

**Ahmednagar Jilha Maratha Vidya Prasarak Samaj's**  
**INSTITUTE OF**  
**HOTEL MANAGEMENT AND CATERING TECHNOLOGY AHMEDNAGAR**  
**Lal Taki Road, Ahmednagar – 414001. Ph. / Fax (0241) 2326778**

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**Approved by AICTE, Govt. of Maharashtra, DTE & Affiliated to Uni. of Pune**

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<b>Criterion 5 – Student support and progression (140)</b>		
<b>Key Indicator – 5.2 Student Progression</b>		
<b>5.2.1. Average percentage of placement of outgoing students during the last five years</b>		
<b>Sr. No.</b>	<b>List of Documents</b>	<b>Page No.</b>
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Yash Kataria  
India

21<sup>st</sup> August 2020

Dear Yash,

**Offer of Employment**

We are pleased to offer you the position of Housekeeper at U Hotel group starting on 20<sup>th</sup> January 2021. Attached is an employment agreement and job description setting out the proposed terms and conditions.

You can discuss this offer and seek advice on the agreement with your family, a union, a lawyer, or someone else you trust.

If there is anything you are unclear about, disagree with or wish to discuss about the agreement or about the position, please contact Katrina Suresh on + 6422 341 0930.

If you are happy with the proposed terms and wish to accept this offer, please sign the attached copy of this letter and return it to me by 31<sup>st</sup> August 2020. Please also sign a copy of the agreement and return it to me by the same date. If I have not heard from you by that date, this offer will be automatically withdrawn.

We look forward to working with you.

Yours sincerely,

Suresh Subramaniam

U Hotel Group

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I, Yash Kataria confirm I have read this letter and the employment agreement, that I fully understand both documents and their implications and that I accept the offer of employment.

Signed: ..... Date: ...../...../.....







## Employment agreement (Waged)

### Application

#### The parties

The parties to this employment agreement are:

1. U Hotel Group, the "employer".
2. Yash Kataria, the "employee".

#### Position

The employee is being employed as Housekeeper

#### Duties

The employee's general duties and responsibilities are set out in the job description attached to this agreement. Their duties include carrying out all instructions the employer gives them (as long as the instructions are lawful and reasonable).

Minor changes can be made by agreement or by the employer, after a discussion in good faith. However, if major changes to the job are proposed, this must be done through a restructuring process.

#### Type of employment agreement

The employee will start working for the employer on 20<sup>th</sup> January 2021 and continue for a period of 1 year from commencement date.

The employee has the legal right to work in New Zealand.



## Trial period

The first 90 days of employment will be a trial period, starting from the first day of work.

During the trial period, the employer may dismiss the employee. Notice must be given within the trial period. Depending on how long the notice period is, the last day of employment may be before, at, or after the end of the trial period.

During the trial period, the employer's normal notice period doesn't apply. Instead, either the employee or the employer may end this agreement by giving 1 weeks' notice before the trial period ends. The employer might decide to pay the employee not to work. For serious misconduct, the employee may be dismissed without notice.

If dismissed during the trial period, the employee cannot bring a personal grievance or other legal proceedings about the dismissal. They may still bring a personal grievance if they feel the employer has treated them unfairly for other reasons, eg discrimination, harassment or unjustified disadvantage.

During the trial period, the employer and employee must treat each other in good faith

## Terms

### Place of work

The employee's main place of work will be U Boutique Hotel, 25 Frederick Street, Te Aro, Wellington, U Residence Hotel, 4/181 Wakefield Street, Te Aro, Wellington, U Suites Courtenay & Manners

The employer may ask the employee to travel for work from time to time, but they don't have to agree.

### Hours of work

The employer will roster the employee for a minimum of 30 hours per week.

The employer may offer more hours, and the employee can decide whether to accept the offer of extra hours.

The roster will be done on a weekly basis. The employer will make sure the employee has 1 day off per rostered week.

### Shift cancellation

The employer will give the employee reasonable notice — at least 24 hours before their shift starts if they are no longer required to work. If the employer does not give this notice, but notifies the employee before the shift starts, the employee will receive reasonable compensation of half-pay for the cancelled shift.



If the employer cancels the shift without telling the employee before the start of the shift, or cuts it short, the employee will be paid as if they had worked the entire shift.

## Breaks

The employee is entitled to:

The employee is entitled to paid rest breaks and unpaid meal breaks. Breaks will be a suitable length to give the employee time out, eg for food, drink, rest or personal errands. Breaks will be taken at suitable times during the employee's work. The employer will offer reasonable compensation if breaks cannot reasonably be given

## Rules, policies & procedures

The employer has policies and procedures that relate to the employee's job.

The employer will make the employee aware of the policies and procedures, and will make sure they are available to the employee. The employee must be familiar with these rules and follow them at all times.

The employer may introduce new policies or procedures, or change or cancel existing ones, but must give reasonable notice of any changes.

If the employee doesn't follow the policies and procedures, the employer might take disciplinary action.

## Uniform & professional presentation

The business requires employees to meet personal presentation requirements.

The employee agrees to present themselves in line with the employer's business image and the nature of their role while on the job. A uniform t-shirt will be supplied. Employee to launder.

## Remuneration and Benefits

### Payment of wages

The employee will be paid \$18.90 (gross) an hour.

The employee will be paid weekly, into the employee's nominated NZ bank account.

The employer may change how often the employee is paid, and will give notice in writing.

### KiwiSaver

The employee is not eligible.





## Pay review

The employee's pay may be increased based on reviews the employer carries out annually. The employee's performance and the employer's financial position may be considered during any review.

Any increase to the employee's pay is a decision for the employer only.

## Taking money from pay

The employer may take an agreed amount from an employee's pay if the employee has requested it, or agreed to it, in writing. The employee can withdraw their consent, or change the amounts, by giving written notice.

The employer will also take amounts as required by law, eg tax, student loan repayments, ACC, child support and KiwiSaver.

## Leave

### Public holidays

The employer may ask the employee to work on a public holiday, but they don't have to agree. The employee agrees not to work on any public holiday unless asked to do so.

If the employee doesn't work on a public holiday, they will get a paid day off if a public holiday falls on a day that would otherwise be a working day for them.

If the employee works on a public holiday:

- They will be paid their relevant daily pay or average daily pay, plus half that amount again for each hour worked (time and a half).
- They will also get a paid day off at a later date if it was a day that would otherwise be a working day for them. The date of this alternate holiday will be agreed between employer and employee. If they cannot agree, the employer can decide and give the employee at least 14 days' notice.

### Sick leave

The employee can take up to 5 paid days off a year due to illness or injury, or to care for their partner or another dependent person who is sick or injured. This leave will be available when they have worked for 6 months.

They must tell their manager if they are going to be on sick leave as soon as they can (before their usual start time, if possible).



The employee can build up 20 days of untaken sick leave. The employer will not pay the employee for unused sick leave when their employment ends. If the employee has used all available sick days, the employer might let them take sick leave in advance or annual leave.

### **Sick leave: Medical certificate**

The employer may require proof of sickness or injury at any time if the employee takes, or has asked for, sick leave. The employer will tell the employee as soon as possible that proof is required.

If the employee has been sick or injured for three or more calendar days in a row — or is taking sick leave that is more than the legal minimum — the employee must get a medical certificate at their own cost.

If the employee has been sick or injured for less than three full days in a row, the employer pays for the employee to get a medical certificate.

### **Bereavement leave**

From day one of employment employees can take up to 3 paid days off after the death of an immediate family member, eg parents, child, partner or spouse, grandparents, grandchildren, brother, sister and parents-in-law.

The employee can also take 1 paid day off after the death of another person if the employer accepts the employee has suffered a bereavement.

As soon as they can, the employee must tell their manager of their relationship to the person who has died, and the dates they wish to be away from work. The employer will make a decision quickly so the employee has as much time as possible to make necessary arrangements.

### **Parental leave**

The employee can take parental leave in accordance with the Parental Leave and Employment Protection Act 1987.

### **Leave for other reasons**

If an employee needs time off for things they must do by law, such as jury duty or service in the Territorial and Reserve Forces, the employer will meet any obligations the law requires.

This will be unpaid leave.



## General Provisions

### Indemnity

The employer will, as much as legally required, cover the employee for costs or other liabilities they face because of legal action being taken against them by a third party arising from the reasonable performance of the employee duties, so long as they were doing their job properly and with reasonable skill and care at the time.

This does not include costs or other liabilities such as those faced by the employee because of:

- their own negligence
- breach of duty
- an unlawful act or omission

### Health & Safety

The employer and employee will meet their obligations under the Health and Safety at Work Act.

The employer's duties include:

- providing and maintaining a safe working environment for employees and others in the workplace
- providing and maintaining facilities for the welfare of the employee while at work
- providing all necessary training and instructions to employees
- making sure machinery and equipment is safe
- making sure working arrangements are not hazardous
- providing procedures to deal with work emergencies
- making sure health and safety employee engagement and participation processes are in place
- consulting and cooperating with other businesses operating in the same workplace(s) to keep everyone safe and healthy.

