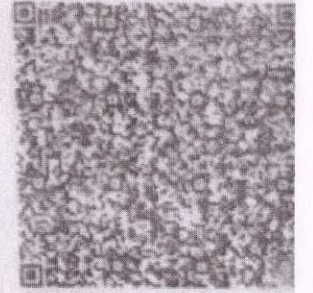




भारत सरकार
Government of India



मोहम्मद कासिम
Mohammed Qasim
जन्म तिथि/DOB: 16/05/1984
पुरुष/ MALE



6437 8144 2145

VID : 9189 9772 5711 1890

मेरा आधार, मेरी पहचान

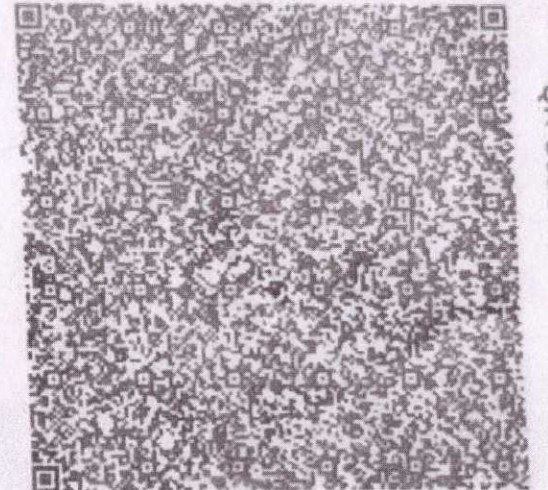


भारतीय विशिष्ट पहचान प्राधिकरण

Unique Identification Authority of India

पता:

S/O: मोहम्मद सगीर, हाउस न. 10, गली मस्जिद फौजदारन,
गिन्नोरी, पुराना एम एल बी कॉलेज मार्ग, हुजुर, भोपाल,
मध्य प्रदेश - 462001

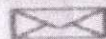


Address:

S/O: Mohammad Sagheer, house no, 10,
gali masjid foujdaran, ginnori, old m l b
college road, Huzur, Bhopal,
Madhya Pradesh - 462001

6437 8144 2145

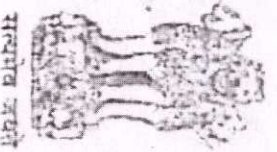
VID : 9189 9772 5711 1890



www

भारत सरकार
विभागा

INCOME TAX DEPARTMENT



भारत सरकार

GOVT. OF INDIA

MOHAMMED QASIM

MOHAMMED SAGHEER

16/05/1984

Permanent Account Number

AAJPG3737D

Signature



01102010



Indian Union Driving Licence

MP

Issued by MADHYA PRADESH

MP04 20030020003

Issue Date	Validity (NT)	Validity (TR)
27-08-2003	04-01-2036	



Holder's Signature

Name : MOHD QASIM

Date Of Birth : 16-05-1984 Blood Group: A+

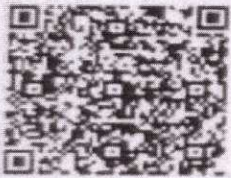
Organ Donor: No

Son/Daughter/Wife of : MOHD SAGHEER

Address:
H.NO-10 GALI FOUJDARN,
GINNORE ROAD,
BHOPAL,462001

DL No: MP04 20030020003

ADPVEH No.(Regn.Numbers)



Hazardous validity

Hill Validity

Class of Vehicle	Code	Issued by	Date of Issue	Vehicle Category	Badge Number	Badge issued date	Badge Issued By
	MCWG	MP04	27-08-2003	NT			
	LMV	MP04	27-08-2003	NT			

Emergency Contact Number

1-

Licencing Authority

RTO,BHOPAL RTO

ACCEPTANCE OF RESIGNATION

Mr. Mohammed Qasim

Reliance Jio Infocomm Limited: CIN U72900GJ2007PLC105869

Registered Office: Office- 101, Saffron, Nr. Centre Point, Panchwati 5 Rasta, Ambawadi, Ahmedabad-380006, Gujarat, India.

Phone No: 079-35031200, www.jio.com, Email: Jio.Investorrelations@ril.com



Date: 09.02.2026
Mr. Mohammed Qasim
Emp No: 55022410

Acceptance of Resignation

Dear Mr. Mohammed Qasim,

This has reference to your resignation from the services of the company.
We accept your resignation and you shall be relieved from your duties with effect from 07.02.2026 after office hours upon completion of your exit formalities.

For smooth exit, kindly ensure the following:

1. Complete Mandatory Activities

Complete mandatory activities **one day before** the last working day as listed in Annexure1.

2. Update your communication details

Please ensure your personal email ID and address for communication is updated in ESS for all the further correspondence before your last working day. A detailed breakup of your Full and Final Settlement sheet will be sent to your personal email ID.

3. Leave Policies during Notice period

You may avail only a maximum of 5 leaves during your notice period. Any excess leaves availed shall be recovered against shortfall in notice period.

4. Review Provisional Full and Final Statement

- Review your Provisional Full and Final Statement on your 'Separation Overview' page in ESS. Refer (Annexure 2) to understand calculation.
- Any tentative recovery basis your Provisional Full and Final Statement can be paid through the 'Pay' button available on the Separation Overview Page in your ESS. This payment shall be adjusted against your Full and Final Settlement.

Basis your resignation, you will not be eligible for Performance Linked Incentives, Merit Salary Increment, Bonuses (non-Statutory) including retention bonus and other pre-planned payments as per the company policy.

We wish you all the best in your future endeavors.

This is an electronically generated document and thus doesn't require signature.

Reliance Jio Infocomm Limited: CIN U72900GJ2007PLC105869

Registered Office: Office- 101, Saffron, Nr. Centre Point, Panchwati 5 Rasta, Ambawadi, Ahmedabad-380006, Gujarat, India.

