



**Anjuman-I-Islam's  
Institute of Hospitality Management**  
*(Affiliated to the University of Mumbai)*

92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.

Tel.: +91 22 2265 2272 / 2270 2997 • Website : [www.anjumanihm.com](http://www.anjumanihm.com)

E-mail: [principal@anjumanihm.com](mailto:principal@anjumanihm.com) / [rukshana.principal@anjumanihmct.org](mailto:rukshana.principal@anjumanihmct.org)

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## **5.2.1 PLACEMENT LETTERS**

### **ACADEMIC YEAR 2018-19**



# Anjuman-I-Islam's Institute of Hospitality Management (Affiliated to the University of Mumbai)

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## LENEXIS FoodWorks

LFW/HR/2018-19/128

Lenexis FoodWorks Pvt. Ltd. E : info@lenexis.in  
Level 6, Gala Impecca, T : +91 22 6773 3600  
Next to Courtyard Marriott, W : www.lenexis.in  
Andheri Kurla Road,  
Andheri East, Mumbai 400 059 Date 1/21/2019

### Sub: Offer of Appointment

Mr. Akshay Ajay Pawar  
Mumbai

Dear Mr. Akshay,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you the position of **Shift Manager** on the terms and conditions agreed.

You will be joining us on or before June 1st, 2019. Also note that we will not extend the time for joining once agreed and the offer letter will be void after this date.

You will be posted at **Mumbai**.

This offer letter is valid subject to submission of your resignation letter copy, duly acknowledged from the present employer **within three days** from the date of acceptance of this letter.

You are required to submit the following documents (Xerox copies)  
On the day of your joining:

1. Marks Sheets & Certificates of:
  - a) From SSC
  - b) HSC
  - c) Graduation
  - d) Post Graduation. (If Any)
  - e) Additional Qualification. (If Any)
2. Date of Birth Proof – School Leaving Certificate.
3. Experience Certificate/s from Previous Employer/s, if any.
4. Three (3 Nos.) Passport Size Photographs.
5. PAN Card.
6. Aadhar Card
7. Medical Fitness Certificate
8. Form 16 / Salary Certificate / Pay Slip.
9. Address Proof – Ration Cards / Electric Bill / Election ID / Passport.

You need to bring the original Marks Sheets / Certificates on the day of your joining for the purpose of verification.

A regular appointment letter will be issued to you soon after your joining.

In the initial recruitment process you were advised that your acceptance of this position is with the understanding that the final appointment is contingent upon successful completion of a background verification.

Please sign the duplicate copy of this letter in token of your acceptance to the terms and conditions.

We welcome you to our company and wish you a successful career with us.

Thanking you,

Yours sincerely,

For Lenexis FoodWorks Pvt. Ltd

Nirav Ajmera  
Human Resource



Accepted

**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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NAME OF EMPLOYEE	AKSHAY AJAY PAWAR
DESIGNATION	SHIFT MANAGER
GRADE	E2
EFFECTIVE DATE	01/06/2019

ANNEXURE A

	YEARLY	MONTHLY
BASIC	55260	4605
HRA	27660	2305
EDUCATION	16620	1385
CITY ALLOWANCE	55260	4605
LTA	0	0
EX GRATIA/BONUS	16800	1400
SPECIAL ALLOWANCE	33240	2770
GROSS SALARY	204840	17070
EMPLOYER PF	6635	553
ESIC	0	0
GRATUITY	5517	460
HEALTH INSURANCE	4400	367
COST TO COMPANY	223897	18658

For, Lenexis FoodWorks Pvt. Ltd.

Nirav Ajmera  
Asst. General Manager - HR

Accepted



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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## Letter of Intent

15-Nov-18

Mr. Akshata Deshpande

Dear Akshata,

It is a pleasure to inform you that you have been successful in your application for the position of 'Front Office Associate' at The Westin Mumbai Garden City, a unit owned by Oberoi Realty Ltd. You have been identified as a professional and confident associate, capable of contributing to our team achievement and growth in the company.

Your date of joining as confirmed with us shall be on 01-Jul-19.

The other terms and conditions of your employment will be addressed in the Letter of Appointment that will be issued to you on the day of joining. The final confirmation of your employment is subject to having passed the probation period of three months successfully.

Please note that this offer of employment is purely provisional and your final appointment in the organization shall be subject to following:

1. Being found medically fit.
2. Satisfactory verification of the Employment reference and back-ground check.
3. All the information / documents, provided to secure this employment is found to be correct, not misstated or concealed or suppressed in any form.
4. Your confirmed joining is on the stipulated date mentioned above, unless the joining date is extended in writing by the Company.

In event of any of above, this offer stands nullified / withdrawn.

Please sign a duplicate copy of this letter signifying your intent to accept the said offer and return it to us within four (4) days of the date of this letter, failing which this offer of employment will be automatically deemed to have lapsed.

On the date of joining, please contact HR Function and please bring along with you the following:

1. Copies of all educational certificates, along with original.
2. Copies of last drawn pay slips or salary certificate.
3. Recent size photograph.
4. Proof of Identity / Passport.
5. Copies of all relieving letters / experience certificate (from Previous & Current Employer), along with Original.

Once again Congratulations! We look forward to welcoming you to The Westin Mumbai Garden City and having a long and mutually successful working relationship.

Thank you.

Yours sincerely,

For The Westin Mumbai Garden City  
(A Unit of Oberoi Realty Limited)

Dharmajay Sahasrabudhe  
Director of Human resources

Acceptance:

I have read and understood the content of the letter and I hereby accept this offer of 'Front Office Associate' and would be confirming the date of joining with the company.

Name: AKSHATA DESHPANDE Signature: Akshata Date: 06/12/18



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COMPENSATION PACKAGE				THE WESTIN MUMBAI LAKSHMI CITY
Ass.#	DOJ 1-Jul-19			
Name : Akshata Deshpande	Designation : Front Office Associate			
Dept. Front Office	Grade: 2			
Sr.	Particulars	Monthly	Annual	Remarks
<b>A Remuneration :</b>				
1	Basic	8,300	99,600	
2	HRA	415	4,980	
3	Conveyance Allowance	-	-	
4	Personal Allowance	1,785	21,420	
<b>GROSS SALARY : Total - A</b>		<b>10,500</b>	<b>126,000</b>	
<b>B Annual Payments ( Reimbursable Benefits )</b>				
1	Leave Travel Assistance	750	9,000	As per our Hotel Policy
2	Medical Allowance	-	-	On Production of Medical Bills & as per our Hotel Policy
<b>Total - B</b>		<b>750</b>	<b>9,000</b>	
<b>C Statutory &amp; Other Contributions by Company :</b>				
1	Provident Fund	996	11,952	12% of ( Basic )
<b>Total - C</b>		<b>996</b>	<b>11,952</b>	
D	Performance Bonus (Inclusive of Statutory Bonus)	1,313	15,750	Performance Bonus may be paid at sole discretion of the Management and as per our hotel policy. The Statutory Bonus will be paid as per the Payment of Bonus Act, 1965. (If applicable).
<b>TOTAL: A+B+C+D (CTC)*</b>		<b>13,559</b>	<b>162,702</b>	

**Additional Information**

- Privilege Leave is 21 days, Casual Leave 6, Sick Leave - 9 days in a year
- Gratuity payable as per The Payment of Gratuity Act 1972
- National Holidays 4 days, Optional Holiday 6 days in a year
- 50% Discount on F&B as per the company policy
- Will be covered under the Hotel Medical and Group Term & Personal accident policy
- Business attire and Laundry facilities

Director of Human Resources:

Akshata Deshpande:

You shall not divulge any information regarding your compensation and terms of employment to other employees within the Company



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## LENEXIS FoodWorks

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LFW/HR/2018-19/127

Date 17/21/2019

### Sub: Offer of Appointment

**Mr. Aniket Ghodke**  
Mumbai

Dear Mr. Aniket,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you the position of **Shift Manager** on the terms and conditions agreed.

You will be joining us on or before **June 1st, 2019**. Also note that we will not extend the time for joining once agreed and the offer letter will be void after this date.

You will be posted at **Mumbai**.

This offer letter is valid subject to submission of your **resignation letter copy**, duly acknowledged from the present employer **within three days** from the date of acceptance of this letter.

You are required to submit the following documents (Xerox copies)  
On the day of your joining:

- Marks Sheets & Certificates of:
  - From SSC
  - HSC
  - Graduation
  - Post Graduation. (if Any)
  - Additional Qualification. (if Any)
- Date of Birth Proof – School Leaving Certificate.
- Experience Certificate/s from Previous Employer/s, if any.
- Three (3 Nos.) Passport Size Photographs.
- PAN Card.
- Aadhar Card
- Medical Fitness Certificate
- Form 16 / Salary Certificate / Pay Slip.
- Address Proof – Ration Cards / Electric Bill / Election ID / Passport.

You need to bring the original Marks Sheets / Certificates on the day of your joining for the purpose of verification.

A regular appointment letter will be issued to you soon after your joining.

In the initial recruitment process you were advised that your acceptance of this position is with the understanding that the final appointment is contingent upon successful completion of a background verification.

Please sign the duplicate copy of this letter in token of your acceptance to the terms and conditions.

We welcome you to our company and wish you a successful career with us.

Thanking you,

Yours sincerely,

For Lenexis FoodWorks Pvt. Ltd

Nirav Ajmera  
Human Resource



**Principal**  
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NAME OF EMPLOYEE	ANIKET GHODKE
DESIGNATION	SHIFT MANAGER
GRADE	E2
EFFECTIVE DATE	01/06/2019

ANNEXURE A

	YEARLY	MONTHLY
BASIC	55260	4605
HRA	27660	2305
EDUCATION	16620	1385
CITY ALLOWANCE	55260	4605
LTA	0	0
EX GRATIA/BONUS	16800	1400
SPECIAL ALLOWANCE	33240	2770
GROSS SALARY	204840	17070
EMPLOYER PF	6635	553
ESIC	0	0
GRATUITY	5517	460
HEALTH INSURANCE	4400	367
COST TO COMPANY	223897	18658

For, Lenexis FoodWorks Pvt. Ltd.

Nirav Ajmera  
Asst. General Manager - HR

  
ACCEPTED  
**Principal**  
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Institute of Hospitality Management  
Mumbai-01



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1<sup>st</sup> March 2019

To,

Aniket Varadkar  
Anjuman -I- Islam College of Hotel Management - Mumbai

Dear Aniket Varadkar,

**Offer Letter - Hardcastle Restaurants Private Limited**

Congratulations!

With reference to the discussions you had with us, we are pleased to make you an offer to work with **Hardcastle Restaurants Private Limited** as **Trainee Manager** in accordance with the terms and conditions mutually agreed upon. You will be issued with an Appointment Letter separately on joining. As agreed, your date of joining shall be in June 2019.

You are also required to bring your original documents as well as submit copies of the following on the day of joining:

1. Certificate of Education - 10th, 12th, Graduation & Masters
2. Passport size photographs - 4 Nos
3. Photocopy of PAN card
4. Photocopy of Passport
5. Relieving Letter/ Experience Certificate & Acceptance of Resignation letter from your last employer

Kindly return a copy of this letter duly signed by you in token of your having accepted this offer.

This offer will be valid till the date mentioned above.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Vice President, People Resources



**Principal**  
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Institute of Hospitality Management  
Mumbai-01





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ANNEXURE A

1<sup>st</sup> March 2019

Name : Aniket Varadkar  
Title : Trainee Manager  
Department : Operations

Subject: Personal remuneration memo effective June - 2019

REMUNERATION COMPONENTS	AMOUNT(INR)
BASIC	92,400
CCA	13,860
HRA	4,620
OTHER ALLOWANCE	71,388
CONVEYANCE ALLOWANCE	19,200
BASE PAY	2,01,468
PROVIDENT FUND	11,088
EX-GRATIA/ BONUS	7,000
GROSS PAY	2,19,556
MEAL ALLOWANCE	18,000
GRATUITY	4,444
TOTAL	2,42,000
CONFIRMATION ALLOWANCE	15,000
COST TO COMPANY (CTC)	2,57,000

1. You will be covered under ESIC when you are a Trainee Manager. You will be eligible for an insurance cover up to INR 75000 covered for self, spouse and two dependent children once you are promoted to Restaurant Assistant Manager.
2. Management reserves the right to amend or align your component structure and values or incentive plan structure without any prior notice.

Please return a signed copy of the letter to People Resources, thereby accepting the terms.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Vice President, People Resources



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GIPL

Date: 12 March 2019

Anusha Iyer  
Anjuman Islam College of Hotel Management  
Letter of Intent

Dear Anusha,

With reference to your application, we are pleased to offer you an employment opportunity at Gourmet Investments Private Limited ("GIPL").


We take pleasure in offering you the position in Food Production in our organization with effect from 03 June 2019. The Total Cost to Company offered to you is Rs. 173,000


Following documents are mandatory for joining:

- CV
- Pan Card Copy (3 Nos.)
- Adhar Card Copy (3 Nos.)
- Educational documents (SSC/ HSC/ Diploma/ Graduation)
- Photographs (5 Nos.)
- Cancelled Cheque (HDFC)


Please sign a copy of this letter as a token of your acceptance. A full formal offer letter would be assigned to you on the joining date.

Best Regards,

  
Nirav Maheshkumar Shah  
Manager - Human Resources  
Gourmet Investments Private Limited

  
(Accept)  
Anusha Iyer



  
Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

Gourmet Investments Private Limited  
CIN: U74900DL2007PTC169368  
Regd. Office: Bharti Crescent, 1, Nelson Mandela Road, Vasant Kunj - II, New Delhi - 110070  
Corp. Office: Unit No. 501, 5<sup>th</sup> Floor, Office building No. 4, Peninsula Tower 1, Peninsula Corporate Park, Ganpatrao  
Kadam Marg, Lower Parel West, Mumbai - 400013  
E-mail id: feedback@gourmetinvestments.com



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JFL/HROFFER/2019

March 15, 2019

RYAN RAJAN LUKE  
B-201, Sahyadri, Sector - 2, Vasant Nagri, Vasai East

Sub: Offer of Appointment

Dear Ryan,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as Associate Guest Delight Manager in Mumbai in our organization on the terms and conditions mutually agreed upon. Your Compensation and Benefits structure under Grade TMS will be as under:  
(Figures per annum in Rs.)

Particulars	Amount
Basic	90000
House Rent Allowance	45000
Transport Allowance	14400
Entertainment Allowance	40848
Washing Allowance	6000
<b>Gross Total</b>	<b>196248</b>
PF	10800
ESIC	9048
Gratuity	4332
Insurance	732
CTC	221160

A formal letter of appointment will be issued to you on joining services on or before **01<sup>st</sup> June 2019**. We reserve the right to cancel this offer in case of failure to join the organization by this date or any information furnished by you is found to be false.

Group Personal Accident & Group Term Life Insurance coverage for self as per company policy.

Before or at the time of joining, please also let us have the following certification:

1. Photocopy of certificate showing your date of birth.
2. Photocopy of your highest qualification certificate.
3. Four recent passport size photographs.
4. Copy of last salary Slip.
5. Relieving letter from your previous employer.
6. Medical fitness certificate from a certified medical practitioner.
7. Copy of Driving License.
8. Address Proof


We welcome you to Jubilant FoodWorks Ltd. and hope to have a mutually happy and successful association.

Kindly sign the duplicate copy of this letter as a token of acceptance of this offer.

Thanking you,  
For Jubilant Food Works Limited

Samruddhi Rangnekar  
Sr. Manager - Human Resource



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

A Jubilant Bhartia Company

Jubilant FoodWorks Limited  
Corporate Office:  
5th Floor, Tower-D, Plot No. 5,  
Logix Techno Park, Sector-127,  
Noida - 201 304, U.P., India  
Tel : +91 120 4090500  
Fax: +91 120 4090599

Registered Office:  
Plot No. 1A, Sector 16-A,  
Noida - 201 301, U.P., India  
Tel : +91 120 4090500  
Fax: +91 120 4090599  
CIN No : L74899UP1995PLC043677  
Email: [contact@jubifood.com](mailto:contact@jubifood.com)



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22 December 2018

Ayesha Dhorajiwala  
Mumbai

Dear Ayesha,

Congratulations! Based on your application and the interview, we are pleased to offer you the position of 'Guest Relations Officer' in Front Office department with effect from 10 June 2019, as operators of Pallazzo Hotels & Leisure Ltd., The St. Regis Mumbai.

However, this offer is subject to you being declared medically fit by the company's Doctor, satisfactory references from your referees, as well as background checks by our authorized partner.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 09.30 hrs. with photocopies of the following documents:

- Proof of Date of Birth (Birth Certificate or Passport/Aadhar Card)
- Educational Qualification certificates
- Previous work experience certificates (as applicable)
- Last drawn salary slip (as applicable)
- Marriage Certificate (if married)
- PAN Card & Aadhar Card (Compulsory)
- Proof of ID (Driving License or Voter ID card)
- 4 passport-sized photographs
- Cancelled cheque

If the above terms are acceptable to you, as a token of acceptance, please sign a duplicate copy of this letter.

Welcome aboard!

Vivek Kotecha  
Talent Acquisition Manager

Candidate's acknowledgement:

Agreed & Accepted by \_\_\_\_\_ on \_\_\_\_\_.



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## Details of Compensation & Benefits Ayesha Dhorajiwala – Guest Relations Officer

Salary	As per property monthly pay slip and subject to statutory deductions & income tax:		
	Basic	7,700	
	House Rent Allowance	3,850	
	Flexible Pay Allowance	2,450	
	<b>Gross Salary</b>	<b>14,000</b>	
	Benefits	Employer's PF Contribution	924
	ESIC	665	
<b>Total Remuneration (Cost to the Company)</b>		<b>15,589</b>	
Probation:	03 months or as per Marriott internal transfer process (as applicable)		
Medical:	You will be eligible to participate in the Hotel's health insurance scheme : <ul style="list-style-type: none"><li>• Mediclaim Insurance of Rs. 2,00,000/- (for self, spouse &amp; up to 2 children)</li></ul>		
Annual Leave, Holidays and Days Off:	In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any un-availed leave will be en-cashed on gross salary (on basic if duration of service is less than a year) up to a maximum of 30 days. Leave entitlement will be 24 privilege leaves (PL) and 12 Sick/Casual Leaves per annum. Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year. You will be entitled to six (6) days off in a month, as per Marriott India policy.		
Gratuity:	Is applicable in accordance with the Act.		
Other Benefits	You will also be entitled to the following benefits:		
Room Rate Discount	Discounted F&B and room rates at all Marriott hotels worldwide, for friends and family.		
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resource.		
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.		
Marriott Rewards/The Ritz Carlton Rewards Program/Starwood Preferred Guest:-	Employees are ineligible to participate in the Marriott Rewards or The Ritz Carlton Rewards Program or Starwood Preferred Guest Loyalty Program to earn points or miles on behalf of themselves or family or friends during their employment. Employees who have previously enrolled in the program are required to cancel or convert the Rewards accounts to a Non – Earning Associate Account.		

This attachment is and forms part of the offer letter dated 22 December 2018.

Vivek Kotecha  
Talent Acquisition Manager

Candidate's acknowledgement:  
Agreed & Accepted by \_\_\_\_\_ on \_\_\_\_\_.



Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



**Anjuman-I-Islam's  
Institute of Hospitality Management**  
(Affiliated to the University of Mumbai)

92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.  
Tel.: +91 22 2265 2272 / 2270 2997 • Website : [www.anjumanihm.com](http://www.anjumanihm.com)  
E-mail: [principal@anjumanihm.com](mailto:principal@anjumanihm.com) / [rukshana.principal@anjumanihmct.org](mailto:rukshana.principal@anjumanihmct.org)

GIPL

Date: 12 March 2019

Arbaaz Shaikh  
Anjuman Islam College of Hotel Management

Letter of Intent

Dear Arbaaz,

With reference to your application, we are pleased to offer you an employment opportunity at Gourmet Investments Private Limited ("GIPL").

We take pleasure in offering you the position in Food Production in our organization with effect from 03 June 2019. The Total Cost to Company offered to you is Rs. 173,000

Following documents are mandatory for joining:

- CV
- Pan Card Copy (3 Nos.)
- Adhar Card Copy (3 Nos.)
- Educational documents (SSC/ HSC/ Diploma/ Graduation)
- Photographs (5 Nos.)
- Cancelled Cheque (HDFC)

Please sign a copy of this letter as a token of your acceptance. A full formal offer letter would be assigned to you on the joining date.

Best Regards,

Nirav Maheshkumar Shah  
Manager - Human Resources  
Gourmet Investments Private Limited

Accepted

Arbaaz Shaikh

**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



Gourmet Investments Private Limited  
CIN: U74900DL2007PTC169368  
Regd. Office: Bharti Crescent, 1, Nelson Mandela Road, V. K. Rajwade Kunj - II, New Delhi - 110070  
Corp. Office: Unit No. 501, 5<sup>th</sup> Floor, Office building, Peninsula Tower 1, Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel West, Mumbai - 400013



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JFL/HR/OFFER/2019

March 15, 2019

ASHLEY DMELLO  
House No 12, Behind Naaz Hotel Naupada, Kurla

### Sub: Offer of Appointment

Dear Ashley,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as Associate Guest Delight Manager in Mumbai in our organization on the terms and conditions mutually agreed upon. Your Compensation and Benefits structure under Grade TM5 will be as under:  
(Figures per annum in Rs.)

Particulars	Amount
Basic	90000
House Rent Allowance	45000
Transport Allowance	14400
Entertainment Allowance	40848
Washing Allowance	6000
<b>Gross Total</b>	<b>196248</b>
PF	10800
ESIC	9048
Gratuity	4332
Insurance	732
<b>CTC</b>	<b>221160</b>

A formal letter of appointment will be issued to you on joining services on or before 01<sup>st</sup> June 2019. We reserve the right to cancel this offer in case of failure to join the organization by this date or any information furnished by you is found to be false.

Group Personal Accident & Group Term Life Insurance coverage for self as per company policy.


Before or at the time of joining, please also let us have the following certification:

1. Photocopy of certificate showing your date of birth.
2. Photocopy of your highest qualification certificate.
3. Four recent passport size photographs.
4. Copy of last salary Slip.
5. Relieving letter from your previous employer.
6. Medical fitness certificate from a certified medical practitioner.
7. Copy of Driving License.
8. Address Proof

We welcome you to Jubilant FoodWorks Ltd. and hope to have a mutually happy and successful association.

Kindly sign the duplicate copy of this letter as a token of acceptance of this offer.

Thanking you,  
For Jubilant Food Works Limited

  
Samruddhi Rangnekar  
Sr. Manager - Human Resource

A Jubilant Bhartia Company

Jubilant FoodWorks Limited  
Corporate Office:  
5th Floor, Tower-D, Plot No. 5,  
Logix Techno Park, Sector-127,  
Noida - 201 304, U.P., India  
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Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

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Email: [contact@jubilfood.com](mailto:contact@jubilfood.com)



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JFL/HR/OFFER/2019

March 15, 2019

MIHIR GILBILE  
B/27,Durga Mata Apartment, Hanuman Chowk, Mulund East

### Sub: Offer of Appointment

Dear Mihir,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as Associate Guest Delight Manager in Mumbai in our organization on the terms and conditions mutually agreed upon. Your Compensation and Benefits structure under Grade TMS will be as under: (Figures per annum in Rs.)

Particulars	Amount
Basic	90000
House Rent Allowance	45000
Transport Allowance	14400
Entertainment Allowance	40848
Washing Allowance	6000
<b>Gross Total</b>	<b>196248</b>
PF	10800
ESIC	9048
Gratuity	4332
Insurance	732
<b>CTC</b>	<b>221160</b>

A formal letter of appointment will be issued to you on joining services on or before 01<sup>st</sup> June 2019. We reserve the right to cancel this offer in case of failure to join the organization by this date or any information furnished by you is found to be false.

Group Personal Accident & Group Term Life Insurance coverage for self as per company policy.

Before or at the time of joining, please also let us have the following certification:

1. Photocopy of certificate showing your date of birth.
2. Photocopy of your highest qualification certificate.
3. Four recent passport size photographs.
4. Copy of last salary Slip.
5. Relieving letter from your previous employer.
6. Medical fitness certificate from a certified medical practitioner.
7. Copy of Driving License.
8. Address Proof

We welcome you to Jubilant FoodWorks Ltd. and hope to have a mutually happy and successful association.

Kindly sign the duplicate copy of this letter as a token of acceptance of this offer.

Thanking you,  
For Jubilant Food Works Limited

Samruddhi Rangnekar  
Sr. Manager - Human Resource

A Jubilant Bhartia Company

Jubilant FoodWorks Limited  
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JFL/HR/OFFER/2019

March 15, 2019

YASH PATIL  
367/2948, Motilal Nagar 2, M.G. Road, Goregaon West

### Sub: Offer of Appointment

Dear Yash,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as **Associate Guest Delight Manager** in Mumbai in our organization on the terms and conditions mutually agreed upon. Your Compensation and Benefits structure under Grade TM5 will be as under:  
(Figures per annum in Rs.)

Particulars	Amount
Basic	90000
House Rent Allowance	45000
Transport Allowance	14400
Entertainment Allowance	40848
Washing Allowance	6000
<b>Gross Total</b>	<b>196248</b>
PF	10800
ESIC	9048
Gratuity	4332
Insurance	732
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A formal letter of appointment will be issued to you on joining services on or before **01<sup>st</sup> June 2019**. We reserve the right to cancel this offer in case of failure to join the organization by this date or any information furnished by you is found to be false.

Group Personal Accident & Group Term Life Insurance coverage for self as per company policy.

Before or at the time of joining, please also let us have the following certification:

1. Photocopy of certificate showing your date of birth.
2. Photocopy of your highest qualification certificate.
3. Four recent passport size photographs.
4. Copy of last salary Slip.
5. Relieving letter from your previous employer.
6. Medical fitness certificate from a certified medical practitioner.
7. Copy of Driving License.
8. Address Proof

We welcome you to Jubilant FoodWorks Ltd. and hope to have a mutually happy and successful association.

Kindly sign the duplicate copy of this letter as a token of acceptance of this offer.

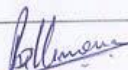
Thanking you,  
For Jubilant Food Works Limited

  
Samruddhi Rangnekar  
Sr. Manager - Human Resource

A Jubilant Bhartia Company

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JFL/HR/OFFER/2019

March 15, 2019

**JUNAID SHAHNAWAZ SYED**  
203/B, Asmita Ascon Acres - 3, Naya Nagar, Mira Road East

**Sub: Offer of Appointment**

Dear Junaid,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as **Associate Guest Delight Manager** in Mumbai in our organization on the terms and conditions mutually agreed upon. Your Compensation and Benefits structure under Grade TMS will be as under: (Figures per annum in Rs.)

Particulars	Amount
Basic	90000
House Rent Allowance	45000
Transport Allowance	14400
Entertainment Allowance	40848
Washing Allowance	6000
<b>Gross Total</b>	<b>196248</b>
PF	10800
ESIC	9048
Gratuity	4332
Insurance	732
<b>CTC</b>	<b>221160</b>

A formal letter of appointment will be issued to you on joining services on or before **01<sup>st</sup> June 2019**. We reserve the right to cancel this offer in case of failure to join the organization by this date or any information furnished by you is found to be false.

Group Personal Accident & Group Term Life Insurance coverage for self as per company policy.


Before or at the time of joining, please also let us have the following certification:

1. Photocopy of certificate showing your date of birth.
2. Photocopy of your highest qualification certificate.
3. Four recent passport size photographs.
4. Copy of last salary Slip.
5. Relieving letter from your previous employer.
6. Medical fitness certificate from a certified medical practitioner.
7. Copy of Driving License.
8. Address Proof

We welcome you to **Jubilant FoodWorks Ltd.** and hope to have a mutually happy and successful association.

Kindly sign the duplicate copy of this letter as a token of acceptance of this offer.

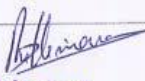
Thanking you,  
For Jubilant Food Works Limited

  
**Samruddhi Rangnekar**  
Sr. Manager - Human Resource

A Jubilant Bhartia Company

**Jubilant FoodWorks Limited**  
Corporate Office:  
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Mumbai-01

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JFL/HR/OFFER/2019

March 15, 2019

HARSH KIRAN ADSULE  
A/4, Tirupati Balaji, Co Op Hsg, M.G. ROAD, Vishnunagar, Dombivli West

### Sub: Offer of Appointment

Dear Harsh,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as Associate Guest Delight Manager in Mumbai in our organization on the terms and conditions mutually agreed upon. Your Compensation and Benefits structure under Grade TM5 will be as under: (Figures per annum in Rs.)

Particulars	Amount
Basic	90000
House Rent Allowance	45000
Transport Allowance	14400
Entertainment Allowance	40848
Washing Allowance	6000
Gross Total	196248
PF	10800
ESIC	9048
Gratuity	4332
Insurance	732
CTC	221160

A formal letter of appointment will be issued to you on joining services on or before 01<sup>st</sup> June 2019. We reserve the right to cancel this offer in case of failure to join the organization by this date or any information furnished by you is found to be false.

Group Personal Accident & Group Term Life Insurance coverage for self as per company policy.

Before or at the time of joining, please also let us have the following certification:

1. Photocopy of certificate showing your date of birth.
2. Photocopy of your highest qualification certificate.
3. Four recent passport size photographs.
4. Copy of last salary Slip.
5. Relieving letter from your previous employer.
6. Medical fitness certificate from a certified medical practitioner.
7. Copy of Driving License.
8. Address Proof

We welcome you to Jubilant FoodWorks Ltd. and hope to have a mutually happy and successful association.

Kindly sign the duplicate copy of this letter as a token of acceptance of this offer.


Thanking you,  
For Jubilant Food Works Limited

Sanruddhi Rangnekar  
Sr. Manager - Human Resource

A Jubilant Bhartia Company

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JFL/HR/OFFER/2019

March 15, 2019

AVEZ SHAIKH  
52, Amin House, 15 Goa Street, Ballard Estate, Fort

### Sub: Offer of Appointment

Dear Avez,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as Associate Guest Delight Manager in Mumbai in our organization on the terms and conditions mutually agreed upon. Your Compensation and Benefits structure under Grade TM5 will be as under:  
(Figures per annum in Rs.)

Particulars	Amount
Basic	90000
House Rent Allowance	45000
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6. Medical fitness certificate from a certified medical practitioner.
7. Copy of Driving License.
8. Address Proof

We welcome you to Jubilant FoodWorks Ltd. and hope to have a mutually happy and successful association.

Kindly sign the duplicate copy of this letter as a token of acceptance of this offer.


Thanking you,  
For Jubilant Food Works Limited

Samruddhi Rangnekar  
Sr. Manager - Human Resource

A Jubilant Bhartia Company

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JFL/HR/OFFER/2019

March 15, 2019

**DHRUV SHETTY**  
302, Buntara Bhavan, Buntara Bhavan Marg, Nehru Nagar, Kurla East

**Sub: Offer of Appointment**

Dear Dhruv,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as Associate Guest Delight Manager in Mumbai in our organization on the terms and conditions mutually agreed upon. Your Compensation and Benefits structure under Grade TM5 will be as under: (Figures per annum in Rs.)

Particulars	Amount
Basic	90000
House Rent Allowance	45000
Transport Allowance	14400
Entertainment Allowance	40848
Washing Allowance	6000
<b>Gross Total</b>	<b>196248</b>
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A formal letter of appointment will be issued to you on joining services on or before **01<sup>st</sup> June 2019**. We reserve the right to cancel this offer in case of failure to join the organization by this date or any information furnished by you is found to be false.

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3. Four recent passport size photographs.
4. Copy of last salary Slip.
5. Relieving letter from your previous employer.
6. Medical fitness certificate from a certified medical practitioner.
7. Copy of Driving License.
8. Address Proof

We welcome you to Jubilant FoodWorks Ltd. and hope to have a mutually happy and successful association.

Kindly sign the duplicate copy of this letter as a token of acceptance of this offer.


Thanking you,  
For Jubilant Food Works Limited

  
Samruddhi Rangnekar  
Sr. Manager - Human Resource

A Jubilant Bhartia Company

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22 December 2018

Dysis Rodrigues  
Mumbai

Dear Dysis,

Congratulations! Based on your application and the interview, we are pleased to offer you the position of 'Butler Service Desk Associate' in Front Office department with effect from 10 June 2019, as operators of Pallazzo Hotels & Leisure Ltd., The St. Regis Mumbai.

However, this offer is subject to you being declared medically fit by the company's Doctor, satisfactory references from your referees, as well as background checks by our authorized partner.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 09.30 hrs. with photocopies of the following documents:

- Proof of Date of Birth (Birth Certificate or Passport/Aadhar Card)
- Educational Qualification certificates
- Previous work experience certificates (as applicable)
- Last drawn salary slip (as applicable)
- Marriage Certificate (if married)
- PAN Card & Aadhar Card (Compulsory)
- Proof of ID (Driving License or Voter ID card)
- 4 passport-sized photographs
- Cancelled cheque

If the above terms are acceptable to you, as a token of acceptance, please sign a duplicate copy of this letter.

Welcome aboard!

Vivek Kotecha  
Talent Acquisition Manager

Candidate's acknowledgement:

Agreed & Accepted by \_\_\_\_\_ on \_\_\_\_\_.



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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## Details of Compensation & Benefits

### Dysis Rodrigues - Butler Service Desk Associate

Salary	As per property monthly pay slip and subject to statutory deductions & income tax:	
	Basic	7,700
	House Rent Allowance	3,850
	Flexible Pay Allowance	2,450
	<b>Gross Salary</b>	<b>14,000</b>
Benefits	Employer's PF Contribution	924
	ESIC	665
	<b>Total Remuneration (Cost to the Company)</b>	<b>15,589</b>
Probation:	03 months or as per Marriott internal transfer process (as applicable)	
Medical:	You will be eligible to participate in the Hotel's health insurance scheme : <ul style="list-style-type: none"><li>• Medclaim Insurance of Rs. 2,00,000/- (for self, spouse &amp; up to 2 children)</li></ul>	
Annual Leave, Holidays and Days Off:	In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any un-availed leave will be en-cashed on gross salary (on basic if duration of service is less than a year) up to a maximum of 30 days. Leave entitlement will be 24 privilege leaves (PL) and 12 Sick/Casual Leaves per annum. Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year. You will be entitled to six (6) days off in a month, as per Marriott India policy.	
Gratuity:	Is applicable in accordance with the Act.	
Other Benefits	You will also be entitled to the following benefits:	
Room Rate Discount	Discounted F&B and room rates at all Marriott hotels worldwide, for friends and family.	
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resource.	
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.	
Marriott Rewards/The Ritz Carlton Rewards Program/Starwood Preferred Guest:-	Employees are ineligible to participate in the Marriott Rewards or The Ritz Carlton Rewards Program or Starwood Preferred Guest Loyalty Program to earn points or miles on behalf of themselves or family or friends during their employment. Employees who have previously enrolled in the program are required to cancel or convert the Rewards accounts to a Non - Earning Associate Account.	


This attachment is and forms part of the offer letter dated 22 December 2018.

  
Vivek Kotecha  
Talent Acquisition Manager

Candidate's acknowledgement:

Agreed & Accepted by \_\_\_\_\_ on \_\_\_\_\_.



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



# Anjuman-I-Islam's Institute of Hospitality Management (Affiliated to the University of Mumbai)

92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.  
Tel.: +91 22 2265 2272 / 2270 2997 • Website : [www.anjumanihm.com](http://www.anjumanihm.com)  
E-mail: [principal@anjumanihm.com](mailto:principal@anjumanihm.com) / [rukshana.principal@anjumanihmct.org](mailto:rukshana.principal@anjumanihmct.org)

WESTIN  
HOTELS & RESORTS

THE WESTIN MUMBAI GARDEN CITY

Westin Hotel, Garden City,  
200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

15-Nov-18

Hannan Machkal

## Letter of Intent

Dear Hannan,

It is a pleasure to inform you that you have been successful in your application for the position of 'Front Office Associate' at The Westin Mumbai Garden City, a unit owned by Oberoi Realty Ltd. You have been identified as a professional and confident associate, capable of contributing to our team achievement and growth in the company.

Your date of joining as confirmed with us shall be on 01-Jul-19.

The other terms and conditions of your employment will be addressed in the Letter of Appointment that will be issued to you on the day of joining. The final confirmation of your employment is subject to having passed the probation period of three months successfully.

Please note that this offer of employment is purely provisional and your final appointment in the organization shall be subject to following:

1. Being found medically fit.
2. Satisfactory verification of the Employment reference and back-ground check.
3. All the information / documents, provided to secure this employment is found to be correct, not mis-stated or concealed or suppressed in any form.
4. Your confirmed joining is on the stipulated date mentioned above, unless the joining date is extended in writing by the Company.

In event of any of above, this offer stands nullified / withdrawn.

Please sign a duplicate copy of this letter signifying your intent to accept the said offer and return it to us within four (4) days of the date of this letter, failing which this offer of employment will be automatically deemed to have lapsed.

On the date of joining, please contact HR Function and please bring along with you the following:

1. Copies of all educational certificates, along with original.
2. Copies of last drawn pay slips or salary certificate.
3. 8 passport size photographs.
4. Proof of Identity / Passport.
5. Copies of all relieving letters / experience certificate (from Previous & Current Employer), along with Original.

Once again Congratulations! We look forward to welcoming you to The Westin Mumbai Garden City and having a long and mutually successful working relationship.  
Thank you.

Yours sincerely,

For The Westin Mumbai Garden City  
(A Unit of Oberoi Realty Limited)

Dhananjay Sagaral  
Director of Human resources

Acceptance:

I have read and understood the content of the letter and I hereby accept this offer of 'Front Office Associate' and would be confirming the date of joining with the company

Name: HANNAN MACHKAL Signature: [Signature] Date: 14/12/18



[Signature]  
Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01





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E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

COMPENSATION PACKAGE		THE WESTIN MUMBAI GARDEN CITY		
Ass.#	DOJ 1-Jul-19			
Name :	Hannan Machkal	Designation :	Front Office Associate	
Dept.	Front Office	Grade:	2	
Sr.	Particulars	Monthly	Annual	Remarks
<b>A Remuneration :</b>				
1	Basic	8,300	99,600	
2	HRA	415	4,980	
3	Conveyance Allowance	-	-	
4	Personal Allowance	1,785	21,420	
<b>GROSS SALARY : Total - A</b>		<b>10,500</b>	<b>126,000</b>	
<b>B Annual Payments ( Reimbursable Benefits )</b>				
1	Leave Travel Assistance	750	9,000	As per our Hotel Policy
2	Medical Allowance	-	-	On Production of Medical Bills & as per our Hotel Policy
<b>Total - B</b>		<b>750</b>	<b>9,000</b>	
<b>C Statutory &amp; Other Contributions by Company :</b>				
1	Provident Fund	996	11,952	12% of ( Basic )
<b>Total - C</b>		<b>996</b>	<b>11,952</b>	
D	Performance Bonus (Inclusive of Statutory Bonus)	1,313	15,750	Performance Bonus may be paid at sole discretion of the Management and as per our hotel policy. The Statutory Bonus will be paid as per the Payment of Bonus Act, 1965. (if applicable).
<b>TOTAL: A+B+C+D (CTC)*</b>		<b>13,559</b>	<b>162,702</b>	

**Additional Information**

- Privilege Leave is 21 days, Casual Leave 6, Sick Leave - 9 days in a year
- Gratuity payable as per The Payment of Grauity Act 1972
- National Holidays 4 days, Optional Holiday 6 days in a year
- 50% Discount on F&B as per the company policy
- Will be covered under the Hotel Medical and Group Term & Personal accident policy
- Business attire and Laundry facilities

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Hannan Machkal

You shall not divulge any information regarding your compensation and terms of employment to other employees within the Company



\_\_\_\_\_  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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1<sup>st</sup> March 2019

To,

Johnathan D'souza  
Anjuman -I- Islam College of Hotel Management - Mumbai

Dear Johnathan D'souza,

**Offer Letter - Hardcastle Restaurants Private Limited**

Congratulations!

With reference to the discussions you had with us, we are pleased to make you an offer to work with **Hardcastle Restaurants Private Limited** as **Trainee Manager** in accordance with the terms and conditions mutually agreed upon. You will be issued with an Appointment Letter separately on joining. As agreed, your date of joining shall be in June 2019.

You are also required to bring your original documents as well as submit copies of the following on the day of joining:

1. Certificate of Education - 10th, 12th, Graduation & Masters
2. Passport size photographs - 4 Nos
3. Photocopy of PAN card
4. Photocopy of Passport
5. Relieving Letter/ Experience Certificate & Acceptance of Resignation letter from your last employer

Kindly return a copy of this letter duly signed by you in token of your having accepted this offer.

This offer will be valid till the date mentioned above.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Vice President, People Resources



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



**Anjuman-I-Islam's  
Institute of Hospitality Management**  
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92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.  
Tel.: +91 22 2265 2272 / 2270 2997 • Website : www.anjumanihm.com  
E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

ANNEXURE A

1<sup>st</sup> March 2019

Name : Johnathan D'souza  
Title : Trainee Manager  
Department : Operations

Subject: Personal remuneration memo effective June - 2019

REMUNERATION COMPONENTS	AMOUNT(INR)
BASIC	92,400
CCA	13,860
HRA	4,620
OTHER ALLOWANCE	71,388
CONVEYANCE ALLOWANCE	19,200
BASE PAY	2,01,468
PROVIDENT FUND	11,088
EX-GRATIA/ BONUS	7,000
GROSS PAY	2,19,556
MEAL ALLOWANCE	18,000
GRATUITY	4,444
TOTAL	2,42,000
CONFIRMATION ALLOWANCE	15,000
COST TO COMPANY (CTC)	2,57,000

1. You will be covered under ESIC when you are a Trainee Manager. You will be eligible for an insurance cover up to INR 75000 covered for self, spouse and two dependent children once you are promoted to Restaurant Assistant Manager.
2. Management reserves the right to amend or align your component structure and values or incentive plan structure without any prior notice.

Please return a signed copy of the letter to People Resources, thereby accepting the terms.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Vice President, People Resources



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

**LENEXIS**  
FoodWorks

LFW/HR/2018-19/120

Lenexis FoodWorks Pvt. Ltd.  
Level 6, Gala Impecca,  
Next to Courtyard Marriott,  
Andheri Kurla Road,  
Andheri East, Mumbai 400 059

E : info@lenexis.in  
T : +91 22 6773 3600  
W : www.lenexis.in

Date 17/21/2019

Sub: Offer of Appointment

Mr. Junaid H Shaikh  
Mumbai

Dear Mr. Junaid,

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you the position of **Shift Manager** on the terms and conditions agreed.

You will be joining us on or before **June 1st, 2019**. Also note that we will not extend the time for joining once agreed and the offer letter will be void after this date.

You will be posted at **Mumbai**.

This offer letter is valid subject to submission of your **resignation letter copy**, duly acknowledged from the present employer **within three days** from the date of acceptance of this letter.

You are required to submit the following documents (Xerox copies)  
On the day of your joining:

1. Marks Sheets & Certificates of:
  - a) From SSC
  - b) HSC
  - c) Graduation
  - d) Post Graduation. (If Any)
  - e) Additional Qualification. (If Any)
2. Date of Birth Proof – School Leaving Certificate.
3. Experience Certificate/s from Previous Employer/s, if any.
4. Three (3 Nos.) Passport Size Photographs.
5. PAN Card.
6. Aadhar Card
7. Medical Fitness Certificate
8. Form 16 / Salary Certificate / Pay Slip.
9. Address Proof – Ration Cards / Electric Bill / Election ID / Passport.

You need to bring the original Marks Sheets / Certificates on the day of your joining for the purpose of verification.

A regular appointment letter will be issued to you soon after your joining.

In the initial recruitment process you were advised that your acceptance of this position is with the understanding that the final appointment is contingent upon successful completion of a background verification.

Please sign the duplicate copy of this letter in token of your acceptance to the terms and conditions.

We welcome you to our company and wish you a successful career with us.

Thanking you,

Yours sincerely,

For Lenexis FoodWorks Pvt. Ltd

Nirav Ajmera  
Human Resource



*[Signature]*  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

*[Signature]*  
**Accepted**  
29/01/19



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**LENEXIS**  
FoodWorks

Lenexis FoodWorks Pvt. Ltd.  
Level 6, Gala Impecca,  
Next to Courtyard Marriott,  
Andheri Kurla Road,  
Andheri East, Mumbai 400 059.

E : info@lenexis.in  
T : +91 22 6773 3600  
W : www.lenexis.in

Private & Confidential

NAME OF EMPLOYEE	JUNAID H SHAIKH
DESIGNATION	SHIFT MANAGER
GRADE	E2
EFFECTIVE DATE	01/06/2019

ANNEXURE A

	YEARLY	MONTHLY
BASIC	55260	4605
HRA	27660	2305
EDUCATION	16620	1385
CITY ALLOWANCE	55260	4605
LTA	0	0
EX GRATIA/BONUS	16800	1400
SPECIAL ALLOWANCE	33240	2770
GROSS SALARY	204840	17070
EMPLOYER PF	6635	553
ESIC	0	0
GRATUITY	5517	460
HEALTH INSURANCE	4400	367
COST TO COMPANY	223897	18658

For, Lenexis FoodWorks Pvt. Ltd.

*Nirav Ajmera*

Nirav Ajmera  
Asst. General Manager - HR



*Shaiikh*  
*Accepted*  
*29/01/19*

*Rukshana*  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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WESTIN  
HOTELS & RESORTS

THE WESTIN MUMBAI GARDEN CITY

92, Dadabhai Naoroji Road,  
Opp. CSMT, Mumbai (East)  
Mumbai - 400001  
India

Tel: +91 22 2265 2272  
Fax: +91 22 2265 2272

www.westin.com Mr. Mohammed Fardeen Inamdar

## Letter of Intent

Dear Mohammad,

It is a pleasure to inform you that you have been successful in your application for the position of 'Food and Beverage Attendant' at The Westin Mumbai Garden City, a unit owned by Oberoi Realty Ltd. You have been identified as a professional and confident associate, capable of contributing to our team achievement and growth in the company.

Your date of joining as confirmed with us shall be on 01-10-18.

The offer terms and conditions of your employment will be addressed in the Letter of Appointment that will be issued to you on the day of joining. The final confirmation of your employment is subject to having passed the probation period of three months successfully.

Please note that this offer of employment is purely provisional and your final appointment in the organization shall be subject to following:

1. Being found medically fit.
2. Satisfactory verification of the employment reference and back-ground check.
3. All the information / documents, provided to secure this employment is found to be correct, not misstated or concealed or suppressed in any form.
4. Your confirmed joining is on the stipulated date mentioned above, unless the joining date is extended or writing by the Company.

In event of any of above, this offer stands notified / withdrawn.

Please sign a duplicate copy of this letter signifying your intent to accept the said offer and return it to us within four (4) days of the date of this letter, failing which this offer of employment will be automatically deemed to have lapsed.

On the date of joining, please contact HR Function and please bring along with you the following:

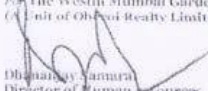
1. Copies of all educational certificates, along with original.
2. Copies of last drawn pay slips or salary certificate
3. 3 passport size photographs.
4. Proof of Identity / Passport.
5. Copies of all relieving letters / experience certificate (from Previous & Current Employer), along with Original.

Once again Congratulations! We look forward to welcoming you to The Westin Mumbai Garden City and having a long and mutually successful working relationship.

Thank you.

Yours sincerely,

For The Westin Mumbai Garden City  
(A Unit of Oberoi Realty Limited)

  
Dhananjay Samara  
Director of Human Resources


Acceptance:

I have read and understood the content of the letter and I hereby accept this offer of 'Food and Beverage Attendant' and would be confirming the date of joining with the company

Name: FARDEEN INAMDAR Signature:  Date: 3-12-18



A Unit of Oberoi Realty Limited  
4520DM1096PI 1711618

  
Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



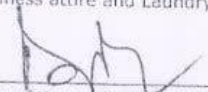
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E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

COMPENSATION PACKAGE		THE WESTIN MUMBAI GARDEN CITY		
Ass.#		DOJ	1-Jul-19	
Name :	Mohammed Fardeen Inamdar	Designation :	Food and Beverage Attendant	
Dept.	Food and Beverage Service	Grade:	2	
Sr.	Particulars	Monthly	Annual	Remarks
<b>A Remuneration :</b>				
1	Basic	8,300	99,600	
2	HRA	415	4,980	
3	Conveyance Allowance	-	-	
4	Personal Allowance	1,785	21,420	
<b>GROSS SALARY : Total - A</b>		<b>10,500</b>	<b>126,000</b>	
<b>B Annual Payments ( Reimbursable Benefits )</b>				
1	Leave Travel Assistance	750	9,000	As per our Hotel Policy
2	Medical Allowance	-	-	On Production of Medical Bills & as per our Hotel Policy
<b>Total - B</b>		<b>750</b>	<b>9,000</b>	
<b>C Statutory &amp; Other Contributions by Company :</b>				
1	Provident Fund	996	11,952	12% of ( Basic )
<b>Total - C</b>		<b>996</b>	<b>11,952</b>	
<b>D Performance Bonus (Inclusive of Statutory Bonus)</b>		<b>1,313</b>	<b>15,750</b>	Performance Bonus may be paid at sole discretion of the Management and as per our hotel policy. The Statutory Bonus will be paid as per the Payment of Bonus Act, 1965. (if applicable).
<b>TOTAL: A+B+C+D (CTC)*</b>		<b>13,559</b>	<b>162,702</b>	

**Additional Information**

- Privilege Leave is 21 days, Casual Leave 6, Sick Leave - 9 days in a year
- Gratuity payable as per The Payment of Gratuity Act 1972
- National Holidays 4 days, Optional Holiday 6 days in a year
- 50% Discount on F&B as per the company policy
- Will be covered under the Hotel Medical and Group Term & Personal accident policy
- Business attire and Laundry facilities

  
Director of Human Resources

  
Mohammed Fardeen Inamdar

You shall not divulge any information regarding your compensation and terms of employment to other employees within the Company



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



**Anjuman-I-Islam's  
Institute of Hospitality Management**  
(Affiliated to the University of Mumbai)

92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.  
Tel.: +91 22 2265 2272 / 2270 2997 • Website : [www.anjumanihm.com](http://www.anjumanihm.com)  
E-mail: [principal@anjumanihm.com](mailto:principal@anjumanihm.com) / [rukshana.principal@anjumanihmct.org](mailto:rukshana.principal@anjumanihmct.org)

1<sup>st</sup> March 2019

To,

Ansh Bassi  
Anjuman -I- Islam College of Hotel Management – Mumbai.

Dear Ansh Bassi,

**Offer Letter - Hardcastle Restaurants Private Limited**

Congratulations!

With reference to the discussions you had with us, we are pleased to make you an offer to work with **Hardcastle Restaurants Private Limited** as Trainee Guest Experience leader in accordance with the terms and conditions mutually agreed upon. You will be issued with an Appointment Letter separately on joining. As agreed, your date of joining shall be in June 2019.

You are also required to bring your original documents as well as submit copies of the following on the day of joining:

- Certificate of Education - 10<sup>th</sup>, 12<sup>th</sup>, Graduation & Masters
- Passport size photographs - 4 No's
- Photocopy of PAN card
- Photocopy of Passport
- Relieving Letter/ Experience Certificate & Acceptance of Resignation letter from your last employer

Kindly return a copy of this letter duly signed by you in token of your having accepted this offer.


This offer will be valid till the date mentioned above.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability



  
**Principal**  
Anjuman-I-Islam's  
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Mumbai-01





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E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

ANNEXURE A

Name : Ansh Bassi  
Title : Trainee Guest Experience Leader  
Department : Operations

Subject: Personal remuneration memo effective June-2019

REMUNERATION COMPONENTS	ANNUAL CTC (DURING PROBATION)	ANNUAL CTC (AFTER CONFIRMATION)
BASIC	1,05,600	92,400
CCA	0	13,860
HRA	0	4,620
OTHER ALLOWANCE	75,600	71,388
CONVEYANCE ALLOWANCE	0	19,200
BASE PAY	1,81,200	2,01,468
PROVIDENT FUND	12,672	11,088
EX-GRATIA/ BONUS	7000	7,000
GROSS PAY	2,00,872	2,19,556
MEAL ALLOWANCE	18,000	18,000
GRATUITY	5079	4,444
TOTAL	2,23,951	2,42,000
CONFIRMATION ALLOWANCE	0	15,000
COST TO COMPANY (CTC)	2,23,951	2,57,000

\* There will be a meal deduction as per Company meal policy.

You will be paid your salary and allowances stated above on a monthly basis after giving effect to withholdings required by law or as stated in this letter.

- You will be on probation for a period of 2 months post which you will be confirmed as Guest Experience Leader. The revised compensation mentioned in above annexure will be applicable post confirmation. Further confirmation is subject to you successfully clearing the PPR (Probationary Performance Review). If your performance is not to the expectation of Management, your probationary period can be extended if deemed necessary.
- You have to undergo PPR (Probationary Performance Review) and post successful completion of PPR you will get promoted as GEL and the new salary structure (i.e. Amount After Confirmation) mentioned above will be applicable to you.



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Institute of Hospitality Management  
Mumbai-01



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- Any Income Tax or any other statutory deduction applicable on the remuneration paid to you by the Company will be borne by you, and as required by law, will be deducted at source.
- Management reserves the right to amend your component structure and values or incentive plan structure without any prior notice.

Please return a signed copy of the letter to People Resources, thereby accepting the terms.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability



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**WESTIN**  
HOTELS & RESORTS

## THE WESTIN MUMBAI GARDEN CITY

International Business Park,  
Upper Garden City, Boregachi, (BKC),  
Mumbai - 400092.  
(India)

### Letter of Intent

T: +91 22 6147 0000 15-Nov-18  
F: +91 22 6147 0100

[westin.com](http://westin.com)

Mr. Mohammed Fardeen Isandar

Dear Mohammed,

It is a pleasure to inform you that you have been successful in your application for the position of 'Food and Beverage Attendant' at The Westin Mumbai Garden City, a unit owned by Oberoi Realty Ltd. You have been identified as a professional and confident associate, capable of contributing to our team achievement and growth in the company.

Your date of joining as confirmed with us shall be on 01-Jul-19.

The other terms and conditions of your employment will be addressed in the Letter of Appointment that will be issued to you on the day of joining. The final confirmation of your employment is subject to having passed the probation period of three months successfully.

Please note that this offer of employment is purely provisional and your final appointment in the organization shall be subject to following:

1. Being found medically fit.
2. Satisfactory verification of the Employment reference and back-ground check.
3. All the information / documents, provided to secure this employment is found to be correct, not misstated or concealed or suppressed in any form.
4. Your confirmed joining is on the stipulated date mentioned above, unless the joining date is extended in writing by the Company.

In event of any of above, this offer stands nullified / withdrawn.

Please sign a duplicate copy of this letter signifying your intent to accept the said offer and return it to us within four (4) days of the date of this letter, failing which this offer of employment will be automatically deemed to have lapsed.

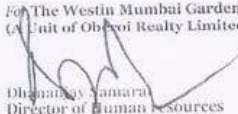
On the date of joining, please contact HR Function and please bring along with you the following:

1. Copies of all educational certificates, along with original.
2. Copies of last drawn pay slips or salary certificate.
3. 8 passport size photographs.
4. Proof of Identity / Passport.
5. Copies of all relieving letters / experience certificate (from Previous & Current Employer), along with Original.

Once again Congratulations! We look forward to welcoming you to The Westin Mumbai Garden City and having a long and mutually successful working relationship.

Thank you.  
Yours sincerely,

For The Westin Mumbai Garden City  
(A Unit of Oberoi Realty Limited)


  
Dhyanraj Yamara  
Director of Human Resources

Acceptance:

I have read and understood the content of the letter and I hereby accept this offer of 'Food and Beverage Attendant' and would be confirming the date of joining with the company

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



  
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COMPENSATION PACKAGE				THE WESTIN
Ass.#	DOJ 1-Jul-19			MUMBAI GARDEN CITY
Name : Mohammed Fardeen Inamdar		Designation : Food and Beverage Attendant		
Dept. Food and Beverage Service		Grade: 2		
Sr.	Particulars	Monthly	Annual	Remarks
<b>A Remuneration :</b>				
1	Basic	8,300	99,600	
2	HRA	415	4,980	
3	Conveyance Allowance	-	-	
4	Personal Allowance	1,785	21,420	
<b>GROSS SALARY : Total - A</b>		<b>10,500</b>	<b>126,000</b>	
<b>B Annual Payments ( Reimbursable Benefits )</b>				
1	Leave Travel Assistance	750	9,000	As per our Hotel Policy
2	Medical Allowance	-	-	On Production of Medical Bills & as per our Hotel Policy
<b>Total - B</b>		<b>750</b>	<b>9,000</b>	
<b>C Statutory &amp; Other Contributions by Company :</b>				
1	Provident Fund	996	11,952	12% of ( Basic )
<b>Total - C</b>		<b>996</b>	<b>11,952</b>	
<b>D Performance Bonus (Inclusive of Statutory Bonus)</b>				
		1,313	15,750	Performance Bonus may be paid at sole discretion of the Management and as per our hotel policy. The Statutory Bonus will be paid as per the Payment of Bonus Act, 1965. (if applicable).
<b>TOTAL: A+B+C+D (CTC)*</b>		<b>13,559</b>	<b>162,702</b>	

**Additional Information**

- Privilege Leave is 21 days, Casual Leave 6, Sick Leave - 9 days in a year
- Gratuity payable as per The Payment of Gratuity Act 1972
- National Holidays 4 days, Optional Holiday 6 days in a year
- 50% Discount on F&B as per the company policy
- Will be covered under the Hotel Medical and Group Term & Personal accident policy
- Business attire and Laundry facilities

Director of Human Resources

Mohammed Fardeen Inamdar

You shall not divulge any information regarding your compensation and terms of employment to other employees within the Company



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1<sup>st</sup> March 2019

To,

Shardul Kuchekar  
Anjuman -I- Islam College of Hotel Management – Mumbai.

Dear Shardul Kuchekar,

**Offer Letter - Hardcastle Restaurants Private Limited**

Congratulations!

With reference to the discussions you had with us, we are pleased to make you an offer to work with Hardcastle Restaurants Private Limited as Trainee Guest Experience leader in accordance with the terms and conditions mutually agreed upon. You will be issued with an Appointment Letter separately on joining. As agreed, your date of joining shall be in June 2019.

You are also required to bring your original documents as well as submit copies of the following on the day of joining:

- Certificate of Education - 10<sup>th</sup>, 12<sup>th</sup>, Graduation & Masters
- Passport size photographs - 4 No's
- Photocopy of PAN card
- Photocopy of Passport
- Relieving Letter/ Experience Certificate & Acceptance of Resignation letter from your last employer

Kindly return a copy of this letter duly signed by you in token of your having accepted this offer.

This offer will be valid till the date mentioned above.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability



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Anjuman-I-Islam's  
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Mumbai-01



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E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

### ANNEXURE A

Name : Shardul Kuchekar  
Title : Trainee Guest Experience Leader  
Department : Operations

Subject: Personal remuneration memo effective June-2019

REMUNERATION COMPONENTS	ANNUAL CTC (DURING PROBATION)	ANNUAL CTC (AFTER CONFIRMATION)
BASIC	1,05,600	92,400
CCA	0	13,860
HRA	0	4,620
OTHER ALLOWANCE	75,600	71,388
CONVEYANCE ALLOWANCE	0	19,200
BASE PAY	1,81,200	2,01,468
PROVIDENT FUND	12,672	11,088
EX-GRATIA/ BONUS	7000	7,000
GROSS PAY	2,00,872	2,19,556
MEAL ALLOWANCE	18,000	18,000
GRATUITY	5079	4,444
TOTAL	2,23,951	2,42,000
CONFIRMATION ALLOWANCE	0	15,000
COST TO COMPANY (CTC)	2,23,951	2,57,000

\* There will be a meal deduction as per Company meal policy.

You will be paid your salary and allowances stated above on a monthly basis after giving effect to withholdings required by law or as stated in this letter.

- You will be on probation for a period of 2 months post which you will be confirmed as Guest Experience Leader. The revised compensation mentioned in above annexure will be applicable post confirmation. Further confirmation is subject to you successfully clearing the PPR (Probationary Performance Review). If your performance is not to the expectation of Management, your probationary period can be extended if deemed necessary.
- You have to undergo PPR (Probationary Performance Review) and post successful completion of PPR you will get promoted as GEL and the new salary structure (i.e. Amount After Confirmation) mentioned above will be applicable to you.



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Mumbai-01



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- Any Income Tax or any other statutory deduction applicable on the remuneration paid to you by the Company will be borne by you, and as required by law, will be deducted at source.
- Management reserves the right to amend your component structure and values or incentive plan structure without any prior notice.

Please return a signed copy of the letter to People Resources, thereby accepting the terms.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability



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Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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1<sup>st</sup> March 2019

To,

Avez Shaikh  
Anjuman -I- Islam College of Hotel Management – Mumbai.

Dear Avez Shaikh,

**Offer Letter - Hardcastle Restaurants Private Limited**

Congratulations!

With reference to the discussions you had with us, we are pleased to make you an offer to work with **Hardcastle Restaurants Private Limited** as **Trainee Guest Experience leader** in accordance with the terms and conditions mutually agreed upon. You will be issued with an Appointment Letter separately on joining. As agreed, your date of joining shall be in June 2019.

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Senior Vice President – Strategy, Innovation & Capability



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## ANNEXURE A

Name : Avez Shaikh  
Title : Trainee Guest Experience Leader  
Department : Operations

Subject: Personal remuneration memo effective June-2019

REMUNERATION COMPONENTS	ANNUAL CTC (DURING PROBATION)	ANNUAL CTC (AFTER CONFIRMATION)
BASIC	1,05,600	92,400
CCA	0	13,860
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OTHER ALLOWANCE	75,600	71,388
CONVEYANCE ALLOWANCE	0	19,200
BASE PAY	1,81,200	2,01,468
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\* There will be a meal deduction as per Company meal policy.

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- You will be on probation for a period of 2 months post which you will be confirmed as Guest Experience Leader. The revised compensation mentioned in above annexure will be applicable post confirmation. Further confirmation is subject to you successfully clearing the PPR (Probationary Performance Review). If your performance is not to the expectation of Management, your probationary period can be extended if deemed necessary.
- You have to undergo PPR (Probationary Performance Review) and post successful completion of PPR you will get promoted as GEL and the new salary structure (i.e. Amount After Confirmation) mentioned above will be applicable to you.



  
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- Any Income Tax or any other statutory deduction applicable on the remuneration paid to you by the Company will be borne by you, and as required by law, will be deducted at source.
- Management reserves the right to amend your component structure and values or incentive plan structure without any prior notice.

Please return a signed copy of the letter to People Resources, thereby accepting the terms.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

**Seema Arora Nambiar**  
Senior Vice President – Strategy, Innovation & Capability



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
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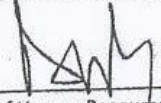
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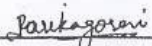
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Ass.#		COMPENSATION PACKAGE		THE WESTIN	
		DOJ 1-Jul-19		MUMBAI GARDEN CITY	
Name : Rasika Gosavi		Designation : Front Office Associate			
Dept: Front Office		Grade: 2			
Sr.	Particulars	Monthly	Annual	Remarks	
<b>A Remuneration :</b>					
1	Basic	8,300	99,600		
2	HRA	415	4,980		
3	Conveyance Allowance	-	-		
4	Personal Allowance	1,785	21,420		
<b>GROSS SALARY : Total - A</b>		<b>10,500</b>	<b>126,000</b>		
<b>B Annual Payments ( Reimbursable Benefits )</b>					
1	Leave Travel Assistance	750	9,000	As per our Hotel Policy	
2	Medical Allowance	-	-	On Production of Medical Bills & as per our Hotel Policy	
<b>Total - B</b>		<b>750</b>	<b>9,000</b>		
<b>C Statutory &amp; Other Contributions by Company :</b>					
1	Provident Fund	996	11,952	12% of ( Basic )	
<b>Total - C</b>		<b>996</b>	<b>11,952</b>		
<b>D Performance Bonus (Inclusive of Statutory Bonus)</b>					
		1,313	15,750	Performance Bonus may be paid at sole discretion of the Management and as per our hotel policy. The Statutory Bonus will be paid as per the Payment of Bonus Act, 1965. (If applicable).	
<b>TOTAL: A+B+C+D (CTC)*</b>		<b>13,559</b>	<b>162,702</b>		

**Additional Information**


- Privilege Leave is 21 days, Casual Leave 6, Sick Leave - 9 days in a year
- Gratuity payable as per The Payment of Gravit Act 1972
- National Holidays 4 days, Optional Holiday 6 days in a year
- 50% Discount on F&B as per the company policy
- Will be covered under the Hotel Medical and Group Term & Personal accident policy
- Business attire and Laundry facilities

  
Director of Human Resources

  
Rasika Gosavi

You shall not divulge any information regarding your compensation and terms of employment to other employees within the Company



  
**Principal**  
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22 December 2018

Rizwan Mulani  
Mumbai

Dear Rizwan,

Congratulations! Based on your application and the interview, we are pleased to offer you the position of 'F&B Associate' in Food & Beverage Service department with effect from 10 June 2019, as operators of Pallazzo Hotels & Leisure Ltd., The St. Regis Mumbai.

However, this offer is subject to you being declared medically fit by the company's Doctor, satisfactory references from your referees, as well as background checks by our authorized partner.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 09.30 hrs. with photocopies of the following documents:

- Proof of Date of Birth (Birth Certificate or Passport/Aadhar Card)
- Educational Qualification certificates
- Previous work experience certificates (as applicable)
- Last drawn salary slip (as applicable)
- Marriage Certificate (if married)
- PAN Card & Aadhar Card (Compulsory)
- Proof of ID (Driving License or Voter ID card)
- 4 passport-sized photographs
- Cancelled cheque

If the above terms are acceptable to you, as a token of acceptance, please sign a duplicate copy of this letter.

Welcome aboard!

Vivek Kotecha  
Talent Acquisition Manager

Candidate's acknowledgement:

Agreed & Accepted by \_\_\_\_\_ on \_\_\_\_\_.