The employee will follow the employer's health and safety rules and procedures. The employee will take reasonable care to look after their own health and safety at work, their fitness for work, and the health and safety of others.

Examples of how the employee can take reasonable care include:

- following all reasonable health and safety rules and instructions
- participating in health and safety discussions





- exercising their right to refuse to do unsafe work
- taking reasonable care that their actions (or inactions) do not cause harm, or risk of harm, to themselves or others
- not reporting for duty under the influence of alcohol or drugs that impair their performance or fitness for work
- wearing all necessary personal protective equipment and clothing.

The employee must report any potential risks, incidents and near misses so the employer can investigate, and eliminate or minimise harm or risk of harm.

Failure to follow reasonable health and safety rules may be considered serious misconduct.

### Personal protective equipment

The work being done by the employee may involve risks to their health and safety from time to time for which personal protective equipment (PPE) must be used or worn.

The employer will provide suitable PPE, as well as training and information about how it must be used or worn, where it is stored, and how it is maintained.

If the employer agrees in advance, the employee can choose to provide their own PPE at the employer's cost for genuine reasons of comfort and convenience. The employer must be satisfied that this PPE is suitable and:

- The employee must follow any conditions about its use laid down by the employer.
- The employer will provide training and information about how and when PPE must be used or worn, where it is stored and how it is maintained.
- The employee may, at any time, tell the employer they no longer wish to provide their own PPE — and the employer will provide it instead.

The employee must take reasonable care at all times when dealing with risks. They must use or wear PPE when appropriate. At all times, the employee must follow the employer's health and safety policies and use safe and appropriate practices.

Failure to use or wear PPE as instructed may be considered serious misconduct.

### Changes to this agreement

The employer and employee can agree to change the terms of this agreement at any time. Any changes must be in writing and agreed to by both employer and employee.





## Confidentiality

The employee agrees to keep confidential information private. Except as part of the proper performance of their job, the employee will not directly or indirectly use, copy, share, or permit the use or copying of any confidential information owned by the employer unless they get written permission.

Confidential information means all information owned by the employer that is not in the public domain, and which the employer reasonably regards as private. It includes, but is not limited, to:

- commercial agreements
- trade secrets
- information about financial affairs
- business methods and systems
- information and records about clients, potential clients, suppliers and employees
- business strategies, including merchandising, budgeting, market analysis, pricing, advertising, products and services
- computer software and data
- other information not known to the public.

The requirement for confidentiality applies at all times while the employee works for this employer, and after the employment has ended.

## Medical examination

The employer may ask the employee to be examined by a registered medical practitioner, at the employer's cost.

This will only happen if the employer has reasonable grounds to ask for further medical information to help them understand one or more of these points:

- If the employee is safe and healthy enough to return to work.
- The likelihood of the employee being able to return to work within a reasonable timeframe.
- The employee's ability to perform their duties safely and effectively.

The employee may refuse to have the medical examination or allow the relevant results to be shared. If this happens, the employer may act on their concerns based on the information available to them.



## Internet & social media use

The employee will have internet access as part of their job. Use must not be offensive, illegal or harm the employer's interests, and must follow the employer's policies.

Any business social media or email accounts, and associated followers or contacts, are the employer's property.

A reasonable level of personal internet use at work is acceptable if it does not affect the employee's ability to do their job.

## Copyright & other Intellectual Property

Anything the employee invents, develops, creates or makes as part of their job or in the employer's time is the intellectual property of the employer. The employer must be told about it immediately and the employee agrees to take any necessary steps to transfer ownership.

This may include but is not limited to:

- trademarks — signs (including brand names), slogans and logos
- patents — inventions, including new products or processes, and how something is made
- designs — product appearance
- copyright — original works, including written material, drawings, film and sound recordings.

## Conflict of interest

The employee agrees that they have disclosed all known potential conflicts of interest.

If the employee becomes aware of any potential conflict between their interests and the employer's business, or an issue with the potential to affect their work performance, they must immediately tell the employer.

The employer and employee will discuss the issue and work out together whether it is a real conflict of interest.

The employee must act on any reasonable instructions from the employer about real conflicts of interest. If there is no other reasonable alternative, the employee's employment may be ended, following the correct process.

## Entire agreement

The terms and conditions set out in this agreement are the entire employment agreement between the employer and the employee, and replace any previous written and verbal agreements.



## Severability

If any clause no longer applies, eg if a court rules it invalid, the rest of the agreement will remain in place. The employment agreement will continue as if that clause had not existed.

If the Employment Relations Authority or the Employment Court changes a clause, their version of the clause will be used in the employment agreement.

## Disputes

### Resolving employment relationship problems

A problem between the employer and employee might be a personal grievance, dispute or other issue.

If the employee has any concerns about their employment, or how they are treated at work, they should tell the employer as soon as possible so these can be resolved. The first step is for the employee and employer to talk about the problem and try to find possible solutions.

If the problem cannot be resolved, the employee or the employer can seek help from an external party, eg one or more of the following:

- Employment Mediation Services, which offers free information and mediation to help employers and employees work together to resolve problems
- a union or an advocate
- a lawyer.

If it cannot be resolved at mediation, the employee or employer might want to go to the Employment Relations Authority.

If it is a personal grievance, the employee has 90 days from the time the problem occurred, or became known by the employee, to raise the grievance with the employer.

Some of these steps may come at a cost.

The employee can invite a support person or representative to attend all steps in the process.

## Termination

### Employee protection provision

Employees are entitled to certain protections in restructuring situations set out in the Employment Relations Act.





### Vulnerable workers

Some employees who do certain jobs, as set out in the Employment Relations Act Schedule 1A, can have their jobs transferred to the new employer. This happens if their work is to be performed by the new employer, unless the new employer is exempt.

Their rights and entitlements are set out in Subpart 1 of Part 6A of the Act.

### All other employees

This clause applies in the event that the employer proposes to restructure (as defined in section 69OI of the Employment Relations Act 2000), and the work the employee performs may or will be performed for or by a new employer.

The employer will start talks as soon as they can with the new employer about the impact of the restructuring on the employee. This will include negotiating whether the employee can transfer to the new employer, and if so, whether this will be on the same terms and conditions.

The employer will:

- schedule talks with the new employer
- tell the employee about the upcoming talks and the intended timeframes
- tell the employee what will generally be discussed
- arrange for senior representatives of the employer to engage in the talks with the new employer
- subject to any statutory, commercial confidence or privacy issues, give the new employer all information about affected employees, including details of terms and conditions of employment
- encourage the new employer to offer all affected employees jobs with generally the same or better terms and conditions
- report back to the employee on the outcome of the meetings to the extent they relate to the employee.

Whether the employee is offered ongoing employment, and on what terms and conditions, will ultimately be the decision of the new employer.

If the employee does not transfer to the new employer, the employer will determine what entitlements (if any) are available to the employee by discussing with the employee:

- whether there are any options available to remain in employment with the employer
- their redundancy entitlements under this agreement (if any), and what this could mean for the employee, including notice arrangements
- whether the employer can offer any additional support to the employee, eg a reference.



The employer will consider the employee's comments and confirm in writing the outcome of these discussions to the employee.

## Redundancy

Redundancy is when an employee's role is no longer needed.

If after following a good faith restructuring process the employee is made redundant, they will be given notice as set out in Ending employment. They will not receive redundancy compensation or other redundancy entitlements.

## Abandoning employment

If the employee is away from work for 3 working days in a row without telling the employer or getting their permission — and the employer has made reasonable efforts to contact the employee to clarify the reason for their absence and whether they intend to return to work — the employer may regard the employment as abandoned.

The employer will tell the employee that they are deemed to have ended their employment. The employment will be deemed to have finished at the end of the last day the employee worked.

## Ending employment: Serious misconduct

If, after following a fair process, the employer concludes that the employee has engaged in serious misconduct, the employee may be dismissed without notice.

Serious misconduct is behaviour that fundamentally compromises the employer's trust and confidence in the employee. Serious misconduct includes, but is not limited to:

- theft
- sexual or other assault
- harassment of a work colleague or customer
- use of illegal drugs or intoxication at work
- repeated failure to follow a reasonable instruction
- deliberate destruction of the employer's property
- actions that seriously damage the employer's reputation
- a serious breach of the employer's policies and procedures.



## Ending employment: Medical

If the employer believes on reasonable grounds that the employee is not able to do their job because of a condition, illness or injury, and will not be able to resume their job within a reasonable timeframe, the employer may end the employee's employment by giving at least 4 weeks notice.

Before doing so, the employer will:

- request medical details from the employee about their condition
- consider any information provided within a reasonable timeframe, together with any results from medical examinations they have asked the employee to take
- meet with the employee to discuss their condition and timeframes for recovery.