Phone No: 079-35031200, www.jio.com, Email: Jio.Investorrelations@ril.com

Annexure 1: Mandatory Activities

1. **Collaborate with Manager**
 - a) Provide knowledge transfer to the identified team member to ensure continuity of work.
 - b) Apply and get approvals for Attendance and Leaves one day before the last working day to avoid any deduction from the full and final settlement.
 - c) Get all the reimbursements updated and approved in the system one day before the last working day to ensure all rightful dues are paid along with full and final settlement.
2. **Collaborate with IT**
 - a) Return company assets such as Laptop, IT and Non-IT equipment(s) in your possession one day before your last working day to avoid deduction of asset amount from the full and final settlement.
3. **Complete following on Employee Self Service**
 - a) Submit Income Tax proofs in ESS to avoid excess income tax deduction.
 - b) Update Gratuity Declaration in ESS to avoid Income tax deduction on Gratuity payment (if applicable).
 - c) Update Leave Encashment Declaration in ESS to avoid income tax deduction on Leave Encashment (if applicable).
 - d) Activate UAN and complete KYC on EPFO portal for hassle-free transfer or withdrawal of provident fund - <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>
4. **Get your clearances completed**
 - a) Get the following clearances completed proactively before last working day. This ensures the timely completion of your full and final settlement.

#	Clearance Type	Clearance Agent
1	Dues: Business Assets	Vinod Nair
2	HR Final Clearance	Meenal Arora
3	Dues: IT Assets	
4	Dues: Department	

- b) Your Full and Final settlement will be processed within 3-5 days from your last working day, provided exit formalities and clearances are completed basis these instructions.
5. **Provide Feedback**
Give your valuable feedback in the Exit Interview in ESS



RELIEVING LETTER

Mr. Mohammed Qasim

Reliance Jio Infocomm Limited: CIN U72900GJ2007PLC105868

Registered Office: Office- 101, Saffron, Nr. Centre Point, Panchwati 5 Rasta, Ambawadi, Ahmedabad-380006, Gujarat, India.

Phone No: 079-35031200, www.jio.com, Email: Jio.Investorrelations@ril.com



Date : 09.02.2026
Name : Mr. Mohammed Qasim
Employee Code : 55022410
UAN : 100229327942

Relieving Letter

Dear Mr. Mohammed Qasim,

This has reference to your resignation dated 10.11.2025 expressing your desire to resign from the services of the company. We hereby confirm that you have been relieved from the services of the company from the close of working hours of 07.02.2026.

Your service letter will be made available upon processing of your full and final settlement and settlement of dues if any.

You are requested to ensure the following for seamless exit experience

1. Access your Separation Documents

Please log on to Jio Alumni Portal (<https://ess.jio.com/alumni>) and access your separation documents through Jio Alumni Portal. Please refer to Annexure 1 for further details.

2. Return all assets for speedy Full and Final Settlement

Ensure that you have returned all the assets for a speedy settlement. Your final settlement will be computed post completion of your clearances. In case of pending dues, pay them using Jio Alumni Portal. Please refer to Annexure 2 for further details.

Your F&F settlement will take 3-5 days from your last working day, provided all exit formalities and clearances are completed.

3. Guide for Background Verification

In case your prospective employer wishes to conduct the background verification, you may guide them to register and verify the details mentioned in service letter on our Alumni verification service (<https://swayam.jio.com/alumni/>).

4. Maintain Confidentiality

Please note that your confidentiality obligations will continue after the employment.

5. Be in touch

You may logon to <https://swayam.jio.com/qms/> in case you have any queries.

We thank you for your contributions and wish you all the best for your future endeavors.

This is an electronically generated document and thus doesn't require signature.

Reliance Jio Infocomm Limited: CIN U72900GJ2007PLC105869

Registered Office: Office- 101, Saffron, Nr. Centre Point, Panchwati 5 Rasta, Ambawadi, Ahmedabad-380006, Gujarat, India.
Phone No: 079-35031200, www.jio.com, Email: Jio.Investorrelations@ril.com

Annexure 2: Understand Provisional Full and Final Settlement calculation

1. Your salary till last working day is shown under Earnings assuming that there will not be any absence during notice period.
2. All the statutory deductions are shown under **Deductions**.
3. Shortfall in notice period and PL encashment is shown under **Particulars**.
4. Any leaves availed over and above the pro-rata eligibility till your last working day are treated as loss of pay.

Reliance Jio Infocomm Limited: CIN U72900GJ2007PLC105869

Registered Office: Office- 101, Saffron, Nr. Centre Point, Panchwati 5 Rasta, Ambawadi, Ahmedabad-380006, Gujarat, India.

Phone No: 079-35031200, www.jio.com, Email: Jio.Investorrelations@ril.com

Annexure 1: List of Documents and Methods to Access.

1. Documents accessible on Alumni Portal:
 - a. Form-16 for the previous years as available
 - b. Last 6 month Pay Slip
 - c. Income Tax Projection sheet for the current financial year
 - d. Service Letter, Relieving Letter, Promotion Letter, Increment Letter as may be applicable
 - e. Full & Final Settlement sheet
2. Process to access Jio Alumni Portal:
 - a. Go to Alumni Portal (<https://ess.jio.com/alumni>)
 - b. Login using below credentials:
 - i. User = << S + Eight Digit Employee Code>> e.g. "S00012345"
 - ii. Default Password = << Hr + Date of Birth in YYYYMMDD>> e.g. if your DOB is 28-Nov-1980, Default PW will be "Hr19801128"
3. Alumni portal will be available for a period of 2 years from your date of separation.

Annexure 2: Process to pay pending dues

1. Log on to Alumni Portal (<https://ess.jio.com/alumni>) as given in Annexure 1
2. Go to Full and Final Details
 - a. Check Full and Final recovery status.
 - b. Make payment of the outstanding dues using 'Pay' button.
 - c. You may pay through UPI, bank transfer or credit/debit cards.



