

**Rajib Ghosh**  
**Chief People Officer**

**08-Apr-2024**

**Mr Hemaraj Sahu**  
**Balangir, Odisha**

**Dear Hemaraj,**

Welcome to Azim Premji Foundation !

We thank you for your interest to join Azim Premji Foundation (hereinafter referred to as the "Foundation").

Your terms of appointment is as below :

### **1. APPOINTMENT**

- a)** We are pleased to make you an offer of appointment as **"Associate Resource Person"** based in **Janjgir Champa (Nawagarh block), Chhattisgarh** as a part of Azim Premji Foundation for Development. Your expected date of joining will be 01-Aug-2024.
- b)** You will be on probation for a period of one year from the date of appointment and will be confirmed upon satisfactory performance during the period of probation.

### **2. SALARY**

**Your Annual Cost to Company (CTC) is Rs. 4,32,000**

Details of your salary structure are given in *Annexure 1*. Your compensation will be subject to tax deduction as per applicable rules.

Changes in your salary & benefits are discretionary and will be on the basis of relevant criteria that include the performance and results you demonstrate.

### **3. OTHER TERMS**

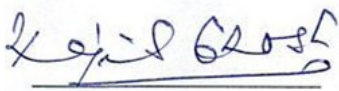
- a.** You will be eligible for the following benefits:
  - i.** Leave and holidays
  - ii.** Participation in Provident Fund Scheme
  - iii.** Participation in the Foundation Medical Assistance Program
  - iv.** Gratuity
  - v.** Insurance – Medical, Term Life & Personal Accident
- b.** You will be re-assigned in such capacity as the Foundation may from time to time determine. If such re-assignment results in transfer to another function, program or location, you will be governed by the terms and conditions of service applicable to the new assignment.
- c.** In your role in the Foundation, you will be required to:
  - i.** Effectively, diligently and to the best of your ability perform all responsibilities to achieve the assigned results. This may require working extra hours from time to time.

- ii. Undertake travel on Foundation work for which you will be reimbursed travel expenses as per the Travel policy of the Foundation.
  - iii. Understand the scope and intent of all our policies and comply with them, as they form an integral part of the terms of your employment with the Foundation.
  - iv. The POSH policy is enclosed in *Annexure 2*. Its' purpose is to provide a safe, secure and enabling environment for all our members. You are expected to adhere to all aspects of this policy and ensure that you treat all members with dignity and respect.
  - v. Disclose and assign to Azim Premji Foundation as its exclusive property, all developments, developed or conceived by you solely or jointly with others during the course of your employment
  - vi. Not engage in activities that have or will have an adverse impact on the reputation, image or working of Azim Premji Foundation, whether directly or indirectly.
- d. Your retirement age is 60 years.
- e. This contract of employment is terminable, without giving reasons, by either party by giving one month notice. Azim Premji Foundation reserves the right to pay or recover salary in lieu of notice period. Further, the Foundation may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. In case of breach of integrity or unacceptable performance or misconduct, the Foundation reserves the right to terminate this agreement without any notice and without notice pay in lieu.
- f. Your employment terms may be specifically enforced legally, if required. If any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue to be in full force and effect.
- g. Please note that you are required to inform us if there are any other agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- h. Conflicts of Interest:
- i. You are required to engage yourself exclusively in the work assigned by the Foundation and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of the Head of your Function and the Chief People Officer.
  - ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of the Foundation.
- i. We at Azim Premji Foundation are committed to 'Integrity' in all aspects of our functioning. We trust that you have not provided us with any false declaration or willfully suppressed any material information.
- j. You shall immediately bring to the notice, in writing, of your immediate supervisor or of the Chief People Officer, any matter or situation or incident that may arise that could potentially result, or has resulted, in violation of the Policies of the Foundation or of this letter.
- k. Upon separation you will immediately give up to the Foundation all correspondence, specifications, books, documents, literature, drawings, effects, records etc. belonging to the Foundation or relating to its functioning and shall not make or retain any copies of these items. Your full and final settlement will be subject to compliance with the content of this clause.