## Suspension

The employer might decide to suspend the employee on pay while investigating allegations against the employee, eg for serious misconduct, or if a condition, illness or injury means the employee poses an immediate risk to themselves and/or others. This will be for a maximum of 5 days.

If an investigation is delayed because the employee refuses to take part, or because of other reasons beyond the employer's control, eg waiting for a criminal trial to end, the employer may decide any further time on suspension will be unpaid.

## Force majeure

The employee understands and agrees that their job may end without notice, or payment of notice, if a natural disaster, workplace fire, flood or other similar major event beyond the employer's control makes it impossible for employment to continue. Where practicable, the employer will consult with the employee before exercising this clause.

## Ending employment

The employer might end the employee's job with reasonable cause, or the employee might resign.

Unless otherwise set out in this agreement, either the employer or the employee can end employment by giving 4 weeks notice in writing.

The employer may decide to pay the employee instead of them working out their notice period.

If the employee does not give the agreed amount of notice, the employer might be able to claim a breach of this agreement.





After notice is given, the employer and employee will discuss the kind of duties the employee will be expected to carry out during the notice period. This may include a change in duties or being paid to not work (also known as "garden leave").

Nothing in this clause prevents the employer from ending the employee's employment without notice, or payment instead of notice, for serious misconduct or other reason provided for in this agreement.

### **Ending employment: Duties**

The employee must immediately return any of the employer's property and information on or before their final day of employment.

This includes, but is not limited to, any hard and soft copy files, confidential information, IT devices, access cards, keys, vehicles and workplace equipment, eg tools or PPE. The employee must also stop using passwords and codes for the employer's systems.

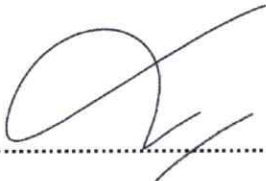




## Acknowledgement

### Employee acknowledgement

U Hotel Group offer this employment agreement to Yash Kataria

Signed by:  Date: 21 August 2020

In signing this agreement, I Yash Kataria accept the terms and conditions of my employment as detailed within this offer and declare that:

- I have read, and fully understood the terms and conditions of this agreement, and have received a copy of it.
- I was told about my right to get independent advice on the terms and conditions of this agreement and I have been given time to take that advice.
- I have raised any issues I have about the terms and conditions of this agreement and my employer has responded to these issues.
- I have told my employer about any existing physical and/or health conditions that might be worsened by doing the job, or might affect my ability to do the job.
- I confirm there are no contractual or other legal reasons that could stop me from working for my employer.
- The information I have given is true and correct to the best of my knowledge and belief, and I have not left out anything that could affect the decision to employ me.
- I am, and will remain, able to work legally in New Zealand.

Signed by:..... Date:.....





Extramarks Education India Private Limited

D-180, Sector-63, Noida, U.P. - 201301, India

Ph. : +91-120-4175300

**Date** : 04-Dec-2020

**Name** : Tushar Prakash Shetty

**Location** : Maharashtra,

**Address** : At Post Sukhshanti nagar opposite to lodha wedding house, old pakli road, Copergao, Maharashtra - , Copergao, Maharashtra - 423601

Dear Tushar Prakash ,

Subject: Provisional Offer letter of employment as **Business Development Executive**.

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive ("BDE")**. You will be part of the sales team which focuses on business development and you will be equipped technologically to approach and engage with potential customers whilst working from home. The job demands your active engagement with the potential customer by calling or demonstrating company's products through Video Conferencing solutions. With a view to safeguard your own health, the company has strictly prohibited physical contact with the prospects and expects you to engage with prospects telephonically or through virtual meetings.

You will be given virtual trainings on Sales Skills and Customer Engagement techniques, technology tools and company's products which will enable you to use the tools and softwares in approaching a prospect and closing the sale. During the period of training of 15 days, you will be given a stipend of Rs.5000 (Rs Five Thousand Only). **Upon successful completion of training, you will be inducted as BDE at a yearly remuneration of Rs. 399,996 (Rupees Three Lakh Ninety Nine Thousand Nine Hundred and Ninety Six Only).** Other than the remuneration, you will also be entitled to attractive incentives based upon your performance as per the company policies.

The company has implemented work measurement parameters for employees who are working from home which define how the time spent on work will be measured for fixed salary payout. You may enquire about these metrics and parameters before or after joining the services of the company and the same is also annexed (Annexure -1)

Your employment is liable to be terminated at any time during the training or prior to confirmation of your employment in writing, without citing any reasons. In case you decide to leave the training program at any time after your induction, you will not be paid any stipend, which will only be paid on the successful completion of training, and after your joining in the company as a BDE.

We would expect you to join as early as possible but no later than **07-Dec-2020**, beyond which the offer will stand withdrawn, unless a new date is mutually agreed upon and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy).
- PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

The URL for the link is: <https://careers.extramarks.com/index/filldetail/refId/ODMwNjA1MzI=>

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

Registered Office : 506, Surya Kiran Building, 19 K.G. Marg, Connaught Place, New Delhi - 110 001.

Ph. : +91-011-40392333 / Fax : +91-011-23733114/ CIN : U80900DL2015FTC283323 / [www.extramarks.com](http://www.extramarks.com)



offer letter (including your appointment, if made) without any legal liability on the Company.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter.

Sincerely,

**HR Department**

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **07-Dec-2020**.

Accepted

Registered Office : 506, Surya Kiran Building, 19 K.G. Marg, Connaught Place, New Delhi - 110 001.

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### Annexure - 1

Salary Payout Matrix for BDE					
Average Number of Audio Call Recordings from system (Min. 5 Minutes)		Average of VC Recordings/screenshots			
		3+	2-3	1-2	1-0
	20	100%	100%	90%	65%
	15	100%	85%	75%	55%
	10	75%	70%	60%	50%
	5	50%	40%	30%	0%
	0	0%	0%	0%	0%
If Invoiced Revenue for the month is 1 Lac+ 100% Salary is paid					
In Case Revenue Criteria is not met then Input Criteria to be applicable and Salary will be paid as % given in the grid + Leave Days					
Connected call of 5 minutes or more will only be considered from the system					
Video Conductions will only be counted with recording or screenshot					
Only working Days to be considered					
Territory Head - GM/AGM will have authority to Grant upto 30% of pay on their discretion					



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29-Oct-20

**Mr.KHATAKE DHULAJI AMBADAS**

Passport No.S7479085

At.Mohari, Post: Pathardi, Tal: Pathardi, Dist: Ahmednagar, Maharashtra  
India

Subject: Employment Offer Letter

Dear Mr.KHATAKE DHULAJI AMBADAS,

Congratulation, we are pleased to appoint you to the position of **F&B Attendant /Bar** at Brennia Kottefaru, Maldives, with the basic terms and conditions of appointment below:

**The commencement date is further subject to issuance of work visa from government of Maldives.**

Commencement date	01-Jan-21
Location of Assignment	Brennia Kottefaru, Ra Atoll, Maldives
Position	F&B Attendant /Bar
Department	Food & Beverage Service
Reporting to	Bar Manager
Term of Contract	2 years
Salary	USD USD 300 per month + <b>Service Charge</b>
Probation	3 Months
Annual Leave	30 days + return air ticket to the point of hire. (Upon successful completion of every 12 months).

Accommodation Shared

Subject to confirmation of the above conditions and your subsequent acceptance of such, you will be required to sign an employment contract that will be issued by **Brennia** on your Commencement date to Resort.

Please acknowledge receipt and acceptance by signing and retuning this letter to me with original signature. You may wish to retain a copy for your records.

Best regards,



**Musthafa Rasheed**  
**Human Resource Manager**



I accept the aforementioned appointment on the terms and condition of employment offered to me. I declare that I am fully physically fit and have no medical condition that will prevent me from carrying out my duties.

**Mr.KHATAKE DHULAJI AMBADAS**

Signature

Date

Brennia Kottefaru  
Kottefaru, Ra Atoll  
Republic of Maldives







Independence Brewing Co. Pvt Ltd  
CIN: U15500PN2011PTC153140  
Registered Address:  
Zero One, S. No. 79/1  
Pingle Vasti, Ghorpadi - Mundhwa  
Road, Mundhwa,  
Pune - 411036, Maharashtra,  
INDIA.

Tel No.: +91 9552552148  
vighnashan@independencebrewco.com

Date: 20-11-2020

To,  
Mr. Sainath Wandhekar,  
At-Joharwadi, Po - Khandgaon,  
Tal-Pathardi, Dist Ahmednagar,  
Maharashtra- 414106

Date: 20-11-2020

Dear Mr. Sainath,

we are pleased to appoint you as "Commi - III" with effect from 20<sup>th</sup> November 2020 on following terms and conditions.

