external agency instructed by the Company to verify your educational, employment antecedents, conduct or other particulars and make any other background checks prior to your date of joining the Company and/or signing of 'Letter of Engagement' or thereafter and waive your confidentiality, data protection or privacy rights, if any, to the extent mentioned in this offer letter.

In the light of the above, you are requested to submit all **Mandatory Documents** as stated in **Annexure-A**.

We trust that you have provided to the Company, correct declaration & have not willfully suppressed any material information. If you have, the Company reserves the right to terminate your services or revoke this offer letter with immediate effect without any notice or payment forthwith. Please note that you are required to inform the Company if there are any agreements, oral or written, which you have entered into previously.

HCL

Self Attested
Suby
05/06/2021

HCL SERVICES LIMITED

(A subsidiary of HCL INFOSYSTEMS LTD.)

E-4, Sector 11, NOIDA 201301, U.P., India

Tel: +91 120 2520977, 2526518, 2526519 Fax: +91 120 2523791

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hclservices.in

www.hclinfosystems.com

Annexure A: Mandatory Documents

- You are requested to submit the below mentioned mandatory documents, failing which your joining will not be done with the Company. You are requested to carry original copies of these documents on your day of joining.
- a. Documents to be submitted within 5 days of receiving the offer letter
 - All education passing certificates and degrees (front and back page) along with mark sheet
 - Date of Birth Certificate/ Proof
 - Experience / Relieving certificate from last employers (if applicable)
 - Appointment Letter issued from your current company (if applicable).
 - Salary slips for past 4 months (if applicable)
 - Last increment letter (If applicable)
 - Copy of resignation letter submitted with current company
- b. Documents to be submitted at the time of joining
 - 5 passport size colored photographs
 - Relieving letter from immediate previous company
 - Copy of PAN Card, copy of valid passport (or any other photo id and address proof)
 - Copy of the offer letter from the Company
 - Cancelled cheque of HDFC or ICICI bank

Please return the signed copy of the offer letter to the undersigned, indicating your acceptance, no later than 5 days from the issuance date. The acceptance of this offer letter will not result in any contract or obligation or liability upon the Company. The 'Letter of Engagement' detailing the terms and conditions of your employment will be issued to you on the day of joining provided, you submit all the mandatory documents.

Any request for change in your joining date must be sent to **Swapnil Srivastava** at least 5 working days prior to your original date of joining. We have specific, planned weekly joining days; hence you are requested to report for joining at the informed time failing which we will have to defer your joining date.

In case you need any clarifications regarding your job, salary, or any policy, please connect with **Swapnil Srivastava**.

Looking forward to your being a valuable member of HCL family!!!

Yours Sincerely,
For HCL Services Limited




Sanjeev Swani
Manager – Employee Relation



(ShashiKant Pandey)



Self Attested

05/06/2021



DPJ-DRA TOLLWAYS PVT. LTD.



(AN ISO 9001:2008 CERTIFIED COMPANY)

(AN ISO 9001:2008 CERTIFIED COMPANY)

SUBJECT:- OFFER LETTER

To,

Date: 01/06/2013

Mr. Shashi Kant Pandey
C/8, Science College Colony,
Pachpedhi,
Jabalpur,
MP - 482001

Dear Mr. Shashi Kant Pandey,

Subsequent to the discussions you had with us, we are pleased to extend you the "Offer" of employment with our company at our "Lalitpur - Sagar" Project.

We are pleased to make a provisional offer of appointment as "Technician". Detailed appointment letter will be issued to you on the date of your joining.


On reporting please bring two recent passport size photographs, photocopy of all educational certificates, Last employment appointment Letter, proof of age certificate, photocopy of pan card, address proof, IT Declaration/ Form 16 from last employer, last employer's salary certificate and relieving letter of the last employer. Please open a SBI Account and bring the proof of account no. including a copy of a blank crossed cheque to verify IFSC Code to us at the time of joining.

You are required to join the Company on or before **20/06/2013**. Please sign and return the duplicate copy of this letter as a token of acceptance of this offer.

We look forward to a mutually rewarding relationship.

With Regards,


Samiran Das
Senior General Manager - HR

Self Attested

05/06/2013



DPJ-DRA TOLLWAYS PVT. LTD.



(AN ISO 9001:2008 CERTIFIED COMPANY)

(AN ISO 9001:2008 CERTIFIED COMPANY)

To

Date: 07/06/2016

Mr. Shashikant Pandey,
C/8, Science College Colony
Pachpedhi
Jabalpur, MP

Subject: Experience Certificate

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Shashikant Pandey has been working with us since 20/06/2013 in the capacity of Technician. He has been relieved from the company w.e.f. 08/03/2015 for better prospects. During this tenure his performance is found satisfactory.