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
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# Anjuman-I-Islam's Institute of Hospitality Management (Affiliated to the University of Mumbai)


92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.  
Tel.: +91 22 2265 2272 / 2270 2997 • Website : www.anjumanihm.com  
E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org



## Details of Compensation & Benefits Rizwan Mulani – F&B Associate


Salary	As per property monthly pay slip and subject to statutory deductions & income tax:
	Basic 7,700
	House Rent Allowance 3,850
	Flexible Pay Allowance 2,450
	Gross Salary 14,000
Benefits	Employer's PF Contribution 924
	ESIC 665
	Total Remuneration (Cost to the Company) 15,589
Probation:	03 months or as per Marriott internal transfer process (as applicable)
Medical:	You will be eligible to participate in the Hotel's health insurance scheme : <ul style="list-style-type: none"><li>• Medica Insurance of Rs. 2,00,000/- (for self, spouse &amp; up to 2 children)</li></ul>
Annual Leave, Holidays and Days Off:	In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any un-availed leave will be en-cashed on gross salary (on basic if duration of service is less than a year) up to a maximum of 30 days. Leave entitlement will be 24 privilege leaves (PL) and 12 Sick/Casual Leaves per annum. Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year. You will be entitled to six (6) days off in a month, as per Marriott India policy.
Gratuity:	Is applicable in accordance with the Act.
Other Benefits	You will also be entitled to the following benefits:
Room Rate Discount	Discounted F&B and room rates at all Marriott hotels worldwide, for friends and family.
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resource.
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.
Marriott Rewards/The Ritz Carlton Rewards Program/Starwood Preferred Guest:-	Employees are ineligible to participate in the Marriott Rewards or The Ritz Carlton Rewards Program or Starwood Preferred Guest Loyalty Program to earn points or miles on behalf of themselves or family or friends during their employment. Employees who have previously enrolled in the program are required to cancel or convert the Rewards accounts to a Non – Earning Associate Account.

This attachment is and forms part of the offer letter dated 22 December 2018.

  
Vivek Kotecha  
Talent Acquisition Manager

Candidate's acknowledgement:  
Agreed & Accepted by \_\_\_\_\_ on \_\_\_\_\_



  
Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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# **5.2.1 PLACEMENT LETTERS**

## **ACADEMIC YEAR 2019-20**



**Anjuman-I-Islam's  
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**EIH Limited**  
A MEMBER OF THE OBEROI GROUP

THE OBEROI, NARIMAN POINT, MUMBAI-400 021, INDIA / TELEPHONE: +91 22 6032 3757, 6032 4343 / WEBSITE: WWW.EIHLTD.COM

Date: 25th Sept 2019  
Institute: Anjuman-I-Islam.  
Dear Mr./Ms. Ahmed Darawala

This has reference to your bio-data and the subsequent interview you had with us. We are pleased to inform you that you are being offered the position of "Assistant" in Procure Opns Department, at EIH Ltd for Unit - Trident Nariman Point & The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organisation.

A formal letter of appointment shall be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai - Human Resources on May 15, 2020 at 9.00 a.m. for medicals and shall join duty on June 01, 2020 subject to your medical fitness.

You are also requested to bring along the following original documents along with 3 copies:

1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport / Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Executive-Human Resources. She can be contacted on 022 - 66326060 or email address - stefanie.dcosta@oberoihotels.com

We look forward to having you on our team.

Yours faithfully,

EIH LIMITED  
Unit - Trident Nariman Point  
The Oberoi, Mumbai

*Kanchan Chhena*  
KANCHAN CHHENIS  
DIRECTOR - HUMAN RESOURCES

*ahmeddarawala10@gmail.com*

Ahmed Darawala

99300 51203

8169980381

*Darawala*

REGISTERED OFFICE: A, MANGAL DANE, KALWATA, 700 001 INDIA  
CIN: L28117WASHPHMC017001



*Rukshana*  
Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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*EIH Limited*  
A MEMBER OF THE OBEROI GROUP

THE OBEROI, NARIMAN POINT, MUMBAI-400 021, INDIA / TELEPHONE: +91-22-6632 5757, 6632 4343 / WEBSITE: WWW.EIHLTD.COM

Date: 20th September, 2019  
Institute: Anjuman-I-Islam

Dear Mr. / Ms. Devang Gholap

This has reference to your bio data and the subsequent interview you had with us. We are pleased to inform you that you are being offered the position of "Assistant" in Food service Department, at EIH Ltd for Unit – Trident Nariman Point & The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organisation.

A formal letter of appointment shall be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai – Human Resources on May 15, 2020 at 9.00 a.m. for medicals and shall join duty on June 01, 2020 subject to your medical fitness.

You are also requested to bring along the following original documents along with 3 copies:

1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport / Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Executive-Human Resources. She can be contacted on 022 – 66326060 or email address – [stefanie.dcosta@oberoihotels.com](mailto:stefanie.dcosta@oberoihotels.com)

We look forward to having you on our team.

Yours faithfully,

**EIH LIMITED**  
Unit – Trident Nariman Point  
The Oberoi, Mumbai

  
KANCHAN CHITNIS  
DIRECTOR - HUMAN RESOURCES



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

REGISTERED OFFICE: 4, MANGOE LANE, KOLKATA - 700 001, INDIA  
CIN: L55101WB1949PLCO17981





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23<sup>rd</sup> December 2019

To,

Ankita khochare

Anjuman-I-Islam's Institute of Hotel Management & Catering Technology,

Dear Ankita khochare,

Offer Letter - Hardcastle Restaurants Private Limited

Congratulations!

With reference to the discussions you had with us, we are pleased to make you an offer to work with Hardcastle Restaurants Private Limited as **Trainee Manager** in accordance with the terms and conditions mutually agreed upon. You will be issued with an Appointment Letter separately on joining. As agreed, your date of joining shall be in July 2020.

You are also required to bring your original documents as well as submit copies of the following on the day of joining:

1. Certificate of Education - 10th, 12th, Graduation & Masters
2. Passport size photographs - 4 Nos
3. Photocopy of PAN card
4. Photocopy of Passport
5. Relieving Letter/ Experience Certificate & Acceptance of Resignation letter from your last employer

Kindly return a copy of this letter duly signed by you in token of your having accepted this offer.

This offer will be valid till the date mentioned above.

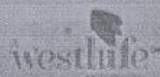
Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President - Strategy, Innovation & Capability



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



18411095870001422  
T : +91-22-4013 5000  
F : +91-22-4013 5001  
E : [info@anjumanihm.com](mailto:info@anjumanihm.com)  
[www.anjumanihm.com](http://www.anjumanihm.com)  
[www.anjumanihmct.org](http://www.anjumanihmct.org)

Hardcastle Restaurants Pvt. Ltd.  
Opp. CSMT - 1061-1070, Tower 3, Plot 7004  
Kandivalli, Borivli, Mumbai  
Sector 02, Bopal, Bhopal  
Chhatrapati Shivaji Maharaj  
Mumbai - 400013  
India



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E-mail: [principal@anjumanihm.com](mailto:principal@anjumanihm.com) / [rukshana.principal@anjumanihmct.org](mailto:rukshana.principal@anjumanihmct.org)



## ANNEXURE A

Name : Ankita Khochare  
Title : Trainee Manager  
Department : Operations

23<sup>rd</sup> December 2019

Subject: Personal remuneration memo effective July - 2020

Description	Amount(INR)
BASIC	92,400
VDA	2,00,248
HRA	4,820
BASE PAY	2,05,268
PROVIDENT FUND	21,600
EX-GRATIA/ BONUS	7,000
GROSS PAY	2,34,868
MEAL ALLOWANCE	18,000
GRATUITY	4,444
TOTAL	2,57,312
CONFIRMATION ALLOWANCE	15,000
COST TO COMPANY (CTC)	2,72,312

1. You will be covered under ESIC when you are a Trainee Manager. You will be eligible for an insurance cover up to INR 75000 covered for self, spouse and two dependent children once you are promoted to Restaurant Assistant Manager.
2. Management reserves the right to amend or align your component structure and values or incentive plan structure without any prior notice.

Please return a signed copy of the letter to People Resources, thereby accepting the terms.

Thank you and Best regards,

For Herdcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability

CIN : U55101MH2004SPCC001422

T : +91-22-4823-0000

F : +91-22-9423-5001

E : [info@westlifemumbai.com](mailto:info@westlifemumbai.com)

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

[www.westlife.co.in](http://www.westlife.co.in)

Herdcastle Restaurants (Pvt.) Ltd.

Regd. Office: 1001, 10th, Tower 2, South Tower,

Infiniti's Park - Centre,

Newsprint Bazar, Midc,

Chiplun Road - East,

Mumbai - 400073

INDIA



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

## LENEXIS FoodWorks

Lenexis FoodWorks Pvt. Ltd. E : info@lenexis.in  
Level 6, Gala Impecca. T : +91 22 6773 3600  
Next to Courtyard Marriott, W : www.lenexis.in  
Andheri Kurla Road,  
Andheri East, Mumbai 400 059.  
Date 24 January 2020

### Sub: Offer of Appointment

Mr. Danish Khan  
Mumbai

Dear Mr. Danish,

This is with reference to your application and the subsequent interview you had with us. We are pleased to offer you the position of Associate Manager in the grade of "E2" on the terms and conditions agreed.

You will be joining us on or before June 10<sup>th</sup>, 2020. Also note that we will not extend the time for joining once agreed and the offer letter will be void after this date.

You will be posted at Mumbai.

This offer letter is valid subject to submission of your resignation letter copy, duly acknowledged from the present employer within three days from the date of acceptance of this letter.

You are required to submit the following documents (Xerox copies)  
On the day of you're joining:

1. Marks Sheets & Certificates of:
  - a) From SSC
  - b) HSC
  - c) Graduation
  - d) Post-Graduation. (If Any)
  - e) Additional Qualification. (If Any)
2. Date of Birth Proof – School Leaving Certificate.
3. Experience Certificate/s from Previous Employer/s, if any.
4. Three (3 Nos.) Passport Size Photographs.
5. PAN Card.
6. Aadhar Card
7. Medical Fitness Certificate
8. Form 16 / Salary Certificate / Pay Slip.
9. Address Proof – Ration Cards / Electric Bill / Election ID / Passport.

You need to bring the original Marks Sheets / Certificates on the day of your joining for the purpose of verification.

A regular appointment letter will be issued to you soon after your joining.

In the initial recruitment process, you were advised that your acceptance of this position is with the understanding that the final appointment is contingent upon successful completion of a background verification.


Please sign the duplicate copy of this letter in token of your acceptance to the terms and conditions.

We welcome you to our company and wish you a successful career with us.

Thanking you.

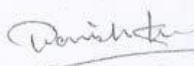
Yours sincerely,

For Lenexis FoodWorks Pvt. Ltd

  
Nirav Ajmera  
Head-Human Resource



  
Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

Accepted  




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**LENEXIS**  
FoodWorks

Lenexis FoodWorks Pvt. Ltd.  
Level 6, Gala Impecca,  
Next to Courtyard Marriott,  
Andheri Kurla Road,  
Andheri East, Mumbai 400 059.

E : info@lenexis.in  
T : +91 22 6773 3600  
W : www.lenexis.in

Private & Confidential

NAME OF EMPLOYEE	Danish Khan
DESIGNATION	Associate Manager
GRADE	E2
EFFECTIVE DATE	10/06/2020

ANNEXURE A

	YEARLY
BASIC	55260
HRA	27660
EDUCATION	16620
CITY ALLOWANCE	55260
EX GRATIA/BONUS	16800
SPECIAL ALLOWANCE	33240
MEAL ALLOWANCE	0
<b>GROSS SALARY</b>	<b>204840</b>
EMPLOYER PF	6635
ESIC	9732
GRATUITY	2690
HEALTH INSURANCE	0
<b>COST TO COMPANY</b>	<b>223897</b>

For, Lenexis FoodWorks Pvt. Ltd.

Nirav Ajmera  
Head-Human Resources



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

Accepted



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ST REGIS  
MUMBAI

## Details of Compensation & Benefits Dikshita Lulla - Front Office Associate

Salary	As per property monthly pay slip and subject to statutory deductions & Income tax:	
	Basic	10,500/-
	House Rent Allowance	4,500/-
	Gross Salary	15,000/-
	Employer's PF Contribution	1,260/-
	Benefits	ESIC
	Total Remuneration (Cost to the Company)	16,748/-
Probation:	03 months or as per Marriott internal transfer process (as applicable)	
Medical:	You will be eligible to participate in the Hotel's health insurance scheme : <ul style="list-style-type: none"><li>• Mediclaim Insurance of Rs. 2,00,000/- (for self, spouse &amp; up to 2 children)</li></ul>	
Annual Leave, Holidays and Days Off:	In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any un-availed leave will be en-cashed on gross salary (on basic if duration of service is less than a year) up to a maximum of 30 days. Leave entitlement will be 24 privilege leaves (PL) and 12 Sick/Casual Leaves per annum. Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year. You will be entitled to six (6) days off in a month, as per Marriott India policy.	
Gratuity:	Is applicable in accordance with the Act.	
Other Benefits	You will also be entitled to the following benefits:	
Room Rate Discount	Discounted F&B and room rates at all Marriott hotels worldwide, for friends and family.	
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resource.	
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.	
Loyalty Program	In general, You are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact <a href="mailto:EmployeeAccounts@marriott.com">EmployeeAccounts@marriott.com</a> for enquiries.	

This attachment is and forms part of the offer letter dated 11<sup>th</sup> December 2019.

  
Greeshma Rajan  
Talent Acquisition Manager

Candidate's acknowledgement:  
Agreed & Accepted by DIKSHITA LULLA on 21/12/19.



  
Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

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10<sup>th</sup> December 2019

ST REGIS  
MUMBAI

Dear Dikshita Lulla,  
Mumbai  
Anjuman-I-Islam IHMCT

Congratulations! Based on your application and the interview, we are pleased to offer you the position of 'Front Office Associate' in Front Office department with effect from 8th June 2020, as operators of Pallazzo Hotels & Leisure Ltd, The St. Regis Mumbai.

However, this offer is subject to you being declared medically fit by the company's Doctor, satisfactory references from your referees, as well as background checks by our authorized partner.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 09.30 hrs. with photocopies of the following documents:

- Proof of Date of Birth (Birth certificate or Passport or Ration Card)
- Educational Qualifications
- All Experience certificates of previous employment
- Experience certificates or Resignation acceptance letter of Previous/immediate employment
- Marriage Certificate (if married)
- PAN Card (Compulsory)
- Aadhaar Card (Compulsory)
- 4 passport-sized photographs
- Universal account number of previous employment(if applicable)or cancelled cheque (New P.F enrollment)

If the above terms are acceptable to you, Please revert with your acceptance to this LOI by sending us a signed copy of the same within seven (7) days of the date of Issuance of this letter, failing which this offer shall stand cancelled.

Welcome aboard!

Greeshma Rajan  
Talent Acquisition Manager

Candidate's acknowledgement:

Agreed & Accepted by DIKSHITA LULLA on 21/12/19.



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

462 Senapati Bapat Marg  
Lower Parcel, Mumbai 400013

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E-mail: [principal@anjumanihm.com](mailto:principal@anjumanihm.com) / [rukshana.principal@anjumanihmct.org](mailto:rukshana.principal@anjumanihmct.org)



1<sup>st</sup> December 2019

STREGIS  
MUMBAI

Dear Griffith Jacob,  
Mumbai  
Anjuman- I- Islam IHMCT

Congratulations! Based on your application and the interview, we are pleased to offer you the position of 'F&B Associate' in F&B department with effect from 8th June 2020, as operators of Pallazzio Hotels & Leisure Ltd, The St. Regis Mumbai.

However, this offer is subject to you being declared medically fit by the company's Doctor, satisfactory references from your referees, as well as background checks by our authorized partner.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 09.30 hrs. with photocopies of the following documents:

- Proof of Date of Birth (Birth certificate or Passport or Ration Card)
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- All Experience certificates of previous employment
- Experience certificates or Resignation acceptance letter of Previous/immediate employment
- Marriage Certificate (if married)
- PAN Card (Compulsory)
- Aadhaar Card (Compulsory)
- 4 passport-sized photographs
- Universal account number of previous employment(if applicable)or cancelled cheque (New P.F enrollment)

If the above terms are acceptable to you, Please revert with your acceptance to this LOI by sending us a signed copy of the same within seven (7) days of the date of issuance of this letter, failing which this offer shall stand cancelled.

Welcome aboard!

  
Greeshma Rajan  
Talent Acquisition Manager

Candidate's acknowledgement:

Agreed & Accepted by GRIFFITH JACOB on 19-12-19



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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*EIH Limited*  
A MEMBER OF THE OBEROI GROUP

THE OBEROI, NARIMAN POINT, MUMBAI-400 021, INDIA. TELEPHONE: (022) 2265 2272, 2270 2997. WEBSITE: WWW.EIHLTD.COM

Date: 28/09/19  
Institute: Anjuman - I - Islam.

Dear Mr./Ms. Hareh Parna.

This has reference to your bio-data and the subsequent interview you had with us. We are pleased to inform you that you are being offered the position of "Assistant" in F&B Services Department, at EIH Ltd for Unit - Trident Nariman Point & The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organisation.

A formal letter of appointment shall be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai - Human Resources on May 15, 2020 at 9.00 a.m. for medicals and shall join duty on June 01, 2020 subject to your medical fitness.

You are also requested to bring along the following original documents along with 3 copies:

1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport / Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Executive - Human Resources. She can be contacted on 022 - 66326060 or email address - [stefanie.dcosta@oberoihotels.com](mailto:stefanie.dcosta@oberoihotels.com)


We look forward to having you on our team.

Yours faithfully,

EIH LIMITED  
Unit - Trident Nariman Point  
The Oberoi, Mumbai

  
KANCHAN CHINNIS  
DIRECTOR - HUMAN RESOURCES



  
Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01





**Anjuman-I-Islam's  
Institute of Hospitality Management**  
(Affiliated to the University of Mumbai)

92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.  
Tel.: +91 22 2265 2272 / 2270 2997 • Website : [www.anjumanihm.com](http://www.anjumanihm.com)  
E-mail: [principal@anjumanihm.com](mailto:principal@anjumanihm.com) / [rukshana.principal@anjumanihmct.org](mailto:rukshana.principal@anjumanihmct.org)

  
*The Oberoi Group*

Date 28/9/2019

Dear Jayesh Tiwari

Congratulations! It gives us great pleasure in selecting you as Kitchen Assistant.

You have successfully completed the selection process. This is a commendable achievement as The Oberoi Group is known for its exacting selection standards.

We have noted your location preference. We will send you a letter by February, 2020 informing you of the hotel you have been selected for and your date of joining. Due consideration will be given to your location preference.

Your appointment will be subject to your clearing a medical examination by the Company Doctor.

Should have any questions or need any further assistance, please contact Ms. Pushpinder Gill at Corporate Human Resources Department. Her contact number is 011 23890505 and her email address is [pushpinder.gill@oberoigroup.com](mailto:pushpinder.gill@oberoigroup.com)

Please return a duplicate copy of this letter, duly signed by you, as a token of your acceptance.

We look forward to having you on our team.

Thank you,

Yours sincerely,  
For The Oberoi Group

Accepted. J Tiwari

Shailja Singh  
Senior Vice President – Human Resources

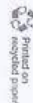
Name: Jayesh Tiwari  
E-mail id: jayeshitiwarifoodie@gmail.com  
Mobile/Residence Tel. No: 8451985365 / 9224163453

(Please write legibly)



Abhimanu  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

Corporate Office: 7, Sham Nath Marg, Delhi-110 054, India | T: +91 11 2389 0505  
Registered Office: EIHLIMITED 4, Mangoe Lane, Kolkata -700 001.





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Tel.: +91 22 2265 2272 / 2270 2997 • Website : www.anjumanihm.com  
E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

## LENEXIS FoodWorks

Lenexis FoodWorks Pvt. Ltd.  
Level 6, Gala Impecca,  
Next to Courtyard Marriott,  
Andheri Kurla Road,  
Andheri East, Mumbai 400 059  
E : info@lenexis.in  
T : +91 22 6773 3600  
W : www.lenexis.in  
Date: 24 January 2020

### Sub: Offer of Appointment

Mr. Junaid Mansuri  
Mumbai

Dear Mr. Junaid,

This is with reference to your application and the subsequent interview you had with us. We are pleased to offer you the position of Associate Manager in the grade of "E2" on the terms and conditions agreed.

You will be joining us on or before June 10<sup>th</sup>, 2020. Also note that we will not extend the time for joining once agreed and the offer letter will be void after this date.

You will be posted at **Mumbai**.

This offer letter is valid subject to submission of your resignation letter copy, duly acknowledged from the present employer within three days from the date of acceptance of this letter.

You are required to submit the following documents (Xerox copies)  
On the day of you're joining:

1. Marks Sheets & Certificates of:
  - a) From SSC
  - b) HSC
  - c) Graduation
  - d) Post-Graduation. (If Any)
  - e) Additional Qualification. (If Any)
2. Date of Birth Proof – School Leaving Certificate.
3. Experience Certificate/s from Previous Employer/s, if any.
4. Three (3 Nos.) Passport Size Photographs.
5. PAN Card.
6. Aadhar Card
7. Medical Fitness Certificate
8. Form 16 / Salary Certificate / Pay Slip.
9. Address Proof – Ration Cards / Electric Bill / Election ID / Passport.

You need to bring the original Marks Sheets / Certificates on the day of your joining for the purpose of verification.

A regular appointment letter will be issued to you soon after your joining.

In the initial recruitment process, you were advised that your acceptance of this position is with the understanding that the final appointment is contingent upon successful completion of a background verification.


Please sign the duplicate copy of this letter in token of your acceptance to the terms and conditions.

We welcome you to our company and wish you a successful career with us.

Thanking you,

Yours sincerely,

For Lenexis FoodWorks Pvt. Ltd

  
Nirav Ajmera  
Head-Human Resource



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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**LENEXIS**  
FoodWorks

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T : +91 22 6773 3600  
W : www.lenexis.in

Private & Confidential

NAME OF EMPLOYEE	Junaid Mansuri
DESIGNATION	Associate Manager
GRADE	E2
EFFECTIVE DATE	10/06/2020

ANNEXURE A

	YEARLY
BASIC	55260
HRA	27660
EDUCATION	16620
CITY ALLOWANCE	55260
EX GRATIA/BONUS	16800
SPECIAL ALLOWANCE	33240
MEAL ALLOWANCE	0
GROSS SALARY	204840
EMPLOYER PF	6635
ESIC	9732
GRATUITY	2690
HEALTH INSURANCE	0
COST TO COMPANY	223897

For, Lenexis FoodWorks Pvt. Ltd.

*Nirav Ajmera*

Nirav Ajmera  
Head-Human Resources

ACCEPTED

*J.H. Mansuri*

*Rukshana*

Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01





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23<sup>rd</sup> December 2019

To,

Kalyani Chaudhari  
Anjuman-I-Islam's Institute of Hotel Management & Catering Technology,

Dear Kalyani Chaudhari,

Offer Letter - Hardcastle Restaurants Private Limited

Congratulations!

With reference to the discussions you had with us, we are pleased to make you an offer to work with Hardcastle Restaurants Private Limited as Trainee Guest Experience leader in accordance with the terms and conditions mutually agreed upon. You will be issued with an Appointment Letter separately on joining. As agreed, your date of joining shall be in July 2020.

You are also required to bring your original documents as well as submit copies of the following on the day of joining:

- Certificate of Education - 10<sup>th</sup>, 12<sup>th</sup>, Graduation & Masters
- Passport size photographs - 4 No's
- Photocopy of PAN card
- Photocopy of Passport
- Relieving Letter/ Experience Certificate & Acceptance of Resignation letter from your last employer

Kindly return a copy of this letter duly signed by you in token of your having accepted this offer.

This offer will be valid till the date mentioned above.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability



westlife™  
cater&pcsr

Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

REGD. OFFICE: ME/895PTC091422  
INDIABULLS FINANCE CENTRE  
E : [info@mcDonaldsindia.com](mailto:info@mcDonaldsindia.com)  
W : [www.mcdonaldsindia.com](http://www.mcdonaldsindia.com)  
[www.westlife.co.in](http://www.westlife.co.in)

Hardcastle Restaurants Pvt. Ltd  
Regd. Office : 1001-1002, Tower-3, 10th Floor,  
Indiabulls Finance Centre,  
Sonapati Bapat Marg,  
Elphinstone Road,  
Mumbai - 400013,  
India.



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E-mail: [principal@anjumanihm.com](mailto:principal@anjumanihm.com) / [rukshana.principal@anjumanihmct.org](mailto:rukshana.principal@anjumanihmct.org)



## ANNEXURE A

Name : Kalyani Chaudhari  
Title : Trainee Guest Experience Leader  
Department : Operations

Subject: Personal remuneration memo effective July - 2020

Remuneration components	ANNUAL CTC (DURING PROBATION)	ANNUAL CTC (AFTER CONFIRMATION)
BASIC	1,05,600	92,400
VDA	74400	1,09,248
HRA	0	4,620
OTHER ALLOWANCE	2,400	0
CONVEYANCE ALLOWANCE	0	0
BASE PAY	1,82,400	2,06,268
PROVIDENT FUND	21,600	21,600
EX-GRATIA/ BONUS	7000	7000
GROSS PAY	2,11,000	2,34,868
MEAL ALLOWANCE	18,000	18,000
GRATUITY	5079	4,444
TOTAL	2,34,079	2,57,312
CONFIRMATION ALLOWANCE	0	15,000
COST TO COMPANY (CTC)	2,34,079	2,72,312

\* There will be a meal deduction as per Company meal policy.

You will be paid your salary and allowances stated above on a monthly basis after giving effect to withholdings required by law or as stated in this letter.

- You will be on probation for a period of 2 months post which you will be confirmed as Guest Experience Leader. The revised compensation mentioned in above annexure will be applicable post confirmation. Further confirmation is subject to you successfully clearing the PPR (Probationary Performance Review). If your performance is not to the expectation of Management, your probationary period can be extended if deemed necessary.
- You have to undergo PPR (Probationary Performance Review) and post successful completion of PPR you will get promoted as GEL and the new salary structure (i.e. Amount After Confirmation) mentioned above will be applicable to you.
- Any Income Tax or any other statutory deduction applicable on the remuneration paid to you by the Company will be borne by you, and as required by law, will be deducted at source.

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[www.mcdonaldsindia.com](http://www.mcdonaldsindia.com)  
[www.westlife.co.in](http://www.westlife.co.in)

Hardcastle Restaurants Pvt. Ltd.  
Regd. Office : 1001-1002, Tower-3, 10th Floor,  
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Senapati Bapat Marg,  
Ephinstone Road,  
Mumbai - 400013,  
India



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



## Anjuman-I-Islam's Institute of Hospitality Management (Affiliated to the University of Mumbai)

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- Management reserves the right to amend your component structure and values or incentive plan structure without any prior notice.

Please return a signed copy of the letter to People Resources, thereby accepting the terms.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

**Seema Arora Nambiar**  
Senior Vice President – Strategy, Innovation & Capability



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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## ANNEXURE A

23<sup>rd</sup> December 2019

Name : maaz kirkire  
Title : Trainee Manager  
Department : Operations

Subject: Personal remuneration memo effective July - 2020

Description	Amount(INR)
BASIC	92,400
VDA	1,09,248
HRA	4,520
BASE PAY	2,06,268
PROVIDENT FUND	21,600
EX-GRATIA/ BONUS	7,000
GROSS PAY	2,34,868
MEAL ALLOWANCE	18,000
GRATUITY	4,444
TOTAL	2,57,312
CONFIRMATION ALLOWANCE	15,000
COST TO COMPANY (CTC)	2,72,312

1. You will be covered under ESIC when you are a Trainee Manager. You will be eligible for an insurance cover up to INR 75000 covered for self, spouse and two dependent children once you are promoted to Restaurant Assistant Manager.
2. Management reserves the right to amend or align your component structure and values or incentive plan structure without any prior notice.

Please return a signed copy of the letter to People Resources, thereby accepting the terms.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

*Seema Arora Nambiar*

Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability

*Principal*

**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
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[www.westlife.co.in](http://www.westlife.co.in)

Hardcastle Restaurants Pvt. Ltd  
Head Office - 15/31-10/57, Tower 3, Indraprastha  
Indiabulls Finance Centre,  
Senapati Bapat Marg,  
Elphinstone Road,  
Mumbai - 400011  
India



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23<sup>rd</sup> December 2019

To,

maaz kirkire

Anjuman-I-Islam's Institute of Hotel Management & Catering Technology,

Dear maaz kirkire,

## Offer Letter - Hardcastle Restaurants Private Limited

Congratulations!

With reference to the discussions you had with us, we are pleased to make you an offer to work with **Hardcastle Restaurants Private Limited** as **Trainee Manager** in accordance with the terms and conditions mutually agreed upon. You will be issued with an Appointment Letter separately on joining. As agreed, your date of joining shall be in July 2020.

You are also required to bring your original documents as well as submit copies of the following on the day of joining:

1. Certificate of Education - 10th, 12th, Graduation & Masters
2. Passport size photographs - 4 Nos
3. Photocopy of PAN card
4. Photocopy of Passport
5. Relieving Letter/ Experience Certificate & Acceptance of Resignation letter from your last employer

Kindly return a copy of this letter duly signed by you in token of your having accepted this offer.

This offer will be valid till the date mentioned above.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

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Hardcastle Restaurants Pvt. Ltd.  
Regd. Office : 1001-1002, Tower-3, 10th Floor,  
IndiraBhika Finance Centre,  
Senapati Bapat Marg,  
Chhatrapati Shivaji  
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19<sup>th</sup> December 2019

ST REGIS  
MUMBAI

Dear Mayuresh Ghosh,  
Mumbai  
Anjuman- I- Islam IHMCT

Congratulations! Based on your application and the interview, we are pleased to offer you the position of 'F&B Associate' in F&B department with effect from 8th June 2020, as operators of Pallazzo Hotels & Leisure Ltd, The St. Regis Mumbai.

However, this offer is subject to you being declared medically fit by the company's Doctor, satisfactory references from your referees, as well as background checks by our authorized partner.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 09.30 hrs. with photocopies of the following documents:

- Proof of Date of Birth (Birth certificate or Passport or Ration Card)
- Educational Qualifications
- All Experience certificates of previous employment
- Experience certificates or Resignation acceptance letter of Previous/Immediate employment
- Marriage Certificate (if married)
- PAN Card (Compulsory)
- Aadhaar Card (Compulsory)
- 4 passport-sized photographs
- Universal account number of previous employment(if applicable)or cancelled cheque (New P.F enrollment)

If the above terms are acceptable to you, Please revert with your acceptance to this LOI by sending us a signed copy of the same within seven (7) days of the date of Issuance of this letter, failing which this offer shall stand cancelled.

Welcome aboard!

Greeshma Rajan  
Talent Acquisition Manager

Candidate's acknowledgement:

Agreed & Accepted by Mayuresh on 19-12-19



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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23<sup>rd</sup> December 2019

To,

Moin Shaikh

Anjuman-I-Islam's Institute of Hotel Management & Catering Technology,

Dear Moin Shaikh,

Offer Letter - Hardcastle Restaurants Private Limited

Congratulations!

With reference to the discussions you had with us, we are pleased to make you an offer to work with Hardcastle Restaurants Private Limited as Trainee Manager in accordance with the terms and conditions mutually agreed upon. You will be issued with an Appointment Letter separately on joining. As agreed, your date of joining shall be in July 2020.

You are also required to bring your original documents as well as submit copies of the following on the day of joining:

1. Certificate of Education - 10th, 12th, Graduation & Masters
2. Passport size photographs - 4 Nos
3. Photocopy of PAN card
4. Photocopy of Passport
5. Relieving Letter/ Experience Certificate & Acceptance of Resignation letter from your last employer

Kindly return a copy of this letter duly signed by you in token of your having accepted this offer.

This offer will be valid till the date mentioned above.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability



**Principal**  
Anjuman-I-Islam's  
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Mumbai-01

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ANNEXURE A

Name : Moin Shaikh  
Title : Trainee Manager  
Department : Operations

23<sup>rd</sup> December 2019

Subject: Personal remuneration memo effective July - 2020

Description	Amount(INR)
BASIC	
VDA	92,400
HRA	1,09,248
BASE PAY	4,620
PROVIDENT FUND	2,06,268
EX-GRATIA/ BONUS	21,600
GROSS PAY	7,000
MEAL ALLOWANCE	2,34,868
GRATUITY	18,000
TOTAL	4,444
CONFIRMATION ALLOWANCE	2,57,312
COST TO COMPANY (CTC)	15,000
	2,72,312

1. You will be covered under ESIC when you are a Trainee Manager. You will be eligible for an insurance cover up to INR 75000 covered for self, spouse and two dependent children once you are promoted to Restaurant Assistant Manager.
2. Management reserves the right to amend or align your component structure and values or incentive plan structure without any prior notice.

Please return a signed copy of the letter to People Resources, thereby accepting the terms.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability



**Principal**  
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**LENEXIS**  
FoodWorks

Lenexis FoodWorks Pvt. Ltd.  
Level 6, Gala Impecca,  
Next to Courtyard Marriott,  
Andheri Kurla Road,  
Andheri East, Mumbai 400 059.  
Date 24 January 2020

E : info@lenexis.in  
T : +91 22 6773 3600  
W : www.lenexis.in

**Sub: Offer of Appointment**

Mr. Raj Kokate  
Mumbai

Dear Mr.Raj,

This is with reference to your application and the subsequent interview you had with us. We are pleased to offer you the position of **Associate Manager** in the grade of "E2" on the terms and conditions agreed.