BARKATULLAH VISHWAVIDYALAYA, BHOPAL
(FORMERLY BHOPAL UNIVERSITY, BHOPAL)
STATEMENT OF MARKS



M.S. No :- 01889

Roll No : 902224 **Name : MOHAMMED QASIM**
ENROL NO : D-20512 **F/H Name : MOHAMMED SAGHEER**
REGULAR **M's Name : ABIDA SAGHEER**
COLLEGE : SAIFIA ARTS & COMMERCE COLLEGE, BHOPAL

SUBJECTS / PAPERS	SCHEME OF MARKS				MARKS OBTAINED				RES		
	I	II	III	MAX MIN	I	II	III	TOT			
FOUNDATION COURSE :	TH	75	75	75	225	75	033	043	032	108	
I. HINDI LANGUAGE	PR	25	25	9	018	018	
II. ENGLISH LANGUAGE										126	P
III. ENVIRONMENTAL STUDIES											
ACCOUNTING GROUP :	TH	75	75	..	150	50	044	033	..	077	P
I. INCOME TAX											
II. INDIRECT TAX											
MANAGEMENT GROUP :	TH	75	75	..	150	50	045	034	..	079	P
I. MANAGEMENT ACCOUNTING											
II. AUDITING											
MARKETING & INT. MARKETING :	TH	75	75	..	150	50	032	033	..	065	P
I. PRINCIPLES OF MARKETING											
II. INTERNATIONAL MARKETING											

THREE HUNDRED FORTY SEVEN

TOTAL : 0347 / 0700

1ST. YEAR
277/600

2ND. YEAR
297/600

3RD. YEAR
0347/0700

GRAND TOTAL
0921/1900

GRAND TOTAL NINE HUNDRED TWENTY ONE

RESULT : PASS SECOND

1. The asterisk adjacent to marks denotes failure (**)
2. The alphabet 'CF' adjacent to marks denotes carry forward.
3. For other information please refer overleaf. **

S Khare
(SUNIL KHARE)
Asstt Registrar (Exam)
Barkatullah University, Bhopal

DATE : 17/05/2006

REGISTRAR



009077

माध्यमिक शिक्षा मण्डल, मध्यप्रदेश, भोपाल
BOARD OF SECONDARY EDUCATION MADHYA PRADESH, BHOPAL



हायर सेकण्डरी स्कूल सर्टिफिकेट परीक्षा (10+2), 2003
HIGHER SECONDARY SCHOOL CERTIFICATE EXAMINATION (10+2), 2003

प्रमाणपत्र-सह अंकसूची
CERTIFICATE-CUM MARKSHEET
MARCH -2003

स.क्र. 03343771
S.No. ZRO THR THR FOR THR SVN SVN ONE

केंद्र क्रमांक CENTRE NO.	संस्था क्रमांक SCHOOL No.	पंजीयन/नामांकन क्रमांक REGISTRATION/ ENROLMENT NO.	नियमित/स्वाध्यायी REGULAR/ PRIVATE	रोल नम्बर ROLL NUMBER
63041	632085	6306139	REGULAR	236324316



प्रमाणित किया जाता है कि
CERTIFIED THAT

श्री/सुश्री
SRI/SUSHRI MOHAMMED QASIM

जिनके
WHOSE

पिता/पति का नाम श्री :
FATHER'S /HUSBAND'S NAME IS SHRI MOHAMMED SAGHEER
व माता का नाम सुश्री
AND MOTHER'S NAME IS SUSHRI ABIDA SAGHEER

हे

इस बोर्ड की हायर सेकण्डरी स्कूल सर्टिफिकेट परीक्षा वर्ष 2003 में संस्था/केंद्र ** से सम्मिलित हुए
APPEARED IN THE HIGHER SECONDARY SCHOOL CERTIFICATE EXAMINATION OF
THIS BOARD IN THE YEAR 2003 FROM (SCHOOL /CENTRE)
** LITTLE ANGELS COVENT H S SCHOOL, KOH-E-FIZA BHOPAL

एवं उनका परीक्षाफल
AND HAS BEEN DECLARED PASS IN SECOND DIVISION

रहा।

विषयवार प्राप्तांक निम्नानुसार अर्जित किए हैं :-
SUBJECTWISE MARKS OBTAINED ARE AS UNDER :-

विषय /SUBJECTS	MAX. MARKS अधिकतम अंक	MIN. THEO. न्यूनतम सैद्धान्तिक	MIN. PRACT. न्यूनतम प्रायोगिक	प्राप्तांक /MARKS OBTAINED			विशेष REMARKS	
				सैद्धान्तिक THEORY	प्रायोगिक PRACT.	योग TOTAL		योग शब्दों में TOTAL IN WORDS
ENGLISH (SPECIAL)	100	33		048		048	FORTY EIGHT	
URDU (GENERAL)	050	17		022		022	TWENTY TWO	
ELE.OF COMM.& MANAG.	100	33		048		048	FORTY EIGHT	
BOOK KEEP & ACCOUNTS	100	33		047		047	FORTY SEVEN	
APP.ECO.& COMM.GEOG.	100	33		066		066	SIXTY SIX	
अतिरिक्त विषय ADDITIONAL SUBJECT ↓	450					231		← महायोग GRAND TOTAL
महायोग शब्दों में TOTAL IN WORDS	TWO HUNDRED THIRTY ONE ***							

प्रधान के कार्यालय के प्रमुख एवं पत्र मुद्रा
SIGNATURE & SEAL OF THE PRINCIPAL

B. Gupta
PRINCIPAL
Little Angel's Convent H.S. School
/Konefiza, Bhopal M.P.

Dipali Rastogi
सचिव/SECRETARY

11709

(क.पू.उ.देखें)

माध्यमिक शिक्षा मण्डल, मध्यप्रदेश, भोपाल

BOARD OF SECONDARY EDUCATION, MADHYA PRADESH, BHOPAL

हाई स्कूल सर्टिफिकेट परीक्षा (10+2) 2001

HIGH SCHOOL CERTIFICATE EXAMINATION (10+2) 2001

प्रमाणपत्र-सह अंकसूची

स.क्र./S.No.

012793757

CERTIFICATE-CUM MARKSHEET



MARCH-APRIL-2001

केन्द्र क्रमांक CENTRE NO.	संस्था क्रमांक SCHOOL No	पंजीयन/नामांकन क्रमांक REGISTRATION/ ENROLMENT NO.	नियमित/स्वध्यायी REGULAR/ PRIVATE	अनुक्रमांक ROLL NUMBER
3035	632077	6306139	REGULAR	16326219



प्रमाणित किया जाता है कि
CERTIFIED THAT

श्री/श्रीमती/कुमारी :

SRI/SMT/KUM

MOHAMMED QASIM

जिनके

WHOSE

पिता/पति का नाम श्री :

FATHER'S/HUSBAND'S NAME IS SRI

MOHAMMED SAGHEER

माता का नाम श्रीमती :

MOTHER'S NAME IS SMT

ABIDA SAGHEER

तथा जन्मतिथि :

AND DATE OF BIRTH IS

हाईस्कूल सर्टिफिकेट परीक्षा में संस्था/केन्द्र 16.05.1984 SIXTEENTH MAY -NINETEEN EIGHTY FOUR से सम्मिलित हुए

HAS APPEARED IN THE HIGH SCHOOL CERTIFICATE EXAMINATION FROM
**SCHOOL/CENTRE FAIZ PUBLIC HIGH SCHOOL IBRAHIMPURA BHOPAL

एवं उनका परीक्षाफल

AND HAS BEEN DECLARED

PASS IN SECOND DIVISION.

उनके द्वारा विषयवार निम्नानुसार प्राप्तांक अर्जित किए गए :-

SUBJECTWISE MARKS OBTAINED BY HIM/HER ARE AS UNDER :-

विषय/SUBJECTS	अधिकतम अंक MAX. MARKS	न्यूनतम उत्तीर्णांक MIN. PASS MARKS		प्राप्तांक/MARKS OBTAINED			विशेष REMARKS
		सैद्धांतिक THEORY	प्रायोगिक PRACTICAL	सैद्धांतिक THEORY	प्रायोगिक PRACTICAL	योग TOTAL	
ENGLISH (SPECIAL)	100	33		050	-	050	DISTN DISTN
HINDI (GENERAL)	50	17		041	-	041	
URDU (GENERAL)	50	17		043	-	043	
MATHEMATICS	100	33		035	-	035	
SCIENCE	100	25	08	048	024	072	
SOCIAL SCIENCES	100	33		039	-	039	
	500					280	← महायोग GRAND TOTAL

महायोग शब्दों में :

TOTAL IN WORDS : TWO HUNDRED EIGHTY

(केवल नियमित छात्र/छात्रा के लिए For Regular Students only)

निम्नांकित आंतरिक विषयों में निपुणता प्राप्त की :-

Attained Proficiency in the following internal subjects :-

- (1) समाजोपयोगी उत्पादक कार्य Socially useful Productive work.
- (2) शारीरिक एवं नैतिक शिक्षा Physical and Moral Education.

(कृ.पृ.उ.देखें)

Dipali Dasgupta
सचिव/SECRETARY

प्राचार्य के स्वहस्ताक्षर एवं पद मुद्रा
Seal and Signature of Principal

Principal

Faiz Public High School
Alawa Bhopal



RJIL/51148127/10482009/191216/1421

Date: 19 Dec 2016

Mohammed Qasim

C-3, 1st Floor, C-Block, Fateh Ali Complex, Near Chirayu Hospital,
Peergate, Bhopal , Bhopal,
Bhopal, Madhya Pradesh - 462

Offer cum Appointment Letter

Dear **Mohammed Qasim**,

This is with reference to your application and subsequent test / interview you had with us, we are pleased to offer you employment in the **Manager Family** as **Deputy Manager** in the Job Role **JC Mobility Sales Lead** on the following terms and conditions:

01. PLACE OF POSTING:

Your initial posting will be at **Shivpuri**.

However, during employment with the Company , you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

You will join us as soon as possible but not later than **26 Dec 2016**.

02. COMPENSATION:

i. Fixed Pay: INR 5,73,229/- (INR FIVE LAKH SEVENTY THREE THOUSAND TWO HUNDRED TWENTY NINE only) per annum

This includes Basic Salary and other allowances, benefits, perquisites etc as per the compensation policy of the company.

ii. Retirals : INR 35,572/- (INR THIRTY FIVE THOUSAND FIVE HUNDRED SEVENTY TWO only) per annum

This includes Provident Fund and Gratuity/Ex-gratia (company's contribution @ 12% of Basic Salary, and 4.81% of Basic Salary, respectively).

Bonus: Payable as per Payment of Bonus Act

Note: Aggregate of Fixed Pay, Retirals and Bonus is Committed Pay as per applicable rules (refer Annexure 1A)

iii. Performance Linked Incentive (PLI): INR 86,516 (INR EIGHTY SIX THOUSAND FIVE HUNDRED SIXTEEN only) per annum (This is the maximum payout at Performance Level Significantly Exceeds Expectations).

PLI is a performance linked incentive, and is the variable component of the compensation. This will be determined on the basis of your individual performance, your business unit performance, and overall Reliance performance as determined by the Central Apex Committee.

PLI is payable subject to the employee being on the rolls of the company and not serving notice period on the date the amount is disbursed, notwithstanding any delay on the announcement of such disbursement.



Mohammed Qasim

RJIL/51148127/10482009/191216/1421

CTC is indicative cost to the company and will include the various components of pay that are being offered by the Company for being chosen by you, as per your requirements and subject to prevailing policy and rules. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company. **The available CTC components along with limits have been detailed in Annexure 1-B. For your reference, in Annexure 1-C,** we have covered each component of compensation in detail.

Please note that the components within each category of payments are discretionary and the Company has the right to change these components any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

03. PROVIDENT FUND SCHEME:

You will become a member of the Provident Fund Scheme, as per the rules in force from time to time. The Company's contribution (including contribution to Central Government Pension Scheme) under this scheme is 12% of your Basic Salary with a matching compulsory contribution from you. You will be required to submit necessary enrolment/transfer forms to the HR Department immediately upon joining.

Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Please review, acknowledge and accept the offer cum appointment letter with annexures including **"Terms & Conditions of Employment"** at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents as per Annexure II and you being declared medically fit by authorized Medical Officer.

We look forward to your joining our team for a long, successful and pleasant association.