01. Your annual compensation and benefits on the total Cost to Company (CTC) basis shall be Rs. 1,81,377/- as per the "Schedule" appended hereto. The company reserves the right to bifurcate the amount of compensation under various heads at any time in future at its sole discretion. Your compensation revision shall be subject to the prevailing performance management system or as amended from time to time.

Your CTC may include amongst other elements, a variable pays which gives you potential to earn the same as performance linked pay called as "Performance Pay". Such performance pay shall be determined by the Performance Management System as prevailing from time to time and as decided by the management, strictly based on your KRAs, assigned tasks, targets and performance deliverables, etc.

02. You will be on probation for a period of six months from your date of joining and this period of probation may be extended further at the sole discretion of the Company. On the completion of your probation period, you will be confirmed in writing.

During probation period, your employment shall be subject to termination on either side by one month's notice or one Month's gross salary in lieu thereof. Upon confirmation, your employment is subject to termination on either side by one month's notice or one month's gross salary in lieu thereof. For the purpose of notice pay, the monthly gross salary means and includes Basic Salary, HRA, Conveyance Allowance, Medical Allowance, and Other Allowance etc.

*Sainath*







Independence Brewing Co. Pvt Ltd  
CIN: U15308PN2011PTC163140  
Registered Address:  
Zero One, S. No. 78/1  
Pimple Vasti, Gharpada - Mundhwa  
Road, Mundhwa,  
Pune - 411036, Maharashtra,  
INDIA.  
Tel No.: +91 9552552148  
info@independencebrewco.com

However, either during the period of your probation or after your confirmation, in case of breach of the disciplinary rules of the company or misconduct or refusal or wilful neglect to perform to the satisfaction of the company or loss of confidence, your services are terminable with immediate effect. In such an event, it would not be obligatory for the company to give you any such notice or compensation whatsoever.

03. You shall devote your whole time to the work of this Company or its associate/group companies as may be directed. You shall not directly or indirectly engage either full time or part time, in any other business, trade or occupation.
04. You shall not divulge directly or indirectly disclose any trade, technical, commercial, financial or confidential information or any dealings, transaction or affairs of the Company which you may come to know during your employment with Company or thereafter. You are herewith undertaking to maintain all technical or commercial information of the Company, strictly confidential and secret from any person or firm or body corporate during your employment and thereafter. You shall execute an undertaking of secrecy at the time of your joining as may be advised by the Company.
05. You will not associate or be involved with any competitor or competitor's dealers or associates or friends or organizations involved in any products dealt with or services provided by the Company or any other product or services similar in any manner whatsoever to the Company's product and services during your employment with us and for two years from the date of your leaving our Company. This is mutually discussed and agreed both in letter and spirit and any breach of this condition may attract legal and / or administrative action against you if necessary. On leaving the Company, you shall forthwith return all documents and material which you may have taken from the Company while in employment.
06. You will have your own vehicle which you will also use for travelling for Company's work. You shall maintain the vehicle properly and keep it insured at all times for all insurable risks including third party liability. The Company shall not be responsible for any liability in this respect whatsoever. You shall be reimbursed for such travel as per prevailing travel rules as notified from time to time.
07. Your appointment and continuation in employment in the company shall be subject to your being declared and remaining medically fit by a Doctor nominated by the Company. You will, also, be required to undergo medical tests as and when directed by the Company.

*Sandhekar*



Page No. 6822





Independence Brewing Co. Pvt Ltd  
CIN: U15500PN2011PTC153140  
Registered Address:  
Zero One, S. No. 79/1  
Pingle Vasti, Ghorpadi - Mundhwa  
Road, Mundhwa,  
Pune - 411036, Maharashtra,  
INDIA.  
Tel No.: +91 9552552148  
vignahar@independencebrewco.com

08. You shall advise the changes in address to which communications to you should be sent by post and all communications sent to you by the Company at such address shall be deemed to have been properly sent by the Company and received by you.
09. Your continuation in employment will be subject to satisfactory antecedent verification. If at any time, any declaration given or in the forms filled up is found suppressed/omitted, this employment shall be liable to be annulled at the discretion of the management.
10. Your employment shall be subject to the prevailing policies, rules and regulations, framed from time to time at the Company's discretion irrespective of whether these rules and regulations or changes thereto are notified individually or not.
11. Your age of superannuation shall be on attaining the age of 58 years.
12. On joining you will be initially posted at Pune. Though, your initial position will be at above said location, you will be subject to transfer anywhere in India or abroad at any establishment of the company, either existing or which will be established in future.

*[Handwritten signature]*







Independence Brewing Co. Pvt Ltd  
CIN: U15500PN2011PTC153140  
Registered Address:  
Zero One, S. No. 79/1  
Pingle Vasti, Ghorpadi - Mundhwa  
Road, Mundhwa,  
Pune - 411035, Maharashtra,  
INDIA.  
Tel No.: +91 9552552148  
vighnahar@independencebrewco.co

We request you to please signify your acceptance of the terms and conditions hereinafter by signing and returning to us the duplicate of this letter.

We welcome you to the IBC Family for a long & successful association and hope that your employment will be to our mutual benefit.

Yours truly,

For Independence Brewing Co.Pvt.Ltd

VIGHNAHAR MOHITE  
HR MANAGER

I have read & understood the above terms & conditions and hereby signify my acceptance of the same.

NAME : Mr. Sainath Wadhekar

SIGNATURE:

Sainath Wadhekar

DATE

20.11.2020

PLACE

Mundhwa, Pune.







Independence Brewing Co. Pvt Ltd  
 CIN: U15500PN2011PTC153140  
 Registered Address:  
 Zero One, S. No. 79/1  
 Pingale Vasti, Ghorpadi - Mundhwa  
 Road, Mundhwa,  
 Pune - 411036, Maharashtra,  
 INDIA.  
 Tel No.: +91 9652552148  
 info@independencebrewco.com

NAME	SAINATH WANDHEKAR			
DESIGNATION	COMMI- III			
DOJ	20/11/2020			
PROBATION	SIX MONTHS			
MONTHLY BENEFITS	MONTHLY	ANNUAL	DEDUCTIONS	MONTHLY
BASIC	6500	78000	P.F.	1348
DA	4732	56784	ESI	89
HRA 5% OF BASIC	562	6744	P.T.	200
			TOT DED.	1637
SUB TOTAL A	11794	141528	NET PAY	10157
PERIODICAL BENEFITS				
BONUS / EX GRATIA 8.33%	541	6497		
SUB TOTAL B	541	11228		
STATUTORY BENEFITS				
EMPLOYER PROVIDENT FUND	1460	17522		
EMPLOYER ESIC	384	4608		
GROUP GRATUITY 4.81%	541	6492		
SUB TOTAL C	2385	28622		
TOTAL CTC (A+B+C)	14721	181377		

Notes:

1. The above compensation package is subject to prevailing as applicable law.
2. This is post restaurant open CTC, it shall be 80% during Lockdown / till restaurant are allowed to open 100 % as per government directions.

*Sainath Wandhekar*







Independence Brewing Co. Pvt Ltd  
CIN: U15500PN2011PTC153140  
Registered Address:  
Zero One, S. No. 79/1  
Pingle Vasti, Ghorpadi - Mundhwa  
Road, Mundhwa,  
Pune - 411036, Maharashtra,  
INDIA.

Tel No.: +91 9662552148  
vignesh@independencebrewco.com

NAME SAINATH WANDHEKAR  
DESIGNATION COMMI- III  
DOJ 20/11/2020  
PROBATION SIX MONTHS

MONTHLY BENEFITS	MONTHLY	ANNUAL	DEDUCTIONS	MONTHLY
BASIC	6500	78000	P.F.	1348
DA	4732	56784	ESI	89
HRA 5% OF BASIC	562	6744	P.T.	200
			TOT DED.	1637
SUB TOTAL A	11794	141528	NET PAY	10157
PERIODICAL BENEFITS				
BONUS / EX GRATIA 8.33%	541	6497		
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TOTAL CTC (A+B+C)	14721	181377		

- Note:
- The above compensation package is subject to prevailing as applicable law.
  - This is post restaurant open CTC, it shall be 80% during Lockdown / till restaurant are allowed to open 100 % as per government directions.

