



12th January 2024

Offer and Appointment Letter

Gunjan Gupta

S/O, Pradeep Gupta, House- 762, Block - i, Gali
no;9, Sangam Vihar, Sangam Vihar, Hamdard
Nagar, South Delhi, Delhi - 110062

Phone: - 7053551514

Email: - gunjankum7@gmail.com

Sub: Service Agreement as MIS Coordinator

Dear Gunjan,

We are pleased to engage you as a MIS Coordinator. Your expected starting date is **17th January 2024**

Welcome to Haqdarshak!

The details of your engagement are provided in the Annexures. If you have any questions, please contact your coordinating manager Kajal Kiran Singh at (kajal.singh@haqdarshak.com) OR, write to HR department at central_hr@haqdarshak.com

We look forward to a mutually rewarding association. Best

Wishes

For Haqdarshak Empowerment Solutions Private Limited (HESPL)

Surabhi K



Surabhi Kakrania CXO

– Finance & HR



Annexure A: Terms and conditions

1. Background verification: We are in the process of completing a background check in accordance with our background verification policy as a part of the HR hiring process and this offer shall be valid only on satisfactory completion of the reference check. As part of the verification process, if there are any negative findings or any discrepancy found in the data and information shared by you, this offer stands annulled/ cancelled with immediate effect. The offer, in such a case, shall be withdrawn even after the employee has officially joined the Organization.

2. Location

Haqdarshak Empowerment Solutions Private Limited (HESPL's) administrative office is in Pune, Maharashtra & Registered office is in Bangalore, Karnataka. Your Base location will be **Delhi/DL**. Basis the project requirements and business expansion plans, you may need to travel and/or relocate to any of the notified project locations of HESPL operations, PAN-India. Professional arrangement between both the parties will be such that you will be required to provide your services at any of the Haqdarshak offices/sites.

3. Tenure

This service agreement shall be from **17th January 2024. To 30th June 2025**. You are required

to join the project on **17th January 2024**

4. Payment and other expenses

You shall be entitled to a Professional fee of INR. 22,000 per month (Twenty Two thousand Rupees only) during the engagement period. Travel and other reimbursements shall be provided as per the Organizational Reimbursement Policy.

All statutory taxes as per Income/Service Tax rules and those related to Company Compliance as demanded by Law in force from time to time will be applicable.

Variable Pay: In addition to the mentioned monthly compensation designated for your position as **Fellow** you will be eligible to earn a **Variable Incentive Pay** based on quarterly performance. The Variable Pay will be paid in accordance with the **Variable Incentive Policy of Haqdarshak**, effective 1st July 2023. The structure and the payment guidelines have been clearly spelt out in this Policy.

The component of Variable Pay is illustrated below:

CTC	Variable pay % (Max)*	Max variable pay (Annual)
2,90,000	10 %	2,90,000





5. Other engagements:

During the appointment period you shall not engage yourself directly or indirectly or in any capacity with any other organization and/or business identical or similar to the business of our company. In the event of a breach of this condition, this service agreement is liable to be terminated forthwith by the company.

6. Administrative norms applicable

Work related expenses and settlement: Actual expenses on account of work may be claimed separately from the company by raising expense statements with supporting documents in accordance with the organization reimbursement policy.

7. Reporting and Reviews

Coordinating Person

You shall be assigned a coordinating person to review your work Bench clause need to be added

The reporting of the work will be as follows:

- a) The deliverables and the progress shall be discussed with the coordinating person on a timely basis and shall be regularly monitored
- b) You will be expected to submit a monthly report on key responsibility, assigned deliverables to the coordinating manager
- c) The progress of the project, the scope of your role and the deliverables achieved shall be reviewed at the end of each month

8. Separation and Notice Period:

Either party can terminate the contract by giving 15 days of formal notice in writing.

9. Termination

The Company may terminate your employment forthwith without any notice in the event of wilful neglect or grounds of misconduct, negligence of duty, fulfilment of role and responsibilities or fundamental breach of contract and /or Code of Conduct and/or cause of any loss to the Company or breach of any of the terms hereof or refusal on your part to carry out the instructions of the management of the Company or being guilty of indiscipline. In case of termination, the company is not liable to pay any compensation of whatsoever nature.