Sincerely yours,

Reliance Jio Infocomm Ltd

AUTHORISED SIGNATORY

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____

DATE: _____

Mohammed Qasim

RJIL/51148127/10482009/191216/1421

ANNEXURE 1-A			
Name : Mohammed Qasim			
Compensation Break-up			
Components	Amount in INR		
	Monthly	Annually	
A] Fixed Pay			
1.	Basic Salary	17,635	2,11,615
2.	Residual Choice Pay	14,936	1,79,226
3.	Medical Reimbursement	1,250	15,000
4.	Food Coupon	2,600	31,200
5.	Gift Coupon	417	5,000
6.	Leave Travel Allowance	2,939	35,269
Vehicle			
7.	Company Vehicle Scheme	Refer Annex 1B & 1C	
8.	Vehicle Insurance	Refer Annex 1B & 1C	
9.	Fuel & Maintenance	Refer Annex 1B & 1C	
Housing			
10.	House Rent Allowance	7,054	84,646
Insurance			
11.	Group Personal Accident Insurance Premium	37	443
12.	Group Term Life Insurance Premium	280	3,355
13.	Medical insurance Premium: i) Self, Spouse, 3 Dependent Children	623	7,475
Total - Fixed Pay [A]		47,769	5,73,229

Mohammed Qasim

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ANNEXURE 1-A			
Name : Mohammed Qasim			
Compensation Break-up			
Components	Amount in INR		
		Monthly	Annually
B] Retirals			
1.	PF - Employer Contribution (12% of Basic Salary)	2,116	25,394
2.	Gratuity / Ex-gratia (4.81% of Basic Salary)	848	10,179
Total - Retirals [B]		2,964	35,572
C] Bonus			
1.	Bonus (As per Act)	764	9,167
Total Bonus [C]		764	9,167
Total - Committed Pay [A] + [B] + [C]		51,497	6,17,968
D] Performance Linked Incentives			
1.	Performance Linked Incentive	7,210	86,516
Total - Performance Linked Incentive [D]		7,210	86,516
Total CTC [A] + [B] + [C] + [D]		58,707	7,04,484

The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.

Mohammed Qasim

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ANNEXURE 1 - B			
Name : Mohammed Qasim			
Ref	Components	Details	Remarks
A.1	Basic Salary	This is the base pay component of the fixed pay and is the reference salary for Provident Fund and Gratuity/Ex-gratia contribution	Fully Taxable
A.2	Residual Choice Pay	Balance amount of Fixed Pay, if any, will be paid as 'Residual Choice Pay'	Fully Taxable
A.3	Medical Reimbursement	Upto INR 15,000 per annum	Tax Exempted
A.4	Food Coupon	Maximum limit prescribed under this element is INR 31,200/- per annum. (Sodexo or Ticket Restaurant 'Meal Vouchers')	Tax Free
A.5	Gift Coupon	Maximum limit prescribed under this element is INR 5000/- per annum. (Sodexo / Accor / Reliance Retail Coupons)	Tax Free
A.6	Leave Travel Allowance	1. Maximum limit prescribed under this element is upto 2 month's basic salary. 2. Maximum 2 times, in a block of 4 years (e.g. 01.01.2014 - 31.12.2017) 3. Can be carried forward one time for next block.	Tax Exempted
A.7	Company Leased Vehicle Scheme	1. Eligibility : All employees in the Leader and Manager Family (excluding Fixed Term Contract employees) 2. Employee would be debited an amount of INR 2,602 per Lac of the vehicle value per month towards the Equated Monthly Installment (EMI) calculated at an interest rate of 12.5% per annum on monthly reducing balance basis for leasing period of 48 months.	Tax Exempted [upto the value of EMI]
A.8	Company Leased Vehicle Insurance	1. Eligibility : All employees in the Leader and Manager Family (excluding Fixed Term Contract employees) 2. Employees have a choice to select insurance between either bumper to bumper insurance or comprehensive insurance through the Leasing Company. Insurance would be debited through EMI option. This option would be subject to appropriate VAT (currently 12.5%) & interest on EMI's.	Tax Exempted

Mohammed Qasim

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ANNEXURE 1 - B																		
Name : Mohammed Qasim																		
Ref	Components	Details	Remarks															
A.9	Fuel and Maintenance Reimbursement	<p>Limits for Fuel & Maintenance for Own and Lease Plan Vehicles are as under:</p> <p>Leader Family Four Wheeler - INR 1,80,000 per annum Two Wheeler - INR 24,000 per annum</p> <p>Manager & Executive Family Four wheeler: Upto INR 100,000 per annum (extendable to INR 150,000 per annum, subject to certification of log book to be submitted to accounts) Two wheeler: INR 24,000 per annum</p>	<p>Tax Exempted (Taxable perquisite Notional Value)- INR 1800 per month if cubic capacity of engine is less than or equal to 1600 cc)- INR 2400 per month if cubic capacity of engine is more than or equal to 1600 cc)</p>															
A.10	House Rent Allowance	<p>1. Mumbai/Kolkata/Delhi/Chennai least of the following : A] Allowance actually received. B] Rent paid in excess of 10% of Basic Salary C] 50% of Basic Salary</p> <p>2. Any city in India other than the ones mentioned above: Least of the following : A] Allowance actually received B] Rent paid in excess of 10% of Basic Salary C] 40% of Basic Salary</p>	Tax Exempted															
A.11	Group Personal Accident Insurance Premium	Mandatory debit of INR 443 per annum. Sum insured is INR 25 Lacs	-															
A.12	Group Term Life Insurance Premium	<p>The Insured amount and corresponding premium [Mandatory debit] are as under:</p> <table border="1"> <thead> <tr> <th>Total Committed Pay</th> <th>Sum assured</th> <th>Mandatory Debit (p.a.)</th> </tr> </thead> <tbody> <tr> <td>Up to INR 24,99,975/-</td> <td>INR 25 lac</td> <td>INR 3,355/- p.a.</td> </tr> <tr> <td>From INR 24,99,975/- to INR 49,99,975/-</td> <td>INR 50 lac</td> <td>INR 9,687/- p.a.</td> </tr> <tr> <td>From INR 49,99,975/- to INR 74,99,975/-</td> <td>INR 75 lac</td> <td>INR 16,777/- p.a.</td> </tr> <tr> <td>From INR 74,99,975/- and above</td> <td>INR 100 lac</td> <td>INR 21,846/- p.a.</td> </tr> </tbody> </table>	Total Committed Pay	Sum assured	Mandatory Debit (p.a.)	Up to INR 24,99,975/-	INR 25 lac	INR 3,355/- p.a.	From INR 24,99,975/- to INR 49,99,975/-	INR 50 lac	INR 9,687/- p.a.	From INR 49,99,975/- to INR 74,99,975/-	INR 75 lac	INR 16,777/- p.a.	From INR 74,99,975/- and above	INR 100 lac	INR 21,846/- p.a.	-
Total Committed Pay	Sum assured	Mandatory Debit (p.a.)																
Up to INR 24,99,975/-	INR 25 lac	INR 3,355/- p.a.																
From INR 24,99,975/- to INR 49,99,975/-	INR 50 lac	INR 9,687/- p.a.																
From INR 49,99,975/- to INR 74,99,975/-	INR 75 lac	INR 16,777/- p.a.																
From INR 74,99,975/- and above	INR 100 lac	INR 21,846/- p.a.																