*Sainath*







U.S. Department of State

\*OMB APPROVAL NO. 1405-0170

EXPIRATION DATE: 01-31-2021

ESTIMATED BURDEN: 1.5 hours

## TRAINING/INTERNSHIP PLACEMENT PLAN

Exchange Visitor (surname/primary, given name)

Musmade, Shubhangi Santosh

Email Address: smusmade98@gmail.com

Category: Intern

Occupational Category: Hospitality &amp; Tourism

SEVIS ID: N0031275220

Program Sponsor: ODYSSEY International Exchange

Program Number: P-4-29241

Training/Internship Dates: 07/01/2020 - 06/30/2021

### Additional Participant Details

Current Field of Study/Profession: Hospitality Studies  
Experience in Field: 0

Type of Degree or Certificate: Bachelors Degree  
Date Awarded or Expected: 06/10/2020

### Host Organization

Phases: 4

Host Organization Name: The Greenbrier  
Address: 101 W Main Street, White Sulphur Springs,  
West Virginia (WV), 24986  
Number of FT Employees: 1350  
Onsite at Location:  
Annual Revenue: \$25 Million or More  
Website URL: www.greenbrier.com  
Main Program Supervisor/POC: Skelding, Bryan  
Executive Chef  
bryan\_skelding@greenbrier.com  
Phone: 304-536-7778

Employer ID Number: 550332133  
Worker's Comp Policy: yes, Starr Indemnity and Liability Company  
Worker's Comp for Exchange Visitor: Yes  
Exchange Visitor Hours per week: 32  
Stipend: Yes, 12.50 Per Hour  
Non-Monetary Compensation Value:

### Certifications

Trainee/Intern

I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in this T/IPP and not simply to engage in labor or work within the United States.
3. I understand that the intent of the Exchange Visitor Program is to allow me to enhance my skills and gain exposure to U.S. culture and business in a way that will be useful to me when I return home upon completion of my program.
4. I understand that my internship/training will take place only at the organization listed on this T/IPP and that working at another organization while on the Exchange Visitor Program is prohibited.
5. I will contact the Sponsor at the earliest available opportunity regarding any concerns, changes in, or deviations from this T/IPP.
6. I will respond in a timely way to all inquiries and monitoring activities of my sponsor.
7. I will follow all of my sponsor's guidelines required for my participation in my program.
8. I will contact the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my sponsor or supervisor (as set forth on page 3, section 4), is not providing me with a legitimate internship or training, as delineated on my T/IPP; and
9. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

DocuSigned by:

3C9754240DEF47A...

Signature of Musmade, Shubhangi Santosh

Date: 4/27/2020

mm/dd/yyyy





Exchange Visitor (surname/primary, given name)

Musmade, Shubhangi Santosh

SEVIS ID: N0031275220

## Sponsor

1. I have reviewed, understand, and will ensure that the Supervisor (as set forth on page 3, section 4) follows this Training/Internship Placement Plan (T/IPP) regarding the Trainee or Intern listed above;
2. I will notify the designated U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest available opportunity regarding any concerns about, changes in, or deviations from this Training/Internship Placement Plan (T/IPP), including, but not limited to, changes of Supervisor or host organization;
3. I will adhere to all applicable regulatory provisions that govern this program (see 22 CFR Part 62), including, but are not limited to, the following:
  - a. I will ensure that the Trainee or Intern named in this T/IPP receives continuous on-site supervision and mentoring by experienced and knowledgeable staff;
  - b. I have confirmed with the Supervisor or host organization representative that sufficient resources, plant, equipment, and trained personnel will be available to provide the specified training or internship program set forth in this T/IPP;
  - c. I will ensure that the Trainee or Intern named in this T/IPP obtains skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning activities, as appropriate in specific circumstances
  - d. I will ensure that the Trainee or Intern named in this T/IPP does not displace full-or part-time temporary or permanent American workers or serve to fill a labor needed and ensure that the position that the Trainee or Intern fills exists primarily to assist the Trainee or Intern in achieving the objectives of his or her participation in this training or internship program;
  - e. I certify that this training or internship meets all of the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.). I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.)
  - f. I will notify the Department of State if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute; and
  - g. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Magkalas, Beverlyn

Printed name of Responsible Officer or Alternate Responsible Officer

DocuSigned by:

*Magkalas, Beverlyn*

F55C3AC125408...

Signature of Responsible Officer or Alternate Responsible Officer

Date: 4/28/2020

mm/dd/yyyy

ODYSSEY International Exchange

Name of Sponsor Organization

P-4-29241

Program Number

## Privacy Act Statement

**AUTHORITIES:** The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (the Fulbright-Hays Act)(22 U.S.C. 2452) which provides for the administration of the Exchange Visitor Program (J visa).

**PURPOSE:** The information solicited on this form will be used to provide clarity of training and intern programs offered by entities designated by the U.S. Department of State to conduct exchange visitor programs; for general statistical use; and to administer the Trainee and Intern categories of the Exchange Visitor Program.

**ROUTINE USES:** The information on this form may be shared with entities administering the program on behalf of the Department; federal, state, local, or foreign government entities for law enforcement purposes; to members of Congress in response to a request on your behalf. More information on the Routine Uses for the system can be found in the System of Records Notice State-08, Educational and Cultural Exchange Program Records.

**DISCLOSURE:** Participation in this program is voluntary; however, failure to provide the information may delay or prevent participation in the Exchange Visitor Program.

## Paper Work Reduction Act

Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: ECA/EC, SA-5, fifth Floor, U.S. Department of State, Washington, DC 20522.







U.S. Department of State

\*OMB APPROVAL NO. 1405-0170

EXPIRATION DATE: 01-31-2021

ESTIMATED BURDEN: 1.5 hours

## TRAINING/INTERNSHIP PLACEMENT PLAN

Exchange Visitor (surname/primary, given name)

Musmade, Shubhangi Santosh

Email Address: smusmade98@gmail.com

Category: Intern

Occupational Category: Hospitality &amp; Tourism

SEVIS ID: N0031275220

Program Sponsor: ODYSSEY International Exchange

Program Number: P-4-29241

Training/Internship Dates: 07/01/2020 - 06/30/2021

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).

### Host Organization

Host Organization Name: The Greenbrier

Address: 101 W Main Street, White Sulphur Springs,  
West Virginia (WV), 24986Phase Name: *Host Company Orientation*

Phases: 1 of 4

Training/Internship Field: Culinary

Start Date: 07/01/2020

End Date: 07/07/2020

Supervisor: Skelding, Bryan

Executive Chef

bryan\_skelding@greenbrier.com

Phone: 304-536-7778

### Description of Trainee/Intern's role for this Program or Phase

The participant will attend the host company orientation and will be introduced to The Greenbrier's management and team members. The participant will receive a guided tour at the property and will be given an initial orientation at the kitchen department to go over the training checklist and training schedule.

### Specific Goals and Objectives for this Program or Phase

The objective of this phase is to educate the participant about the host company's rules and regulations, daily operations, policies, operating procedures, customer service standards and the training guidelines. The department's goal and the host company expectations towards the participant will be discussed during this phase.

**Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?**

The participant will be under the supervision of Chef Bryan Skelding. In 1999, Chef Bryan Skelding graduated with his degree in Culinary Arts from Madison Area Technical College in Madison, Wisconsin. In 2002, Chef Skelding joined The Greenbrier's culinary brigade. In 2011, Chef Skelding earned his Certified Executive Chef Certification through the American Culinary Federation. In June of 2013, he was promoted to Executive Chef. He has sufficient knowledge and experience to supervise the participant during this phase.

### What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

The Greenbrier, being a historical landmark, offers Exchange Visitors the opportunity to experience part of American history through its tours of the, now declassified, Bunker intended as a shelter for Congress during the Cold War. Participants could engage in activities typical of the area such as kayaking, fly fishing, laser tag, and bowling. The participant may also venture to the George Washington National Forest and discover US biodiversity.

### What specific knowledge skills, or techniques will be learned?

The participant will learn The Greenbrier's history, its position in the market, core values, policies, and standard operating procedures. The participant is expected to adjust to the new environment and practice professionalism towards new team members. Attention to detail, listening, and communication skills will be essential to absorb all the given information.

### How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).

The participant will attend the required program orientation to learn the rules and regulations associated with the host company. Receive an introductory training in the kitchen department and complete safety and food training. Review training checklist, tasks descriptions and training schedule with the department head.

### How will the Trainee/Intern's acquisition of new skills and competencies be measured?





Exchange Visitor (surname/primary, given name)

Musmade, Shubhangi Santosh

SEVIS ID: N0031275220

The Immediate Supervisor will review all orientation information with the participant to make sure that the information is understood and absorbed. The participant will also attend all department meetings, briefings and training as required in order to be fully immersed in the operation of the department.

**Additional Phase Remarks**

\*The exchange visitor will train a minimum of 32 hours and a maximum of 40 hours per week for the duration of the program. Overtime training is allowed provided that the training is optional, overtime rates apply according to local wage and labor requirements, and the assigned tasks are in-line with the content of the Training Plan\*

**Certifications****Phase Supervisor**

I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

DocuSigned by:

*Skelding, Bryan*

1F1A92DB53E9405...

Signature of Skelding, Bryan

Date: 4/28/2020

mm/dd/yyyy





U.S. Department of State

**TRAINING/INTERNSHIP PLACEMENT PLAN**

\*OMB APPROVAL NO. 1405-0170

EXPIRATION DATE: 01-31-2021

ESTIMATED BURDEN: 1.5 hours

**Exchange Visitor** (surname/primary, given name)**Musmade, Shubhangi Santosh**

Email Address: smusmade98@gmail.com

Category: Intern

Occupational Category: Hospitality &amp; Tourism

SEVIS ID: **N0031275220**Program Sponsor: **ODYSSEY International Exchange**Program Number: **P-4-29241**Training/Internship Dates: **07/01/2020 - 06/30/2021**

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).

