

Gurugram
01-01-2022

Sayak Chakraborty
Netaji Subhas Sarani
Nabanagar, Baliaghata,
Nort 24, Praganas,
West Bengal, Pin-743136.

Dear Sayak,

We are happy to appoint you as an Intern (Gurugram, Haryana), for a period of three months, commencing from 05.01.22 till 30.04.22 on the following terms and conditions:

1. Scope of work:

Organization will assign tasks as per the workplans.

2. Duration:

The Internship period will be for three months only.

3. Professional fees:

3.1 You will be paid a monthly stipend/fee of Rs.**20,000**/(Rupees twenty thousand only), against completion of allocated work, submission of work log and all related reports, data and photographs, and approval by designated supervisor. This amount is inclusive of all applicable taxes and cess. In case you are absent for any of the working days, an amount of Rs 667/- per day will be deducted. The Intern's working days and hours will be as per the calendar of the organization. During the course of work under this contract, including fieldwork, the Intern will be monitored to determine time spent.

3.2 In addition, you will be paid out of pocket travel expenses as per the travel plan assigned to you by your designated supervisor. All expenses will have to be pre-approved in writing.

3.3 The Organization will deduct tax at source as applicable.

3.4 You will be responsible for the payment of income tax and other statutory liabilities as a result of this contract.

3.5 You will not be entitled to any payments / reimbursements other than what is documented herein.

3.6 There is no relationship of employer and employee between Pragma and the Intern and nothing contained in this agreement shall be construed as a contract of employment.

4. Invoicing by the Intern:

4.1 Prior approval from your designated supervisor should be accorded, in case any expense is incurred by you on behalf of Pragma, and the bills for such expenses should be in the name of Pragma.

5. Health and Accident Insurance:

All Interns are covered by the Group Personal Accident (GPA) insurance policy of Rs. 5,00,000/- in the event of any untoward incidents during the course of the work, operational after one month of joining.

6. Report and Tasks:

Your assignment will be discontinued in case the Organization does not receive reports on time.

7. Termination of assignment:

This engagement is “at will”, and either party can terminate the engagement without assigning any reasons for the same to the other party. The party severing the engagement will have to give fifteen days’ notice, or salary in lieu of the notice.

8. Transferable Services:

Services are transferable both inter-locational as well as inter-departmental, as per the needs of the organization

9. Office Decorum:

You will be delivering your services at our office premises. Usage of office premises, facilities, and infrastructure, if required, should be for office purposes only. No office property, including reports and library books, can leave office premises. Formal dress and neat grooming is a must.

10. Rules and Regulations:

You will be governed under the provisions of the relevant Organizational policies with which you will be familiarized during the induction.

11. Indemnity:

The Intern shall indemnify and hold Pragya harmless from all claims and all direct, indirect or consequential liabilities and expenses (including legal and other professional fees and expenses) awarded against, or incurred or paid by, Pragya as a result of or in connection with:

11.1 any alleged or actual infringement, whether or not under Indian law, of any third party’s IPR or other rights arising out of the use or supply of the products of the services (including the deliverables); or

11.2 any claim made against Pragya in respect of any liability or expense sustained by Pragya’s employees or agents or by any third party to the extent that such liability or expense relates to the provisions of the services or the deliverables as a consequence of a failure or delay in performance of this agreement by the consultant.

11.3 The provisions of this clause shall survive termination of this agreement, however arising.

12. Assets:

Any hardware or software or any equipment, purchased or acquired by the consultant, for discharging and performing his services under this agreement but purchased, obtained or acquired

out of the funds of Pragya shall be the absolute property of Pragya and the Intern/consultant shall have no interest whatsoever whether legal or beneficial therein.

13. Confidentiality:

During the association, you will respect and adhere with all the principles of the Intern/Consultant's code of ethics, including confidentiality clauses. You shall not do or abstain from doing any act that may lead Pragya or its members or associate organizations into any disrepute.

14. Information Dissemination:

You will not at any time, unless written approval of Pragya has been obtained in advance, divulge to any party or publish information, procedures, particulars, or documentation related to the affairs of Pragya, its subsidiaries or its projects. Pragya reserves the right to request you to withdraw certain posts or blogs and remove inappropriate comments. Because you are legally responsible for your postings, including during and after your assignment with the organisation, you will be subject to liability if your posts are found defamatory, harassing, or in violation of any other applicable law. The term blogging includes "blogging anonymously" or passing on information to third parties "anonymous" blog postings of any kind.

15. Communication with Externals:

No one other than the designated members of the organization is allowed to speak to the media or to other external agencies. In case of queries from such bodies, you have to direct the queries to the designated personnel at the head office.

16. Values:

The Intern/ Consultant will adhere to and respect the values that are important to Pragya including: Secular, a-political, and non-divisive stance, Systemic and holistic approach, Egalitarian, liberal and democratic practices, Creativity and innovation, and Adventure and risk loving.

17. Force Majeure:

In the case of events like major natural disaster, war, major civil unrest, statutory constraints or a pandemic which are beyond the control of the Organisation, appropriate steps for part or full separation, or leave of absence will be taken.

17. Disputes Resolution:

All disputes shall be referred to Arbitration under the provisions of the Arbitration and Conciliation Act, 1996. The Arbitration proceedings shall be held in Gurugram. The language of the Arbitration shall be English. Cases will be under the jurisdiction of the Honorable courts of Gurugram.

With best wishes,
Sincerely,

For Pragya,

Sunil Pillai
Director
Accepted and agreed:
Signature:
Name:
Mobile: