



Ref Code: OPAR17012
10-Feb-2021
Mr.Yogesh Prabhakar Patil
A/P Gursale Tal Pandharpur
Solapur

Letter of Appointment

Dear Yogesh,

This is with reference to your application for employment and the subsequent interviews you had with us. The Management is pleased to appoint you in the role of Business Development Executive,1A (Designation:Officer) based at OsmanabadAurangabad.

Your date of joining will be on or before 15-Feb-2021. You are requested to join on or before the aforementioned joining date.

Your employment will be governed by the terms and conditions of this Appointment Letter and [HR Manual] as amended from time to time.

1. You will be entitled to a Total Fixed Pay of Rs.1,70,000/- per annum (One Lac Seventy thousand) as set out in Annexure I & II.
2. You will also be eligible for a Variable Pay as per prevailing guidelines mentioned in the Bonus Policy. The details are set out in Annexure III.
3. In case you are eligible for any additional emoluments, please refer the enclosed Annexures.
4. You shall perform with diligence such duties as the post you hold calls for and such other duties that may be assigned to you by the management depending upon the exigency of work.
5. You will be under probation for a period of 90 days from the date of joining. Based on your performance, your services will be deemed confirmed after completion of probation period unless the probation period is extended by the Company. Please note that it is also mandatory to complete induction post joining, which will be an important factor for your confirmation.
6. During probation, the period of notice required for cessation of employment is 15 days on either side. In case of unsatisfactory work or conduct during the probationary period, your services are liable to be terminated any time without notice or without assigning any reasons there to. In case of confirmed employee, either party may terminate the employment by giving a notice of one month. The management reserves the right to take any exception towards shortfall of notice period.
7. If an employee fails to serve notice period or clear any dues, the Company has the right to withhold any payment due to the employee in full and final settlement.
8. Presently the place of your work will be [Osmanabad] however during the course of your service, you may be transferred or posted to any location of Jana Small Finance Bank Limited, its Group Company or its subsidiaries, within or outside India.

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9. During your employment with the Company you will devote your whole time, attention and devotion and skill to the best of your ability. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

10. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Company, its customer lists, employment policies, personnel, and information about the Company's products, offerings, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

11. At no time, will you remove any Confidential Information from the office without permission.

12. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this letter and/or your employment with the Company.

13. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

14. You understand and agree that by virtue of this employment, you may come across information that may be in confidential in nature, whether such information relates to the business, date, technology, intellectual property rights, Human asset profile or relating to the Company or its group in general (confidential information). During your employment as well as post cessation of your employment, you shall maintain confidentiality of the confidential information and will not disclose, divulge or make public without the written authority of the Company, to anyone other than the Company's officers authorized to receive them.

15. Without prejudice to any other provisions, your employment with the company may be terminated at any time on following grounds or any grounds that are in violation of the company's HR Policies, Rules & Regulations or Code of Conduct.

- a. Your inability to perform up to the expectation, in Company's opinion;
- b. Conviction in a criminal case or framing of charges in a criminal case;
- c. Involvement in fraud within or outside the company;
- d. Your acceptance & agreement to employment with the Company conflicts with, violates or constitute a breach of any employment or other agreement to which you are a party;
- e. Submission of fake documents to secure/continue appointment;
- f. Sexual harassment charges which are proven after an enquiry as per the guidelines laid down by the organization;
- g. Absence for a continuous period of 21 days without prior approval of your superior, (including overstay on leave / training);
- h. Found guilty of major misconduct on enquiry as listed in the *HR manual or service rules as applicable*

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Registered Office:

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- i. Any other conduct or any act of commission or omission that may affect adversely the interest or reputation of the organization or is in violation of the any term of this letter or detrimental to the interests or policies of the Company.

16. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including in your resume), at the time of **your interview** and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

17. Your appointment is subject to satisfactory reference checks, documents provided by you and clearance from any secrecy /service agreements that you may have executed, which could have a bearing on your working with us. The Company reserves the rights to conduct any reference checks including in relation to education, experience, character, address, police verification or any other as may be deemed fit, at any given time and assumes to have your default consent for such reference checks.

18. The Company reserves the rights to refer you to any medical examination and tests such as Drug Test, Alcohol Test, and such other medical tests as may be deemed necessary or appropriate, through authorized or appointed authority and you shall abide by such decision.

19. You will be eligible for leave and benefits as per prevailing Company's policy.

20. You will not place yourself under pecuniary obligation to any person/client with whom you may be having official dealings or otherwise accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealing with the Company and if you are offered any, you should immediately report the same to the Management. Any dispute between yourself and the Company concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of the competent court in Bangalore.

21. You will automatically retire from the service of the company on attaining the age of 60 years.

22. The Company reserves the right to change, modify or frame any rule or policy that it might deem fit for the benefit of the organization without any prior intimation.

23. You are required to execute the confidentiality & secrecy bond as part of your employment with JSFB.

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24. In accordance with the standard practice of the Company we request you to treat the terms of your employment as confidential. If the above offer, is acceptable to you, please sign and return to us the duplicate copy in token of your acceptance of the terms and conditions of employment within 7 working days, failing which the offer would stand null and void/lapsed. Also, please note that in case, you do not join on or before the given date, please note that the offer would stand withdrawn.

Please note that “as an employee of Jana Small Finance Bank Ltd. (“Company”) your salary account will be opened with Jana Bank and all the employments and expenses reimbursement/s by the company shall be credited into the salary account. The bank at its sole discretion may choose to offer various services such as Debit Card, Prepaid Card and other transaction facilities (NEFT/RTGS/IMPS) at no cost to the employee” During your employment in the Company, you may be considered for Awards and Rewards, including stock option / stock purchase. In the event of the Bank determining in its reasonable discretion, that you are in material breach of all or any of Bank’s policies and procedures, employment offer and code of conduct, the entitlement to the Awards and Rewards will lapse entirely, without any due course for the same in future. In the event of having exercised the specified Awards and Rewards issued to you, the Bank reserves the right to recover, partially or fully, any shares or benefits that you have received, without paying any compensation.