**Host Organization****Host Organization Name:** The Greenbrier**Address:** 101 W Main Street, White Sulphur Springs,  
West Virginia (WV), 24986**Phase Name: Culinary Fundamentals****Phases: 2 of 4****Training/Internship Field:** Culinary**Start Date:** 07/08/2020**End Date:** 10/04/2020**Supervisor:** Skelding, Bryan

Executive Chef

bryan\_skelding@greenbrier.com

Phone: 304-536-7778

**Description of Trainee/Intern's role for this Program or Phase**

This phase will introduce the participant to the overall operations of the kitchen department. The participant will learn the fundamental aspects of the culinary department that are necessary as the program progresses. These includes 1) Culinary Terminology; 2) Kitchen Policies and Operating Procedures; 3) Kitchen Orderliness and Station Set Up; 4) Preparation Procedures; 5) Safety and Sanitation; 6) Storage Guidelines; 7) General Safety Rules and Procedures 8) Inventory and ordering. The participant will also be versed with host company Kitchen Organization, their roles and essential function in the department.

**Specific Goals and Objectives for this Program or Phase**

- To have a fundamental understanding of the kitchen operations necessary to progress in the culinary internship program.
- Understand the Kitchen Organization (Brigade System) and their specific functions in the kitchen, use of equipments, safety rules and sanitation standards.
- Understand the General Safety Rules and Procedures of the host company in opening and closing the kitchen.
- Completion of food sanitation certifications required by the State, learn local and State health rules and regulations for food service operations.

**Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?**

The participant will be under the continual supervision of Chef Bryan Skelding. In 1999, Chef Bryan Skelding graduated with his degree in Culinary Arts from Madison Area Technical College in Madison, Wisconsin. In 2002, Chef Skelding joined The Greenbrier's culinary brigade. In 2011, Chef Skelding earned his Certified Executive Chef Certification through the American Culinary Federation. In June of 2013, he was promoted to Executive Chef. He has sufficient knowledge and experience to supervise the participant during this phase.

**What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?**

Explore the unparalleled tableau of recreational activities and outdoor adventures available on site such as biking, canopy tours, hiking, history tours, horseback riding, kayaking, meditation trail, and off road adventures.

**What specific knowledge skills, or techniques will be learned?**

- Learn and utilize the culinary terminologies in the course of meal preparation.
- Learn station set-up, preparation methods, ingredient selections, mise en place, storing food, ordering and receiving procedures.
- The participant will acquire knife skills (proper grip, proper knife handling and how to maintain control) and the different types of cuts (julienne, matchstick or batonnet) depending on the dish to be prepared.
- Health, Safety, and Sanitation protocols in American dining establishments.

**How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).**

- The participant will take food sanitation certifications required by the State during this phase.





Exchange Visitor (surname/primary, given name)

Musmade, Shubhangi Santosh

SEVIS ID: N0031275220

- The participant will be taught how to use equipment and how to sanitize and maintain sanitation.
- The participant will be shown how department managers monitor inventory levels and when to place orders to replenish supplies.
- The participant will assist in food preparation procedures, to include preparation of ingredients such as measuring, marinating, chopping, butchering, and preparing sauces.
- Comply with the appropriate procedures to receive and store food including waste management.
- Constantly practice hand washing to prevent food contamination. Comply with the nutrition and sanitation regulations and safety standards.

**How will the Trainee/Intern's acquisition of new skills and competencies be measured?**

The participant will report to the Immediate Supervisor and will receive feedback on a weekly basis. Regular meetings will be held to discuss the participant's performance and progress.

**Additional Phase Remarks****Certifications****Phase Supervisor**

I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

DocuSigned by:

Skelding, Bryan

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Signature of Skelding, Bryan

Date: 4/28/2020

mm/dd/yyyy







U.S. Department of State

## TRAINING/INTERNSHIP PLACEMENT PLAN

\*OMB APPROVAL NO. 1405-0170

EXPIRATION DATE: 01-31-2021

ESTIMATED BURDEN: 1.5 hours

Exchange Visitor (surname/primary, given name)

Musmade, Shubhangi Santosh

Email Address: smusmade98@gmail.com

Category: Intern

Occupational Category: Hospitality &amp; Tourism

SEVIS ID: N0031275220

Program Sponsor: ODYSSEY International Exchange

Program Number: P-4-29241

Training/Internship Dates: 07/01/2020 - 06/30/2021

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).

### Host Organization

Host Organization Name: The Greenbrier

Address: 101 W Main Street, White Sulphur Springs,  
West Virginia (WV), 24986

Phase Name: Specialty Cuisine

Phases: 3 of 4

Training/Internship Field: Culinary  
Start Date: 10/05/2020  
End Date: 02/21/2021

Supervisor: Skelding, Bryan  
Executive Chef  
bryan\_skelding@greenbrier.com  
Phone: 304-536-7778

### Description of Trainee/Intern's role for this Program or Phase

In this phase, participant will be trained in an area of culinary specialization that is offered at the host company's restaurant outlets. These includes training in preparing specialty American cuisines. This phase will introduce the participant to the diverse world of culinary specializations which they may want to pursue as a future culinary professional.

### Specific Goals and Objectives for this Program or Phase

- Create specialty/signature dishes offered by the hotel's restaurants.
- Learn how to design a dish around seasonal and local ingredients.
- Learn planning and time management strategies for dishes that take multiple days to prepare.
- Learn various regional and ethnic culinary specialties offered by the different restaurant outlets.
- Monitor kitchen stations responsible for creation of specific dishes from start to plating.

Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?

participant will be under the continual supervision of Chef Bryan Skelding. In 1999, Chef Bryan Skelding graduated with his degree in Culinary Arts from Madison Area Technical College in Madison, Wisconsin. In 2002, Chef Skelding joined The Greenbrier's culinary brigade. In 2011, Chef Skelding earned his Certified Executive Chef Certification through the American Culinary Federation. In June of 2013, he was promoted to Executive Chef. He has sufficient knowledge and experience to supervise the participant during this phase.

### What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

The participant can visit the Lake Moomaw, Humpback Bridge, Falling Springs Waterfall. Visit cultural sites such as the Moncove Lake State Park, New River, and George Preserve. Participate in the host company holiday events and celebrations.

### What specific knowledge skills, or techniques will be learned?

- Learn to execute, display and present specialty dishes/ items.
- Learn how to incorporate seasonal and local ingredients into dishes.
- Combine design and creativity in creating specialty items.
- Demonstrate discipline in responsibility in creating specialty dishes which often attract the highest amount of criticism and praise from clients.
- Time and staff monitoring in ensuring difficult/specialty dishes meet expectations.

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).

- Learn all about the specialty items offered by the hotel restaurant outlets and be familiar with the ingredients and tools needed to create the dish.



Exchange Visitor (surname/primary, given name)

Musmade, Shubhangi Santosh

SEVIS ID: N0031275220

- Learn to prepare and execute specialty items, according to Chef's set standards and specifications.
- Learn and practice proper handling and rotation of food, including refrigeration and dry storage.
- Learn to prepare market list according to daily food orders.
- Develop and test new recipes according to the supervisors specifications.

**How will the Trainee/Intern's acquisition of new skills and competencies be measured?**

The participant will report to the Immediate Supervisor and will receive feedback on a weekly basis. Supervisor will conduct a mid-point evaluation at the end of this phase to discuss the participants performance and progress.

**Additional Phase Remarks****Certifications****Phase Supervisor**

I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

DocuSigned by:

Skelding, Bryan

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Signature of Skelding, Bryan

Date: 4/28/2020

mm/dd/yyyy







U.S. Department of State

# TRAINING/INTERNSHIP PLACEMENT PLAN

\*OMB APPROVAL NO. 1405-0170

EXPIRATION DATE: 01-31-2021

ESTIMATED BURDEN: 1.5 hours

Exchange Visitor (surname/primary, given name)

Musmade, Shubhangi Santosh

Email Address: smusmade98@gmail.com

Category: Intern

Occupational Category: Hospitality &amp; Tourism

SEVIS ID: N0031275220

Program Sponsor: ODYSSEY International Exchange

Program Number: P-4-29241

Training/Internship Dates: 07/01/2020 - 06/30/2021

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).