Mohammed Qasim

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ANNEXURE 1 - B			
Name : Mohammed Qasim			
Ref	Components	Details	Remarks
A.13	Medical Insurance Premium i) Self, Spouse, 3 Dependent Children and Dependent Parents	<p>Leader Family - INR 8,465 per person per annum for self and spouse. INR 4,373 per child.</p> <p>Dependent parents will be covered by a floater Mediclaim Policy of INR 5 Lacs with a premium of INR 7,475 per parent unit per annum.</p> <p>Manager & Executive Family - INR 7,475 per annum per family unit of max. 7 persons. Floater Mediclaim Policy of INR 5 lacs per annum. Coverage of entire family.</p>	-
B.1	PF (Employer contribution)	12% of Basic Salary.	-
B.2	Gratuity/Ex-gratia	4.81% of Basic Salary. This is paid on separation. If separation occurs before 5 years of service, the amount is paid as an ex-gratia and is fully taxable. In case of service more than 5 years an amount equivalent to 15 days Basic Pay (last drawn)x No. of completed years of service is paid on separation. Gratuity is tax-free upto INR 10 Lacs. Any amount paid over and above 10 Lacs is taxable and is paid as an ex-gratia.	-
C.1	Bonus	Payable as per Payment of Bonus Act	-
D.1	Performance Linked Incentive	The Performance Linked Incentive is a 'Deferred incentive' and is based on the Performance Management System of the Company. It is the variable component of the CTC and represents the potential earning to an employee.	Taxable

1. The income tax calculation is provisional and is based on the current Income Tax Rules. Any change in the Rules will impact the Income Tax projections.

2. Fixed Pay elements like Fuel & Maintenance, Medical Reimbursements, LTA are reimbursed based on the actual bills to be submitted and in case the same falls short of the amount chosen, balance will be paid as taxable allowance.



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Annexure I-C

COMPONENTS OF COMPENSATION

The Company follows a Cost to the Company (CTC) structure that reflects the total cost of an employee to the organization and includes all direct & indirect payments including benefits, perquisites, subsidies. It is so designed so as to provide flexibility to the employees in structuring their compensation package. However, the components within each category of payments are discretionary and the company has right to change these components any time without notice.

The main components under Cost to Company Structure are:

I. Fixed Pay

a) Basic Salary :

This is the base pay component of the fixed pay and is the reference salary for Provident Fund and Gratuity/Ex-gratia contribution. (Please refer **Point II Retirals** below.)

b) Fuel & Vehicle Maintenance Reimbursements :

All employees who have opted for a vehicle under company leased vehicle scheme are eligible for Fuel & Vehicle Maintenance Reimbursements. Additionally, employees who wish to use their self-owned vehicles are also eligible for the same. The limit for Fuel & Maintenance Reimbursements is as under:

Leader Family

Four Wheeler - INR 1,80,000 per annum

Two Wheeler - INR 24,000 per annum

Manager & Executive Family:

Four wheeler: Upto INR 100,000 per annum (extendable to INR 150,000 per annum, subject to certification of log book to be submitted to accounts)

Two wheeler: INR 24,000 per annum

Tax exemption will be subject to supporting provided as per limits defined above.

c) Children's Education Allowance (CEA)

To meet the expenses incurred by Employee towards the education expenses of employee's children. Maximum up to INR 100 per child per month subject to a maximum of two children is tax exempt.

d) Children's Hostel Allowance (CHA)

To meet the expenses incurred by Employee towards hostel expenses of Employee's children. Maximum up to INR 300 per child per month subject to a maximum of two children is tax exempt.



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e) Leave Travel Assistance (LTA)

LTA refers to the reimbursement that the Company provides towards the expenses incurred by employee on vacation travel with their families to any place within India. There are certain qualifying criteria for claiming LTA. These are detailed below:

- Employee must necessarily take 5 days of continuous Privilege Leave
- The family for this purpose includes spouse, unmarried dependent children upto two only, parents and dependent brothers and sisters.
- No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be upto 2 months' basic salary) that employee would like to avail as a part of his elected pay components. This choice has to be made by employee at the time of joining and subsequently at the beginning of every financial year. A mid-year change on the quantum of LTA is not permissible.

Two journeys, anywhere in India, in a block of four years is tax exempt. The current block is calendar year 2014 - 2017.

f) Medical Reimbursement

The expenses incurred by employee to meet health related expenditure, such as medicines, doctor's fees etc of the employee and his family members will be reimbursed upto a maximum of INR 15,000 per annum against production of bills..

Tax exemption is upto INR 15,000 per annum.

g) Conveyance Allowance

The expenses incurred by an employee for travelling from his residence to the office at the base location. However, this option can be availed only if the employee is not covered under the company car scheme.

Tax exemption is upto INR 19,200 per annum.

h) Sodexo / Accor Food & Gift Coupons

Sodexo / Accor Pass Meal Vouchers are food coupons that can be exchanged for food and beverages at over 11,000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash. Similarly, the Sodexo / Accor Pass Gift Vouchers can be used to buy daily necessities at over 6000 affiliated establishments across India.