You will be joining us on or before **June 10<sup>th</sup>, 2020**. Also note that we will not extend the time for joining once agreed and the offer letter will be void after this date.

You will be posted at **Mumbai**.

This offer letter is valid subject to submission of your resignation letter copy, duly acknowledged from the present employer **within three days** from the date of acceptance of this letter.

You are required to submit the following documents (Xerox copies)  
On the day of you're joining:

1. Marks Sheets & Certificates of:
  - a) From SSC
  - b) HSC
  - c) Graduation
  - d) Post-Graduation. (If Any)
  - e) Additional Qualification. (If Any)
2. Date of Birth Proof – School Leaving Certificate.
3. Experience Certificate/s from Previous Employer/s, if any.
4. Three (3 Nos.) Passport Size Photographs.
5. PAN Card.
6. Aadhar Card
7. Medical Fitness Certificate
8. Form 16 / Salary Certificate / Pay Slip.
9. Address Proof – Ration Cards / Electric Bill / Election ID / Passport.

You need to bring the original Marks Sheets / Certificates on the day of your joining for the purpose of verification.

A regular appointment letter will be issued to you soon after your joining.

In the initial recruitment process, you were advised that your acceptance of this position is with the understanding that the final appointment is contingent upon successful completion of a background verification.

Please sign the duplicate copy of this letter in token of your acceptance to the terms and conditions.

We welcome you to our company and wish you a successful career with us.

Thanking you.

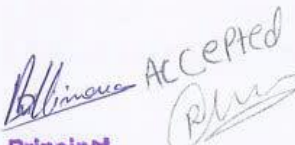
Yours sincerely,

For Lenexis FoodWorks Pvt. Ltd



Nirav Ajmera  
Head-Human Resource



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



**Anjuman-I-Islam's  
Institute of Hospitality Management**  
(Affiliated to the University of Mumbai)

92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.  
Tel.: +91 22 2265 2272 / 2270 2997 • Website : www.anjumanihm.com  
E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

**LENEXIS**  
FoodWorks

Lenexis FoodWorks Pvt. Ltd.  
Level 6, Gaia Impecca,  
Next to Courtyard Marriott,  
Andheri Kurla Road,  
Andheri East, Mumbai 400 059.

E : info@lenexis.in  
T : +91 22 6773 3600  
W : www.lenexis.in

Private & Confidential

NAME OF EMPLOYEE	Raj Kokate
DESIGNATION	Associate Manager
GRADE	E2
EFFECTIVE DATE	10/06/2020

ANNEXURE A

	YEARLY
BASIC	55260
HRA	27660
EDUCATION	16620
CITY ALLOWANCE	55260
EX GRATIA/BONUS	16800
SPECIAL ALLOWANCE	33240
MEAL ALLOWANCE	0
<b>GROSS SALARY</b>	<b>204840</b>
EMPLOYER PF	6635
ESIC	9732
GRATUITY	2690
HEALTH INSURANCE	0
<b>COST TO COMPANY</b>	<b>223897</b>

For, Lenexis FoodWorks Pvt. Ltd.

*Nirav Ajmera*

Nirav Ajmera  
Head-Human Resources



*Rukshana*  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

*ACCEPTED*  
*Raj*



**Anjuman-I-Islam's  
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E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

*ElH Limited*  
A MEMBER OF THE OBEROI GROUP

THE OBEROI, NARIMAN POINT, MUMBAI-400 021, INDIA / TELEPHONE: +91-22-6632 5757, 6632 4343 / WEBSITE: WWW.EIHLTD.COM

Date: 28/9/2019  
Institute: Anjuman-I-Islam  
Dear Mr./Ms. Pratik Yemkar

This has reference to your bio-data and the subsequent interview you had with us.  
We are pleased to inform you that you are being offered the position of "Assistant"  
in Kitchen Department, at ElH Ltd for Unit - Trident Nariman Point &  
The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your  
category in our Organisation.

A formal letter of appointment shall be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai - Human Resources on May 15,  
2020 at 9.00 a.m. for medicals and shall join duty on June 01, 2020 subject to your  
medical fitness.

You are also requested to bring along the following original documents along with 3  
copies:

1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport / Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Executive-  
Human Resources. She can be contacted on 022 - 66326060 or email address --  
stefanie.dcosta@oberoihotels.com

We look forward to having you on our team.

Yours faithfully,

**EIH LIMITED**  
Unit - Trident Nariman Point  
The Oberoi, Mumbai

*Rukshana*  
**KANCHAN CHITNIS**  
DIRECTOR - HUMAN RESOURCES



*Rukshana*  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

REGISTERED OFFICE: 4, MANGOE LANE, KOLKATA - 700 001, INDIA  
CIN: L55101WB1948PLCC017981

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# Anjuman-I-Islam's Institute of Hospitality Management (Affiliated to the University of Mumbai)

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Tel.: +91 22 2265 2272 / 2270 2997 • Website : [www.anjumanihm.com](http://www.anjumanihm.com)  
E-mail: [principal@anjumanihm.com](mailto:principal@anjumanihm.com) / [rukshana.principal@anjumanihmct.org](mailto:rukshana.principal@anjumanihmct.org)



JFL/HR/OFFER/2020

13<sup>th</sup> Feb 2020

SANIKA KADAM  
Mumbai

### Sub: Offer of Appointment

Dear SANIKA,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as Associate Guest Delight Manager- Operation in West Region in our organization on the terms and conditions mutually agreed upon. Your Compensation and Benefits structure under Grade TM5 will be as under:

(Figures per annum in Rs.)

Particulars	Amount
Basic	90,000
HRA	45,000
Transport	14,400
Entertainment Allowance	55,624
Washing Allowance	6,000
Gross Salary	211,024
PF	21,600
ESIC	6,672
Insurance	768
Gratuity	4,332
CTC	244,396

A formal letter of appointment will be issued to you on joining services on or before 1<sup>st</sup> Jun 2020. We reserve the right to cancel this offer in case of failure to join the organization by this date or any information furnished by you is found to be false.

Group Personal Accident & Group Term Life Insurance coverage for self as per company policy.

Before or at the time of joining, please also let us have the following certification:

1. Photocopy of certificate showing your date of birth.
2. Photocopy of your highest qualification certificate.
3. Four recent passport size photographs.
4. Copy of last salary Slip.
5. Relieving letter from your previous employer.
6. Copy of Driving License.
7. Address Proof

We welcome you to Jubilant FoodWorks Ltd. and hope to have a mutually happy and successful association. Kindly sign the duplicate copy of this letter as a token of acceptance of this offer.

Thanking you,

For Jubilant Food Works Limited

Kumar Suraj  
Assistant Vice President

Employee's Signature

A Jubilant Bhartia Company

Jubilant FoodWorks Limited  
Corporate Office:  
5th Floor, Tower-D, Plot No. 5,  
Logix Techno Park, Sector-127,  
Noida - 201 304, U.P., India  
Tel : +91 120 4090500  
Fax: +91 120 4090599



Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

Jubilant FoodWorks Limited  
SM Center, 6th Floor,  
Makwana Road, Marol Naka,  
Andheri (East), Mumbai - 400059  
Above Pearl Academy &  
Next to Marol Naka Metro Station



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JFL/HR/OFFER/2020

13<sup>th</sup> Feb 2020

MANNAN CHANDIWALA  
Mumbai

### Sub: Offer of Appointment

Dear MANNAN,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as **Associate Guest Delight Manager- Operation** in West Region in our organization on the terms and conditions mutually agreed upon. Your Compensation and Benefits structure under Grade TMS will be as under:

(Figures per annum in Rs.)

Particulars	Amount
Basic	90,000
HRA	45,000
Transport	14,400
Entertainment Allowance	55,624
Washing Allowance	6,000
Gross Salary	211,024
PF	21,600
ESIC	6,672
Insurance	768
Gratuity	4,332
CTC	244,396

A formal letter of appointment will be issued to you on joining services on or before 1<sup>st</sup> Jun 2020. We reserve the right to cancel this offer in case of failure to join the organization by this date or any information furnished by you is found to be false.

Group Personal Accident & Group Term Life Insurance coverage for self as per company policy.

Before or at the time of joining, please also let us have the following certification:

1. Photocopy of certificate showing your date of birth.
2. Photocopy of your highest qualification certificate.
3. Four recent passport size photographs.
4. Copy of last salary Slip.
5. Relieving letter from your previous employer.
6. Copy of Driving License.
7. Address Proof

We welcome you to Jubilant FoodWorks Ltd. and hope to have a mutually happy and successful association. Kindly sign the duplicate copy of this letter as a token of acceptance of this offer.

Thanking you,

For Jubilant Food Works Limited

Kumar Suraj  
Assistant Vice President

Employee's Signature

A Jubilant Bhartia Company

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JFL/HR/OFFER/2020

13<sup>th</sup> Feb 2020

FAISAL MAKRANI  
Mumbai

### Sub: Offer of Appointment

Dear FAISAL,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as Associate Guest Delight Manager- Operation in West Region in our organization on the terms and conditions mutually agreed upon. Your Compensation and Benefits structure under Grade TM5 will be as under:

(Figures per annum in Rs.)

Particulars	Amount
Basic	90,000
HRA	45,000
Transport	14,400
Entertainment Allowance	55,624
Washing Allowance	6,000
Gross Salary	211,024
PF	21,600
ESIC	6,672
Insurance	768
Gratuity	4,332
CTC	244,396

A formal letter of appointment will be issued to you on joining services on or before 1<sup>st</sup> Jun 2020. We reserve the right to cancel this offer in case of failure to join the organization by this date or any information furnished by you is found to be false.

Group Personal Accident & Group Term Life Insurance coverage for self as per company policy.

Before or at the time of joining, please also let us have the following certification:

1. Photocopy of certificate showing your date of birth.
2. Photocopy of your highest qualification certificate.
3. Four recent passport size photographs.
4. Copy of last salary Slip.
5. Relieving letter from your previous employer.
6. Copy of Driving License.
7. Address Proof

We welcome you to Jubilant FoodWorks Ltd. and hope to have a mutually happy and successful association. Kindly sign the duplicate copy of this letter as a token of acceptance of this offer.

Thanking you,

For Jubilant Food Works Limited

Kumar Suraj  
Assistant Vice President

Employee's Signature

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JFL/HR/OFFER/2020

13<sup>th</sup> Feb 2020

SHUBHAM KADAM  
Mumbai

### Sub: Offer of Appointment

Dear SHUBHAM,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as Associate Guest Delight Manager- Operation in West Region in our organization on the terms and conditions mutually agreed upon. Your Compensation and Benefits structure under Grade TM5 will be as under:

(Figures per annum in Rs.)

Particulars	Amount
Basic	90,000
HRA	45,000
Transport	14,400
Entertainment Allowance	55,624
Washing Allowance	6,000
Gross Salary	211,024
PF	21,600
ESIC	6,672
Insurance	768
Gratuity	4,332
CTC	244,396

A formal letter of appointment will be issued to you on joining services on or before 1<sup>st</sup> Jun 2020. We reserve the right to cancel this offer in case of failure to join the organization by this date or any information furnished by you is found to be false.

Group Personal Accident & Group Term Life Insurance coverage for self as per company policy.

Before or at the time of joining, please also let us have the following certification:

1. Photocopy of certificate showing your date of birth.
2. Photocopy of your highest qualification certificate.
3. Four recent passport size photographs.
4. Copy of last salary Slip.
5. Relieving letter from your previous employer.
6. Copy of Driving License.
7. Address Proof

We welcome you to Jubilant FoodWorks Ltd. and hope to have a mutually happy and successful association. Kindly sign the duplicate copy of this letter as a token of acceptance of this offer.

Thanking you,

For Jubilant Food Works Limited

Kumar Suraj  
Assistant Vice President

Employee's Signature

A Jubilant Bhartia Company

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JFL/HR/OFFER/2020

13<sup>th</sup> Feb 2020

PREETI CHAUHAN  
Mumbai

Sub: Offer of Appointment

Dear PREETI,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as **Associate Guest Delight Manager- Operation** in West Region in our organization on the terms and conditions mutually agreed upon. Your Compensation and Benefits structure under Grade TM5 will be as under:

(Figures per annum in Rs.)

Particulars	Amount
Basic	90,000
HRA	45,000
Transport	14,400
Entertainment Allowance	55,624
Washing Allowance	6,000
<b>Gross Salary</b>	<b>211,024</b>
PF	21,600
ESIC	6,672
Insurance	768
Gratuity	4,332
<b>CTC</b>	<b>244,396</b>

A formal letter of appointment will be issued to you on joining services on or before 1<sup>st</sup> Jun 2020. We reserve the right to cancel this offer in case of failure to join the organization by this date or any information furnished by you is found to be false.

Group Personal Accident & Group Term Life Insurance coverage for self as per company policy.

Before or at the time of joining, please also let us have the following certification:

1. Photocopy of certificate showing your date of birth.
2. Photocopy of your highest qualification certificate.
3. Four recent passport size photographs.
4. Copy of last salary Slip.
5. Relieving letter from your previous employer.
6. Copy of Driving License.
7. Address Proof

We welcome you to Jubilant FoodWorks Ltd. and hope to have a mutually happy and successful association. Kindly sign the duplicate copy of this letter as a token of acceptance of this offer.

Thanking you,

For Jubilant Food Works Limited

Kumar Suraj  
Assistant Vice President

Employee's Signature

A Jubilant Bhartia Company

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JFL/HR/OFFER/2020

13<sup>th</sup> Feb 2020

GANESH HARDIKAR  
Mumbai

Sub: Offer of Appointment

Dear GANESH,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as **Sr. Assistant Guest Delight Manager- Operation** in West Region in our organization on the terms and conditions mutually agreed upon. Your Compensation and Benefits structure under Grade M01 will be as under:

(Figures per annum in Rs.)

Particulars	Amount
Basic	90,000
HRA	45,000
Transport	14,400
Entertainment Allowance	126,240
Gross Salary	275,640
PF	21,600
Insurance	10,968
Gratuity	4,332
CTC	312,540

A formal letter of appointment will be issued to you on joining services on or before **1<sup>st</sup> Jun 2020**. We reserve the right to cancel this offer in case of failure to join the organization by this date or any information furnished by you is found to be false.

Group Personal Accident & Group Term Life Insurance coverage for self as per company policy.

Before or at the time of joining, please also let us have the following certification:

1. Photocopy of certificate showing your date of birth.
2. Photocopy of your highest qualification certificate.
3. Four recent passport size photographs.
4. Copy of last salary Slip.
5. Relieving letter from your previous employer.
6. Copy of Driving License.
7. Address Proof

We welcome you to **Jubilant FoodWorks Ltd.** and hope to have a mutually happy and successful association. Kindly sign the duplicate copy of this letter as a token of acceptance of this offer.

Thanking you,

For Jubilant Food Works Limited

Kumar Suraj  
Assistant Vice President

Employee's Signature

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JFL/HR/OFFER/2020

13<sup>th</sup> Feb 2020

POOJA PATIL  
Mumbai

### Sub: Offer of Appointment

Dear POOJA,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as Sr. Assistant Guest Delight Manager- Operation in West Region in our organization on the terms and conditions mutually agreed upon. Your Compensation and Benefits structure under Grade M01 will be as under:

(Figures per annum in Rs.)

Particulars	Amount
Basic	90,000
HRA	45,000
Transport	14,400
Entertainment Allowance	126,240
Gross Salary	275,640
PF	21,600
Insurance	10,968
Gratuity	4,332
CTC	312,540

A formal letter of appointment will be issued to you on joining services on or before 1<sup>st</sup> Jun 2020. We reserve the right to cancel this offer in case of failure to join the organization by this date or any information furnished by you is found to be false.

Group Personal Accident & Group Term Life Insurance coverage for self as per company policy.

Before or at the time of joining, please also let us have the following certification:

1. Photocopy of certificate showing your date of birth.
2. Photocopy of your highest qualification certificate.
3. Four recent passport size photographs.
4. Copy of last salary Slip.
5. Relieving letter from your previous employer.
6. Copy of Driving License.
7. Address Proof

We welcome you to Jubilant FoodWorks Ltd. and hope to have a mutually happy and successful association. Kindly sign the duplicate copy of this letter as a token of acceptance of this offer.

Thanking you,

For Jubilant Food Works Limited

Kumar Suraj  
Assistant Vice President

Employee's Signature

A Jubilant Bhartia Company

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23<sup>rd</sup> December 2019

To,

Saurabh singh

Anjuman-I-Islam's Institute of Hotel Management & Catering Technology,

Dear Saurabh singh,

## Offer Letter - Hardcastle Restaurants Private Limited

Congratulations!

With reference to the discussions you had with us, we are pleased to make you an offer to work with Hardcastle Restaurants Private Limited as Trainee Manager in accordance with the terms and conditions mutually agreed upon. You will be issued with an Appointment Letter separately on joining. As agreed, your date of joining shall be in July 2020.

You are also required to bring your original documents as well as submit copies of the following on the day of joining:

1. Certificate of Education - 10th, 12th, Graduation & Masters
2. Passport size photographs - 4 Nos
3. Photocopy of PAN card
4. Photocopy of Passport
5. Relieving Letter/ Experience Certificate & Acceptance of Resignation letter from your last employer

Kindly return a copy of this letter duly signed by you in token of your having accepted this offer.

This offer will be valid till the date mentioned above.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

CIN - U55101MH1999PT0091422  
T : +91-22-4913 5090  
F : +91-22-4913 6001  
E : [info@medonofindia.com](mailto:info@medonofindia.com)  
W : [www.medonofindia.com](http://www.medonofindia.com)  
[www.westlife.co.in](http://www.westlife.co.in)



Hardcastle Restaurants Pvt. Ltd.  
Regd. Office - 1001-1002, Tower-3, 10th Floor,  
Indiabulls Finance Centre,  
Senapati Bapat Marg,  
Kharwestone Road,  
Mumbai - 400013,  
India.



# Anjuman-I-Islam's Institute of Hospitality Management (Affiliated to the University of Mumbai)

92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.  
Tel.: +91 22 2265 2272 / 2270 2997 • Website : [www.anjumanihm.com](http://www.anjumanihm.com)  
E-mail: [principal@anjumanihm.com](mailto:principal@anjumanihm.com) / [rukshana.principal@anjumanihmct.org](mailto:rukshana.principal@anjumanihmct.org)



## ANNEXURE A

23<sup>rd</sup> December 2019

Name : Saurabh singh  
Title : Trainee Manager  
Department : Operations

Subject: Personal remuneration memo effective July - 2020

Description	Amount(INR)
BASIC	92,400
VDA	1,09,248
HRA	4,620
BASE PAY	2,06,268
PROVIDENT FUND	21,600
EX-GRATIA/ BONUS	7,000
GROSS PAY	2,34,868
MEAL ALLOWANCE	18,000
GRATUITY	4,444
TOTAL	2,57,312
CONFIRMATION ALLOWANCE	15,000
COST TO COMPANY (CTC)	2,72,312

1. You will be covered under ESIC when you are a Trainee Manager. You will be eligible for an insurance cover up to INR 75000 covered for self, spouse and two dependent children once you are promoted to Restaurant Assistant Manager.
2. Management reserves the right to amend or align your component structure and values or incentive plan structure without any prior notice.

Please return a signed copy of the letter to People Resources, thereby accepting the terms.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability



CIN : U55100MH2005PTD000222  
T : 22652272 / 22702997  
F : +91-22-69035001  
E : [info@metsonaidindia.com](mailto:info@metsonaidindia.com)  
W : [www.metsonaidindia.com](http://www.metsonaidindia.com)  
[www.westlife.co.in](http://www.westlife.co.in)



Principal  
Anjuman-I-Islam's  
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Mumbai-01

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Tel.: +91 22 2265 2272 / 2270 2997 • Website : www.anjumanihm.com  
E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

*EIH Limited*  
A MEMBER OF THE OBEROI GROUP

THE OBEROI, NARIMAN POINT, MUMBAI-400 021, INDIA / TELEPHONE: +91-22-6632 5757, 6632 4243 / WEBSITE: WWW.EIHLTD.COM

Date: 28/09/19.  
Institute: Anjuman-I-Islam.  
Dear Mr./Ms: Shabbaz Shaikh.

This has reference to your bio-data and the subsequent interview you had with us.  
We are pleased to inform you that you are being offered the position of "Assistant"  
in Kitchen Department, at EIH Ltd for Unit - Trident Nariman Point &  
The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your  
category in our Organisation.

A formal letter of appointment shall be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai - Human Resources on May 15,  
2020 at 9.00 a.m. for medicals and shall join duty on June 01, 2020 subject to your  
medical fitness.

You are also requested to bring along the following original documents along with 3  
copies:

1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport / Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Executive-  
Human Resources. She can be contacted on 022 - 66326060 or email address -  
stefanie.deosta@oberoihotels.com

We look forward to having you on our team.

Yours faithfully,

*Shabbaz Shaikh*

EIH LIMITED  
Unit - Trident Nariman Point  
The Oberoi, Mumbai

*Kanchan Chitnis*  
KANCHAN CHITNIS  
DIRECTOR - HUMAN RESOURCES



*Shabbaz Shaikh*  
28/09/2019  
*Rukshana*

Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

REGISTERED OFFICE: 4, MANGOE ROAD, MUMBAI - 400 001, INDIA  
CIN: L55101WB194010001





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*The Oberoi Group*

Date 28/9/2019

Dear Mouh. shams punjabi

Congratulations! It gives us great pleasure in selecting you as Front office Assistant.

You have successfully completed the selection process. This is a commendable achievement as The Oberoi Group is known for its exacting selection standards.

We have noted your location preference. We will send you a letter by February, 2020 informing you of the hotel you have been selected for and your date of joining. Due consideration will be given to your location preference.

Your appointment will be subject to your clearing a medical examination by the Company Doctor.

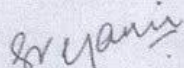
Should have any questions or need any further assistance, please contact Ms. Pushpinder Gill at Corporate Human Resources Department. Her contact number is 011 23890505 and her email address is [pushpinder.gill@oberoigroup.com](mailto:pushpinder.gill@oberoigroup.com)

Please return a duplicate copy of this letter, duly signed by you, as a token of your acceptance.

We look forward to having you on our team.

Thank you.

Yours sincerely,  
For The Oberoi Group

  
Shailja Singh  
Senior Vice President – Human Resources

Accepted. \_\_\_\_\_

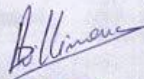
Name:

E-mail id:

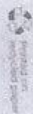
Mobile/Residence Tel. No:

(Please write legibly)



  
Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

Corporate Office: 7, Sham Nath Marg, Delhi-110 054, India | T: +91 11 2389 0505  
Registered Office: EIH LIMITED 4, Mangoe Lane, Kolkata -700 001.





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23<sup>rd</sup> December 2019

To,

Shubham Mane

Anjuman-I-Islam's Institute of Hotel Management & Catering Technology,

Dear Shubham Mane,

## Offer Letter - Hardcastle Restaurants Private Limited

Congratulations!

With reference to the discussions you had with us, we are pleased to make you an offer to work with **Hardcastle Restaurants Private Limited** as Trainee Manager in accordance with the terms and conditions mutually agreed upon. You will be issued with an Appointment Letter separately on joining. As agreed, your date of joining shall be in July 2020.

You are also required to bring your original documents as well as submit copies of the following on the day of joining:

1. Certificate of Education - 10th, 12th, Graduation & Masters
2. Passport size photographs - 4 Nos
3. Photocopy of PAN card
4. Photocopy of Passport
5. Relieving Letter/ Experience Certificate & Acceptance of Resignation letter from your last employer

Kindly return a copy of this letter duly signed by you in token of your having accepted this offer.

This offer will be valid till the date mentioned above.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

CIN : U55101MH1995PTC091472  
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F : +91-22-4913 5001  
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W : [www.mcdonaldsindia.com](http://www.mcdonaldsindia.com)  
[www.westlife.co.in](http://www.westlife.co.in)

Hardcastle Restaurants Pvt. Ltd  
Regd. Office - 1001-1002, Tower-3, 10th Floor,  
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E-mail: [principal@anjumanihm.com](mailto:principal@anjumanihm.com) / [rukshana.principal@anjumanihmct.org](mailto:rukshana.principal@anjumanihmct.org)



## ANNEXURE A

23<sup>rd</sup> December 2019

Name : Shubham Mane  
Title : Trainee Manager  
Department : Operations

Subject: Personal remuneration memo effective July - 2020

Description	Amount(INR)
BASIC	92,400
VDA	1,09,248
HRA	4,620
BASE PAY	2,06,268
PROVIDENT FUND	21,600
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GRATUITY	4,444
TOTAL	2,57,312
CONFIRMATION ALLOWANCE	15,000
COST TO COMPANY (CTC)	2,72,312

1. You will be covered under ESIC when you are a Trainee Manager. You will be eligible for an insurance cover up to INR 75000 covered for self, spouse and two dependent children once you are promoted to Restaurant Assistant Manager.
2. Management reserves the right to amend or align your component structure and values or incentive plan structure without any prior notice.

Please return a signed copy of the letter to People Resources, thereby accepting the terms.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability



Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

CIN: U95100MH1995PTL000002  
E: [info@mcDonaldsindia.com](mailto:info@mcDonaldsindia.com)  
W: [www.mcDonaldsindia.com](http://www.mcDonaldsindia.com)  
[www.westlife.co.in](http://www.westlife.co.in)



Hardcastle Restaurants Private Limited  
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Indiabulls Finance Centre,  
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Elphinstone Road,  
Mumbai - 400013  
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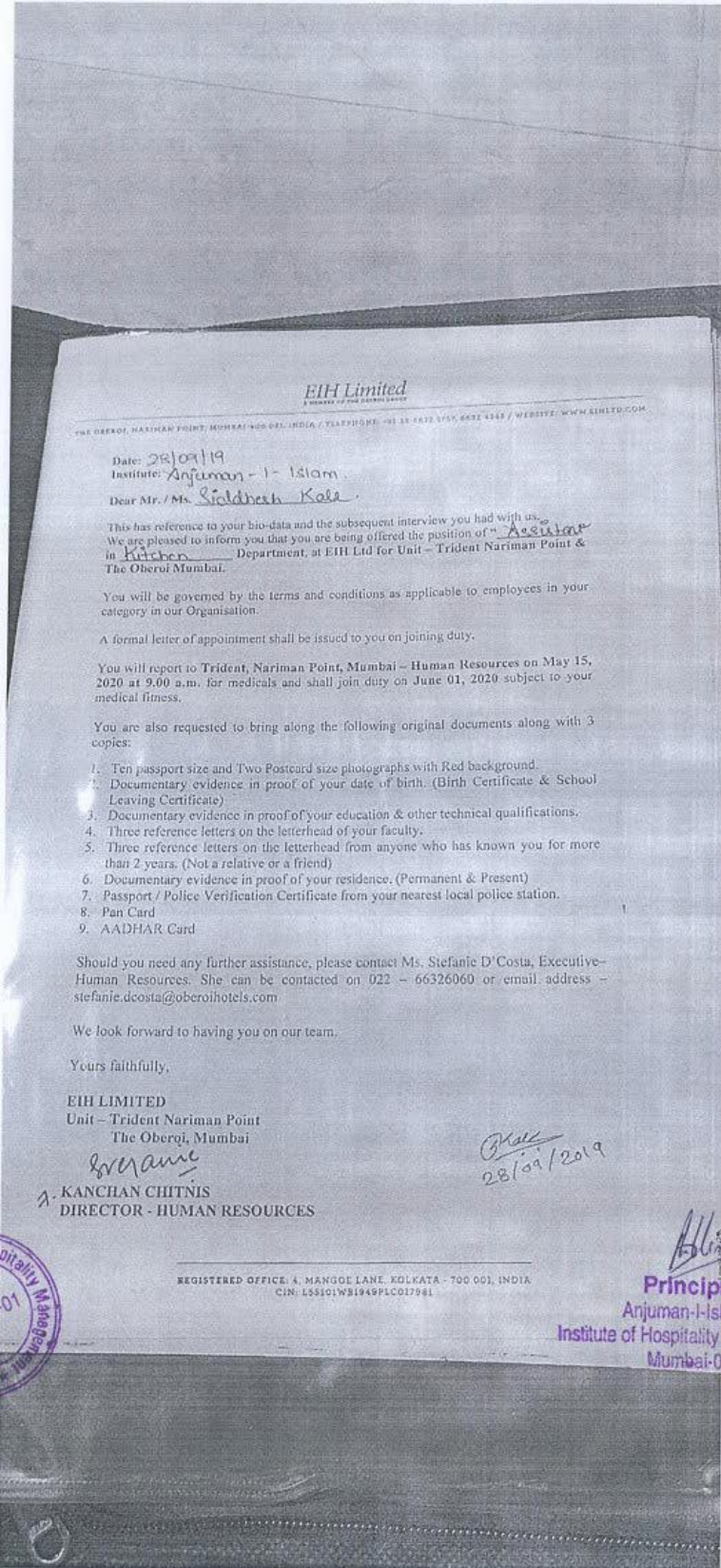


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Tel.: +91 22 2265 2272 / 2270 2997 • Website : [www.anjumanihm.com](http://www.anjumanihm.com)

E-mail: [principal@anjumanihm.com](mailto:principal@anjumanihm.com) / [rukshana.principal@anjumanihmct.org](mailto:rukshana.principal@anjumanihmct.org)



**EIH Limited**  
A MEMBER OF THE OBEROI GROUP

THE OBEROI, NARIMAN POINT, MUMBAI 400 001, INDIA / TELEPHONE: +91 22 6832 5755, 6832 5348 / WEBSITE: [WWW.EIHLTD.COM](http://WWW.EIHLTD.COM)

Date: 28/09/19  
Institute: Anjuman - I - Islam  
Dear Mr. / Ms. Siddhesh Kale

This has reference to your bio-data and the subsequent interview you had with us. We are pleased to inform you that you are being offered the position of "Assistant in Kitchen" Department, at EIH Ltd for Unit - Trident Nariman Point & The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organisation.

A formal letter of appointment shall be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai - Human Resources on May 15, 2020 at 9.00 a.m. for medicals and shall join duty on June 01, 2020 subject to your medical fitness.

You are also requested to bring along the following original documents along with 3 copies:

1. Ten passport size and Two Postcard size photographs with Red background.
2. Documentary evidence in proof of your date of birth. (Birth Certificate & School Leaving Certificate)
3. Documentary evidence in proof of your education & other technical qualifications.
4. Three reference letters on the letterhead of your faculty.
5. Three reference letters on the letterhead from anyone who has known you for more than 2 years. (Not a relative or a friend)
6. Documentary evidence in proof of your residence. (Permanent & Present)
7. Passport / Police Verification Certificate from your nearest local police station.
8. Pan Card
9. AADHAR Card

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Executive - Human Resources. She can be contacted on 022 - 66326060 or email address - [stefanie.dcosta@oberoihotels.com](mailto:stefanie.dcosta@oberoihotels.com)

We look forward to having you on our team.

Yours faithfully,

**EIH LIMITED**  
Unit - Trident Nariman Point  
The Oberoi, Mumbai

*Kanchan Chitnis*  
KANCHAN CHITNIS  
DIRECTOR - HUMAN RESOURCES

*Chale*  
28/09/2019



REGISTERED OFFICE: 4, MANGO LANE, KOLKATA - 700 001, INDIA  
CIN: L55101WB1949PLC017981

*H. Limou*  
Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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ST REGIS  
MUMBAI

## Details of Compensation & Benefits Siddhesh Pawar- F&B Associate

Salary	As per property monthly pay slip and subject to statutory deductions & income tax:
	Basic 10,500/-
	House Rent Allowance 4,500/-
	Gross Salary 15,000/-
	Employer's PF Contribution 1,260/-
	ESIC 488/-
	Total Remuneration (Cost to the Company) 16,748/-
Probation:	03 months or as per Marriott internal transfer process (as applicable)
Medical:	You will be eligible to participate in the Hotel's health insurance scheme : <ul style="list-style-type: none"><li>Mediclaim Insurance of Rs. 2,00,000/- (for self, spouse &amp; up to 2 children)</li></ul>
Annual Leave, Holidays and Days Off:	In accordance with the Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any un-availed leave will be on-cashed on gross salary (on basic if duration of service is less than a year) up to a maximum of 30 days. Leave entitlement will be 24 privilege leaves (PL) and 12 Sick/Casual Leaves per annum. Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year. You will be entitled to six (6) days off in a month, as per Marriott India policy.
Gratuity:	Is applicable in accordance with the Act.
Other Benefits	You will also be entitled to the following benefits:
Room Rate Discount	Discounted F&B and room rates at all Marriott hotels worldwide, for friends and family.
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resource.
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.
Loyalty Program	In general, You are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions are defined by Loyalty Program Terms & Conditions as amended from time to time. Please contact <a href="mailto:EmployeeAccounts@marriott.com">EmployeeAccounts@marriott.com</a> for enquiries.

This attachment is and forms part of the offer letter dated 11<sup>th</sup> December 2019.

  
Greeshma Rajan  
Talent Acquisition Manager

Candidate's acknowledgement: Siddhesh Pawar on 20-12-2019  
Agreed & Accepted by

462 Senapati Bapat Marg  
Lower Panel, Mumbai 400013



  
Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



**Anjuman-I-Islam's  
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23<sup>rd</sup> December 2019

To,

Swapnil Bansode

Anjuman-I-Islam's Institute of Hotel Management & Catering Technology,

Dear Swapnil Bansode,

Offer Letter - Hardcastle Restaurants Private Limited

Congratulations!

With reference to the discussions you had with us, we are pleased to make you an offer to work with **Hardcastle Restaurants Private Limited** as **Trainee Manager** in accordance with the terms and conditions mutually agreed upon. You will be issued with an Appointment Letter separately on joining. As agreed, your date of joining shall be in July 2020.

You are also required to bring your original documents as well as submit copies of the following on the day of joining:

1. Certificate of Education - 10th, 12th, Graduation & Masters
2. Passport size photographs - 4 Nos
3. Photocopy of PAN card
4. Photocopy of Passport
5. Relieving Letter/ Experience Certificate & Acceptance of Resignation letter from your last employer

Kindly return a copy of this letter duly signed by you in token of your having accepted this offer.

This offer will be valid till the date mentioned above.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability

**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



CIN : U55101MH1995PTC091422  
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W : [www.mcDonaldsindia.com](http://www.mcDonaldsindia.com)  
[www.westlife.co.in](http://www.westlife.co.in)

Hardcastle Restaurants Pvt. Ltd.  
Regd. Office : 1001-1002, Tower-3, 10th Floor,  
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## ANNEXURE A

23<sup>rd</sup> December 2019

Name : Swapnil Bansode  
Title : Trainee Manager  
Department : Operations

Subject: Personal remuneration memo effective July - 2020

Description	Amount(INR)
BASIC	92,400
VDA	1,09,248
HRA	4,620
BASE PAY	2,06,268
PROVIDENT FUND	21,600
EX-GRATIA/ BONUS	7,000
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GRATUITY	4,444
TOTAL	2,57,312
CONFIRMATION ALLOWANCE	15,000
COST TO COMPANY (CTC)	2,72,312

1. You will be covered under ESIC when you are a Trainee Manager. You will be eligible for an insurance cover up to INR 75000 covered for self, spouse and two dependent children once you are promoted to Restaurant Assistant Manager.
2. Management reserves the right to amend or align your component structure and values or incentive plan structure without any prior notice.

Please return a signed copy of the letter to People Resources, thereby accepting the terms.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President – Strategy, Innovation & Capability

Principal  
Anjuman-I-Islam's

Institute of Hospitality Management  
Mumbai-01

CIN : 07550012019PTC000001  
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W : [www.mcdonaldsindia.com](http://www.mcdonaldsindia.com)  
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Restaurants Pvt. Ltd.  
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23<sup>rd</sup> December 2019

To,

Tuba Manihar

Anjuman-I-Islam's Institute of Hotel Management & Catering Technology,

Dear Tuba Manihar,

### Offer Letter - Hardcastle Restaurants Private Limited

Congratulations!

With reference to the discussions you had with us, we are pleased to make you an offer to work with Hardcastle Restaurants Private Limited as Trainee Manager in accordance with the terms and conditions mutually agreed upon. You will be issued with an Appointment Letter separately on joining. As agreed, your date of joining shall be in July 2020.

You are also required to bring your original documents as well as submit copies of the following on the day of joining:

1. Certificate of Education - 10th, 12th, Graduation & Masters
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4. Photocopy of Passport
5. Relieving Letter/ Experience Certificate & Acceptance of Resignation letter from your last employer

Kindly return a copy of this letter duly signed by you in token of your having accepted this offer.

This offer will be valid till the date mentioned above.

Thank you and Best regards,

For Hardcastle Restaurants Private Limited,

Seema Arora Nambiar  
Senior Vice President - Strategy, Innovation & Capability

*Tuba*  
Reject



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

CIN: U55101MH1995PTC091422  
T: +91-22-4913 5000  
F: +91-22-4913 5001  
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W: [www.anjanahospitality.com](http://www.anjanahospitality.com)  
[www.westlife.co.in](http://www.westlife.co.in)

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# **5.2.1 PLACEMENT LETTERS**

## **ACADEMIC YEAR 2021-22**



**Anjuman-I-Islam's  
Institute of Hospitality Management**  
(Affiliated to the University of Mumbai)

92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.  
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21-72



Date: 21<sup>st</sup> April 2022

Samiksha Joglekar

Mumbai

Dear Samiksha,

**Fixed Term Contract of Employment**

We are pleased to appoint you on Fixed Term Contract of Employment as Front Office Associate, with effect from 9<sup>th</sup> May 2022, at unit JW Marriott Sahar Mumbai as operators of Chalet Hotels Limited, on the following terms:

**1. TENURE OF CONTRACT OF EMPLOYMENT**

Your Fixed Term Contract of employment will be from 9<sup>th</sup> May, 2022 till 9<sup>th</sup> April, 2023.

**2. REPORTING**

You will report and be responsible to the Anupam Godara – Front Office Manager, or any other person authorized by him/her, who will assign you your place of posting, duties and responsibilities.

**3. COMPENSATIONS & BENEFITS**

Your Compensation and Benefits Break up (CTC) is described in the ANNEXURE I of this letter. Detailed policies, procedures, rules and regulations, benefits and prerequisites will be given to you on joining and are subject to change based on business conditions and at sole discretion of the management.

**4. CODE OF CONDUCT & DUTIES**


During the time of your assignment, you shall devote all your working time and effort to the business of the Company and carry out duties assigned to you by your supervisor. You will be governed by the policies and procedures as applicable from time to time.

**5. BACKGROUND VERIFICATION AND MEDICAL FITNESS**

This employment is subject to satisfactory background verification check.

We are a hospitality industry catering for domestic and international customers; therefore, a physical fitness is of key importance. As part of joining formalities either pre or post you will be required to take medical examination through private / government specified hospitals, based on the findings there may be reasons for differing the joining or discharge of the employment.



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

JW Marriott Hotel Mumbai Sahar

IA Project Road, Chhatrapati Shivaji International Airport, Andheri (E), Mumbai - 400099, India. Tel: +91 22 28538888 Fax: +91 22 28538999 www.jwmarriott.com  
Registered Office: Chalet Hotels Limited (Previously Chalet Hotels Pvt Limited), Baheja Tower, Plot no. C-10, Block 'G', Next to Bank of Baroda, Bandra Kurla Complex,  
Bandra (E), Mumbai, Maharashtra, India, 400051. www.krahejacorp.com  
CIN: L55104MH1996PLC038538



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JW MARRIOTT

## 6. SEPARATION & TERMINATION

The Fixed Term Contract will generally be terminated only on the conclusion of the term of the contract. In the event the contract needs to be terminated prematurely, then either party after serving 1 Month notice or pay wages in lieu of the notice may terminate it.

The Management reserves the right to terminate the Fixed Term Contract, at any time, without notice or compensation in lieu thereof, if:

- You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross insubordination / sexual harassment, physical assault, theft, fraud and misappropriation of funds.
- During the course of your employment, if it is found that the data given by you in Employment Application Form is incorrect and also if your criminal check is found positive, you will be placed under suspension with immediate effect until final disposal of the case.

## 7. CONFIDENTIAL MATTERS

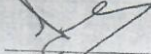
During your Fixed Term Contract, you may have access to confidential information including financial data. You understand that such information and matters are the property of the Company. Neither during nor following your fixed term contract of employment with the Company, will you disclose such information and matters to any person without the prior written permission of the Company.


During your Fixed Term Contract, you may be required to disclose relevant personal information that may be sensitive. Please note that the Company shall keep such information provided by you confidential and shall use the same for official purpose only. By accepting this offer of fixed term contract, you give your consent to the Company to collect such personal information and use the same for official purposes.

## 8. CONFLICT OF INTEREST

During your tenure with us you will not lend your services, whether remunerative or otherwise, to any other/allied company or its customers. If proven, you will be liable to strict disciplinary actions including termination of services. In case the terms as stipulated above are acceptable to you, kindly sign and return to us the duplicate copy of this letter confirming its acceptance.

Yours sincerely,

  
Kunal Chauhan  
General Manager

  
Abanti Gupta  
Director of Human Resources

## DECLARATION:

I hereby, declare and affirm that I have carefully studied and understood the terms and conditions of service herein detailed (including those contained in Annexure I, attached hereto) which have been explained to me in a language understood by me, and I accept and undertake to abide by the said terms and conditions.

Name: Samiksha Joglekar

Signature: Samiksha


Date: 28/04/2022

Place: Thane

JW Marriott Hotel Mumbai Sahar

1A Project Road, Chhatrapati Shivaji International Airport, Andheri (E), Mumbai - 400039, India. Tel: +91 22 28538888 Fax: +91 22 28538999 [www.jwmarriott.com](http://www.jwmarriott.com)  
Registered Office: Chalet Hotels Limited (Previously Chalet Hotels Pvt Limited), Rabeja Tower, Plot no. C/30, Block 'G', Next to Bank of Baroda, Bandra Kurla Complex,  
Bandra (E), Mumbai, Maharashtra, India, 400051. [www.khahotel.com](http://www.khahotel.com)  
CIN: L5510AKH1998PLC038538



  
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Mumbai-01



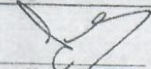
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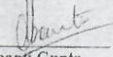
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JW MARRIOTT

## Annexure I: DETAILS OF COMPENSATION & BENEFITS SALARY

As per monthly pay slip and subject to statutory deductions	
Basic Salary	9,730
House Rent Allowance	4,170
Monthly Gross Salary	13,900
PF (You will be a member of Employee Provident Fund from the date of joining, apart from your own contribution the management will also contribute an equivalent amount i.e. 12% of the basic salary every month.)	1,168
CTC	15,068

  
Kunal Chauhan  
General Manager

  
Abanti Gupta  
Director of Human Resources


Annual Leaves & Holidays	- Leave in accordance with the Shop Act. - Entitled to National / Festival Holidays based on Business Exigencies and as per Hotel Holiday list aligned with existing entitlements for line associates.
Monthly Offs	Will receive six (6) offs in a month.
ESIC	Will participate in the EPF and ESIC contribution as applicable.
Medical and Insurance	Will be eligible for Med claim & Personal Accident Insurance (while on duty)
F&B Discount	A 50% discount on all Food & Beverages at any Marriott India hotel food outlet.
Room Rate Discount	Discounted room rates at all Marriott hotels worldwide, for self, family & friends.
Bonus	Will be eligible for bonus in accordance with the applicable law.
Gratuity	Will not be eligible for Gratuity benefits in accordance with the applicable law

Employees Signature: 

Acknowledgement and consent on 28/04/16 by Samiksha Joglekar

I acknowledge that I have read and agree to the terms of this letter of Fixed Term Contract.



  
Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

JW Marriott Hotel Mumbai Sahar

IA Project Road, Chhatrapati Shriji International Airport, Andheri (E), Mumbai - 400099, India. Tel +91 22 28538888 Fax +91 22 28538999 [www.jw.com/mumbai](http://www.jw.com/mumbai)  
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Gazebo hospitality group

[RETAIL NO. 47, ABU SIDRA MALL, DOHA QATAR, TE-+974-5563911]



07/08/2023

## Subject: Job offer letter

Dear Sadaf patel,

Congratulations! We are pleased to confirm that you have been selected to work for Gazebo Indian flavors. We are delighted to make you the following job offer:

The position we are offering you is that of **Hostess cum waitress**. This position reports to Restaurant manager.

As a **Hostess cum waitress** you will be working for **Gazebo Indian flavors**, please review this offer and acknowledge your acceptance by signing the offer letter and returning back to us within 3 working days. Your prompt response is highly appreciated.

This is a limited contract and your employment will be for an initial period of **2 years**. Should you stop working with us before the completion of two years, you will be liable to pay all expenses incurred towards your employment in addition to the return airfare to your hometown in event you wish to exit the country.

Please sign the enclosed copy of this letter and return it to us to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Gazebo hospitality group and look forward to working with you.

Many thanks,

Wishing you the best.

Director  
Abdul khadar  
manjeswar

Signature. \_\_\_\_\_


Gazebo  
hospitality group



Accepted by,  
Sadaf patel,

Signature \_\_\_\_\_



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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## Annexure A

### 1. Posting and Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in Qatar.

whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

### 2. Probation

That you will be on probation for a period of three months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

### 3. Full time employment

Your position is a whole, time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

### 4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

### 5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

### 6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your workplace and conduct yourself accordingly. You must effectively perform to ensure results.

### 7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

### 8. Termination of employment


During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss
- of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct moral turpitude. \* If you commit any act prejudicial to the continuing good relationship between you and the company
- If you commit breach of any of the terms of this letter of appointment.

## 9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.



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## Annexure B

This is your expected monthly salary structure

Salary Component	Amount
Basic Salary	1000 QR
Other allowance	700 QR
Housing	Provided by the company.
Transportation	Provided by the company.
Duty food	Provided by the company.
Medical	Provided by the company.
Working hours	10hours
Total	1700 QR

Note: You will have to bear the cost of ticket to join the company from India to Qatar, the ticket amount will be reimbursed to you on completion of three months in the company.

Company will provide you round way ticket, Doha-Mumbai-Doha every two years



*Revised*



*Principal*

**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01





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Date: 21<sup>st</sup> April 2022

Sahil Vijay Dixit

Mumbai

Dear Sahil,

### Fixed Term Contract of Employment

We are pleased to appoint you on Fixed Term Contract of Employment as Food and Beverage Associate, with effect from 9<sup>th</sup> May 2022, at unit JW Marriott Sahar Mumbai as operators of Chalet Hotels Limited, on the following terms:

#### 1. TENURE OF CONTRACT OF EMPLOYMENT

Your Fixed Term Contract of employment will be from 9<sup>th</sup> May, 2022 till 9<sup>th</sup> April, 2023.

#### 2. REPORTING

You will report and be responsible to the Manoj Jangid – Director of Food and Beverage, or any other person authorized by him/her, who will assign you your place of posting, duties and responsibilities.

#### 3. COMPENSATIONS & BENEFITS

Your Compensation and Benefits Break up (CTC) is described in the ANNEXURE I of this letter.

Detailed policies, procedures, rules and regulations, benefits and perquisites will be given to you on joining and are subject to change based on business conditions and at sole discretion of the management.

#### 4. CODE OF CONDUCT & DUTIES

During the time of your assignment, you shall devote all your working time and effort to the business of the Company and carry out duties assigned to you by your supervisor. You will be governed by the policies and procedures as applicable from time to time.

#### 5. BACKGROUND VERIFICATION AND MEDICAL FITNESS

This employment is subject to satisfactory background verification check.

We are a hospitality industry catering for domestic and international customers; therefore, a physical fitness is of key importance. As part of joining formalities either pre or post you will be required to take medical examination through private / government specified hospitals, based on the findings there may be reasons for differing the joining or discharge of the employment.

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JW MARRIOTT

## 6. SEPARATION & TERMINATION

The Fixed Term Contract will generally be terminated only on the conclusion of the term of the contract. In the event the contract needs to be terminated prematurely, then it may be terminated by either party after serving 1 Month notice or pay wages in lieu of the notice.

The Management reserves the right to terminate the Fixed Term Contract, at any time, without notice or compensation in lieu thereof, if:

- You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross insubordination / sexual harassment, physical assault, theft, fraud and misappropriation of funds.
- During the course of your employment, if it is found that the data given by you in Employment Application Form is incorrect and also if your criminal check is found positive, you will be placed under suspension with immediate effect until final disposal of the case.

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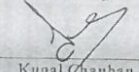
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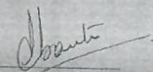
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Yours sincerely,

  
Kunal Chauhan  
General Manager

  
Abanti Gupta  
Director of Human Resources

## DECLARATION:

I hereby, declare and affirm that I have carefully studied and understood the terms and conditions of service herein detailed (including those contained in Annexure I, attached hereto) which have been explained to me in a language understood by me, and I accept and undertake to abide by the said terms and conditions.

Name: Sahil Dixit

Signature: 

Date: 29-04-22

Place: Mumbai

JW Marriott Hotel Mumbai Sahar

1A Project Road, Chhatrapati Shivaji International Airport, Andheri (E), Mumbai - 400099, India. Tel: +91 22 28538888 Fax: +91 22 28538999 [www.jwmbombay.com](http://www.jwmbombay.com)  
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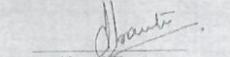
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Kunal Chauhan  
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Medical and Insurance	Will be eligible for Mediclaim & Personal Accident Insurance (while on duty)
F&B Discount	A 50% discount on all Food & Beverages at any Marriott India hotel food outlet
Room Rate Discount	Discounted room rates at all Marriott hotels worldwide, for self, family & friends.
Bonus	Will be eligible for bonus in accordance with the applicable law.
Gratuity	Will not be eligible for Gratuity benefits in accordance with the applicable law

Employees Signature: 

Acknowledgement and consent on 29<sup>th</sup> Apr by Sahil Dixit

I acknowledge that I have read and agree to the terms of this letter of Fixed Term Contract.

JW Marriott Hotel Mumbai Sahar

1A Project Road, Chhatrapati Shivaji International Airport, Andheri (E), Mumbai - 400059, India. Tel: +91 22 28538888 Fax: +91 22 28538999. [www.jwmbai.com](http://www.jwmbai.com)  
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Bandra (E), Mumbai, Maharashtra, India, 400051. [www.rahejagroup.com](http://www.rahejagroup.com)  
CIN: L55102MH1906PLCo34518



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



**Anjuman-I-Islam's  
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(Affiliated to the University of Mumbai)

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Date: 21<sup>st</sup> April 2022

Aboli Khale

Mumbai

Dear Aboli,

**Fixed Term Contract of Employment**

We are pleased to appoint you on Fixed Term Contract of Employment as Food and Beverage Associate, with effect from 9<sup>th</sup> May 2022, at unit JW Marriott Sahar Mumbai as operators of Chalet Hotels Limited, on the following terms:

**1. TENURE OF CONTRACT OF EMPLOYMENT**

Your Fixed Term Contract of employment will be from 9<sup>th</sup> May, 2022 till 9<sup>th</sup> April, 2023.

**2. REPORTING**

You will report and be responsible to the Manoj Jangid – Director of Food and Beverage, or any other person authorized by him/her, who will assign you your place of posting, duties and responsibilities.

**3. COMPENSATIONS & BENEFITS**

Your Compensation and Benefits Break up (CTC) is described in the ANNEXURE I of this letter. Detailed policies, procedures, rules and regulations, benefits and perquisites will be given to you on joining and are subject to change based on business conditions and at sole discretion of the management.

**4. CODE OF CONDUCT & DUTIES**

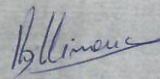
During the time of your assignment, you shall devote all your working time and effort to the business of the Company and carry out duties assigned to you by your supervisor. You will be governed by the policies and procedures as applicable from time to time.

**5. BACKGROUND VERIFICATION AND MEDICAL FITNESS**

This employment is subject to satisfactory background verification check.

We are a hospitality industry catering for domestic and international customers; therefore, a physical fitness is of key importance. As part of joining formalities either pre or post you will be required to take medical examination through private / government specified hospitals, based on the findings there may be reasons for differing the joining or discharge of the employment.



  
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Mumbai-01

JW Marriott Hotel Mumbai Sahar

IA Project Road, Chhatrapati Shivaji International Airport, Andheri (E), Mumbai – 400099, India. Tel +91.22.28538888 Fax +91.22.28538999 [www.jvmumbai.com](http://www.jvmumbai.com)  
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Bandra (E), Mumbai, Maharashtra, India, 400051. [www.krahejacorp.com](http://www.krahejacorp.com)  
CIN: L55101MH1986PLC038538



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## 6. SEPARATION & TERMINATION

The Fixed Term Contract will generally be terminated only on the conclusion of the term of the contract. In the event the contract needs to be terminated prematurely, then it may be terminated by either party after serving 1 Month notice or pay wages in lieu of the notice.

The Management reserves the right to terminate the Fixed Term Contract, at any time, without notice or compensation in lieu thereof, if:

- You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross insubordination / sexual harassment, physical assault, theft, fraud and misappropriation of funds.
- During the course of your employment, if it is found that the data given by you in Employment Application Form is incorrect and also if your criminal check is found positive, you will be placed under suspension with immediate effect until final disposal of the case.

## 7. CONFIDENTIAL MATTERS

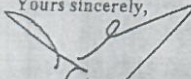
During your Fixed Term Contract, you may have access to confidential information including financial data. You understand that such information and matters are the property of the Company. Neither during nor following your fixed term contract of employment with the Company, will you disclose such information and matters to any person without the prior written permission of the Company.

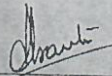
During your Fixed Term Contract, you may be required to disclose relevant personal information that may be sensitive. Please note that the Company shall keep such information provided by you confidential and shall use the same for official purpose only. By accepting this offer of fixed term contract, you give your consent to the Company to collect such personal information and use the same for official purposes.

## 8. CONFLICT OF INTEREST

During your tenure with us you will not lend your services, whether remunerative or otherwise, to any other/allied company or its customers. If proven, you will be liable to strict disciplinary actions including termination of services. In case the terms as stipulated above are acceptable to you, kindly sign and return to us the duplicate copy of this letter confirming its acceptance.

Yours sincerely,

  
Kunal Chauhan  
General Manager

  
Abanti Gupta  
Director of Human Resources

## DECLARATION:

I hereby, declare and affirm that I have carefully studied and understood the terms and conditions of service herein detailed (including those contained in Annexure I, attached hereto) which have been explained to me in a language understood by me, and I accept and undertake to abide by the said terms and conditions.

Name: Aboli Khale


Signature: 

Date: 29<sup>th</sup> April, 2022

Place: Dombivli



JW Marriott Hotel Mumbai Sahar

  
Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

IA Project Road, Chhatrapati Shivaji International Airport, Andheri (E), Mumbai - 400099, India. Tel +91 22 28538888 Fax +91 22 28538999 [www.jwmbai.com](http://www.jwmbai.com)

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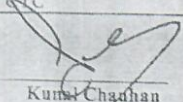
# Anjuman-I-Islam's Institute of Hospitality Management (Affiliated to the University of Mumbai)

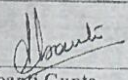
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JW MARRIOTT

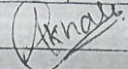
## Annexure I: DETAILS OF COMPENSATION & BENEFITS

SALARY	
As per monthly pay slip and subject to statutory deductions	
Basic Salary	9,730
House Rent Allowance	4,170
Monthly Gross Salary	13,900
PF (You will be a member of Employee Provident Fund from the date of joining, apart from your own contribution the management will also contribute an equivalent amount i.e. 12% of the basic salary every month.)	1,168
ETC	15,068

  
Kunal Chaudhan  
General Manager

  
Abanti Gupta  
Director of Human Resources

Annual Leaves & Holidays	- Leave in accordance with the Shop Act. - Entitled to National / Festival Holidays based on Business Exigencies and as per Hotel Holiday list aligned with existing entitlements for line associates.
Monthly Offs	Will receive six (6) offs in a month.
ESIC	Will participate in the EPF and ESIC contribution as applicable.
Medical and Insurance	Will be eligible for Mediclaim & Personal Accident Insurance (while on duty)
F&B Discount	A 50% discount on all Food & Beverages at any Marriott India hotel food outlet.
Room Rate Discount	Discounted room rates at all Marriott hotels worldwide, for self, family & friends.
Bonus	Will be eligible for bonus in accordance with the applicable law.
Gratuity	Will not be eligible for Gratuity benefits in accordance with the applicable law

Employees Signature: 

Acknowledgement and consent on \_\_\_\_\_ by Aboli Khale

I acknowledge that I have read and agree to the terms of this letter of Fixed Term Contract.



  
Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

JW Marriott Hotel Mumbai Sahar

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CIN: L55101MH1906PLC038538



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Tel.: +91 22 2265 2272 / 2270 2997 • Website : www.anjumanihm.com  
E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

## OFFER LETTER

CONFIDENTIAL

4th May, 2022

Mr. Mohammad Sahal  
465/23 Sector 11, Gurgaon,  
Haryana - 122001

Dear Mohd. Sahal,

Congratulations!! We are pleased to inform you that you have been selected for the following position basis your interview with us recently.

Designation:	Location:	RL:	CTC:
Trainee Receptionist	Mumbai	7	240894

The benefits accruing to you will be in line with our standard company policies applicable to all members of the team of your Responsibility Level (RL) 7

Your appointment shall be basis your representations on your educational qualifications, professional experience and satisfactory background verification, reference check & medical check. The Company reserves its right to cancel this offer at its discretion, in case of any misrepresentation or adverse finding. On joining the Company, you will be issued an appointment letter after completion of necessary formalities. At any time, you wish to resign, you would be required to serve notice as follows or pay equivalent gross salary in lieu of the notice period.

Upto 6 months from Date of Joining:	After 6 months from Date of Joining:
15 days	1 month

We expect you to join us on or before 12th May, 2022 and appreciate your confirmation within three days from the date of this letter. Please note that the offer is valid till 7th May, 2022 and shall expire, unless extended by the Company, without any further notice.

We welcome you to Mumbai Airport Lounge Services (K Hospitality Group) and look forward to working with you.

Best regards,

For Mumbai Airport Lounge Services

*Khyati Fadia*

Khyati Fadia  
Manager Human Resources



*Rukshana*  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

I have read and understood the offer document and accept the offer.

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

Name: \_\_\_\_\_



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E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

CONFIDENTIAL			
SALARY PACKAGE			
Name	Mohd. Sahal	Designation:	Trainee Receptionist
Region	Mumbai	Department :	Operations
DOJ	12-May-22	RL	RL 7
Sr.	Particulars	Monthly	Annual
<b>Remuneration : ( A )</b>			
1	Basic		
2	HRA	13,062	156,744
3	Conveyance	3,200	38,400
4	Washing and Attendance Allowance	-	-
5	General Flexible Allowance	-	-
<b>Gross Salary - A</b>		<b>16,262</b>	<b>195,144</b>
<b>B Statutory Deductions (Employee Contribution) - ( B )</b>			
6	Provident Fund		
7	Employees' State Insurance	1,567	18,804
<b>Total - B</b>		<b>122</b>	<b>1,464</b>
<b>Monthly Take Home [ ( A - B ) ]</b>		<b>1,689</b>	<b>20,268</b>
<b>C Statutory Contribution by Employer - ( C )</b>			
8	Provident Fund		
9	Gratuity	1,567	18,804
10	Employer State Insurance	628	7,536
<b>Total - C</b>		<b>529</b>	<b>6,348</b>
<b>Cost To Company - CTC - ( A + C )</b>		<b>2,724</b>	<b>32,688</b>
<b>Statutory Bonus</b>		<b>18,986</b>	<b>227,832</b>
<b>CTC Inclusive of Bonus</b>		<b>1,089</b>	<b>13,062</b>
<b>ACCEPTED BY:</b>		<b>20,075</b>	<b>240,894</b>
			Date

You will be entitled to other Benefits including:

- Either ESIC (as applicable) OR Medclaim Insurance coverage for self and immediate family (as per Medclaim policy)
- Either ESIC (as applicable) OR Group Personal Accident Insurance Coverage, etc. applicable, as per Company rules
- Various other benefits based on policy applicability (For eg: Leaves, Personal Financial Aid, Education Support, etc)

**Income Tax on the above emoluments will be deducted at source, according to the current Income Tax laws**

*Rukshana*



*Rukshana*  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01





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E-mail: [principal@anjumanihm.com](mailto:principal@anjumanihm.com) / [rukshana.principal@anjumanihmct.org](mailto:rukshana.principal@anjumanihmct.org)

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## **5.2.1 PLACEMENT LETTERS**

### **ACADEMIC YEAR 2022-23**



# Anjuman-I-Islam's Institute of Hospitality Management (Affiliated to the University of Mumbai)

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22-23



## Private & Confidential

Dear Mr. Abdul Hannan Idris Khan,

MI Square Limited. ("the Owner") is pleased to confirm your Training Program at JW Marriott Phuket Resort & Spa ("the Hotel") upon the terms and conditions:

1. **Position:** Oversea Trainee (Kitchen Department)
2. **Company:** JW Marriott Phuket Resort and Spa
3. **Commencement Date:** 01<sup>st</sup> June, 2023 – 30<sup>th</sup> June, 2024.
4. **Monthly Allowance:**  
Your monthly allowance will be in Thai Baht 7,000.-  
(Seven Thousand Baht Only) and will be paid in arrears at the end of each month.
5. **Performance Review:**  
During the Training Program, the Human Resources Director together with designated Supervisor or manager will assess you on the following period:
  - Monthly assessment process on your performance and behavior
  - Quarterly assessment on completion of program and assignment.
  - End of the program on overall performance; personal performance and assignments.
6. **Training Program:**
  - During the training program, you will report to the Department Head of the designated trainer for any issue concerning performance or assignments, and / or to Human Resources Director for any personal issues.
  - The training program will be discussed within 2 weeks of or prior to your commencement.
  - You are requested to meet with your trainer regular and to submit report according to the training report format on a timely basis.

231 Moo 3, Mai Khao, Thalang, Phuket 83110 Thailand  
Tel +66 076.338.000 | Fax +66 076.348. 348 | E-mail [bookphuket@marriott.com](mailto:bookphuket@marriott.com) | [jwmarriottphuketresort.com](http://jwmarriottphuketresort.com)



  
**Principal**  
Anjuman-I-Islam's  
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- You will be presented a Certificate of Accomplishment and a reference letter at the end of training program if your training attendance and performance reach the Company's expectation and standard.



## 7. Training Days & Hours

- a. The Training days are 5 days per week and 9 hours plus 1 hour break per day.
- b. The Training days and hours may vary from time to time and will be assigned to you by Department Heads or the designed trainer according to the Training Plan.

## 8. Benefits:

You will be entitled to the benefits as listed below which will be in accordance with the Company's general terms and conditions. All benefits, allowances, discounts are non-refundable and non-transferable and subject to amendment from time to time as deemed necessary by the Company.

8.1 Meals: You will be entitled to 2 duty meals at the associate's cafeteria.

8.2 Uniform: Given by the hotel during working hours.

8.3 Transportation: Provide transportation from Phuket town (main road) to hotel by the associates bus base on working shift.

## 9. Termination of the Management Training Agreement:

The company reserves the right to terminate your training program without notice or without a monthly allowance if you are found to be in a serious breach of the terms and conditions, and the hotel's rules and regulations.

## 10. Agreement Condition:

- a. You shall comply with all applicable Thai laws and regulations and shall at all times use your best endeavors to promote the interests of the hotel.
- b. You shall not during the continuance of the Training Program, without the Company's consent, reveal, disclose, divulge or publish to any person, firm or organization and shall use your best endeavors to prevent disclosure or publication of any information concerning the accounts or finances, confidential documents, papers or other secrets of the company.



  
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- c. In the event that you are hospitalized or are unable to properly perform your training programs by reason of ill health, accident or otherwise for more than 30 days, the Company shall be entitled to order a medical evaluation as to your state of health, and should such medical evaluation declare that you are unfit to continue your training program under this agreement, the Company shall have the option to terminate this agreement. In the event of illness or disability resulting from your misconduct and necessitating your absence from work, the Company shall have the option to discontinue your allowance during such illness or disability.



## 11. Visa and Work Permit:

After you arrived Thailand, your first visa will be expired in three months, Therefore, the company will extend your visa until the end of

All other terms and conditions will be bound by rules and regulations as laid down in the Associate Rule and Regulation of the JW Marriott Phuket Resort and Spa, Thailand as well as written and verbal instruction of Management.

If you are prepared to accept the condition outlined in the foregoing paragraph, please sign the duplicate copy of this letter and return it to the undersigned.

We look forward to welcoming you to the JW Marriott Phuket Resort and Spa for Management Training Program.

Yours sincerely

JW Marriott Phuket Resort and Spa

Agreed and accepted by

  
Ms. Thapane Mannarat  
Assistant Director of Human Resources  
Date: May 11, 2023



Mr. Abdul Hannan Idris Khan  
Oversea Trainee  
Date: May 11, 2023

for all JW Marriott Phuket Resort & Spa Business



  
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Institute of Hospitality Management  
Mumbai-01

231, Main St, Mai Khao, Thalang, Phuket 83110 Thailand  
Tel +66 076.338.000 | Fax +66 076.348.348 | E-mail [bookphuket@marriott.com](mailto:bookphuket@marriott.com) | [jwmarriottphuketresort.com](http://jwmarriottphuketresort.com)



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April 5, 2023

Mr. Abhijeet Sule  
Anjuman-I-Islam institute of hotel management and catering technology  
Email id: [abhishkhsule123@gmail.com](mailto:abhishkhsule123@gmail.com)  
Contact number: 8657424940

Dear Mr. Sule,

Sub: Hotel Operations Training – Batch 2023

Congratulations!

This has reference to your application and the subsequent interviews that you had with us. We are pleased to inform you that you have been selected as **Hotel Operations Training (Culinary) 2023**.

As per the guidelines of this Program, please note the following:

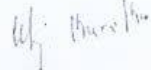
1. Date of Joining: 1<sup>st</sup> August 2023
2. Stipend payable: Rs. 23,000/- (Rupees Twenty Three Thousand Only) per month during the training period.
3. Period of Training: 24 Months.
4. Location of training: The unit of posting will be communicated closer to the date of joining.
5. You will be appointed on the rolls of the concerned hotel and the appointment letter will be issued accordingly.
6. Candidate will have to look for their Accommodation during the training period.

This offer is subject to you being certified medically fit by the company medical officer and satisfactory completion of your course (post verification of your Academic Credentials & Testimonials).


Should you require any clarifications, please feel free to get in touch with  
Ms. Keerti Nambiar (Director of Learning & Development), contact no. +91-8291939093 or  
email [nambiar.keerti@tajhotels.com](mailto:nambiar.keerti@tajhotels.com)

May I request you to kindly sign and return the duplicate copy through a scan copy of this letter in token of your acceptance to the above mentioned details latest by 10<sup>th</sup> April 2023.

Welcome aboard!

  
Manoj Karekar  
Area Human Resources  
Director-Maharashtra & Gujarat &  
DOHR- Taj Lands End, Mumbai



  
Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

Candidate's Acknowledgement:

Signature:  Date: 9/4/23  
(Signed in acceptance)

Bandstand, Bandra (West), Mumbai - 400 050, INDIA  
Tel: (91-22) 266767194 / Fax: (91-22) 26668 0952  
E-mail: [dohr@landend.com](mailto:dohr@landend.com)  
Website: [www.tajlands.com](http://www.tajlands.com)  
Registered Office: Mansik House, Mansik Road, Mumbai 400 001  
The Indian Hotels Company Limited



# Anjuman-I-Islam's Institute of Hospitality Management (Affiliated to the University of Mumbai)

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## Private & Confidential

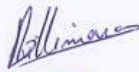
Dear Mr. Abutalha Nasiruddin Momin,

MI Square Limited. ("the Owner") is pleased to confirm your Training Program at JW Marriott Phuket Resort & Spa ("the Hotel") upon the terms and conditions:

1. **Position:** Oversea Trainee (Kitchen Department)
2. **Company:** JW Marriott Phuket Resort and Spa
3. **Commencement Date:** 01<sup>st</sup> June, 2023 – 30<sup>th</sup> June, 2024.
4. **Monthly Allowance:**  
Your monthly allowance will be in Thai Baht 7,000.-  
(Seven Thousand Baht Only) and will be paid in arrears at the end of each month.
5. **Performance Review:**  
During the Training Program, the Human Resources Director together with designated Supervisor or manager will assess you on the following period:
  - Monthly assessment process on your performance and behavior
  - Quarterly assessment on completion of program and assignment.
  - End of the program on overall performance; personal performance and assignments.
6. **Training Program:**
  - During the training program, you will report to the Department Head of the designated trainer for any issue concerning performance or assignments, and / or to Human Resources Director for any personal issues.
  - The training program will be discussed within 2 weeks of or prior to your commencement.
  - You are requested to meet with your trainer regular and to submit report according to the training report format on a timely basis.



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Tel +66 076.338.000 | Fax +66 076.348. 348 | E-mail [bookphuket@marriott.com](mailto:bookphuket@marriott.com) | [jwmarriottphuketresort.com](http://jwmarriottphuketresort.com)

  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



# Anjuman-I-Islam's Institute of Hospitality Management (Affiliated to the University of Mumbai)

92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.  
Tel.: +91 22 2265 2272 / 2270 2997 • Website : [www.anjumanihm.com](http://www.anjumanihm.com)  
E-mail: [principal@anjumanihm.com](mailto:principal@anjumanihm.com) / [rukshana.principal@anjumanihmct.org](mailto:rukshana.principal@anjumanihmct.org)

- You will be presented a Certificate of Accomplishment and a reference letter at the end of training program if your training attendance and performance reach the Company's expectation and standard.



## 7. Training Days & Hours

- a. The Training days are 5 days per week and 9 hours plus 1 hour break per day.
- b. The Training days and hours may vary from time to time and will be assigned to you by Department Heads or the designed trainer according to the Training Plan.

## 8. Benefits:

You will be entitled to the benefits as listed below which will be in accordance with the Company's general terms and conditions. All benefits, allowances, discounts are non-refundable and non-transferable and subject to amendment from time to time as deemed necessary by the Company.

8.1 Meals: You will be entitled to 2 duty meals at the associate's cafeteria.

8.2 Uniform: Given by the hotel during working hours.

8.3 Transportation: Provide transportation from Phuket town (main road) to hotel by the associates bus base on working shift.

## 9. Termination of the Management Training Agreement:

The company reserves the right to terminate your training program without notice or without a monthly allowance if you are found to be in a serious breach of the terms and conditions, and the hotel's rules and regulations.

## 10. Agreement Condition:

- a. You shall comply with all applicable Thai laws and regulations and shall at all times use your best endeavors to promote the interests of the hotel.
- b. You shall not during the continuance of the Training Program, without the Company's consent, reveal, disclose, divulge or publish to any person, firm or organization and shall use your best endeavors to prevent disclosure or publication of any information concerning the accounts or finances, confidential documents, papers or other secrets of the company.



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- c. In the event that you are hospitalized or are unable to properly perform your training programs by reason of ill health, accident or otherwise for more than 30 days, the Company shall be entitled to order a medical evaluation as to your state of health, and should such medical evaluation declare that you are unfit to continue your training program under this agreement, the Company shall have the option to terminate this agreement. In the event of illness or disability resulting from your misconduct and necessitating your absence from work, the Company shall have the option to discontinue your allowance during such illness or disability.



#### 11. Visa and Work Permit:

After you arrived Thailand, your first visa will be expired in three months, Therefore, the company will extend your visa until the end of

All other terms and conditions will be bound by rules and regulations as laid down in the Associate Rule and Regulation of the JW Marriott Phuket Resort and Spa, Thailand as well as written and verbal instruction of Management.

If you are prepared to accept the condition outlined in the foregoing paragraph, please sign the duplicate copy of this letter and return it to the undersigned.

We look forward to welcoming you to the JW Marriott Phuket Resort and Spa for Management Training Program.

Yours sincerely

JW Marriott Phuket Resort and Spa

Agreed and accepted by

Ms. Thapane Mannarat  
Assistant Director of Human Resources  
Date: April 4, 2023



Mr. Abutalha Nasiruddin Momin  
Oversea Trainee  
Date: April 4, 2023

For all JW Marriott Phuket Resort & Spa Business



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## Private & Confidential

Dear Mr. Aniruddha Hitendra Datar,

MI Square Limited. ("the Owner") is pleased to confirm your Training Program at JW Marriott Phuket Resort & Spa ("the Hotel") upon the terms and conditions:

1. **Position:** Oversea Trainee (Front Office Department)
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3. **Commencement Date:** 01<sup>st</sup> June, 2023 – 30<sup>th</sup> June, 2024.

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Your monthly allowance will be in Thai Baht 7,000.-  
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- You are requested to meet with your trainer regular and to submit report according to the training report format on a timely basis.



  
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- c. In the event that you are hospitalized or are unable to properly perform your training programs by reason of ill health, accident or otherwise for more than 30 days, the Company shall be entitled to order a medical evaluation as to your state of health, and should such medical evaluation declare that you are unfit to continue your training program under this agreement, the Company shall have the option to terminate this agreement. In the event of illness or disability resulting from your misconduct and necessitating your absence from work, the Company shall have the option to discontinue your allowance during such illness or disability.



## II. Visa and Work Permit:

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If you are prepared to accept the condition outlined in the foregoing paragraph, please sign the duplicate copy of this letter and return it to the undersigned.

We look forward to welcoming you to the JW Marriott Phuket Resort and Spa for Management Training Program.

Yours sincerely

JW Marriott Phuket Resort and Spa

Agreed and accepted by

Ms. Thapane Mannarat  
Assistant Director of Human Resources  
Date: May 10, 2023



or all JW Marriott Phuket Resort & Spa Business

Mr. Aniruddha Hitendra Datar  
Oversea Trainee  
Date: May 10, 2023



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FOUR SEASONS  
HOTEL  
MUMBAI

PRIVATE & CONFIDENTIAL

November 21, 2022

Dhruv Shetty  
Room no. 7, Claravilla,  
Opposite Bank of India, Navagaon,  
Dahisar West, Mumbai,  
Maharashtra - 400078

Dear Dhruv,

Acting as agent of our owners, Provenance Land Private Ltd, we are pleased to appoint you at Four Seasons Hotel Mumbai (the "Hotel") in the position of **Commis** from **May 2, 2023** on a **Fixed Term Employment** for the duration of 12 months.

You will report to the **Sous Chef** and will be responsible for the duties as laid down in your job description and the Handbook, a copy of which will be handed to you during the orientation. Please note that you are expected to work in other departments, either within your own or in any other division, as and when required to meet the needs of the Hotel operation.

**1). Contract Period**

This is a fixed term contract, effective from May 2, 2023 for the period of 12 months. This contract will expire automatically on completion of 12 months i.e. midnight of May 1, 2024 & without be a written order to this effect.

**2). Monthly Compensation**

From the Effective Date, your Monthly Compensation Package will be **INR 16,500** and will consist of two components:

**1.1 Basic Salary**

Your monthly base salary amounts to **INR 9,900**.

**1.2 House Rent Allowance**

You will be paid a monthly House Rent allowance of **INR 6,600**.

The above will be paid in accordance with normal payroll periods at the Hotel. This is currently at the end of each month.

Your compensation package is subject to income tax deduction and will be reviewed annually in line with company policy.



Plot no 1/136, Dr. E Moses Rd, Worli, Mumbai - 400 018  
Voice 91 22 2481 8000, Facsimile 91 22 2481 8001  
Web: <http://www.fourseasons.com/Mumbai>

  
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### 3). *Provident fund*

You will participate in the Provident Fund and Pension Scheme as per the Provident Fund Act, 1952. The Hotel will contribute an amount equivalent to 12% of your basic salary towards the Provident Fund as Employer's contribution. An equal amount will be deducted from your gross monthly salary as part of your Employee contribution and at the rate applicable from time to time.

For further details regarding this benefit, please refer to the information given to you in your starter pack on commencement of employment and feel free to contact your Director of People & Culture for assistance at any time.

### 4). *Meals, uniform, smoking*

You will be provided with complimentary duty meal, snacks and non-alcoholic beverages in our employee restaurant, during your working shift in the hotel. Our break duration is 1 hour which can be split for a meal & a short break subject to your supervisor approval during your shift.

You will be provided with a uniform and you are expected to be perfectly groomed at all times. Please take note of the Hotel's grooming policy as outlined in the Employee Handbook. It is not permissible for male employees to grow a mustache or beard while in the employment of the Hotel.

In the interest of promoting employee health, smoking is not permitted on Hotel grounds and smoking in uniform is strictly prohibited, both on and off the Hotel premises.

### 5). *Work hours, weekly day off*

Your working hours shall be 9 hours per day inclusive of meal breaks/rest interval. You are entitled to Six days off per month as scheduled by your manager. If you work on your day off, your manager will decide when to schedule your missed day off.

In order for us to be able to provide the service standards our customers expect, your work shifts may be varied and you may be scheduled to work split shifts as well as overnight duty & flexibility is expected of all employees.

### 6). *Leave*

Your paid vacation is 21 days per annum, this does not include weekly off days.

You will be entitled to 4 paid national public holidays and 2 local festive holidays of your choice per year. As we are working in the service industry, the national public holidays cannot typically be given on the days that they fall. The Hotel is therefore offering an additional 7 compensatory days, thus bringing the total to 13 days.

You will also be entitled to 08 casual leaves in a year.

You will be entitled to 07 sick leaves in a year.

Please obtain prior written approval from your department head when planning to take annual leave and public holidays, in order to ensure the smooth running of your department operation.

Should an adjustment be made to the standard work week, this entitlement, which impacts the vacation accrual calculation, is subject to revision. Please refer to the Employee Handbook for additional medical and other leave benefits.

NML Fixed Term Contract  
Dhruv Shetty



Principal  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

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## 7). Insurance

Comprehensive Hospitalization, Accident and Disability coverage will be provided for you, according to Hotel policy. The People & Culture Office will provide details of coverage on commencement of your employment.

You shall be covered under the Employee State Insurance Scheme (ESIC). Under this scheme you are eligible to benefit from free medical consultation and hospitalization in the ESIC registered clinics and hospitals. You will contribute 0.75% of the gross monthly salary.

The employer will contribute 3.25% towards the same and the rate as applicable from time to time.

In addition, you are welcome to use the services of the in-house clinic for complimentary consultation and outpatient treatment

## 8). Introductory Performance Review

At the end of your first 90 days in employment, you will have an introductory performance review with your manager to evaluate your current performance. On satisfactory completion of your introductory review, your continuation of services will be further determined.

## 9). Policy adherence

When you begin work you will be asked to sign a Confidential, Privacy and Proprietary Data Statement, an Electronic Systems Policy, Our Policy against Harassment and Code of Conduct & Business Ethics.

Please note that it is not permitted to solicit and/or accept gifts, gratuities, commissions, free services and other such favours from guests, suppliers or other parties, without the specific approval from the General Manager.

The service charges levied by the Company are entirely at the discretion of the Company and the service charges are liable to be amended/withdrawn or changed as per the Management's understanding of the requirements of the organization or practice in the industry and business exigencies.

You undertake to follow the Hotel's tips policy. Tips received from guests are pooled and distributed equally amongst all Hotel employees. It is an offence not to declare tips received. When guests wish to recognize employees for their work, we should understand that it takes a team to provide excellent service. Hotel conducts regular Integrity Tests to effectively implement the Tips Policy.

## 10). Gratuity, Bonus

You shall be paid gratuity after rendering the service for one year in accordance with the Payment of Gratuity Act, 1972.


You shall be entitled to receive the bonus in accordance with the Payment of Bonus Act, 1965.

## 11). Resignation, Termination, Retirement

Hotel reserves the right to offer 30 days' notice period or equivalent salary in order to terminate the contract. If you wish to terminate this contract, one month's advance written notice should be submitted to the People & Culture Office by you with the approval of your Department Head.

NML Fixed Term Contract  
Dhruv Shetty



  
**Principal**  
Anjuman-I-Islam's  
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Page 3 of 4



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On acceptance of your resignation, the Hotel reserves the right to relieve you even before the completion of the notice period, if requested, by effecting the due notice pay including total compensation. Please note as per policy, you are expected to work and serve the notice period. Non-observance of these rules will be treated as non-completion of the service contract terms and will affect the full & final clearance/settlement, and the management may not issue the experience letter in its discretion.

This offer is issued subject to your medical clearance by the Hotel's doctor and is based on the contents of your initial application (CV & other Educational Certificates) at the time of your recruitment. If any information previously provided is found to be false at any point of your employment, the Hotel reserves the right to terminate your services with immediate effect.

If you agree with the terms in this letter, please sign and return the original to the People & Culture office, retaining a copy for yourself.

Dhruv, I would like to congratulate you on this important appointment and wish you success and personal satisfaction in your new role. Welcome to Four Seasons!

Yours sincerely

Sunil Narang  
General Manager  
SN/ac

Cc: Ritvic Sood, Director of People & Culture   
Ranjit Kumar, Director of Finance  
Employee File

Att. Confidential, Privacy and Proprietary Data Statement  
Electronic Systems Policy  
Policy against Harassment  
Code of Business Conduct and Ethics  
Grooming Policy

I accept your offer as contained in this letter and have reviewed the rules and regulations stipulated in the Employee Handbook. Four Seasons Hotel Mumbai employing me under these terms, and my commencing and continuing employment under these terms, support this.

Signature (Dhruv Shetty)

Date

NML Fixed Term Contract  
Dhruv Shetty



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Anjuman-I-Islam's  
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Page 4 of 4



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To: Royal Thai Consulate-General, Mumbai, India

Subject: Visa Application

Dear Sir/Madam,

Herewith, we as the statement below,

Company/Hotel: MI Squared. Ltd./JW Marriott Phuket Resort and Spa  
City/Country: Phuket/Thailand  
Address: 231 Moo 3 Mai Khao, Thalang, Phuket, Thailand 83110

Please be advised that Luxury Hotel & Resort (Thailand) Limited Branch in conjunction with MI Squared Limited, both of which are registered companies in Thailand has accepted Mr. Faizan Mansab Ansari as an Oversea Trainee in Front Office Department of the JW Marriott Phuket Resort and Spa, Thailand effective as June 20, 2023 until June 30, 2024.

Your kind assistance in granting non-immigrant Visa category ED (Non-ED) for him will be very much appreciated.

Should you have any questions regarding the above, please feel free to contact me via phone no. (66) 076 338 000 or fax (66) 076 348354.

Sincerely yours,

*Khanishanee Kandhanisdha*

Khanishanee Kandhanisdha  
Director of Human Resources

JW Marriott Phuket Resort and Spa  
JW Marriott Phuket Resort & Spa Business



*Rukshana*  
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To: Royal Thai Consulate-General, Mumbai, India

Subject: Certificate of Residence in Thailand

Dear Sir/Madam,

Herewith, we as the statement below,

Company/Hotel: MI Squared. Ltd./JW Marriott Phuket Resort and Spa

City/Country: Phuket/Thailand

Address: 231 Moo 3 Mai Khao, Thalang, Phuket, Thailand 83110

This is to confirm that Mr. Faizan Mansab Ansari residence in Thailand is the JW Marriott Phuket Resort and Spa, address: 231 Moo 3 Mai Khao, Thalang, Phuket, Thailand 83110.

Should you have any questions regarding the above, please feel free to contact me via phone no. (66) 076 338 000 or fax (66) 076 348354.

Sincerely yours,

*Khanisthane*

Khanisthane Kandhanisdha

Director of Human Resources

JW Marriott Phuket Resort and Spa



or all JW Marriott Phuket Resort & Spa Business



*Rukshana*  
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  - The training program will be discussed within 2 weeks of or prior to your commencement.
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**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



# Anjuman-I-Islam's Institute of Hospitality Management (Affiliated to the University of Mumbai)

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- You will be presented a Certificate of Accomplishment and a reference letter at the end of training program if your training attendance and performance reach the Company's expectation and standard.



## 7. Training Days & Hours

- a. The Training days are 5 days per week and 9 hours plus 1 hour break per day.
- b. The Training days and hours may vary from time to time and will be assigned to you by Department Heads or the designed trainer according to the Training Plan.

## 8. Benefits:

You will be entitled to the benefits as listed below which will be in accordance with the Company's general terms and conditions. All benefits, allowances, discounts are non-refundable and non-transferable and subject to amendment from time to time as deemed necessary by the Company.

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## 9. Termination of the Management Training Agreement:

The company reserves the right to terminate your training program without notice or without a monthly allowance if you are found to be in a serious breach of the terms and conditions, and the hotel's rules and regulations.

## 10. Agreement Condition:

- a. You shall comply with all applicable Thai laws and regulations and shall at all times use your best endeavors to promote the interests of the hotel.
- b. You shall not during the continuance of the Training Program, without the Company's consent, reveal, disclose, divulge or publish to any person, firm or organization and shall use your best endeavors to prevent disclosure or publication of any information concerning the accounts or finances, confidential documents, papers or other secrets of the company.



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- c. In the event that you are hospitalized or are unable to properly perform your training programs by reason of ill health, accident or otherwise for more than 30 days, the Company shall be entitled to order a medical evaluation as to your state of health, and should such medical evaluation declare that you are unfit to continue your training program under this agreement, the Company shall have the option to terminate this agreement. In the event of illness or disability resulting from your misconduct and necessitating your absence from work, the Company shall have the option to discontinue your allowance during such illness or disability.



## II. Visa and Work Permit:

After you arrived Thailand, your first visa will be expired in three months, Therefore, the company will extend your visa until the end of

All other terms and conditions will be bound by rules and regulations as laid down in the Associate Rule and Regulation of the JW Marriott Phuket Resort and Spa, Thailand as well as written and verbal instruction of Management.

If you are prepared to accept the condition outlined in the foregoing paragraph, please sign the duplicate copy of this letter and return it to the undersigned.

We look forward to welcoming you to the JW Marriott Phuket Resort and Spa for Management Training Program.

Yours sincerely

JW Marriott Phuket Resort and Spa

Agreed and accepted by

Ms. Thapane Mannarat  
Assistant Director of Human Resources  
Date: May 25, 2023



or all JW Marriott Phuket Resort & Spa Business

Faizan Mansab Ansari  
Oversea Trainee  
Date: May 25, 2023



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## Private & Confidential

Dear Mr. Gaurav Bandu Gawai,

MI Square Limited. ("the Owner") is pleased to confirm your Training Program at JW Marriott Phuket Resort & Spa ("the Hotel") upon the terms and conditions:

- 1. Position:** Oversea Trainee (Kitchen Department)
- 2. Company:** JW Marriott Phuket Resort and Spa
- 3. Commencement Date:** 01<sup>st</sup> June, 2023 – 30<sup>th</sup> June, 2024.
- 4. Monthly Allowance:**  
Your monthly allowance will be in Thai Baht 7,000.-  
(Seven Thousand Baht Only) and will be paid in arrears at the end of each month.
- 5. Performance Review:**  
During the Training Program, the Human Resources Director together with designated Supervisor or manager will assess you on the following period:
  - Monthly assessment process on your performance and behavior
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- You will be presented a Certificate of Accomplishment and a reference letter at the end of training program if your training attendance and performance reach the Company's expectation and standard.



## 7. Training Days & Hours

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We look forward to welcoming you to the JW Marriott Phuket Resort and Spa for Management Training Program.

Yours sincerely

JW Marriott Phuket Resort and Spa

Agreed and accepted by

Ms. Thapanee Mannarat  
Assistant Director of Human Resources  
Date: April 4, 2023



for JW Marriott Phuket Resort & Spa Business

Mr. Gaurav Bandu Gawai  
Oversea Trainee  
Date: April 4, 2023



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## OFFER LETTER

CONFIDENTIAL

Date- 04.03.2023

Mohammed Kaif Siddiqui  
Room no- 16B, 4<sup>th</sup> Floor, 160,  
Nakhuda Manzil CHS, Kambekar St,  
Mumbai- 400003

Dear Kaif,

Congratulations!! We are pleased to inform you that you have been selected for the following position basis your interview with us recently.

Designation:	Location:	RL:	CTC:
Trainee Receptionist	Mumbai	7	2,70,054/-

The benefits accruing to you will be in line with our standard company policies applicable to all members of the team of your Responsibility Level (RL) 7

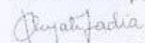
Your appointment shall be basis your representations on your educational qualifications, professional experience and satisfactory background verification, reference check & medical check. The Company reserves its right to cancel this offer at its discretion, in case of any misrepresentation or adverse finding. On joining the Company, you will be issued an appointment letter after completion of necessary formalities. At any time, you wish to resign, you would be required to serve notice as follows or pay equivalent gross salary in lieu of the notice period.

Upto 6 months from Date of Joining:	After 6 months from Date of Joining:
15 days	1 month


We expect you to join us on or before 01st June,2023 and appreciate your confirmation within three days from the date of this letter. Please note that the offer is valid till 07th March,2023 and shall expire, unless extended by the Company, without any further notice.

We welcome you to Mumbai Airport Lounge Services (K Hospitality Group) and look forward to working with you.

Best regards,  
For Mumbai Airport Lounge Services

  
Khyati Fadia  
Senior Manager Human Resources

I have read and understood the offer document and accept the offer.

Signature  Date: 13/03/2023 Place: Mohammed Ali Road

Name: Mohammed Kaif Kauser Siddiqui



  
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## Private & Confidential

Dear Mr. Jash Nirmal Chauhan,

MI Square Limited. ("the Owner") is pleased to confirm your Training Program at JW Marriott Phuket Resort & Spa ("the Hotel") upon the terms and conditions:

- 1. Position:** Oversea Trainee (Kitchen Department)
- 2. Company:** JW Marriott Phuket Resort and Spa
- 3. Commencement Date:** 01<sup>st</sup> June, 2023 – 30<sup>th</sup> June, 2024.
- 4 Monthly Allowance:**  
Your monthly allowance will be in Thai Baht 7,000.–  
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Yours sincerely

JW Marriott Phuket Resort and Spa

Agreed and accepted by

Ms. Thapane Mannarat  
Assistant Director of Human Resources  
Date: April 4, 2023



For all JW Marriott Phuket Resort & Spa Business

Mr. Jash Nirmal Chauhan  
Oversea Trainee  
Date: April 4, 2023



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To: Royal Thai Consulate-General, Mumbai, India

Subject: Visa Application

Dear Sir/Madam,

Herewith, we as the statement below,

Company/Hotel: MI Squared. Ltd./JW Marriott Phuket Resort and Spa

City/Country: Phuket/Thailand

Address: 231 Moo 3 Mai Khao, Thalang, Phuket, Thailand 83110

Please be advised that Luxury Hotel & Resort (Thailand) Limited Branch in conjunction with MI Squared Limited, both of which are registered companies in Thailand has accepted **Mr. Mohd Talish Abid Ali Ansari** as an Oversea Trainee in Kitchen Department of the JW Marriott Phuket Resort and Spa, Thailand effective as June 20, 2023 until June 30, 2024.

Your kind assistance in granting non-immigrant Visa category ED (Non-ED) for him will be very much appreciated.

Should you have any questions regarding the above, please feel free to contact me via phone no. (66) 076 338 000 or fax (66) 076 348354.

Sincerely yours,

Khanisthaneh Kandhanisdha

Director of Human Resources

JW Marriott Phuket Resort and Spa



**Principal**  
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\*or all JW Marriott Phuket Resort & Spa Business



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To: Royal Thai Consulate-General, Mumbai, India

Subject: Certificate of Residence in Thailand

Dear Sir/Madam,

Herewith, we as the statement below,

Company/Hotel: MI Squared. Ltd./JW Marriott Phuket Resort and Spa

City/Country: Phuket/Thailand

Address: 231 Moo 3 Mai Khao, Thalang, Phuket, Thailand 83110

This is to confirm that Mr. Mohd Talish Abid Ali Ansari residence in Thailand is the JW Marriott Phuket Resort and Spa, address: 231 Moo 3 Mai Khao, Thalang, Phuket, Thailand 83110.

Should you have any questions regarding the above, please feel free to contact me via phone no. (66) 076 338 000 or fax (66) 076 348354.

Sincerely yours,

Khanisthance Kandhanisdha

Director of Human Resources

JW Marriott Phuket Resort and Spa



or all JW Marriott Phuket Resort & Spa Business



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- c. In the event that you are hospitalized or are unable to properly perform your training programs by reason of ill health, accident or otherwise for more than 30 days, the Company shall be entitled to order a medical evaluation as to your state of health, and should such medical evaluation declare that you are unfit to continue your training program under this agreement, the Company shall have the option to terminate this agreement. In the event of illness or disability resulting from your misconduct and necessitating your absence from work, the Company shall have the option to discontinue your allowance during such illness or disability.



**11. Visa and Work Permit:**

After you arrived Thailand, your first visa will be expired in three months, Therefore, the company will extend your visa until the end of

All other terms and conditions will be bound by rules and regulations as laid down in the Associate Rule and Regulation of the JW Marriott Phuket Resort and Spa, Thailand as well as written and verbal instruction of Management.

If you are prepared to accept the condition outlined in the foregoing paragraph, please sign the duplicate copy of this letter and return it to the undersigned.

We look forward to welcoming you to the JW Marriott Phuket Resort and Spa for Management Training Program.

Yours sincerely

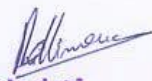
JW Marriott Phuket Resort and Spa

Agreed and accepted by

  
-----  
Ms. Thapane Mannarat  
Assistant Director of Human Resources  
Date: May 25, 2023

-----  
Mr. Mohd Talish Abid Ali Ansari  
Oversea Trainee  
Date: May 25, 2023



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01





**Anjuman-I-Islam's  
Institute of Hospitality Management**  
(Affiliated to the University of Mumbai)

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FOUR SEASONS  
HOTEL  
MUMBAI

PRIVATE & CONFIDENTIAL

November 21, 2022

Lovedeep Singh Gidda  
Room no. 3, Puran Singh Chawl,  
Lake Road, Bhandup (W),  
Mumbai, Maharashtra - 400078

Dear Lovedeep,

Acting as agent of our owners, Provenance Land Private Ltd, we are pleased to appoint you at Four Seasons Hotel Mumbai (the "Hotel") in the position of **Commis** from **May 2, 2023** on a **Fixed Term Employment** for the duration of 12 months.

You will report to the **Sous Chef** and will be responsible for the duties as laid down in your job description and the Handbook, a copy of which will be handed to you during the orientation. Please note that you are expected to work in other departments, either within your own or in any other division, as and when required to meet the needs of the Hotel operation.

**1). Contract Period**

This is a fixed term contract, effective from May 2, 2023 for the period of 12 months. This contract will expire automatically on completion of 12 months i.e. midnight of May 1, 2024 & without be a written order to this effect.

**2). Monthly Compensation**

From the Effective Date, your Monthly Compensation Package will be **INR 16,500** and will consist of two components:

**1.1 Basic Salary**

Your monthly base salary amounts to **INR 9,900**.

**1.2 House Rent Allowance**

You will be paid a monthly House Rent allowance of **INR 6,600**.

The above will be paid in accordance with normal payroll periods at the Hotel. This is currently at the end of each month.

Your compensation package is subject to income tax deduction and will be reviewed annually in line with company policy.



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

Plot no 17/136, Dr. E Moses Rd, Worli, Mumbai - 400 018  
Voice 91 22 2481 8000, Facsimile 91 22 2481 8001  
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### 3). *Provident fund*

You will participate in the Provident Fund and Pension Scheme as per the Provident Fund Act, 1952. The Hotel will contribute an amount equivalent to 12% of your basic salary towards the Provident Fund as Employer's contribution. An equal amount will be deducted from your gross monthly salary as part of your Employee contribution and at the rate applicable from time to time.

For further details regarding this benefit, please refer to the information given to you in your starter pack on commencement of employment and feel free to contact your Director of People & Culture for assistance at any time.

### 4). *Meals, uniform, smoking*

You will be provided with complimentary duty meal, snacks and non-alcoholic beverages in our employee restaurant, during your working shift in the hotel. Our break duration is 1 hour which can be split for a meal & a short break subject to your supervisor approval during your shift.

You will be provided with a uniform and you are expected to be perfectly groomed at all times. Please take note of the Hotel's grooming policy as outlined in the Employee Handbook. It is not permissible for male employees to grow a mustache or beard while in the employment of the Hotel.

In the interest of promoting employee health, smoking is not permitted on Hotel grounds and smoking in uniform is strictly prohibited, both on and off the Hotel premises.

### 5). *Work hours, weekly day off*

Your working hours shall be 9 hours per day inclusive of meal breaks/rest interval. You are entitled to Six days off per month as scheduled by your manager. If you work on your day off, your manager will decide when to schedule your missed day off.

In order for us to be able to provide the service standards our customers expect, your work shifts may be varied and you may be scheduled to work split shifts as well as overnight duty & flexibility is expected of all employees.

### 6). *Leave*

Your paid vacation is 21 days per annum, this does not include weekly off days.

You will be entitled to 4 paid national public holidays and 2 local festive holidays of your choice per year. As we are working in the service industry, the national public holidays cannot typically be given on the days that they fall. The Hotel is therefore offering an additional 7 compensatory days, thus bringing the total to 13 days.

You will also be entitled to 08 casual leaves in a year.

You will be entitled to 07 sick leaves in a year.

Please obtain prior written approval from your department head when planning to take annual leave and public holidays, in order to ensure the smooth running of your department operation.

Should an adjustment be made to the standard work week, this entitlement, which impacts the vacation accrual calculation, is subject to revision. Please refer to the Employee Handbook for additional medical and other leave benefits.

NML Fixed Term Contract  
Lovedeep Singh Gidda



  
**Principal**  
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Institute of Hospitality Management  
Mumbai-01

Page 2 of 4



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### 7). Insurance

Comprehensive Hospitalization, Accident and Disability coverage will be provided for you, according to Hotel policy. The People & Culture Office will provide details of coverage on commencement of your employment.

You shall be covered under the Employee State Insurance Scheme (ESIC). Under this scheme you are eligible to benefit from free medical consultation and hospitalization in the ESIC registered clinics and hospitals. You will contribute 0.75% of the gross monthly salary.

The employer will contribute 3.25% towards the same and the rate as applicable from time to time.

In addition, you are welcome to use the services of the in-house clinic for complimentary consultation and outpatient treatment

### 8). Introductory Performance Review

At the end of your first 90 days in employment, you will have an introductory performance review with your manager to evaluate your current performance. On satisfactory completion of your introductory review, your continuation of services will be further determined.

### 9). Policy adherence

When you begin work you will be asked to sign a Confidential, Privacy and Proprietary Data Statement, an Electronic Systems Policy, Our Policy against Harassment and Code of Conduct & Business Ethics.

Please note that it is not permitted to solicit and/or accept gifts, gratuities, commissions, free services and other such favours from guests, suppliers or other parties, without the specific approval from the General Manager.

The service charges levied by the Company are entirely at the discretion of the Company and the service charges are liable to be amended/withdrawn or changed as per the Management's understanding of the requirements of the organization or practice in the industry and business exigencies.