## Host Organization

Host Organization Name: The Greenbrier

Address: 101 W Main Street, White Sulphur Springs,  
West Virginia (WV), 24986Phase Name: *Kitchen Operations*

Phases: 4 of 4

Training/Internship Field: Culinary

Start Date: 02/22/2021

End Date: 06/30/2021

Supervisor: Skelding, Bryan

Executive Chef

bryan\_skelding@greenbrier.com

Phone: 304-536-7778

## Description of Trainee/Intern's role for this Program or Phase

In the last phase of the training program, the participant will be exposed to the different stations of the kitchen department. The participant will be able to utilize the knowledge and skills acquired from the previous phases and expand an understanding of the kitchen operations through hands-on training in the variety of restaurant outlets in the property. The participant will perform the duties of each stations in the kitchen outlets. The primary focus will be on culinary skills development and learning the kitchen management techniques necessary to run a busy kitchen through shadowing and mentoring the supervisor.

## Specific Goals and Objectives for this Program or Phase

-To give the participant the opportunity to perform the functional duties of each position within the kitchen stations, these includes The Cold Food/Salad Station, Saute Station, Grill Station, Fry Station, Pizza Station and the Kitchen Line.

-Be able to demonstrate the ability to produce wide variety of dishes in a professional kitchen environment. These includes buffet, events, seasonal, and daily menu selections. Apply the fundamental skills learned from the preparatory stage of the program such as Mise en place, safety and sanitary procedures for each stations, Knife Skills/type of Cuts, Preparation and Presentation methods.

Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor.

What are these persons' qualifications to teach the planned learning?

The participant will be under the continual supervision of Chef Bryan Skelding. In 1999, Chef Bryan Skelding graduated with his degree in Culinary Arts from Madison Area Technical College in Madison, Wisconsin. In 2002, Chef Skelding joined The Greenbrier's culinary brigade. In 2011, Chef Skelding earned his Certified Executive Chef Certification through the American Culinary Federation. In June of 2013, he was promoted to Executive Chef. He has sufficient knowledge and experience to supervise the participant during this phase.

What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

Visit nearby attractions such as smooth Ambler Distillery, Organ Cave, Lost World Caverns, old World Presbyterian Church, Watts Roost Vineyard.

What specific knowledge skills, or techniques will be learned?

-Develop and practice classic and contemporary cooking and techniques such as Dry-Heat Cooking, Moist-Heat Cooking, and Combination Cooking. These involves sauteing, pan-frying, roasting, grilling, broiling, deep frying, braising, poaching, simmering, boiling and steaming.

-Develop skills in producing variety of cold food products, soups, salads and appetizers.

-Learn dietary recipes such as low-calorie, diabetic, gluten free and low fat and more, for guests with dietary needs.

-Learn and understand basic business management techniques that relates to food and beverage operations.

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).

-Follows recipes, portion control, and presentation specifications set by the Chef.





Exchange Visitor (surname/primary, given name)

Musmade, Shubhangi Santosh

SEVIS ID: N0031275220

- Select, plan and prepare complete meals with meat, poultry, seafood and vegetarian items, according to chef's instruction.
- Follow standard seasoning, plating and garnishing procedures by the Chef.
- Regulate temperature of ovens, broilers, grills, and roasters.
- Properly handle, store and rotate all food products.
- Ensure that food served are in standardized portions and delivered on time, under its proper temperature.
- Participant will be taught to prepare pates, galantines, terrines and sausages, as well as various ethnic hors d'oeuvre and canapes (small appetizer).
- The participant will be exposed in comparative pricing, sourcing products, menu creation - seasonal/local menus, minimizing on-site consumption and waste of resources.
- The participant will be mentored by the Immediate Supervisor and learn the typical types of cost in the food service industry, interpret variety of financial reports and which reflects relationship between costs and income.

**How will the Trainee/Intern's acquisition of new skills and competencies be measured?**

A final evaluation will be conducted and submitted by the supervisor at the end of the program.

**Additional Phase Remarks****Certifications****Phase Supervisor**

I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

DocuSigned by:

Skelding, Bryan

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Signature of Skelding, Bryan

Date: 4/28/2020

mm/dd/yyyy





U.S. Department of State

# Training/Internship Placement Plan

\*OMB APPROVAL NO. 1405-0170  
EXPIRATION DATE: 1/31/2021  
ESTIMATED BURDEN: 1.5 HOURS

Exchange Visitor (surname/primary, given name)

Taras, Aditya Rambhau

Email Address: adityataras1914@gmail.com

Category: INTERN

Occupational Category: Hospitality and Tourism

SEVIS ID: N0031300609

Program Sponsor: Intrax Internship Program

Program Number: P-4-11197

Training/Internship Dates: 08/01/2021 - 07/31/2022

## Additional Participant Details

Current Field of Study/Profession: Hospitality Studies

Experience in Field: 0 years

Type of Degree or Certificate: Bachelor

Date Awarded or Expected: 06/10/2020

## Host Organization

Phases: 4

Host Organization Name: The Greenbrier (101 Main St. W)

Address: 101 MAIN ST W, WHITE SULPHUR  
SPRINGS, WV 24986

Number of FT Employees: 1200

Onsite at Location:

Annual Revenue: \$25 Million or More

Website URL: www.greenbrier.com

Main Program: Skelding, Bryan

Supervisor/POC: Executive Chef  
bryan\_skelding@greenbrier.com  
Phone: 304-536-7778

Employer ID Number: 550332133

Worker's Comp Policy: Yes, Sentry Insurance

Worker's Comp for Exchange Visitor: Yes

Exchange Visitor Hours per week: 32

Stipend: Yes, 12.56 per Hour

Non-Monetary Compensation  
Value:

## Certifications

Trainee/Intern

I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in this T/IPP and not simply to engage in labor or work within the United States.
3. I understand that the intent of the Exchange Visitor Program is to allow me to enhance my skills and gain exposure to U.S. culture and business in a way that will be useful to me when I return home upon completion of my program.
4. I understand that my internship/training will take place only at the organization listed on this T/IPP and that working at another organization while on the Exchange Visitor Program is prohibited.
5. I will contact the Sponsor at the earliest available opportunity regarding any concerns, changes in, or deviations from this T/IPP.
6. I will respond in a timely way to all inquiries and monitoring activities of my sponsor.
7. I will follow all of my sponsor's guidelines required for my participation in my program.
8. I will contact the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my sponsor or supervisor (as set forth on page 3, section 4), is not providing me with a legitimate internship or training, as delineated on my T/IPP; and
9. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Signature of Taras, Aditya Rambhau

Date:

mm/dd/yyyy

Exchange Visitor (surname/primary, given name)

Taras, Aditya Rambhau

SEVIS ID: N0031300609

## Sponsor

1. I have reviewed, understand, and will ensure that the Supervisor (as set forth on page 3, section 4) follows this Training/Internship Placement Plan (T/IPP) regarding the Trainee or Intern listed above;
2. I will notify the designated U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest available opportunity regarding any concerns about, changes in, or deviations from this Training/Internship Placement Plan (T/IPP), including, but not limited to, changes of Supervisor or host organization;
3. I will adhere to all applicable regulatory provisions that govern this program (see 22 CFR Part 62), including, but are not limited to, the following:
  - a. I will ensure that the Trainee or Intern named in this T/IPP receives continuous on-site supervision and mentoring by experienced and knowledgeable staff;
  - b. I have confirmed with the Supervisor or host organization representative that sufficient resources, plant, equipment, and trained personnel will be available to provide the specified training or internship program set forth in this T/IPP;
  - c. I will ensure that the Trainee or Intern named in this T/IPP obtains skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning activities, as appropriate in specific circumstances;
  - d. I will ensure that the Trainee or Intern named in this T/IPP does not displace full- or part-time temporary or permanent American workers or serve to fill a labor needed and ensure that the position that the Trainee or Intern fills exists primarily to assist the Trainee or Intern in achieving the objectives of his or her participation in this training or internship program;
  - e. I certify that this training or internship meets all of the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.). I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.);
  - f. I will notify the Department of State if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute; and
  - g. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Printed name of Responsible Officer or Alternate Responsible Officer

Signature of Responsible Officer or Alternate Responsible Officer

Date:

mm/dd/yyyy

Intrax Internship Program

Name of Sponsor Organization

P-4-11197

Program Number

## Privacy Act Statement

**AUTHORITIES:** The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (the Fulbright-Hays Act)(22 U.S.C. 2452) which provides for the administration of the Exchange Visitor Program (J visa).

**PURPOSE:** The information solicited on this form will be used to provide clarity of training and intern programs offered by entities designated by the U.S. Department of State to conduct exchange visitor programs; for general statistical use; and to administer the Trainee and Intern categories of the Exchange Visitor Program.

**ROUTINE USES:** The information on this form may be shared with entities administering the program on behalf of the Department; federal, state, local, or foreign government entities for law enforcement purposes; to members of Congress in response to a request on your behalf. More information on the Routine Uses for the system can be found in the System of Records Notice State-08, Educational and Cultural Exchange Program Records.

**DISCLOSURE:** Participation in this program is voluntary; however, failure to provide the information may delay or prevent participation in the Exchange Visitor Program.

## Paper Work Reduction Act

Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: ECA/EC, SA-5, fifth floor, U.S. Department of State, Washington, DC 20522.