We wish him all the best in his future endeavours.

Thanking you,
For, DPJ-DRA TOLLWAYS PVT LTD.

Rakesh Chandra
Head (HR & Admin)

Self Attested
Duley
05/06/2021



भारत सरकार
सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय
राष्ट्रीय प्रतिदर्श सर्वेक्षण संगठन (क्षेत्र संकार्य प्रभाग)
प्रथम तल, जे.डी.ए. बिल्डिंग
मदन महल, जबलपुर - 482 001



Government of India
Ministry of Statistics &
Programme Implementation
National Sample Survey Organisation
(Field Operations Division)
First Floor, J.D.A. Building
Madan Mahal, Jabalpur - 482 001

क0-1(10)/स्था0/म0प्र0पू0/2010 / 13/4

दिनांक: 01/06/2010
- 1 JUN 2010

अनुभव प्रमाण पत्र

प्रमाणित किया जाता है कि श्री/ कुमारी शशिकांत पाण्डेय, आत्मज श्री एम0 एन0 पाण्डेय ने राष्ट्रीय प्रतिदर्श सर्वेक्षण संगठन (क्षे0 स0 प्र0), सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय (भारत सरकार), प्रथम तल, जे0डी0ए0 बिल्डिंग, मदन महल, जबलपुर स्थित कार्यालय में दिनांक 10/08/09 से 31/05/2010 तक संविदा अन्वेषक के रूप में कार्य किया है। इनका कार्य संतोषप्रद रहा है।

हम इनके उज्ज्वल भविष्य की कामना करते हैं।

Self Attested
July
05/06/2021

himanshu 01.06
(डॉ0 संजय कुमार)
सहायक निदेशक



भारत सरकार

सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय
राष्ट्रीय प्रतिदर्श सर्वेक्षण संगठन (क्षेत्र संकार्य प्रभाग)
प्रथम तल, जे.डी.ए. बिल्डिंग
मदन महल, जबलपुर - 482 001



Government of India

Ministry of Statistics &
Programme Implementation
National Sample Survey Organisation
(Field Operations Division)
First Floor, J.D.A. Building
Madan Mahal, Jabalpur - 482 001

क्र.1(10)/स्था./म.प्र(पू.)/2011

दिनांक 30/08/2011

अनुभव प्रमाण पत्र

2 SEP 2011

प्रमाणित किया जाता है कि श्री शशिकांत पांडे ने राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय (क्षे. सं. प्र.) सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय (भारत सरकार), प्रथम तल, जे. डी. ए. बिल्डिंग, मदन महल जबलपुर के स्था. उ. क्षे. कार्यालय जबलपुर में दिनांक 10 जून 2010 से 06 जून 2011 तक संविदा अंवेशक के रूप में क्षेत्र सर्वेक्षण का कार्य किया। उक्त अवधि में इनका कार्य संतोषप्रद रहा है।

हम इनके उज्ज्वल भविष्य की कामना करते हैं।

(आर. के. तिवारी)

कार्या. प्रमुख एवं अधीक्षण अधिकारी

Self Attested
Duley
08/06/2021

भारत सरकार

सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय
नेशनल सेम्पल सर्वे ऑफिस (क्षेत्र संकार्य प्रभाग)
प्रथम तल, जे.डी.ए. बिल्डिंग
मदन महल, जबलपुर - 482 001



Government of India

Ministry of Statistics &
Programme Implementation
National Sample Survey Office
(Field Operations Division)
First Floor, J.D.A. Building
Madan Mahal, Jabalpur - 482 001

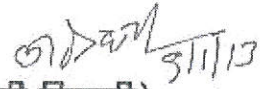
क्र. 1(10)/स्था./म.प्र.(पू.)/2012-13

दिनांक 09.01.2012

अनुभव प्रमाण पत्र

प्रमाणित किया जाता है कि श्री शशि कान्त पाण्डे राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय (क्षेत्र संकार्य प्रभाग), सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय, भारत सरकार, प्रथम तल, जे. डी. ए. बिल्डिंग, मदन महल जबलपुर के अधीनस्थ स्थित उप क्षेत्रीय कार्यालय, सागर में दिनांक 01.जून 2011 से 31.12.2012 तक क्षेत्र अन्वेषक के रूप में कार्यरत थे। उपरोक्त अवधि में इनका कार्य अच्छा रहा है।

मैं इनके उज्ज्वल भविष्य की कामना करता हूँ।


(एल.पी.तिवारी)

सहायक निदेशक एवं कार्यालय प्रमुख

Self Attested
Duty
05/01/2012