You undertake to follow the Hotel's tips policy. Tips received from guests are pooled and distributed equally amongst all Hotel employees. It is an offence not to declare tips received. When guests wish to recognize employees for their work, we should understand that it takes a team to provide excellent service. Hotel conducts regular Integrity Tests to effectively implement the Tips Policy.

### 10). Gratuity, Bonus

You shall be paid gratuity after rendering the service for one year in accordance with the Payment of Gratuity Act, 1972.

You shall be entitled to receive the bonus in accordance with the Payment of Bonus Act, 1965.

### 11). Resignation, Termination, Retirement

Hotel reserves the right to offer 30 days' notice period or equivalent salary in order to terminate the contract. If you wish to terminate this contract, one month's advance written notice should be submitted to the People & Culture Office by you with the approval of your Department Head.

NML Fixed Term Contract  
Lovedeep Singh Gidda



  
**Principal**  
Anjuman-I-Islam's  
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Mumbai-01

Page 3 of 4



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On acceptance of your resignation, the Hotel reserves the right to relieve you even before the completion of the notice period, if requested, by effecting the due notice pay including total compensation. Please note as per policy, you are expected to work and serve the notice period. Non-observance of these rules will be treated as non-completion of the service contract terms and will affect the full & final clearance/settlement, and the management may not issue the experience letter in its discretion.

This offer is issued subject to your medical clearance by the Hotel's doctor and is based on the contents of your initial application (CV & other Educational Certificates) at the time of your recruitment. If any information previously provided is found to be false at any point of your employment, the Hotel reserves the right to terminate your services with immediate effect.

If you agree with the terms in this letter, please sign and return the original to the People & Culture office, retaining a copy for yourself.

Lovedeep, I would like to congratulate you on this important appointment and wish you success and personal satisfaction in your new role. Welcome to Four Seasons!

Yours sincerely

**Sunil Narang**  
General Manager  
SN/ac

Cc: Ritvic Sood, Director of People & Culture   
Ranjit Kumar, Director of Finance  
Employee File

- Att. Confidential, Privacy and Proprietary Data Statement  
Electronic Systems Policy  
Policy against Harassment  
Code of Business Conduct and Ethics  
Grooming Policy

I accept your offer as contained in this letter and have reviewed the rules and regulations stipulated in the Employee Handbook. Four Seasons Hotel Mumbai employing me under these terms, and my commencing and continuing employment under these terms, support this.

Signature (Lovedeep Singh Gidda)

Date

NML Fixed Term Contract  
Lovedeep Singh Gidda



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

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FOUR SEASONS  
HOTEL  
MUMBAI

## PRIVATE & CONFIDENTIAL

November 21, 2022

Nasar Ansari  
16<sup>th</sup> Ali Umer Street, 4<sup>th</sup> Floor,  
Room no 15, Null Bazaar,  
Mumbai, Maharashtra - 400057

Dear Nasar,

Acting as agent of our owners, Provenance Land Private Ltd, we are pleased to appoint you at Four Seasons Hotel Mumbai (the "Hotel") in the position of **Food & Beverage Server** from May 2, 2023 on a **Fixed Term Employment** for the duration of 12 months.

You will report to the **Outlet Manager** and will be responsible for the duties as laid down in your job description and the Handbook, a copy of which will be handed to you during the orientation. Please note that you are expected to work in other departments, either within your own or in any other division, as and when required to meet the needs of the Hotel operation.

### 1). Contract Period

This is a fixed term contract, effective from May 2, 2023 for the period of 12 months. This contract will expire automatically on completion of 12 months i.e. midnight of May 1, 2024 & without be a written order to this effect.

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### 3). *Provident fund*

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For further details regarding this benefit, please refer to the information given to you in your starter pack on commencement of employment and feel free to contact your Director of People & Culture for assistance at any time.

### 4). *Meals, uniform, smoking*

You will be provided with complimentary duty meal, snacks and non-alcoholic beverages in our employee restaurant, during your working shift in the hotel. Our break duration is 1 hour which can be split for a meal & a short break subject to your supervisor approval during your shift.

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NML Fixed Term Contract  
Nasar Ansari



  
**Principal**  
Anjuman-I-Islam's  
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Mumbai-01

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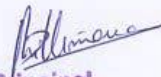
You shall be entitled to receive the bonus in accordance with the Payment of Bonus Act, 1965.

## 11). Resignation, Termination, Retirement

Hotel reserves the right to offer 30 days' notice period or equivalent salary in order to terminate the contract. If you wish to terminate this contract, one month's advance written notice should be submitted to the People & Culture Office by you with the approval of your Department Head.

NML Fixed Term Contract  
Nasar Ansari



  
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On acceptance of your resignation, the Hotel reserves the right to relieve you even before the completion of the notice period, if requested, by effecting the due notice pay including total compensation. Please note as per policy, you are expected to work and serve the notice period. Non-observance of these rules will be treated as non-completion of the service contract terms and will affect the full & final clearance/settlement, and the management may not issue the experience letter in its discretion.

This offer is issued subject to your medical clearance by the Hotel's doctor and is based on the contents of your initial application (CV & other Educational Certificates) at the time of your recruitment. If any information previously provided is found to be false at any point of your employment, the Hotel reserves the right to terminate your services with immediate effect.

If you agree with the terms in this letter, please sign and return the original to the People & Culture office, retaining a copy for yourself.

Nasar, I would like to congratulate you on this important appointment and wish you success and personal satisfaction in your new role. Welcome to Four Seasons!

Yours sincerely

**Sunil Narang**  
General Manager  
SN/ac

Cc: Ritvic Sood, Director of People & Culture  
Ranjit Kumar, Director of Finance  
Employee File

Att. Confidential, Privacy and Proprietary Data Statement  
Electronic Systems Policy  
Policy against Harassment  
Code of Business Conduct and Ethics  
Grooming Policy

I accept your offer as contained in this letter and have reviewed the rules and regulations stipulated in the Employee Handbook. Four Seasons Hotel Mumbai employing me under these terms, and my commencing and continuing employment under these terms, support this.

Signature (Nasar Ansari)

Date

NML Fixed Term Contract  
Nasar Ansari



**Principal**  
Anjuman-I-Islam's  
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Mumbai-01

Page 4 of 4





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*EIH Limited*  
A MEMBER OF THE OBEROI GROUP

THE OBEROI NARIMAN POINT, MUMBAI 400021, INDIA • TELEPHONE: (91) 22 2265 2272 2270 2997 • WEBSITE: [WWW.OBEROI.COM](http://WWW.OBEROI.COM)

15<sup>th</sup> June, 2023

Ms. Nidhi Sunil Sawant  
806 Hazel Building No. 8,  
Hub-Town Gardenia,  
Phase 1, Akruti,  
Mira Road, Thane: 401107

Clock Number: 074604

Dear Ms. Sawant,

Sub: Appointment as "Assistant Stewardess" in the "Food and Beverage Services Department" at EIH Ltd. for Unit - Trident Nariman Point & The Oberoi Mumbai.

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as "Trainee" in the "Food and Beverage Services Department". During the period of training, you shall be entitled to a consolidated stipend of Rs.16,000/- per month. The management reserves the right to bifurcate or merge the stipend with any other allowance/allowances. Please note that your designation and duties may be changed at the discretion of the management. The terms and condition of service will be as follows:

1. You shall join duties on or before 15<sup>th</sup> June, 2023 after which the offer stands withdrawn. You will be on training for a period of **three months** from the date of your joining; thereafter the training period may be either extended or dispensed at the discretion of the management. Unless confirmed in writing, you will be deemed as trainee after the expiry of the initial or extended period of training. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of training. During your training period, with the company, your services are liable to be terminated with immediate effect, if you violate any provisions of the Model Standing Orders applicable to you.
2. You are liable to be transferred from one post to another, from one job to another, from one department to another and your services are liable to be transferred to any of the Hotels belonging to the Oberoi Group of Hotels, whether within or outside India. Oberoi Group of Hotels shall include all Hotels owned, managed or operated by EIH Limited, or any other corporate body belonging to the same group. Upon transfer you shall be under the administrative control of the Hotel to which you are transferred including matters of leave, disciplinary action and the management of that hotel shall be entitled to discharge, dismiss or retrench you and you will be governed by such terms and conditions of employment as are in force in the said hotel from time to time.

2/-



*Rukshana*  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

REGISTERED OFFICE: 4 HANGOE LANE, VOLKATA 700 001 INDIA  
CIN: L45101WB1994991C017981



# Anjuman-I-Islam's Institute of Hospitality Management (Affiliated to the University of Mumbai)

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: 2 :

3. On successful completion of your training period you will be placed on probation in the appropriate Level (L) and designation. However, if you do not measure up to the expected standards of performance during the training/probation period or the extended period thereof, your training/probation is liable to be terminated without notice by the Management and without assigning any reasons.
4. You shall bear your own taxes that shall be deducted from your salary and/or other dues.
5. On confirmation, your services are liable to termination at one month's notice on resignation or forfeit one month's wages. In case you are incapacitated by reasons of illness, accident or any other cause and cannot perform your duties, the company may at its option grant leave for reasonable time on leave without pay or terminate your services. Also if you are found suffering from any infectious/contagious disease, the Company may at its discretion terminate your services.
6. You will work under the supervision of such Officers as may be decided up the management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your skills and ability.
7. You will employ yourself efficiently to the best of your ability, will devote your whole time to the work of the organization and will not engage yourself directly or indirectly either honorary or on remuneration in any service, trade, business, vocation or occupation (including agency of an insurance company or in advisory capacity). Also, you will not appear in any examination or attend classes without prior and written approval of the management.
8. For any notice or communication of whatever kind, you will be informed by post or through courier at the address given by you at the time of employment or such other address which you may hereafter intimate to the management. The management may also paste a copy of the letter on the notice board which shall be considered to be sufficient service on you. It will be your duty to intimate in writing to the management whenever there is any change of your address. Also, you will not refuse to accept any communication as offered to you for personal delivery.

3.



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

3/2/13

REGISTERED OFFICE: 4, MANGOE LANE, KOLKATA 700 001, INDIA  
CIN: L55101WB1948PLC017981



# Anjuman-I-Islam's Institute of Hospitality Management (Affiliated to the University of Mumbai)

92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.

Tel.: +91 22 2265 2272 / 2270 2997 • Website : [www.anjumanihm.com](http://www.anjumanihm.com)

E-mail: [principal@anjumanihm.com](mailto:principal@anjumanihm.com) / [rukshana.principal@anjumanihmct.org](mailto:rukshana.principal@anjumanihmct.org)

**EIH Limited**  
A MEMBER OF THE HARRIS GROUP

9. You will also be required to attend fire fighting classes/drills, First Aid, Blood Test, and other training programmes from time to time. The attendance in such classes/drills will be compulsory and failure to do so will be treated as misconduct.
10. You shall be eligible for Bonus payment subject to the provisions under payment of Bonus Act, 1965 and as amended from time to time.

The management shall have the right to require you to subject yourself at any time during employment with the Company to medical examination. If you are not found medically fit you may be terminated at any time by giving you one month's notice or salary in lieu thereof.

11. The continuation of your service is subject to your being found and remaining medically, physically and mentally fit.
12. After the successful completion of your probation period it will be open to the Management either to confirm you or to extend your period of probation. If however, the Management does not confirm you on completion of your probation period or does not extend your probation, your service shall automatically stand terminated on the expiry of the probationary period. The Management, however, reserves the right to terminate your service without assigning any reason during the period of probation or extension thereof.
13. During the tenure of your service, you will keep your emoluments secret from other members of this organization and will treat all information coming to you as strictly confidential and the information contained in all documents and papers and other matters relating to the company will not be divulged by you to any person other than those of the management.
14. Your increments, promotion and demotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, performance, guest satisfaction, regular attendance, sense of discipline, loyalty, good behavior and subject to the prosperity of the organization.



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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*EIH Limited*  
A MEMBER OF THE OBEROI GROUP

HEADQUARTERS: TRIDENT, NARIMAN POINT, MUMBAI-400 021, INDIA / TELEPHONE: +91 22 6631 5351 6432 6531 / WEBSITE: [WWW.EIH.CO](http://WWW.EIH.CO)

: 4 :


16. You will work in Shifts and in break shifts as per the requirements of your department in which you are placed or transferred.
17. You will automatically retire without any notice on your reaching the superannuation age of 58 years.
18. Your appointment as a trainee is subject to :
  - a. You being found medically fit by the Company's Doctor.
  - b. Production of acceptable documentary evidence of your date of birth.
  - c. Appropriate reply from your references.
  - d. Clearance from Police Department.
19. This appointment is based on the information given by you in your employment personal data form and otherwise, and shall be considered null and void if a material error/suppression or false detail is discovered therein at any time. In that eventuality, the management can recover the payment made to you towards your remuneration during employment.

In case the terms and conditions are acceptable to you, please sign the duplicate of this letter in token of you having understood and having accepted the same and return the same.

**EIH LIMITED**  
Unit - Trident, Nariman Point  
The Oberoi, Mumbai

  
VISHWAS PATIL  
HEAD - HUMAN RESOURCES



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

vp:kt



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## OFFER LETTER

CONFIDENTIAL

Date- 04.03.2023

Pratyush Nair  
A-02, Rema CHS,  
Plot no-109, Sector-8,  
New Panvel- 410206, Raigad

Dear Pratyush,

Congratulations!! We are pleased to inform you that you have been selected for the following position basis your interview with us recently.

Designation:	Location:	RL:	CTC:
Trainee Receptionist	Mumbai	7	2,70,054/-

The benefits accruing to you will be in line with our standard company policies applicable to all members of the team of your Responsibility Level (RL) 7

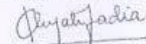
Your appointment shall be basis your representations on your educational qualifications, professional experience and satisfactory background verification, reference check & medical check. The Company reserves its right to cancel this offer at its discretion, in case of any misrepresentation or adverse finding. On joining the Company, you will be issued an appointment letter after completion of necessary formalities. At any time, you wish to resign, you would be required to serve notice as follows or pay equivalent gross salary in lieu of the notice period.

Upto 6 months from Date of Joining:	After 6 months from Date of Joining:
15 days	1 month

We expect you to join us on or before 01st June,2023 and appreciate your confirmation within three days from the date of this letter. Please note that the offer is valid till 07th March,2023 and shall expire, unless extended by the Company, without any further notice.

We welcome you to Mumbai Airport Lounge Services (K Hospitality Group) and look forward to working with you.

Best regards,  
For Mumbai Airport Lounge Services



Khyati Fadia  
Senior Manager Human Resources



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

I have read and understood the offer document and accept the offer.

Signature:  Date: \_\_\_\_\_ Place: New Panvel

Name: Pratyush Nair



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E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

## OFFER LETTER

CONFIDENTIAL

Date- 03.03.2023

Rutwij Mahadik  
Room no-7, Balaram Niwas Chawl,  
Near gaondevi Mandir, Nandivli,  
Dombivli East- 421201

Dear Rutwij,

Congratulations!! We are pleased to inform you that you have been selected for the following position basis your interview with us recently.

Designation:	Location:	RL:	CTC:
Trainee Commi	Mumbai	7	2,70,054/-

The benefits accruing to you will be in line with our standard company policies applicable to all members of the team of your Responsibility Level (RL) 7

Your appointment shall be basis your representations on your educational qualifications, professional experience and satisfactory background verification, reference check & medical check. The Company reserves its right to cancel this offer at its discretion, in case of any misrepresentation or adverse finding. On joining the Company, you will be issued an appointment letter after completion of necessary formalities. At any time, you wish to resign, you would be required to serve notice as follows or pay equivalent gross salary in lieu of the notice period.

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15 days	1 month

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We welcome you to Mumbai Airport Lounge Services (K Hospitality Group) and look forward to working with you.

Best regards,  
For Mumbai Airport Lounge Services

  
Khyati Fadia  
Senior Manager Human Resources



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

I have read and understood the offer document and accept the offer.

Signature Rutwij Date: 10/3/2023 Place: Dombivli

Name: Rutwij Ravindra Mahadik



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## OFFER LETTER

CONFIDENTIAL

Date- 04.03.2023

Saad Amin Momin  
Ahmed Bilding, 3<sup>rd</sup> Floor,  
Room no- 44/45, Opp Gloria Church,  
Bycull East, Mumbai- 400027

Dear Saad,

Congratulations!! We are pleased to inform you that you have been selected for the following position basis your interview with us recently.

Designation:	Location:	RL:	CTC:
Trainee Receptionist	Mumbai	7	2,70,054/-

The benefits accruing to you will be in line with our standard company policies applicable to all members of the team of your Responsibility Level (RL) 7

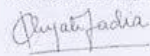
Your appointment shall be basis your representations on your educational qualifications, professional experience and satisfactory background verification, reference check & medical check. The Company reserves its right to cancel this offer at its discretion, in case of any misrepresentation or adverse finding. On joining the Company, you will be issued an appointment letter after completion of necessary formalities. At any time, you wish to resign, you would be required to serve notice as follows or pay equivalent gross salary in lieu of the notice period.

Upto 6 months from Date of Joining:	After 6 months from Date of Joining:
15 days	1 month

We expect you to join us on or before 01st June,2023 and appreciate your confirmation within three days from the date of this letter. Please note that the offer is valid till 07th March,2023 and shall expire, unless extended by the Company, without any further notice.

We welcome you to Mumbai Airport Lounge Services (K Hospitality Group) and look forward to working with you.

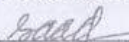
Best regards,  
For Mumbai Airport Lounge Services

  
Khyati Fadia  
Senior Manager Human Resources



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

I have read and understood the offer document and accept the offer.

Signature  Date: 10/3/23 Place: BYCULLA

Name: SAAD AMIN MOMIN



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1<sup>st</sup> June, 2015

Mr. Sandhya Nani, Admit Sharda  
Room No. 4  
Santula Sani, Ekn Chawl,  
Joshi Nagar, P. N. Road,  
Bhandrapur, Mumbai - 400078

Chief, Institute (07641)  
Dear Sir, Sharda,

Sub: Appointment as "Cooking" in the "Kitchen Department" at EIH Ltd. for Unit -  
Vardoli, Nariman Point N. The Oberoi, Mumbai.

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as "Trainee" in the "Kitchen Department". During the period of training, you shall be entitled to a concessional stipend of Rs. 10,000 per month. The management reserves the right to terminate or suspend the stipend at any time without any notice or to vary the stipend at any time. The stipend may be changed at the discretion of the management. The terms and conditions of service will be as follows:-

1. You shall put duty on or before 15<sup>th</sup> June, 2015 after which the offer shall be withdrawn. You will be on training for a period of three months. The date of your joining depends on the training period may be either completed or dispensed in the absence of the management. Dates contained in writing, you will be deemed as training after the expiry of the initial or extended period of training. Your services are liable to be terminated at any time or to vary the stipend at any time. Your services are subject to the provisions of the Model Standing Order applicable to you.

2. You are liable to be transferred from one post to another, from one job to another, from one department to another and your services are liable to be transferred to any of the Hotels belonging to the Oberoi Group of Hotels, whether within or outside India. Oberoi Group of Hotels shall include all Hotels owned, managed or operated by EIH Limited or any other associate body belonging to the same group. Upon transfer you shall be under the administrative control of the Hotel to which you are transferred including matters of leave, disciplinary action and the management of that hotel shall be entitled to discharge, duties or to vary your stipend. You will be governed by such terms and conditions of employment as are in force in the said hotel from time to time.

3.

REGISTERED OFFICE : MANJIVE LAXMI KSHIRKAR, ROOM NO. C/1207A,  
CIN : U55209MH2012PT001860



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01







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TRIG SECURITY & MANPOWER SERVICES  
(Security Consultants & Administrators)



TRIG/HR/2023/05/392

09.06.2023

To,

Name – Yusuf Moula Ali Gunjoti

Employee Code – 094824

Department – Housekeeping

Further to the personal interview you have had with us, we are pleased to employ you as our employee with effect from **05<sup>th</sup> June 2023** in the category of "Associate" in the area of "Housekeeping" Department at the premises of The Sahara Hospitality Limited, Hotel Sahara Star, Opp. Domestic Airport, Vile Parle (East), Mumbai – 400099 (the principal employer).


1. It is clarified that, your employment with us is necessitated and arising out of a specific contract by and between **The Trig Guardforce Limited** (Ourselves) in the capacity of a Licensed Contractor and **The Sahara Hospitality Ltd, Hotel Sahara Star**, Opp. Domestic Airport, Vile Parle (East), Mumbai - 400099, (the registered Principal employer) initially for a duration not exceeding three years being operating concurrently with a provision to extend the specific contract from time to time with the consent of both the parties.

2. Your monthly total emoluments will be **Rs.15,000/- (Rupees Fifteen Thousand Only)** consisting of consolidated Wage / Salary, House Rent Allowance, Conveyance Allowance and other Allowances, if any, as on.

Your Remuneration package is subject to review, restructuring and upward revision if any, solely at the discretion of the employer (Ourselves) and dependent upon your trade performance and overall performance of which your employer (the Licensed contractor) shall be the sole judge.

3. That, in addition to your remuneration package, you are also entitled to coverage under the provisions of E.S.I, E.P.F. Act.



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

yjuf



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4. As an employee you will be subject to and governed by normal rules of discipline, work culture and norms as are applicable to our employees in general and employees in the complimentary category in particular.

5. Your selection and appointment with us shall be subject to your conforming to and passing the Medical Test and other standards applicable.

6. Your employment with us is determinable with 30 days (Thirty) notice at the sole discretion of the employer.

For Trig Guardforce Limited

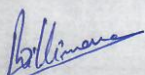
Authorized Signatory

Sarika Surve

Sr. Executive – Human Resource



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



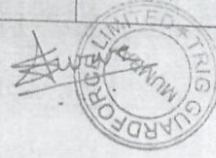
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## Annexure A

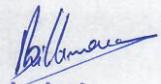
Salary Component	Amount (Monthly)
Console Wages Rate	Rs. 2,800/-
H.R.A. Rate	Rs. 3,000/-
Conveyance Allowance Rate	Rs. 3,000/-
Personal Allowance Rate	Rs. 6,200/-
<b>TOTAL GROSS SALARY</b>	<b>Rs. 15,000/-</b>
<b>Other Benefits</b>	
Provident Fund (Company Contribution)	Rs. 364/-
ESIC (Company Contribution)	Rs. 488/-
<b>Total CTC</b>	<b>Rs. 15,852/-</b>
<b>Deductions</b>	
Provident Fund (Employee's Contribution)	Rs. 336/-
ESIC (Employee's Contribution)	Rs. 113/-



Employee Name: Yusuf Gunjoti

Employee Signature: yuf



  
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Mumbai-01



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**TRIG SECURITY & MANPOWER SERVICES**  
(Security Consultants & Administrators)



TRIG/HR/2023/05/389

09.06.2023

To,

Name – Talha Mulla

Employee Code –024600

Department – Front Office

Further to the personal interview you have had with us, we are pleased to employ you as our employee with effect from **05<sup>th</sup> June 2023** in the category of "Associate" in the area of "Front Office" Department at the premises of The Sahara Hospitality Limited, Hotel Sahara Star, Opp. Domestic Airport, Vile Parle (East), Mumbai – 400099 (the principal employer).


1. It is clarified that, your employment with us is necessitated and arising out of a specific contract by and between **The Trig Guardforce Limited** (Ourselves) in the capacity of a Licensed Contractor and **The Sahara Hospitality Ltd, Hotel Sahara Star**, Opp. Domestic Airport, Vile Parle (East), Mumbai - 400099, (the registered Principal employer) initially for a duration not exceeding three years being operating concurrently with a provision to extend the specific contract from time to time with the consent of both the parties.

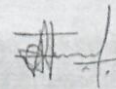
2. Your monthly total emoluments will be **Rs.15,000/- (Rupees Fifteen Thousand Only)** consisting of consolidated Wage / Salary, House Rent Allowance, Conveyance Allowance and other Allowances, if any, as on.

Your Remuneration package is subject to review, restructuring and upward revision if any, solely at the discretion of the employer (Ourselves) and dependent upon your trade performance and overall performance of which your employer (the Licensed contractor) shall be the sole judge.

3. That, in addition to your remuneration package, you are also entitled to coverage under the provisions of E.S.I., E.P.F. Act.



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01





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4. As an employee you will be subject to and governed by normal rules of discipline, work culture and norms as are applicable to our employees in general and employees in the complimentary category in particular.

5. Your selection and appointment with us shall be subject to your conforming to and passing the Medical Test and other standards applicable.

6. Your employment with us is determinable with 30 days (Thirty) notice at the sole discretion of the employer.

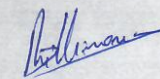
For Trig Guardforce Limited

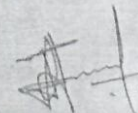
Authorized Signatory

  
Sarika Surve

Sr. Executive – Human Resource



  
**Principal**  
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Annexure A

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Console Wages Rate	Rs. 2,800/-
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Conveyance Allowance Rate	Rs. 3,000/-
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<b>TOTAL GROSS SALARY</b>	<b>Rs. 15,000/-</b>
<b>Other Benefits</b>	
Provident Fund (Company Contribution)	Rs. 364/-
ESIC (Company Contribution)	Rs. 488/-
<b>Total CTC</b>	<b>Rs. 15,852/-</b>
<b>Deductions</b>	
Provident Fund (Employee's Contribution)	Rs. 336/-
ESIC (Employee's Contribution)	Rs. 113/-



Employee Name: Talha Mulla

Employee Signature: [Signature]



[Signature]  
**Principal**  
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Mumbai-01



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**TRIG SECURITY & MANPOWER SERVICES**  
(Security Consultants & Administrators)



09.06.2023

TRIG/HR/2023/05/376

To,

Name – Amisha Ashok Yedre

Employee Code – 055956

Department – Food & Beverage Service

Further to the personal interview you have had with us, we are pleased to employ you as our employee with effect from **05<sup>th</sup> June 2023** in the category of "**Associate- Hostess**" in the area of "**Food & Beverage Service**" Department at the premises of The Sahara Hospitality Limited, Hotel Sahara Star, Opp. Domestic Airport, Vile Parle (East), Mumbai – 400099 (the principal employer).

1. It is clarified that, your employment with us is necessitated and arising out of a specific contract by and between **The Trig Guardforce Limited** (Ourselves) in the capacity of a Licensed Contractor and **The Sahara Hospitality Ltd, Hotel Sahara Star, Opp. Domestic Airport, Vile Parle (East), Mumbai - 400099,** (the registered Principal employer) initially for a duration not exceeding three years being operating concurrently with a provision to extend the specific contract from time to time with the consent of both the parties.

2. Your monthly total emoluments will be **Rs.15,000/- (Rupees Fifteen Thousand Only)** consisting of consolidated Wage / Salary, House Rent Allowance, Conveyance Allowance and other Allowances, if any, as on.

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3. That, in addition to your remuneration package, you are also entitled to coverage under the provisions of E.S.I, E.P.F. Act.



*Rukshana*  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

*Amisha*





**Anjuman-I-Islam's  
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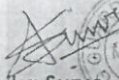
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5. Your selection and appointment with us shall be subject to your conforming to and passing the Medical Test and other standards applicable.
6. Your employment with us is determinable with 30 days (Thirty) notice at the sole discretion of the employer.


For Trig Guardforce Limited

Authorized Signatory

  
Sarika Surve  
Sr. Executive – Human Resource



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01





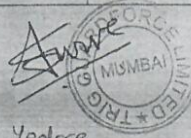
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E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org



**Annexure A**

Salary Component (Monthly)	Amount
Console Wages Rate	Rs. 2,800/-
H.R.A. Rate	Rs. 3,000/-
Conveyance Allowance Rate	Rs. 3,000/-
Personal Allowance Rate	Rs. 6,200/-
<b>TOTAL GROSS SALARY</b>	<b>Rs. 15,000/-</b>
<b>Other Benefits</b>	
Provident Fund (Company Contribution)	Rs. 364/-
ESIC (Company Contribution)	Rs. 488/-
<b>Total CTC</b>	<b>Rs. 15,852/-</b>
<b>Deductions</b>	
Provident Fund (Employee's Contribution)	Rs. 336/-
ESIC (Employee's Contribution)	Rs. 113/-



Employee Name: Amisha Ashok Yedre

Employee Signature: Amisha



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**TRIG SECURITY & MANPOWER SERVICES**  
(Security Consultants & Administrators)



TRIG/HR/2023/05/378

09.06.2023

To,

Name – Aaman Hobley

Employee Code – 055958

Department – Food & Beverage Service

Further to the personal interview you have had with us, we are pleased to employ you as our employee with effect from **05<sup>th</sup> June 2023** in the category of "Associate" in the area of "Food & Beverage Service" Department at the premises of The Sahara Hospitality Limited, Hotel Sahara Star, Opp. Domestic Airport, Vile Parle (East), Mumbai – 400099 (the principal employer).

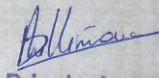
1. It is clarified that, your employment with us is necessitated and arising out of a specific contract by and between **The Trig Guardforce Limited** (Ourselves) in the capacity of a Licensed Contractor and **The Sahara Hospitality Ltd, Hotel Sahara Star**, Opp. Domestic Airport, Vile Parle (East), Mumbai - 400099, (the registered Principal employer) initially for a duration not exceeding three years being operating concurrently with a provision to extend the specific contract from time to time with the consent of both the parties.

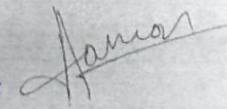
2. Your monthly total emoluments will be **Rs.15,000/- (Rupees Fifteen Thousand Only)** consisting of consolidated Wage / Salary, House Rent Allowance, Conveyance Allowance and other Allowances, if any, as on.

Your Remuneration package is subject to review, restructuring and upward revision if any, solely at the discretion of the employer (Ourselves) and dependent upon your trade performance and overall performance of which your employer (the Licensed contractor) shall be the sole judge.

3. That, in addition to your remuneration package, you are also entitled to coverage under the provisions of E.S.I, E.P.F. Act.



  
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4. As an employee you will be subject to and governed by normal rules of discipline, work culture and norms as are applicable to our employees in general and employees in the complimentary category in particular.

5. Your selection and appointment with us shall be subject to your conforming to and passing the Medical Test and other standards applicable.

6. Your employment with us is determinable with 30 days (Thirty) notice at the sole discretion of the employer.

For Trig Guardforce Limited

Authorized Signatory

Sarika Surve

Sr. Executive – Human Resource



**Principal**  
Anjuman-I-Islam's  
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Mumbai-01



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Annexure A

Salary Component	Amount (Monthly)
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Conveyance Allowance Rate	Rs. 3,000/-
Personal Allowance Rate	Rs. 6,200/-
<b>TOTAL GROSS SALARY</b>	<b>Rs. 15,000/-</b>
<b>Other Benefits</b>	
Provident Fund (Company Contribution)	Rs. 364/-
ESIC (Company Contribution)	Rs. 488/-
<b>Total CTC</b>	<b>Rs. 15,852/-</b>
<b>Deductions</b>	
Provident Fund (Employee's Contribution)	Rs. 336/-
ESIC (Employee's Contribution)	Rs. 113/-

Employee Name: Aaman Arif Mobley

Employee Signature: \_\_\_\_\_



Rukshana  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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**TRIG SECURITY & MANPOWER SERVICES**  
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TRIG/HR/2023/05/387

09.06.2023

To,

Name - Ayush Chaferkar

Employee Code - 024598

Department - Front Office

Further to the personal interview you have had with us, we are pleased to employ you as our employee with effect from **05<sup>th</sup> June 2023** in the category of "**Associate**" in the area of "**Front Office**" Department at the premises of The Sahara Hospitality Limited, Hotel Sahara Star, Opp. Domestic Airport, Vile Parle (East), Mumbai - 400099 (the principal employer).

1. It is clarified that, your employment with us is necessitated and arising out of a specific contract by and between **The Trig Guardforce Limited** (Ourselves) in the capacity of a Licensed Contractor and **The Sahara Hospitality Ltd, Hotel Sahara Star**, Opp. Domestic Airport, Vile Parle (East), Mumbai - 400099, (the registered Principal employer) initially for a duration not exceeding three years being operating concurrently with a provision to extend the specific contract from time to time with the consent of both the parties.

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3. That, in addition to your remuneration package, you are also entitled to coverage under the provisions of E.S.I, E.P.F. Act.



*Rukshana*  
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*Ayushkar*



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For Trig Guardforce Limited

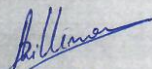
Authorized Signatory

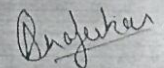
  


Sarika Surve

Sr. Executive - Human Resource



  
**Principal**  
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## Annexure A


Salary Component	Amount (Monthly)
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ESIC (Company Contribution)	Rs. 488/-
<b>Total CTC</b>	<b>Rs. 15,852/-</b>
<b>Deductions</b>	
Provident Fund (Employee's Contribution)	Rs. 336/-
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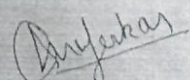


Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_



  
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**TRIG SECURITY & MANPOWER SERVICES**  
(Security Consultants & Administrators)



TRIG/HR/2023/05/374

09.06.2023

To,

Name – Ibrar Shaikh

Employee Code – 055954

Department – Food & Beverage Service

Further to the personal interview you have had with us, we are pleased to employ you as our employee with effect from **05<sup>th</sup> June 2023** in the category of "Associate" in the area of "Food & Beverage Service" Department at the premises of The Sahara Hospitality Limited, Hotel Sahara Star, Opp. Domestic Airport, Vile Parle (East), Mumbai – 400099 (the principal employer).

1. It is clarified that, your employment with us is necessitated and arising out of a specific contract by and between **The Trig Guardforce Limited** (Ourselves) in the capacity of a Licensed Contractor and **The Sahara Hospitality Ltd, Hotel Sahara Star**, Opp. Domestic Airport, Vile Parle (East), Mumbai - 400099, (the registered Principal employer) initially for a duration not exceeding three years being operating concurrently with a provision to extend the specific contract from time to time with the consent of both the parties.

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3. That, in addition to your remuneration package, you are also entitled to coverage under the provisions of E.S.I. E.P.F. Act.



*Prillimara*  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

*Prillimara*



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

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For Trig Guardforce Limited


Authorized Signatory

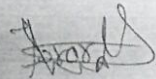
  


Sarika Surve

Sr. Executive – Human Resource



  
**Principal**  
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Annexure A

Salary Component	Amount (Monthly)
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<b>Other Benefits</b>	
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ESIC (Company Contribution)	Rs. 488/-
<b>Total CTC</b>	<b>Rs. 15,852/-</b>
<b>Deductions</b>	
Provident Fund (Employee's Contribution)	Rs. 336/-
ESIC (Employee's Contribution)	Rs. 113/-



Employee Name: Iloror Ahmad Shaikh

Employee Signature: [Signature]



[Signature]  
**Principal**  
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Mumbai-01



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**TRIG SECURITY & MANPOWER SERVICES**  
(Security Consultants & Administrators)



TRIG/HR/2023/05/379

09.06.2023

To,

Name – Mohammed Sharif Shaikh  
Employee Code – 055959  
Department – Food & Beverage Service

Further to the personal interview you have had with us, we are pleased to employ you as our employee with effect from **05<sup>th</sup> June 2023** in the category of "Associate" in the area of "Food & Beverage Service" Department at the premises of The Sahara Hospitality Limited, Hotel Sahara Star, Opp. Domestic Airport, Vile Parle (East), Mumbai – 400099 (the principal employer).

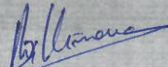
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3. That, in addition to your remuneration package, you are also entitled to coverage under the provisions of E.S.I, E.P.F. Act.



  
**Principal**  
Anjuman-I-Islam's  
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Mumbai-01



Regd. Office  
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For Trig Guardforce Limited

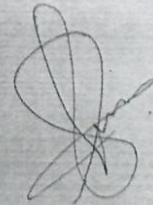
Authorized Signatory

  
Sarika Saye

Sr. Executive - Human Resource



  
**Principal**  
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Mumbai-01





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**TRIG SECURITY & MANPOWER SERVICES**  
(Security Consultants & Administrators)



TRIG/HR/2023/05/395

09.06.2023

To,

Name – Osama Mohammed Shakeel Qureshi

Employee Code –094826

Department – Housekeeping

Further to the personal interview you have had with us, we are pleased to employ you as our employee with effect from **05<sup>th</sup> June 2023** in the category of "**Associate**" in the area of "**Housekeeping**" Department at the premises of The Sahara Hospitality Limited, Hotel Sahara Star, Opp. Domestic Airport, Vile Parle (East), Mumbai – 400099 (the principal employer).

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**Principal**  
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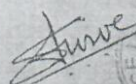
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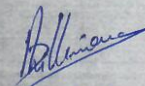
For Trig Guardforce Limited

Authorized Signatory

  
Sarika Surve

Sr. Executive – Human Resource



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



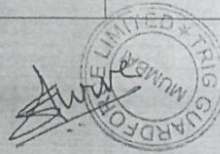
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Provident Fund (Employee's Contribution)	Rs. 336/-
ESIC (Employee's Contribution)	Rs. 113/-



Employee Name: Osama Qureshi

Employee Signature: [Signature]



[Signature]  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01





**Anjuman-I-Islam's  
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**TRIG SECURITY & MANPOWER SERVICES**  
(Security Consultants & Administrators)



TRIG/HR/2023/05/395

09.06.2023

To,

Name – Adnan Girkar

Employee Code –094827

Department – Housekeeping

Further to the personal interview you have had with us, we are pleased to employ you as our employee with effect from **05<sup>th</sup> June 2023** in the category of "**Associate**" in the area of "**Housekeeping**" Department at the premises of The Sahara Hospitality Limited, Hotel Sahara Star, Opp. Domestic Airport, Vile Parle (East), Mumbai – 400099 (the principal employer).


1. It is clarified that, your employment with us is necessitated and arising out of a specific contract by and between **The Trig Guardforce Limited** (Ourselves) in the capacity of a Licensed Contractor and **The Sahara Hospitality Ltd, Hotel Sahara Star**, Opp. Domestic Airport, Vile Parle (East), Mumbai - 400099, (the registered Principal employer) initially for a duration not exceeding three years being operating concurrently with a provision to extend the specific contract from time to time with the consent of both the parties.

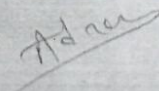
2. Your monthly total emoluments will be **Rs.15,000/- (Rupees Fifteen Thousand Only)** consisting of consolidated Wage / Salary, House Rent Allowance, Conveyance Allowance and other Allowances, if any, as on.

Your Remuneration package is subject to review, restructuring and upward revision if any, solely at the discretion of the employer (Ourselves) and dependent upon your trade performance and overall performance of which your employer (the Licensed contractor) shall be the sole judge.

3. That, in addition to your remuneration package, you are also entitled to coverage under the provisions of E.S.I, E.P.F. Act.



  
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Mumbai-01



Regd. Office:

# Nn E/001, Ground Floor, Zaharna Enclave, Near Saidham Temple, Western Express Highway, Kandivali (East), Mumbai - 400 101. (INDIA)



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4. As an employee you will be subject to and governed by normal rules of discipline, work culture and norms as are applicable to our employees in general and employees in the complimentary category in particular.

5. Your selection and appointment with us shall be subject to your conforming to and passing the Medical Test and other standards applicable.

6. Your employment with us is determinable with 30 days (Thirty) notice at the sole discretion of the employer.

*Adnan*  
For Trig Guardforce Limited

Authorized Signatory

*Sarika Surve*  
Sarika Surve

Sr. Executive – Human Resource



*Principals*  
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Annexure A

Salary Component	Amount (Monthly)
Console Wages Rate	Rs. 2,800/-
H.R.A. Rate	Rs. 3,000/-
Conveyance Allowance Rate	Rs. 3,000/-
Personal Allowance Rate	Rs. 6,200/-
<b>TOTAL GROSS SALARY</b>	<b>Rs. 15,000/-</b>
<b>Other Benefits</b>	
Provident Fund (Company Contribution)	Rs. 364/-
ESIC (Company Contribution)	Rs. 488/-
<b>Total CTC</b>	<b>Rs. 15,852/-</b>
<b>Deductions</b>	
Provident Fund (Employee's Contribution)	Rs. 336/-
ESIC (Employee's Contribution)	Rs. 113/-

*Howe*

Employee Name: Adnan girkan

Employee Signature: Adnan



*Rukshana*  
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**TRIG SECURITY & MANPOWER SERVICES**  
(Security Consultants & Administrators)



TRIG/HR/2023/05/377

09.06.2023

To,

Name – Prathamesh Desai

Employee Code – 055957

Department – Food & Beverage Service

Further to the personal interview you have had with us, we are pleased to employ you as our employee with effect from **05<sup>th</sup> June 2023** in the category of "Associate" in the area of "Food & Beverage Service" Department at the premises of The Sahara Hospitality Limited, Hotel Sahara Star, Opp. Domestic Airport, Vile Parle (East), Mumbai – 400099 (the principal employer).

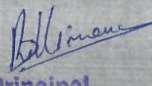
1. It is clarified that, your employment with us is necessitated and arising out of a specific contract by and between **The Trig Guardforce Limited** (Ourselves) in the capacity of a Licensed Contractor and **The Sahara Hospitality Ltd, Hotel Sahara Star**, Opp. Domestic Airport, Vile Parle (East), Mumbai - 400099, (the registered Principal employer) initially for a duration not exceeding three years being operating concurrently with a provision to extend the specific contract from time to time with the consent of both the parties.

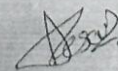
2. Your monthly total emoluments will be **Rs.15,000/- (Rupees Fifteen Thousand Only)** consisting of consolidated Wage / Salary, House Rent Allowance, Conveyance Allowance and other Allowances, if any, as on.

Your Remuneration package is subject to review, restructuring and upward revision if any, solely at the discretion of the employer (Ourselves) and dependent upon your trade performance and overall performance of which your employer (the Licensed contractor) shall be the sole judge.

3. That, in addition to your remuneration package, you are also entitled to coverage under the provisions of E.S.I, E.P.F. Act.



  
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4. As an employee you will be subject to and governed by normal rules of discipline, work culture and norms as are applicable to our employees in general and employees in the complimentary category in particular.
5. Your selection and appointment with us shall be subject to your conforming to and passing the Medical Test and other standards applicable.
6. Your employment with us is determinable with 30 days (Thirty) notice at the sole discretion of the employer.


For Trig Guardforce Limited

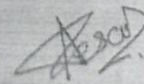
Authorized Signatory

  
  
Sarika Sutys

Sr. Executive – Human Resource



  
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Annexure A

Salary Component	Amount (Monthly)
Console Wages Rate	Rs. 2,800/-
H.R.A. Rate	Rs. 3,000/-
Conveyance Allowance Rate	Rs. 3,000/-
Personal Allowance Rate	Rs. 6,200/-
<b>TOTAL GROSS SALARY</b>	<b>Rs. 15,000/-</b>
<b>Other Benefits</b>	
Provident Fund (Company Contribution)	Rs. 364/-
ESIC (Company Contribution)	Rs. 488/-
<b>Total CTC</b>	<b>Rs. 15,852/-</b>
<b>Deductions</b>	
Provident Fund (Employee's Contribution)	Rs. 336/-
ESIC (Employee's Contribution)	Rs. 113/-



Employee Name: Rathamesh Prashant Ravi

Employee Signature: [Signature]



[Signature]  
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**TRIG SECURITY & MANPOWER SERVICES**  
(Security Consultants & Administrators)



TRIG/HR/2023/05/375

09.06.2023

To,

Name – Sharif Shaikh

Employee Code –055955

Department – Food & Beverage Service

Further to the personal interview you have had with us, we are pleased to employ you as our employee with effect from **05<sup>th</sup> June 2023** in the category of "Associate" in the area of "Food & Beverage Service" Department at the premises of The Sahara Hospitality Limited, Hotel Sahara Star, Opp. Domestic Airport, Vile Parle (East), Mumbai – 400099 (the principal employer).

1. It is clarified that, your employment with us is necessitated and arising out of a specific contract by and between **The Trig Guardforce Limited** (Ourselves) in the capacity of a Licensed Contractor and **The Sahara Hospitality Ltd, Hotel Sahara Star**, Opp. Domestic Airport, Vile Parle (East), Mumbai - 400099, (the registered Principal employer) initially for a duration not exceeding three years being operating concurrently with a provision to extend the specific contract from time to time with the consent of both the parties.

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3. That, in addition to your remuneration package, you are also entitled to coverage under the provisions of E.S.I, E.P.F. Act.



*Billimora*  
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*Sharif*



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5. Your selection and appointment with us shall be subject to your conforming to and passing the Medical Test and other standards applicable.
6. Your employment with us is determinable with 30 days (Thirty) notice at the sole discretion of the employer.

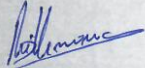
For Trig Guardforce Limited

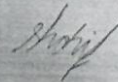
Authorized Signatory

  
  
Sarika Surve

Sr. Executive - Human Resource



  
**Principal**  
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## Annexure A

Salary Component	Amount (Monthly)
Console Wages Rate	Rs. 2,800/-
H.R.A. Rate	Rs. 3,000/-
Conveyance Allowance Rate	Rs. 3,000/-
Personal Allowance Rate	Rs. 6,200/-
<b>TOTAL GROSS SALARY</b>	<b>Rs. 15,000/-</b>
<b>Other Benefits</b>	
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ESIC (Company Contribution)	Rs. 488/-
<b>Total CTC</b>	<b>Rs. 15,852/-</b>
<b>Deductions</b>	
Provident Fund (Employee's Contribution)	Rs. 336/-
ESIC (Employee's Contribution)	Rs. 113/-



Employee Name: Shaikh Hashif

Employee Signature: Hashif



*Rukshana*

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PRIVATE & CONFIDENTIAL

November 21, 2022

**Siddhi Bhavsar**  
Gharkul 1, CHS, C-62/1-8,  
Sec-24, Juinagar, Navi Mumbai,  
Maharashtra - 400705

Dear Siddhi,

Acting as agent of our owners, Provenance Land Private Ltd, we are pleased to appoint you at Four Seasons Hotel Mumbai (the "Hotel") in the position of **Commis** from **May 2, 2023** on a **Fixed Term Employment** for the duration of 12 months.

You will report to the **Pastry Chef** and will be responsible for the duties as laid down in your job description and the Handbook, a copy of which will be handed to you during the orientation. Please note that you are expected to work in other departments, either within your own or in any other division, as and when required to meet the needs of the Hotel operation.

**1). Contract Period**

This is a fixed term contract, effective from May 2, 2023 for the period of 12 months. This contract will expire automatically on completion of 12 months i.e. midnight of May 1, 2024 & without be a written order to this effect.

**2). Monthly Compensation**

From the Effective Date, your Monthly Compensation Package will be **INR 16,500** and will consist of two components:

**1.1 Basic Salary**

Your monthly base salary amounts to **INR 9,900**.


**1.2 House Rent Allowance**

You will be paid a monthly House Rent allowance of **INR 6,600**.

The above will be paid in accordance with normal payroll periods at the Hotel. This is currently at the end of each month.

Your compensation package is subject to income tax deduction and will be reviewed annually in line with company policy.



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

Plot no 1/136, Dr. E Moses Rd, Worli, Mumbai - 400 018  
Voice 91 22 2481 8000, Facsimile 91 22 2481 8001  
Web: <http://www.fourseasons.com/Mumbai>



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### 3). *Provident fund*

You will participate in the Provident Fund and Pension Scheme as per the Provident Fund Act, 1952. The Hotel will contribute an amount equivalent to 12% of your basic salary towards the Provident Fund as Employer's contribution. An equal amount will be deducted from your gross monthly salary as part of your Employee contribution and at the rate applicable from time to time.

For further details regarding this benefit, please refer to the information given to you in your starter pack on commencement of employment and feel free to contact your Director of People & Culture for assistance at any time.

### 4). *Meals, uniform, smoking*

You will be provided with complimentary duty meal, snacks and non-alcoholic beverages in our employee restaurant, during your working shift in the hotel. Our break duration is 1 hour which can be split for a meal & a short break subject to your supervisor approval during your shift.

You will be provided with a uniform and you are expected to be perfectly groomed at all times. Please take note of the Hotel's grooming policy as outlined in the Employee Handbook. It is not permissible for male employees to grow a mustache or beard while in the employment of the Hotel.

In the interest of promoting employee health, smoking is not permitted on Hotel grounds and smoking in uniform is strictly prohibited, both on and off the Hotel premises.

### 5). *Work hours, weekly day off*

Your working hours shall be 9 hours per day inclusive of meal breaks/rest interval. You are entitled to Six days off per month as scheduled by your manager. If you work on your day off, your manager will decide when to schedule your missed day off.

In order for us to be able to provide the service standards our customers expect, your work shifts may be varied and you may be scheduled to work split shifts as well as overnight duty & flexibility is expected of all employees.

### 6). *Leave*

Your paid vacation is 21 days per annum, this does not include weekly off days.

You will be entitled to 4 paid national public holidays and 2 local festive holidays of your choice per year. As we are working in the service industry, the national public holidays cannot typically be given on the days that they fall. The Hotel is therefore offering an additional 7 compensatory days, thus bringing the total to 13 days.

You will also be entitled to 08 casual leaves in a year.

You will be entitled to 07 sick leaves in a year.

Please obtain prior written approval from your department head when planning to take annual leave and public holidays, in order to ensure the smooth running of your department operation.

Should an adjustment be made to the standard work week, this entitlement, which impacts the vacation accrual calculation, is subject to revision. Please refer to the Employee Handbook for additional medical and other leave benefits.

NML Fixed Term Contract  
Siddhi Bhavsar



  
**Principal**  
Anjuman-I-Islam's  
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Mumbai-01



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## 7). Insurance

Comprehensive Hospitalization, Accident and Disability coverage will be provided for you, according to Hotel policy. The People & Culture Office will provide details of coverage on commencement of your employment.

You shall be covered under the Employee State Insurance Scheme (ESIC). Under this scheme you are eligible to benefit from free medical consultation and hospitalization in the ESIC registered clinics and hospitals. You will contribute 0.75% of the gross monthly salary.

The employer will contribute 3.25% towards the same and the rate as applicable from time to time.

In addition, you are welcome to use the services of the in-house clinic for complimentary consultation and outpatient treatment

## 8). Introductory Performance Review

At the end of your first 90 days in employment, you will have an introductory performance review with your manager to evaluate your current performance. On satisfactory completion of your introductory review, your continuation of services will be further determined.

## 9). Policy adherence

When you begin work you will be asked to sign a Confidential, Privacy and Proprietary Data Statement, an Electronic Systems Policy, Our Policy against Harassment and Code of Conduct & Business Ethics.

Please note that it is not permitted to solicit and/or accept gifts, gratuities, commissions, free services and other such favours from guests, suppliers or other parties, without the specific approval from the General Manager.

The service charges levied by the Company are entirely at the discretion of the Company and the service charges are liable to be amended/withdrawn or changed as per the Management's understanding of the requirements of the organization or practice in the industry and business exigencies.

You undertake to follow the Hotel's tips policy. Tips received from guests are pooled and distributed equally amongst all Hotel employees. It is an offence not to declare tips received. When guests wish to recognize employees for their work, we should understand that it takes a team to provide excellent service. Hotel conducts regular Integrity Tests to effectively implement the Tips Policy.

## 10). Gratuity, Bonus

You shall be paid gratuity after rendering the service for one year in accordance with the Payment of Gratuity Act, 1972.


You shall be entitled to receive the bonus in accordance with the Payment of Bonus Act, 1965.

## 11). Resignation, Termination, Retirement

Hotel reserves the right to offer 30 days' notice period or equivalent salary in order to terminate the contract. If you wish to terminate this contract, one month's advance written notice should be submitted to the People & Culture Office by you with the approval of your Department Head.

NML Fixed Term Contract  
Siddhi Bhavsar



  
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Page 3 of 4



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On acceptance of your resignation, the Hotel reserves the right to relieve you even before the completion of the notice period, if requested, by effecting the due notice pay including total compensation. Please note as per policy, you are expected to work and serve the notice period. Non-observance of these rules will be treated as non-completion of the service contract terms and will affect the full & final clearance/settlement, and the management may not issue the experience letter in its discretion.

This offer is issued subject to your medical clearance by the Hotel's doctor and is based on the contents of your initial application (CV & other Educational Certificates) at the time of your recruitment. If any information previously provided is found to be false at any point of your employment, the Hotel reserves the right to terminate your services with immediate effect.

If you agree with the terms in this letter, please sign and return the original to the People & Culture office, retaining a copy for yourself.

**Siddhi**, I would like to congratulate you on this important appointment and wish you success and personal satisfaction in your new role. Welcome to Four Seasons!

Yours sincerely

**Sunil Narang**  
General Manager  
SN/ac

Cc: Ritvic Sood, Director of People & Culture  
Ranjit Kumar, Director of Finance  
Employee File

Att. Confidential, Privacy and Proprietary Data Statement  
Electronic Systems Policy  
Policy against Harassment  
Code of Business Conduct and Ethics  
Grooming Policy

I accept your offer as contained in this letter and have reviewed the rules and regulations stipulated in the Employee Handbook. Four Seasons Hotel Mumbai employing me under these terms, and my commencing and continuing employment under these terms, support this.

Signature (Siddhi Bhavsar)

Date

NML Fixed Term Contract  
Siddhi Bhavsar



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

Page 4 of 4



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TAJ  
LANDS END  
MUMBAI

April 5, 2023

Mr. Tauiba Ahmedji  
Anjuman-I-Islam institute of hotel management and catering technology  
Email id: [taubaahmedji28@gmail.com](mailto:taubaahmedji28@gmail.com)  
Contact number: 9136361453

Dear Mr. Ahmedji

**Sub: Hotel Operations Training – Batch 2023**

Congratulations!

This has reference to your application and the subsequent interviews that you had with us. We are pleased to inform you that you have been selected as **Hotel Operations Training (Culinary) 2023**.

As per the guidelines of this Program, please note the following:

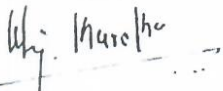
1. **Date of Joining:** 1<sup>st</sup> August 2023
2. **Stipend payable:** Rs. 23,000/- (Rupees Twenty Three Thousand Only) per month during the training period
3. **Period of Training:** 24 Months
4. **Location of training:** The unit of posting will be communicated closer to the date of joining
5. You will be appointed on the rolls of the concerned hotel and the appointment letter will be issued accordingly.
6. Candidate will have to look for their Accommodation during the training period.

This offer is subject to you being certified medically fit by the company medical officer and satisfactory completion of your course (post verification of your Academic Credentials & Testimonials).


Should you require any clarifications, please feel free to get in touch with:  
**Ms. Keerti Nambiar (Director of Learning & Development)**, contact no. +91- 8291939093 or  
email [nambiar.keerti@tajhotels.com](mailto:nambiar.keerti@tajhotels.com)

May I request you to kindly sign and return the duplicate copy through a scan copy of this letter in token of your acceptance to the above mentioned details latest by 10<sup>th</sup> April 2023.

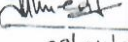
Welcome aboard!

  
Manoj Karekar  
Area Human Resources  
Director-Maharashtra & Gujarat &  
DOHR- Taj Lands End, Mumbai



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

Candidate's Acknowledgement:

Signature / Date:   
(Signed in acceptance) 09/04/23

Bandstand, Bandra (West), Mumbai - 400 050, INDIA  
Tel.: (91-22) 6676 7164 Facsimile : (91-22) 6668 0958  
E-mail : [telhrd.bom@tajhotels.com](mailto:telhrd.bom@tajhotels.com)  
Website : [www.tajhotels.com](http://www.tajhotels.com)  
Registered Office : Mandlik House, Mandlik Road, Mumbai 400 001  
The Indian Hotels Company Limited



# Anjuman-I-Islam's Institute of Hospitality Management (Affiliated to the University of Mumbai)

92, Dr. Dadabhai Naoroji Road, Opp CSMT, Mumbai - 400 001.  
Tel.: +91 22 2265 2272 / 2270 2997 • Website : www.anjumanihm.com  
E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

## OFFER LETTER

CONFIDENTIAL

Date- 04.03.2023

Sreeraj Nair  
Room no- 201, Chandan B CHS,  
Dattawadi,, Badlapur East- 421503,  
Dist- Thane.

Dear Sreeraj,

Congratulations!! We are pleased to inform you that you have been selected for the following position basis your interview with us recently.

Designation:	Location:	RL:	CTC:
Trainee Attache	Mumbai	7	2,70,054/-

The benefits accruing to you will be in line with our standard company policies applicable to all members of the team of your Responsibility Level (RL) 7

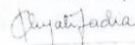
Your appointment shall be basis your representations on your educational qualifications, professional experience and satisfactory background verification, reference check & medical check. The Company reserves its right to cancel this offer at its discretion, in case of any misrepresentation or adverse finding. On joining the Company, you will be issued an appointment letter after completion of necessary formalities. At any time, you wish to resign, you would be required to serve notice as follows or pay equivalent gross salary in lieu of the notice period.

Upto 6 months from Date of Joining	After 6 months from Date of Joining
15 days	1 month

We expect you to join us on or before 01st June,2023 and appreciate your confirmation within three days from the date of this letter. Please note that the offer is valid till 07th March,2023 and shall expire, unless extended by the Company, without any further notice.

We welcome you to Mumbai Airport Lounge Services (K Hospitality Group) and look forward to working with you.

Best regards,  
For Mumbai Airport Lounge Services



Khyati Fadia  
Senior Manager Human Resources



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

I have read and understood the offer document and I accept the offer.

Signature: Sreeraj Nair Date: 13/3/2023 Place: Badlapur

Name: Sreeraj Nair



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E-mail: [principal@anjumanihm.com](mailto:principal@anjumanihm.com) / [rukshana.principal@anjumanihmct.org](mailto:rukshana.principal@anjumanihmct.org)



## Private & Confidential

Dear Mr. Tirthak Sanjay Joshi,

MI Square Limited. ("the Owner") is pleased to confirm your Training Program at JW Marriott Phuket Resort & Spa ("the Hotel") upon the terms and conditions:

- 1. Position:** Oversea Trainee (Front Office Department)
- 2. Company:** JW Marriott Phuket Resort and Spa
- 3. Commencement Date:** 01<sup>st</sup> June, 2023 – 30<sup>th</sup> June, 2024.

**4. Monthly Allowance:**

Your monthly allowance will be in Thai Baht 7,000.–  
(Seven Thousand Baht Only) and will be paid in arrears at the end of each month.

**5. Performance Review:**

During the Training Program, the Human Resources Director together with designated Supervisor or manager will assess you on the following period:

- Monthly assessment process on your performance and behavior
- Quarterly assessment on completion of program and assignment.
- End of the program on overall performance; personal performance and assignments.

**6. Training Program:**

- During the training program, you will report to the Department Head of the designated trainer for any issue concerning performance or assignments, and / or to Human Resources Director for any personal issues.
- The training program will be discussed within 2 weeks of or prior to your commencement.
- You are requested to meet with your trainer regular and to submit report according to the training report format on a timely basis.



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01





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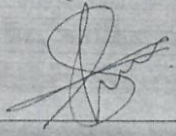


## Annexure A


Salary Component	Amount (Monthly)
Console Wages Rate	Rs. 2,800/-
H.R.A. Rate	Rs. 3,000/-
Conveyance Allowance Rate	Rs. 3,000/-
Personal Allowance Rate	Rs. 6,200/-
<b>TOTAL GROSS SALARY</b>	<b>Rs. 15,000/-</b>
<b>Other Benefits</b>	
Provident Fund (Company Contribution)	Rs. 364/-
ESIC (Company Contribution)	Rs. 488/-
<b>Total CTC</b>	<b>Rs. 15,852/-</b>
<b>Deductions</b>	
Provident Fund (Employee's Contribution)	Rs. 336/-
ESIC (Employee's Contribution)	Rs. 113/-



Employee Name: Mohammed Sharif Shaikh

Employee Signature: 



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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E-mail: principal@anjumanihm.com / rukshana.principal@anjumanihmct.org

## OFFER LETTER

CONFIDENTIAL

Date- 04.03.2023

Yaseen Vinchu  
86, 2<sup>nd</sup> Nizampur, Near Chand Tara Masjid,  
Bhiwandi, Mumbai- 421302

Dear Yaseen,

Congratulations!! We are pleased to inform you that you have been selected for the following position basis your interview with us recently.

Designation:	Location:	RL:	CTC:
Trainee Attache	Mumbai	7	2,70,054/-

The benefits accruing to you will be in line with our standard company policies applicable to all members of the team of your Responsibility Level (RL) 7

Your appointment shall be basis your representations on your educational qualifications, professional experience and satisfactory background verification, reference check & medical check. The Company reserves its right to cancel this offer at its discretion, in case of any misrepresentation or adverse finding. On joining the Company, you will be issued an appointment letter after completion of necessary formalities. At any time, you wish to resign, you would be required to serve notice as follows or pay equivalent gross salary in lieu of the notice period.

Upto 6 months from Date of Joining:	After 6 months from Date of Joining:
15 days	1 month


We expect you to join us on or before 01st June, 2023 and appreciate your confirmation within three days from the date of this letter. Please note that the offer is valid till 07th March, 2023 and shall expire, unless extended by the Company, without any further notice.

We welcome you to Mumbai Airport Lounge Services (K Hospitality Group) and look forward to working with you.


Best regards,  
For Mumbai Airport Lounge Services

  
Khyati Fadia  
Senior Manager Human Resources



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01

I have read and understood the offer document and accept the offer.

Signature:  Date: 13-03-2023 Place: Mumbai  
Name: Yaseen Mudassir Vinchu



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JFL/HR/OFFER/2021

Mar 09, 2023

Mr. Mohd Zaid Azam Khan  
REGIONAL OFFICE WEST

## Sub: Offer of Appointment

Dear Mohd Zaid Azam Khan,

With reference to your application and the subsequent interview, we are pleased to offer you an appointment as **Associate Guest Delight Manager-Operations (Grade- TM5 )** in our organization on the terms and conditions mutually agreed upon. Your Compensation and Benefits structure will be as under:

Particulars (per annum)	Figures (per annum)
Basic	137340
HRA	45000
Washing Allowance	6000
Entertainment Allowance	22692
Transport Allowance	0
<b>Gross Amount</b>	<b>211032</b>
PF (Employer)	21600
Gratuity	6606
ESIC	6660
<b>Fixed Pay</b>	<b>279019</b>

Group Personal Accident & Group Term Life Insurance Coverage for self.

**Performance Pay (Variable) as per Company policy.**

\*\* Variable Pay is shown at individual performance rating 'Good' and company performance @ 100%. The policy is subject to change.

A formal letter of appointment will be issued to you on joining services on or before **June 01, 2023**. We reserve the right to cancel this offer in case of failure to join the organization by this date or any information furnished by you is found to be false.


Any pay-out over & above the CTC like Notice Period buy out (supported by documents) is taxable. Should the incumbent leave within 2 years from DoJ, the entire amount will be recovered. Recovered amount will be pretax.

Your appointment will be subject to the verification of your credentials, testimonials and other particulars shared by you. In case it comes to the notice of the management that the particulars and declarations given by you are false, your appointment shall be deemed to be automatically cancelled irrespective of whether you have joined duty upon your selection.

Before or at the time of joining, please also let us have the following document:

1. Photocopy of certificate showing your date of birth.
2. Photocopy of your highest qualification certificate.



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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3. Two recent passport size photographs.
4. Copy of last salary Slip.
5. Relieving letter from your previous employer.
6. UAN number and copy of Aadhar Card.

We welcome you to **Jubilant FoodWorks Limited** and hope to have a mutually happy and successful association.

Thanking you,

For Jubilant FoodWorks Limited

Sheena Anna John

Deputy General Manager



**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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ADITYA BIRLA **New Age.**

PRIVATE & CONFIDENTIAL

18- March -2023

Siddhika Gajam

Mumbai

Subject: Offer Letter

Dear Ms. Siddhika,

This is further to our meetings and discussions.

We are pleased to offer you the "Aster Management Trainee" at Aditya Birla New Age Pvt. Ltd. You will be based in Mumbai.

All terms & conditions of Aditya Birla New Age will apply to you. A detailed appointment letter will be issued to you at the time of joining.

A copy detailing compensation and benefits for your position is enclosed as Annexure A.

Kindly note that this offer of employment is contingent upon you clearing the antecedent and reference verification process which will be conducted by Human Resources. Kindly sign the attached copy of this letter as well as the compensation sheet as an acknowledgment of your acceptance of this offer and have it sent to us no later than 24<sup>th</sup> March 2023

We request you to join us at the earliest but not later than 6<sup>th</sup> June 2023 In the event of you not being able to join on or before this date, please intimate the undersigned in writing, failing which this offer will be deemed void.

Yours sincerely,

Mustansir Ginwala  
CHRO- Aditya Birla New Age

I have read the information above and accept the terms and conditions.

Name:- Siddhika Gajam

Signed: \_\_\_\_\_

Date of joining : \_\_\_\_\_



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01



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**ADITYA BIRLA New Age.**

ANNEXURE 'A' – Compensation and Benefits

Name: Siddhika Gajam  
Designation: Management Trainee

	Monthly Compensation (INR per Month)	Annual Compensation (INR per Annum)	Remarks
Basic Salary		<b>96,600</b>	
Basic Salary	8,050		This is paid on a monthly basis. Retirement benefits and HRA are linked to it.
Monthly Allowances	<b>12,763</b>	<b>1,53,156</b>	
House Rent Allowance	4,025	48,300	These components are paid on a monthly basis and are a taxable component. They do not have any link to retirement benefits or any other element of compensation.
Conveyance Allowance	1,600	19,200	
Special Allowance	7,138	85,656	
Gross Salary	<b>20,813</b>	<b>2,49,756</b>	
Retirement Benefits	<b>2,187</b>	<b>26,244</b>	
Provident Fund (Employer Contribution)	1,800	21,600	Payment by employer in lieu of PF as per PF Act
Gratuity	387	4,644	Payable as per the Gratuity Act
Annual Cost to Company (CTC: Total Compensation)	<b>23,000</b>	<b>2,76,000</b>	

Note:

1. Taxes as applicable, to be borne by the incumbent, as per prevailing tax laws.
2. Compensation details is highly personal and confidential information. Divulging & discussing compensation details with staff/any other external party at any stage of recruitment would be considered as violation of the confidentiality policy and may lead to offer withdrawal
3. All the statutory compliances as and when applicable, will be adjusted from your CTC.



  
**Principal**  
Anjuman-I-Islam's  
Institute of Hospitality Management  
Mumbai-01