- l.** Your offer of appointment is subject to successful completion of your current Post Graduation/Masters and Self-declaration of medical fitness. Please provide your certificates within 3 months of your joining.
- m.** By accepting this offer letter, you agree to terms and conditions mentioned in this letter. You also authorize Azim Premji Foundation and / or its designated agency(ies) to conduct document and background verification and understand that if any information furnished by you is found to be false, you could be denied employment / be terminated.

Please log into the candidate portal to confirm your acceptance of these terms of appointment.

**Yours sincerely,**



**Rajib Ghosh**

Encl: Annexure 1: Salary Structure  
Annexure 2: POSH Policy

**Annexure 1  
Salary Structure**

**Mr Hemaraj**

**Associate Resource Person – Janjgir Champa (Nawagarh block), Chhattisgarh**

<b>Salary Components</b>	<b>Amount (Rs.)</b>
Basic	10,800
House Rent Allowance	4,320
Conveyance Allowance	2,000
Leave Travel Allowance	5,000
Other Allowance	9,862
<b>Monthly Gross Salary</b>	<b>31,982</b>
Provident Fund Contributed by the Foundation	1,800
Medical Assistance (Notional Value)	800
Gratuity	518
Mediclaime Insurance	900
<b>Monthly Cost to Company (CTC)</b>	<b>36,000</b>
<b>Annual CTC</b>	<b>4,32,000</b>

**Provident Fund:** As per Act. Amount indicated above are as per current applicability.

**Gratuity:** As per Act. Amount indicated above are as per current applicability.

**Medical Assistance :**

1. Eligibility of reimbursement of actual medical (domiciliary and incidental) expenses for self, spouse and dependent children, up to one month's basic salary or **Rs. 15000/-** per annum (whichever is high).
2. Domiciliary medical expenses for employee's parents upto **Rs. 10000/-** per annum

**Mediclaime Insurance:** Hospitalization expenses of **Rs. 2 Lacs** per annum as per the rules of the insurance provider.

In addition, you are currently eligible for Coverage under Personal Accident Insurance and Group Term Life Insurance for **Rs. 15 Lacs** and **Rs. 25 Lacs** respectively, as modified from time to time. The terms of both the policies would be shared with you upon joining.

**Travel expenses :** The reimbursement of your travel expenses from your location to the place of joining will be on actuals. It would be maximum of the 3 Tier A/c fare. Please preserve your tickets and bills for making the claims.

**Relocation Expenses :** You will be eligible for one time relocation expense of **Rs. 10000/-** on joining and this amount will be credited to you along with the second month's salary.

**Lodging and Boarding for first 14 days :** You Lodging will be arranged directly by the Administration team at the Foundation based on applicable limits. In this time you would have to look for a house for self and move out accordingly.

**Housing Deposit Assistance :** You will also be eligible to avail an interest free loan towards your actual housing deposit amount upto a maximum of **Rs. 30,000/-**. This amount will be recovered in 10 equal monthly installments, beginning from the subsequent month of availing the loan.

In case you resign from the Foundation before completing 1 year for any reason, you will be required to repay the Foundation the amount claimed towards 'Travel Expenses & Relocation Expenses' and 'Housing Deposit'.

## ***Annexure 2***

### **Policy on Prevention of Sexual Harassment (PoSH)**

Azim Premji Foundation is committed to provide a safe, healthy, and supportive work environment for all its members. Sexual Harassment refers to any unwelcome act, behavior, or conduct (physical, verbal, or non-verbal) of a sexual nature that creates an offensive and unsafe workplace for any member. While the law is applicable only to women, our policy is applicable to all members of the Foundation.

The Committee for the Prevention of Sexual Harassment (PoSH) has been set up to help promote gender sensitivity and to act whenever a case of sexual harassment is reported - there is a strong, sensitive, and confidential redressal process in accordance with the law.

#### **Some examples of Sexual Harassment**

- Comments about people's bodies or clothes
- Sexist cartoons, jokes, and songs
- Obscene phone calls or texts
- Inappropriate messages, emails and gifts
- Repeated sexual invitations despite earlier refusals
- Inappropriate touching or hugging

If you wish to share any concerns, ask any questions, or file a formal complaint, please feel free to get in touch with any member of the PoSH Committee or write a mail to [posh@azimpremjifoundation.org](mailto:posh@azimpremjifoundation.org). Upon joining, the complete policy on the Prevention of Sexual Harassment can be accessed on the People Policy section of the ERP.