In the event of under-performance or non-performance by you of your Services hereunder, the Company shall give you a notice in relation to the same and if you do not cure the same within 15 days from the date of such notice or specified tenure under the PIP (Performance Implementation Program), then the Company is entitled to terminate your engagement with immediate effect





Annexure B – HESPL Code of Conduct

1. Introduction

Haqdarshak Empowerment Solutions Limited (HESPL) is committed to conducting its business with highest standards of compliance and ethical conduct. This Code of Conduct ('Code') has been adopted to summarize the standards of business conduct that must guide the actions of the employees (including all Directors) at all times.

2. Scope

The Code of Conduct of HESPL is applicable to all employees, contractors, interns and consultants whether full time or part-time (henceforth called as "employees" for the purpose of this document) as long as they are engaged with HESPL and are undertaking activities in the capacity of representing HESPL.

3. Guiding Principles

3.1. The following are HESPL's pillars of culture and are the driving force behind how we conduct business:

- 3.1.1 Honesty - ensures transparent interactions
- 3.1.2 Empathy - fosters deep connections
- 3.1.3 Merit - drives a commitment to excellence

3.2. While HESPL may not wish to constantly monitor everyday activities of employees, there will be zero tolerance of violations. The company places the onus on the employees to conduct themselves in a fair, unbiased and ethical manner.

3.3. Every employee should take responsibility to formally raise a complaint when a violation comes to their notice irrespective of whether they are directly impacted by the violation and irrespective of hierarchy and reporting relationships.

Failure to bring a known incident of violation to the attention of / report to corporate authorities will have serious consequences, and the employee will face disciplinary action in accordance with the Disciplinary Code of Conduct.

Misleading with incorrect information or withholding information will lead to disciplinary action.





4. Aspects Covered

4.1. Indian Law

All employees are required to comply with applicable laws, rules and regulations of the land strictly and should not do anything or direct others to do anything that is in violation thereof. Notwithstanding the legal consequences of such violation, any employees found guilty will be additionally liable to disciplinary actions, initiated by the company for violating the Code. Particular care should be taken to act legally in those areas where the law is evolving rapidly or is being extended to cover activities that have not been covered by legal requirements in the past. When in doubt, HR should be consulted. If the

situation/case warrants it, the company will pursue legal action, and the legal decision will be binding on the employee.

In the event of any breach by the employee of any terms of this contract, any of the Company policies and/or Company mandates, the employee shall be liable to disciplinary action and legal action, as required.

4.2. Use of company asset and resources

The Company's assets and resources are dedicated to achieving its business objectives. All employees are required to safeguard company assets and resources against any loss, damage, the or misuse, and should not use them for any unlawful or unethical purpose.

All assets should be returned to the organization at the time of leaving the organization.

If the employee fails to return the asset, the cost will be recovered from them, or legal action may be taken.

4.3 Confidentiality Clause: During the course of your engagement or employment with the Company, you may get access to the Company's or its clients' "Confidential Information", which includes but not limited to the information relating to intellectual property, know-how (not limited to patents, source code, technology etc.), business processes, computer data base, business activities, customer data base, financial planning, human resource information and human resource planning, marketing strategy, financial data, sales plan, business and technical information relating to products and services, existing and contemplated, system applications, process or any other information relating to the Company and/ or any of its clients and/ or associates and/ or business partners, whether disclosed by the Company or obtained by the you and you shall not use or employ or exploit such Confidential Information in any manner.

You agree, during or after the term of this Agreement, not to reveal proprietary and / or Confidential Information or trade secrets to any person, firm, corporation, or entity. Should you reveal or threaten to reveal this information, the Company shall be entitled to an injunction restraining you from disclosing same, or from rendering any services to any entity to whom said information has been or is threatened to be disclosed, the right to secure an injunction is not exclusive, and the Company may pursue any other remedies it has against you for a breach or threatened breach of this condition, including the recovery of damages from you. This clause shall survive termination of this Agreement or termination of your employment with the Company.



Haqdarshak Empowerment Solutions Pvt. Ltd.

149, 12th Cross Road, 2nd Phase, J.P. Nagar, **Bangalore**, KA — 560078

www.haqdarshak.com // **contactus**@haqdarshak.com



4.4. Zero Tolerance towards bias

HESPL is committed to providing an environment that is free from harassment, discrimination and intimidation. The Company is committed to adoption of fair employment practices. It ensures diversity of workplace through efforts to recruit, develop and retain the most talented people from a diverse candidate pool. It upholds the principle that advancement is based on talent and performance and there is a commitment to equal opportunity.

The company has a zero tolerance towards bias arising out of one's gender, caste, creed, religion, language or race. All kinds of harassment such as physical, verbal, visual or written will fall under the purview of code of conduct. If found to be true after a written complaint and thorough investigation the company can take punitive action.

Manifestation of bias can include but not be limited to unwelcome comments, or other verbal or physical conduct where such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Bias will also include expression of personal preferences when in capacity of representing the company. This will include but not limited to expressing religious preferences in company owned premises, during company meetings and events or on social media as a representative of the company.

Opportunities and growth at Haqdarshak are based only on merit and performance. The company has an unwavering commitment to equal opportunity. Extending and/or denying opportunities to another based on gender, caste, religion or language or disability will be termed violation of code of conduct.

4.5. Prevention of Sexual Harassment

This is governed by the POSH policy and the ICC that has been instituted to address sexual harassment complaints.

4.6 Gifts

Employees shall not accept gifts - anything of value (including entertainment and incentives) from current or prospective customers or vendors or suppliers. The employees must not make any payment to or for anyone for the purpose of obtaining or retaining business or for obtaining any favourable action. If any employee is found to be involved in making such payments, such employee would be subject to disciplinary action.

Bribe is a reward offered, promised, provided, given or received directly or indirectly in order to influence a decision of the recipient which may result in a business, financial or other kind of gain or advantages to the entity offering the bribe. The company has a zero tolerance towards giving or accepting bribes to gain or receive such favours related to business.





4.7 Entertainment

While HESPL firmly believes that every employee's personal circumstances are not a matter of concern of the company, a certain decorum is expected of every employee while representing the company during or outside office hours, within or outside office premises.

While representing the company, acting under influence of illegal drugs and excessive alcohol that result in disrepute, misrepresentation of company's intent and/or causing harm to an individual within or outside the organization at all times will be considered violation of code of conduct. If the violation is proved, disciplinary action and legal action will be initiated.

4.8 Treatment of all associated partner organizations

All employees shall act responsibly, honestly and with integrity in all dealings with the Company's vendors, customers including prospective customers, government officials, regulators and competitors.

The Company's contractual relationships with its vendors, agents and customers are important for its success. Vendor selection and hiring decisions must be made objectively and in Company's best interest, based on evaluation of integrity, suitability, price, delivery of goods/ service, quality and other pertinent factors.

Any personal relationship of the employees with contractors, suppliers and vendors should be disclosed by them to their superiors at the time of entering into any transaction with them and should not influence any decisions made on behalf of the Company. Negotiations with customers and potential customers should be conducted in a professional manner.

Vendors or suppliers should not be used for any personal purposes, so as to have any conflict of interest while dealing with them.

The Organization will follow procedures and processes for any selection and recruitment of any vendors, third-parties etc and any deviation or non-adherence to the same, shall result in a disciplinary action being taken against the employee driving the process.

Further, hiring of a relative as an employee/consultant/contractual/ vendor or third-party contractor or consultant or employee or any stakeholder associated with the organization shall be done in accordance with the Organization policy.

Further, hiring of a relative as vendor or third-party contractor or consultant is not permitted shall be done in accordance with the Organization policy





4.9 Contact with media

In order to proactively manage the reputation of the company with the media and to ensure consistency of messages, and interaction, any communication with media must occur only with the prior approval of the Marketing and Branding vertical of the company.

Social media allows users to interact with each other by sharing information, opinions, knowledge and interests. Sometimes employees use personal social media accounts to share information about HESPL. When doing so employees are expected to maintain and express neutral views with respect to political and religious affiliations. Haqdarshak has no affiliation to any political party or religion and employees should bear this in mind while interacting with everyone within or outside the company while representing the company.

There are various risks associated with communicating on the Social Media platform. Thus, there is a need to address such concerns in an appropriate manner keeping in mind the interest of the Company and its wider stakeholders.

Action will be taken if the employee reaches out to any third party for personal gain/routing communication to the Company via this third party / through any media channel etc.

4.10 Information Security

Employees must take all reasonable precautions, including password maintenance and file protection measures to prevent unauthorised access and have an obligation to maintain the security and confidentiality of the information systems over which they have responsibility or control and that are owned or used by agreement. Employees are required to report any breach of security or misconduct at the earliest to the IT Manager.

Employees must comply with all clauses of the HESPL IT Policies, Information Security policy and Data Privacy policy that are in force or may be enforced in future, including modifications from time to time as needed for business compliance during employee's tenure with HESPL. Certain policies may continue to be in effect after the employee leaves HESPL in compliance with Indian Laws and other Regulatory compliance guidelines.

5. Enquiries and Investigation

5.1 Raising Ethical issues

The Company encourages its employees to report to their line managers/HR/Internal Grievance Committee, concerns and suspected violations of the Code, internal policies, external legal and regulatory requirements etc. All significant breaches should be escalated immediately.





The Company will conduct prompt and thorough investigations of alleged violation and take appropriate corrective action. No retaliatory action against an employee shall be taken for making a report in good faith.

6. Violation of Code of Conduct:

Any act of breach of the stipulations mentioned in the Code would be treated as misconduct which may attract penal action in accordance with the Disciplinary Course of action.

6.1 Matrix of violation:

Habitual Irregularity

Examples of habitual irregularity may include but not limited to

- Repeated negligence to perform duties.
- Discourteous behavior with customers, co-workers, employees, vendors and partners.
- Careless use of company assets that results in minor losses and business risk for the company.
- Use of abusive language and gestures.
- Showing a consistent and unreasonable negative attitude towards another employee or group of employees in the company.

The **Internal Grievance Committee** will take into account the nature of violation, impact to company, number of occurrences and decide course of action which may include written feedback and/or warning. The Internal Grievance Committee could also decide to refer the matter to HR and Senior Management.

Gross Violations:

Gross violations could include but not limited to:

- Failure to comply by the company policies
- Sexual harassment
- Bias of any nature as described in section 4.4
- Obstructing other employees from discharging their duties
- Accepting and giving gifts in violation of the code of conduct
- Violation of Information Security policy, IT Policy or Data Privacy policy of the company
- Taking decisions at the cost of the company that is favoring employee or those associated with the employee.
- Failure to take all possible steps to protect the interest of the Company and to perform duties with utmost integrity, honesty, devotion and diligence.
- Any act which brings or has the potential to bring dis-repute to the image of the Company at all times.
- Failure to act in spite of being aware of violations being practiced.

Gross violations when raised will be investigated by HR, Finance in consultation with senior management





team for further action.

7. Fraud:

Fraud in relation to affairs of a company or anybody corporate includes any act, omission, concealment of any fact or abuse of position committed by any person or any other person with the connivance in any manner, with intent to deceive, to gain undue advantage from, or to injure the interests of, the company or its shareholders or its creditors or any other person, whether or not there is any wrongful gain or wrongful loss.”

- Suppression or misrepresentation of facts.
- Wilful act of creation or acceptance of fake records and/or data.
- Theft of data.
- Involvement in corruption.

Fraud if raised and proved can lead to termination and any other action as required by law.

8. Process for Disciplinary Procedures

All violations can be taken up for investigation only if recorded on email or any other form of written complaint.

All violations / irregularities shall be reported and governed in accordance with the organization policies and norms **under the Disciplinary course of action.**

The company reserves the right to classify the violation as irregularity, gross violation or fraud.

The company reserves the right to change / improvise any policy or norm as it deems fit, without prior notice.

In the event any changes are made, the revised terms and conditions shall be communicated accordingly.