We look forward to your fruitful and long association with the company.

Yours Sincerely,

For Jana Small Finance Bank Limited,



Usha Sonavaria
Head – HRBP, Talent Acquisition & HR Operations
Human Resources

I have read, understood and agree to abide by the aforesaid terms and conditions of employment.

Name: _____

Signature: _____

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**Annexure I**

Name: Mr.Yogesh Prabhakar Patil
Job Role: Business Development Executive
Job Grade: 1A
Designation: Officer
Function: Liability Banking

Component	Yearly value	Monthly value
Basic	78,000	6,500
House Rent Allowance	31,200	2,600
Special Allowance	39,677	3,306
Statutory Bonus	7,002	584
Gross Salary	1,55,879	12,990
Employer PF Contribution	14,121	1,177
Total Fixed Pay	1,70,000	14,167

PLEASE NOTE:

1. Your contribution towards Provident Fund, including Pension Fund shall be deducted from basic salary towards @ 12%.
- 2.TDS and Professional Tax as applicable shall be deducted as per prevailing tax rules.
3. It is mandatory to provide pan card or proof of pan application (application acknowledgement copy). Minimum 20% tax shall be deducted in absence of pan number, which will continue to be deducted till the time the pan card is submitted.
4. Variable Pay as per prevailing Jana Small Finance Bank Bonus Policy will be payable based on your performance and company's performance.
5. You will be covered under prevailing group medi-claim insurance and group personal accident insurance policy of the company.

Malus & Clawback:

In the event of negative contributions to the Bank or any material breach, the payment of any variable compensation including ESOPs, if any, in that year will be subject to malus & clawback arrangements. In addition, in the event of any material breach of conduct by you, such compensation, if any, would be subject to malus & clawback arrangements. This is applicable even after the employee leaves the bank and such instances come to light.

For Jana Small Finance Bank Limited,

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Usha Sonavaria
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Annexure II

Flexible Benefits Plan Policy (FBP)*

Reimbursements and allowances that are currently entitled and may be claimed under FBP	Maximum Limit	Eligible Designations
Company Car Lease	Please refer to Car Lease Policy	
Children's Education Allowances	1,200 / 2,400 per annum (As defined in the Policy)	All
Children's Hostel Allowances	3,600 / 7,200 per annum (As defined in the Policy)	All
Food Coupons	18,000, 30,000, 42,000 per annum (As defined in the Policy)	All
LTA	60,000 per annum	All
Driver Salary (personal car)	10,800 per annum	Assistant Manager and Above
Petrol Reimbursement and Repairs & maintenance (Car with less / equal / more than 1600 CC)	21,600, 28,800 per annum (As defined in the Policy)	Assistant Manager and Above
Professional Education Development Expenses	36,000 per annum	All
Books & Periodicals Reimbursement	36000 per annum	All
Telephone & Mobile Reimbursement	36000 per annum	All
Internet / Broadband Bill Reimbursement	36000 per annum	All

Note- *the table is summary only of components under Flexi Benefit Plan that you may opt for currently, and their corresponding limits and eligibility based on designations. Please refer detailed policy Flexi Benefits Policy document for more information.

1. FBP would work purely based on individual declarations and initiative. If no declarations or supporting documents are provided, then the allowance will be paid as a taxable component. If declaration is provided and claims are not submitted by March, the balance eligibility of FBP components will be paid as taxable.
2. The final decision of clearing will be as per the Income Tax ruling.

For Jana Small Finance Bank Limited,



Usha Sonavaria
Head – HRBP, Talent Acquisition & HR Operations
Human Resources

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Annexure III

Name: Mr.Yogesh Prabhakar Patil

Job Role: Business Development Executive

Jana Small Finance Bank – Bonus Structure

The potential variable pay for Band 1 is up to 10% of the Total Fixed Pay (TFP), subject to satisfactory Individual performance and Bank's performance.

Please refer to policy document – *Bonus Policy* for more details. The Variable pay policy is subject to review and change from time to time.

For Jana Small Finance Bank Limited,



Usha Sonavaria

Head – HRBP, Talent Acquisition & HR Operations

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**Annexure IV****COLA – Cost of Living Allowance**

1. Cost-of-living index expresses the difference in the cost of living between any two cities in the survey. The amount of money needed to sustain a certain level of living, including basic expenses such as housing, food, taxes, and healthcare. Cost of living is often used when comparing how expensive it is to live in one city versus another. The cost-of-living index shows the difference in living costs between cities.
2. COLA is classified and paid only for Tier 1 Plus, Tier 1 & Tier 2 Cities
3. Only employees in Band 1 falling under Tier 1 Plus, Tier 1 & Tier 2 cities are eligible for COLA pay-out
4. In case of any queries on the classification of your city of work, please contact your local HR representative

Band	Job Grade	Designation	Tier 1 Plus	Tier 1	Tier 2
Band 1	1G	Senior Manager	24000	18000	12000
	1F	Manager	24000	18000	12000
	1E	Asst. Manager	24000	18000	12000
	1D	Sr. Executive	18000	14400	8400
	1C	Executive	18000	14400	8400
	1B	Sr. Officer	18000	14400	8400
	1A	Officer	18000	14400	8400

Yours sincerely,

Usha Sonavaria
Head – HRBP, Talent Acquisition & HR Operations
Human Resources

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