Meal Vouchers up to INR 31,200 per annum is tax exempt.



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i) Gift Coupons

Upto INR 5,000 per annum is tax exempt.

j) House Rent Allowance (HRA)

House Rent Allowance is paid in order to meet the expenses incurred on account of rented accommodation.

Quantum of HRA will be decided by employee as a part of Employee Fixed Pay Breakup [50% of Basic salary in Mumbai, Delhi, Kolkata & Chennai (or) 40% of Basic salary in other locations].

The amount of HRA exempt from tax will be the least of the following amounts:

1. Actual HRA received (or)
2. Rent paid less 10% of Basic salary (or)
3. 50% of Basic salary in Mumbai, Delhi, Kolkata & Chennai (or) 40% of Basic salary in other locations

k) Company Owned Vehicle Scheme

1. All employees in the Manager and Leader Family (excluding Fixed Term Contract employees) are eligible for Company Leased Vehicle Scheme.
2. The vehicle will be registered in the name of the employee. However, the Registration Certificate and Insurance shall bear the hypothecation of the lessor (Leasing Company).
3. In accordance, the employee would be debited an amount of INR 2,602 per Lac of the vehicle value per month towards the Equated Monthly Installment (EMI) calculated at an interest rate of 12.5% per annum on monthly reducing balance basis for leasing period of 48 months.
4. Employee would have an option to buy the vehicle at a pre-determined market residual value of not less than 20% of the original net funded cost and he/she needs to fulfil the requisite formalities.
5. There would be no perquisite applicable for vehicles, under CLV plan.

Comprehensive Insurance coverage

1. Employees have a choice to select insurance between either bumper to bumper insurance or comprehensive insurance through the Leasing Company. Insurance would be debited through EMI option.
2. This option would be subject to appropriate VAT (currently 12.5%) & interest on EMI's.
3. Leasing company has corporate tie up's with some of the Insurance companies and employees can choose from those companies.



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l) Residual Choice Pay

The balance un-utilized amount under Fixed Pay is paid under this salary head as "Residual Choice Pay" and is subject to tax.

Please note that a declaration has to be made by the employee at the beginning of the financial year or within 7 days of joining the Company regarding the amounts to be claimed under each expense mentioned above. All bills / supporting documents are to be provided at the end of the financial year by 15 January.

m) Insurance - Personal Accident, Medical & Group Term Life Insurance

i) Group Personal Accident Insurance

The Sum insured is INR 25/- lacs and the corresponding debit towards premium is INR 443/- p.a.

Benefit Clauses

1. Death 100% of sum Insured.
2. Permanent Total disablement 100% of Sum Insured as per Insurance policy.
3. Permanent Partial disablement varies from 1% to 75% of sum insured as per insurance policy.
4. Temporal Total disablement 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

ii) Medical Coverage

Leader Family

Self, spouse and 3 dependent children up to 25 years will be covered by Company's Management Medical scheme on actual both for Domiciliary and Hospitalization. The Mandatory Debits are as follows.

Family Definition	Benefits	Mandatory Debit (p.a.)
Self and Spouse	At Actuals	INR 8,465/- per person p.a.
3 dependent Children upto 25 years of age	At Actuals	INR 4,373/- per child p.a.

Dependent parents of Leaders will be covered by the Floater Mediclaim policy. The total coverage will be INR 5 Lacs irrespective of the number of members covered. Hospitalization room category will be up to a maximum of Deluxe Single room. The mandatory debit will be INR 7,475/- per parent unit per annum. This scheme does not cover expenditure for spectacles, General Health checkups, external appliances, ayurvedic and Homeopathic treatment.

Reimbursement of Dental treatment is limited to INR 15,000 per family per annum and cosmetic dentistry is not covered by the scheme.

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Manager and Executive Family

You will be covered by the Group Medclaim Policy and will be entitled to reimbursement of hospitalization expenses for self and family as detailed in the table hereunder. The Mandatory debits as below will apply:

Family Definition	Benefits	Mandatory Debit (p.a.)
Self, Spouse and 3 dependent Children (up to 25 years) and dependent parents	Floater Medclaim Policy of INR 5 Lacs	INR 7,475/- per annum per children, family unit of max. 7 persons.

Hospital Room Category - Maximum room eligibility of up to Non-Deluxe Single Room

iii) Group Term Life Insurance

Every Employee is insured by Group Term Life Insurance.

The Insured amount and corresponding premium [Mandatory debit] are as under:-

Total Committed Pay	Sum Assured	Debit in Fixed Pay
Up to INR 24,99,975/-	INR 25 Lacs	INR 3,355/- p.a.
From INR 24,99,975/- to INR 49,99,975/-	INR 50 Lacs	INR 9,687/- p.a.
From INR 49,99,975/- to INR 74,99,975/-	INR 75 Lacs	INR 16,777/- p.a.
INR 74,99,975/- and above	INR 100 Lacs	INR 21,846/- p.a.

BENEFIT CLAUSE

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

II. Retirals

a) Provident Fund

Employer contribution to the Provident Fund @ 12% of Basic salary.

The Company deducts 12% of the employee's Basic salary and makes an equal contribution, as per PF rules applicable currently. Both of these are remitted on a monthly basis to the company's PF Trust / RPFC. A part of the company's PF contribution is deposited to the Employees PF Pension Fund / RPFC, to provide employees with pension on retirement or after completing a specified period of service.

The employee is allowed to take loans for specific purpose (i.e. marriage of self & housing) against ones Provident Fund accumulations, as per the provisions of the Provident Fund Act.



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In case of separation prior to retirement, the employee will get his Provident Fund and Pension Fund accumulations transferred to his next employers. If employee is not taking up further employment, he may claim the PF accumulation after a waiting period of 60 days. In case the employee takes up further employment overseas, the waiting period of 60 days may be waived.

b) Gratuity/Ex-gratia

Employer contribution to the Company's Gratuity Fund @ 4.81% of Basic salary.

All Employees who have completed 5 years of continuous service with the Company are eligible to get gratuity on separation from the company. However, eligibility for contribution to the Gratuity Trust / Fund commences from day 1 of employment and in the event of separation before 5 years, the same will be paid as ex-gratia, except in case of separation arising out of disciplinary grounds.