Every employee is shall abide by the Company's Code of Conduct, other Company policies, procedures, conventions and norms and the decision of the Company in relation to violation thereof by the employee shall be binding on the employee





Employee declaration (To be signed by every employee)

1. I have read and understood the terms of employment/engagement applicable to me and the provisions of the HESPL Code of Conduct.
2. I understand that HESPL is an equal employment opportunity organization and has zero tolerance towards bias of any kind as outlined by the Code of Conduct.
3. I understand that HESPL conducts all its businesses with no compromise on ethics and integrity and expects the same from all employees, fellows, consultants and interns whether fulltime or parttime.

We wish you the very best to have an enjoyable job that fulfils your career plans while meeting organizational expectations.

I have read & understood the above terms & conditions of the appointment and hereby accept the same without any reservation. I further agree to abide by the rules, regulations and standing orders of the Company in force from time to time.

Date:- Jan 17 2024

Signature:- *gunjan*

Place:- New Delhi

Name:- Gunjan Gupta





University of Delhi

Semester Examination May-June 2023

Digitally Verified
By Delhi University
Database

DVFNO: 195768

Statement of Marks/Grades

Date of Printing: 29 Jun 2024

Exam Roll No. : **20345103679**

Name : GUNJAN GUPTA

Father's Name : PRADEEP GUPTA

Mother's Name : NA

Enrollment No. : 20SOLNBHPS003062

Course Name : (CBCS) B.A.(HONS.) POLITICAL SCIENCE

Semester : VI

College Name : School of Open Learning

Sr. No.	Paper Code	Appearing Status	Paper Name	Paper Type	Sem	Credit	Grade Letter	Grade Point	Credit Point
1	12315110	*	DELHI THROUGH THE AGES: THE MAKING OF ITS EARLY MODERN HISTORY	GE	I	6	B+	7	42
2	12321101	*	UNDERSTANDING POLITICAL THEORY	CORE	I	6	B	6	36
3	12321102	*	CONSTITUTIONAL GOVERNMENT AND DEMOCRACY IN INDIA	CORE	I	6	C	5	30
4	72032806	*	ENGLISH-C	AECC	I	4	B+	7	28
5	12035901	*	ACADEMIC WRITING AND COMPOSITION	GE	II	6	A	8	48
6	12321201	*	POLITICAL THEORY-CONCEPTS AND DEBATES	CORE	II	6	B	6	36
7	12321202	*	POLITICAL PROCESS IN INDIA	CORE	II	6	C	5	30
8	72182801	*	ENVIRONMENTAL SCIENCE	AECC	II	4	B	6	24
9	12035902	*	MEDIA AND COMMUNICATION SKILLS	GE	III	6	B+	7	42
10	12321301	*	INTRODUCTION TO COMPARATIVE GOVERNMENT AND POLITICS	CORE	III	6	B	6	36
11	12321302	*	PERSPECTIVES ON PUBLIC ADMINISTRATION	CORE	III	6	B+	7	42
12	12321303	*	PERSPECTIVES ON INTERNATIONAL RELATIONS AND WORLD HISTORY	CORE	III	6	A	8	48
13	12323901	*	YOUR LAWS, YOUR RIGHTS	SEC	III	4	B	6	24
14	12275403	*	PUBLIC FINANCE	GE	IV	6	C	5	30
15	12321401	*	POLITICAL PROCESSES AND INSTITUTIONS IN COMPARATIVE PERSPECTIVE	CORE	IV	6	C	5	30
16	12321402	*	PUBLIC POLICY AND ADMINISTRATION IN INDIA	CORE	IV	6	C	5	30
17	12321403	*	GLOBAL POLITICS	CORE	IV	6	B	6	36
18	12323903	*	LEGISLATIVE PRACTICES AND PROCEDURES	SEC	IV	4	D	4	16
19	12321501	*	CLASSICAL POLITICAL PHILOSOPHY	CORE	V	6	C	5	30
20	12321502	*	INDIAN POLITICAL THOUGHT-I	CORE	V	6	C	5	30