Gratuity is calculated as under:

Last Drawn Basic Salary / 26 days x 15 days x number of completed years of service.

In the case of death, the minimum service requirement does not apply.

For the purpose of calculating Gratuity, periods of service of 6 months or more will be considered as equivalent to one year and less than 6 months will not be counted. Income Tax on Gratuity will be applicable as per Income Tax Rules.

In the event of an employee does not complete 5 years of continuous service, ex-gratia will be paid to the tune of gratuity accumulated and will be subject to prevailing Income Tax Rules.

III. Performance Linked Incentive (PLI):

PLI is computed on the basis of a combination of individual performance, business / functional performance of the area the employee is assigned to and (or) working for, and company performance.

PLI will be payable provided the employee is on the rolls of the Company & not serving notice period, when the amount is disbursed, notwithstanding any delay on the announcement of such disbursement.

PLI will be subject to tax.

Note: All tax exemptions, where applicable, will be as per the prevailing tax rules and laws.



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Annexure - II

TERMS AND CONDITIONS OF EMPLOYMENT

1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a. **Medical Fitness:** Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. **Verification of Particulars:** In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary/ affiliate of our client/ associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

3. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that;

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein;
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions;
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants;
- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.



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- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and
- h. The terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and the terms, covenants, and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

4. **DUTIES AND RESPONSIBILITIES:**

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company and its Clients.

You are required to engage yourself exclusively in the work assigned by the company and its client and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Client or any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company or its clients. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.



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e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Client, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.

g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company and its clients. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its client or subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning,



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transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or nonpublic communication with any customer, client or member of the investment community or media or in any communication.



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- m. Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. Model Release :** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

5. TERMINATION OF EMPLOYMENT:

- a. Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.

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- d. Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
- i) Return to work within 8 days from the commencement of such absence, and
 - ii) Give an explanation to the satisfaction of the Management regarding such absence
- e. Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- h. Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- i. Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or other wise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of Reliance or any of its Group Companies.
- j. Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

6. GENERAL:

- a. Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be



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borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.

- b. Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company and our client publish from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. Media Interaction:** You will not interact with the media - electronic, print or otherwise in
- i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
 - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
 - iii. You shall also not disclose non public information selectively to any particular group as it may lead to unfair advantage / discrimination.
 - iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
 - v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.



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- f. **Age:**Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:**You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:**You are required to have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Suspension:**You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- j. **Travel:**You shall make your own transport arrangements to and fro from the place of work.
- k. **Documentation:** Please submit the following documents, if not submitted earlier:
- i. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
 - ii. Three copies of your recent passport size photographs with blue background.
 - iii. Relieving letter & salary certificate from your last employer in case you are/were employed.
 - iv. Copy of Aadhar Card / Passport / Voter ID / License / any other document for photo identity and PAN card.
 - v. Copy of any Government Bill / Telephone Bill / Electricity Bill / Gas Bill / Bank Account Statement / Ration Card / Aadhar Card / Passport/ any other document as proof of your residence.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name:Mohammed Qasim

Signature

Date:

Date: 19 Dec 2016

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Reliance Jio Infocomm Ltd - Reliance Jio Infocomm Ltd
 PAYSLIP FOR THE MONTH of January 2026



EMPLOYEE NO.: 55022410 NAME: Mr. Mohammed Qasim PAYSLIP NO.: 1
 PAYSLIP LOCATION: Gwalior BANK: HDFC BANK LTD. T BANK A/C NO.: 50100193329580

LC/EG: 0.00 LWP - C/M: P/M: Shift Days - A: 0.00 B: 0.00 C: 0.00 PH: 0.00 Denom:

BASIC/STIPEND: 43,057.00 OT - C/M: P/M: OTS - C/M: P/M: UAN:100229327942

EARNINGS	This month (Rs)	Arrears (Rs)	DEDUCTIONS	This month(Rs)	Arrears (Rs)
Basic salary	43,057.00		Provident Fund	5,167.00	
Residual Choice Pay	25,550.26		Professional Tax	208.00	
Local Conveyance Reimb.	189.00		Rounding-off Adjustment	0.26	
Daily Field Incidental Ex	450.00				
Fuel & Maintenance Reimb.	40,070.00				
	109,316.26			5,375.26	
GROSS EARNINGS	Rs. 109,316.26		TOTAL DEDUCTIONS	Rs. 5,375.26	
			NET PAYMENT	Rs. 103,941.00	

DEAR COLLEAGUE,

EMPLOYEE NO.: 55022410
 NAME: Mr. Mohammed Qasim
 PAYSLIP LOCATION: Gwalior

Reliance Jio Infocomm Ltd - Reliance Jio Infocomm Ltd
 PAYSLIP FOR THE MONTH of November 2025



EMPLOYEE NO.: 55022410 NAME: Mr. Mohammed Qasim PAYSLIP NO.: 1
 PAYSLIP LOCATION: Gwalior BANK: HDFC BANK LTD. T BANK A/C NO.: 50100193329580

LC/EG: 0.00 LWP - C/M: P/M: Shift Days - A: 0.00 B: 0.00 C: 0.00 PH: 0.00 Denom:

BASIC/STIPEND: 43,057.00 OT - C/M: P/M: OTS - C/M: P/M: UAN:100229327942

EARNINGS	This month (Rs)	Arrears (Rs)	DEDUCTIONS	This month(Rs)	Arrears (Rs)
Basic salary	43,057.00		Provident Fund	5,167.00	
Residual Choice Pay	26,782.26		Professional Tax	208.00	
Local Conveyance Reimb.	684.00		Rounding-off Adjustment	0.26	
Daily Field Incidental Ex	750.00				
Fuel & Maintenance Reimb.	40,070.00				
	111,343.26			5,375.26	
GROSS EARNINGS	Rs.	111,343.26	TOTAL DEDUCTIONS	Rs.	5,375.26
			NET PAYMENT	Rs.	105,968.00

DEAR COLLEAGUE,

EMPLOYEE NO.: 55022410
 NAME: Mr. Mohammed Qasim
 PAYSLIP LOCATION: Gwalior