21	12327902	*	HUMAN RIGHTS IN A COMPARATIVE PERSPECTIVE	DSE	V	6	B	6	36
22	12327903	*	DEVELOPMENT PROCESS AND SOCIAL MOVEMENTS IN CONTEMPORARY INDIA	DSE	V	6	C	5	30
23	12321601		MODERN POLITICAL PHILOSOPHY	CORE	VI	6	B	6	36
24	12321602		INDIAN POLITICAL THOUGHT-II	CORE	VI	6	C	5	30
25	12327904		PUBLIC POLICY IN INDIA	DSE	VI	6	D	4	24
26	12327906		INDIA'S FOREIGN POLICY IN A GLOBALIZING WORLD	DSE	VI	6	C	5	30

Sem	Total Credit	Total Credit Point	SGPA	Result	CGPA
I	22	136	6.18		
II	22	138	6.27		6.23
III	28	192	6.86		
IV	28	142	5.07		5.96
V	24	126	5.25		
VI	24	120	5		5.13

Grand CGPA: 5.77, Division: Second

Abbreviations: O: Outstanding; A+: Excellent; A: Very Good; B+: Good; B: Above Average; C: Average; D: Pass; F: Fail; AB: Absent; NA: Not Available, *: Old Awards; RA: Award not received till the time of declaration of result or Absent;

Note: [1] This is web-based Statement of Marks/Grades and valid for all official purpose.

[2] Student obtaining Grade F or AB shall be considered failed in that paper/subject and be required to reappear in the examination as per examination cycle.

[3] Student has to pass the ER to become eligible for degree as per examination cycle and span period.

[4] Final percentage of marks based on all semesters = Grand CGPA * 9.5 (for examination of Academic Year 2021-2022 and before) and Grand CGPA * 10.0 (for examination of Academic Year 2022-2023 and after)

[5] **The information provided in this marksheet will be used for the printing of degree, so students are advised to ensure that all the information provided in the marksheet are correct.**

Corrections If any, contact the head/principal of the department/college.

Date of Result Declaration: 03/08/2023

Sd/-
(Prof. Gurpreet Singh Tuteja)
Controller of Examination



Disclaimer: [1] In case of any discrepancy, student should immediately contact to the Head/Principal of respective college/department within one month after the declaration of the result.

[2] The result displayed on university website is subject to correction, if any discrepancy is noticed at any point of time.

Authenticity of Digitally Verified Marksheet may be checked from the link given below
https://durstt.du.ac.in/ac_internet_index/students/digi_chk_authentication.aspx



भारत सरकार

Government of India

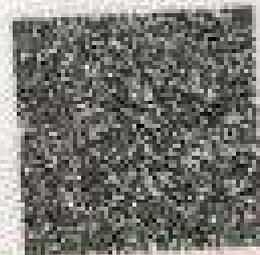


गुंजन गुप्ता

Gunjan Gupta

जन्म तिथि/DOB: 25/08/2002

पुरुष/ MALE



8049 0629 6463

VID: 9139 3310 6767 7036

मेरा आधार, मेरी पहचान



आधार विशिष्ट पहचान प्राधिकरण

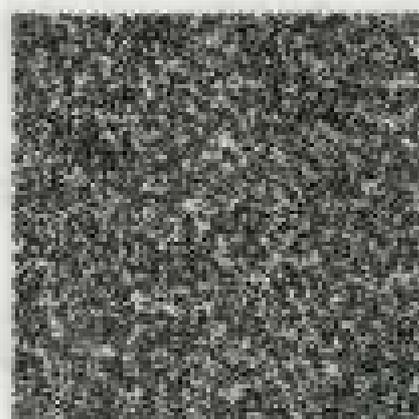
Unique Identification Authority of India

पता:

S/O Pradeep Gupta, House- 762, ब्लॉक - आई, गली नं: 9,
संगम विहार, संगम विहार, हार्दद नगर, दक्षिण दिल्ली,
दिल्ली - 110062

Address:

S/O, Pradeep Gupta, House- 762, Block - i,
Gali No; 9, Sangam Vihar, Sangam Vihar,
Hamdard Nagar, South Delhi,
Delhi - 110062



Get closer with Photograph

8049 0629 6463

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भारत सरकार, नई दिल्ली

भारत सरकार, नई दिल्ली