U.S. Department of State

## Training/Internship Placement Plan

\*OMB APPROVAL NO. 1405-0170  
EXPIRATION DATE: 1/31/2021  
ESTIMATED BURDEN: 1.5 HOURS

Exchange Visitor (surname/primary, given name)

Taras, Aditya Rambhau

Email Address: adityataras1914@gmail.com

Category: INTERN

Occupational Category: Hospitality and Tourism

SEVIS ID: N0031300609

Program Sponsor: Intrax Internship Program

Program Number: P-4-11197

Training/Internship Dates: 08/01/2021 - 07/31/2022

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).

### Host Organization

Host Organization Name: The Greenbrier (101 Main St. W)

Address: 101 MAIN ST W, WHITE SULPHUR SPRINGS, WV  
24986Phase Name: *Host Company Orientation*

Phase 1 of 4

Training/Internship Field: Hospitality

Start Date: 08/01/2021

End Date: 08/06/2021

Supervisor: Skelding, Bryan

Executive Chef

bryan\_skelding@greenbrier.com

304-536-7778

#### Description of Trainee/Intern's role for this Program or Phase

The participant will attend the host company orientation and will be introduced to The Greenbrier's management and team members. The participant will receive a guided tour at the property and will be given an initial orientation at the kitchen department to go over the training checklist and training schedule.

#### Specific Goals and Objectives for this Program or Phase

The objective of this phase is to educate the participant about the host company's rules and regulations, daily operations, policies, operating procedures, customer service standards and the training guidelines. The department's goal and the host company expectations towards the participant will be discussed during this phase.

#### Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?

The participant will be under the supervision of Chef Bryan Skelding. In 1999, Chef Bryan Skelding graduated with his degree in Culinary Arts from Madison Area Technical College in Madison, Wisconsin. In 2002, Chef Skelding joined The Greenbrier's culinary brigade. In 2011, Chef Skelding earned his Certified Executive Chef Certification through the American Culinary Federation. In June of 2013, he was promoted to Executive Chef. He has sufficient knowledge and experience to supervise the participant during this phase.

#### What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

The Greenbrier, being a historical landmark, offers Exchange Visitors the opportunity to experience part of American history through its tours of the, now declassified, Bunker intended as a shelter for Congress during the Cold War. Participants could engage in activities typical of the area such as kayaking, fly fishing, laser tag, and bowling. The participant may also venture to the George Washington National Forest and discover US biodiversity.

#### What specific knowledge skills, or techniques will be learned?

The participant will learn The Greenbrier's history, its position in the market, core values, policies, and standard operating procedures. The participant is expected to adjust to the new environment and practice professionalism towards new team members. Attention to detail, listening, and communication skills will be essential to absorb all the given information.

#### How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).

The participant will attend the required program orientation to learn the rules and regulations associated with the host company. Receive an introductory training in the kitchen department and complete safety and food training. Review training checklist, tasks descriptions and training schedule with the department head.

#### How will the Trainee/Intern's acquisition of new skills and competencies be measured?

The Immediate Supervisor will review all orientation information with the participant to make sure that the information is understood and absorbed. The participant will also attend all department meetings, briefings and training as required in order to be fully immersed in the operation of the department.

#### Additional Phase Remarks

Exchange Visitor (surname/primary, given name)

Taras, Aditya Rambhau

SEVIS ID: N0031300609

\*The exchange visitor will train a minimum of 32 hours and a maximum of 40 hours per week for the duration of the program. Overtime training is allowed provided that the training is optional, overtime rates apply according to local wage and labor requirements, and the assigned tasks are in-line with the content of the Training Plan\*

### Certifications

Phase Supervisor I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

DocuSigned by:

Bryan Skelding

6/7/2021

Date:

Signature of Skelding, Bryan 92DB53E9405...

mm/dd/yyyy





U.S. Department of State

# Training/Internship Placement Plan

OMB APPROVAL NO. 1405-0170  
EXPIRATION DATE: 1/31/2021  
ESTIMATED BURDEN: 1.5 HOURS

Exchange Visitor (surname/primary, given name)

Taras, Aditya Rambhau

Email Address: adityataras1914@gmail.com

Category: INTERN

Occupational Category: Hospitality and Tourism

SEVIS ID: N0031300609

Program Sponsor: Intrax Internship Program

Program Number: P-4-11197

Training/Internship Dates: 08/01/2021 - 07/31/2022

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).

## Host Organization

Host Organization Name: The Greenbrier (101 Main St. W)

Address: 101 MAIN ST W, WHITE SULPHUR SPRINGS, WV 24986

Phase Name: Culinary Fundamentals

Phase 2 of 4

Training/Internship Field: Hospitality

Start Date: 08/07/2021

End Date: 11/07/2021

Supervisor: Skelding, Bryan

Executive Chef

bryan\_skelding@greenbrier.com

304-536-7778

### Description of Trainee/Intern's role for this Program or Phase

This phase will introduce the participant to the overall operations of the kitchen department. The participant will learn the fundamental aspects of the culinary department that are necessary as the program progresses. These includes 1) Culinary Terminology; 2) Kitchen Policies and Operating Procedures; 3) Kitchen Orderliness and Station Set Up; 4) Preparation Procedures; 5) Safety and Sanitation; 6) Storage Guidelines; 7) General Safety Rules and Procedures 8) Inventory and ordering. The participant will also be versed with host company Kitchen Organization, their roles and essential function in the department.

### Specific Goals and Objectives for this Program or Phase

- To have a fundamental understanding of the kitchen operations necessary to progress in the culinary internship program.
- Understand the Kitchen Organization (Brigade System) and their specific functions in the kitchen, use of equipments, safety rules and sanitation standards.
- Understand the General Safety Rules and Procedures of the host company in opening and closing the kitchen.
- Completion of food sanitation certifications required by the State, learn local and State health rules and regulations for food service operations.

### Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?

The participant will be under the continual supervision of Chef Bryan Skelding. In 1999, Chef Bryan Skelding graduated with his degree in Culinary Arts from Madison Area Technical College in Madison, Wisconsin. In 2002, Chef Skelding joined The Greenbrier's culinary brigade. In 2011, Chef Skelding earned his Certified Executive Chef Certification through the American Culinary Federation. In June of 2013, he was promoted to Executive Chef. He has sufficient knowledge and experience to supervise the participant during this phase.

### What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

The participant can visit the Lake Moomaw, Humpback Bridge, Falling Springs Waterfall. Visit cultural sites such as the Moncove Lake State Park, New River, and George Preserve.

### What specific knowledge skills, or techniques will be learned?

- Learn and utilize the culinary terminologies in the course of meal preparation.
- Learn station set-up, preparation methods, ingredient selections, mise en place, storing food, ordering and receiving procedures.
- The participant will acquire knife skills (proper grip, proper knife handling and how to maintain control) and the different types of cuts (julienne, matchstick or batonnet) depending on the dish to be prepared.
- Health, Safety, and Sanitation protocols in American dining establishments.

### How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).

- The participant will take food sanitation certifications required by the State during this phase.
- The participant will be taught how to use equipment and how to sanitize and maintain sanitation.
- The participant will be shown how department managers monitor inventory levels and when to place orders to replenish supplies.
- The participant will assist in food preparation procedures, to include preparation of ingredients such as measuring, marinating, chopping, butchering, and preparing sauces.
- Comply with the appropriate procedures to receive and store food including waste management.
- Constantly practice hand washing to prevent food contamination. Comply with the nutrition and sanitation regulations and safety standards.

Exchange Visitor (surname/primary, given name)

Taras, Aditya Rambhau

SEVIS ID: N0031300609

**How will the Trainee/Intern's acquisition of new skills and competencies be measured?**

The participant will report to the Immediate Supervisor and will receive feedback on a weekly basis. Regular meetings will be held to discuss the participant's performance and progress.

**Additional Phase Remarks****Certifications****Phase Supervisor** I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

DocuSigned by:

Bryan Skelding

6/7/2021

Date:

Signature of Skelding, Bryan F1A92DB53E9405...

mm/dd/yyyy





U.S. Department of State

## Training/Internship Placement Plan

\*OMB APPROVAL NO. 1405-0170  
EXPIRATION DATE: 1/31/2021  
ESTIMATED BURDEN: 1.5 HOURS

Exchange Visitor (surname/primary, given name)

Taras, Aditya Rambhau

Email Address: [adityataras1914@gmail.com](mailto:adityataras1914@gmail.com)

Category: INTERN

Occupational Category: Hospitality and Tourism

SEVIS ID: N0031300609

Program Sponsor: Intrax Internship Program

Program Number: P-4-11197

Training/Internship Dates: 08/01/2021 - 07/31/2022

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).

### Host Organization

Host Organization Name: The Greenbrier (101 Main St. W)

Address: 101 MAIN ST W, WHITE SULPHUR SPRINGS, WV 24986

Phase Name: *Specialty Cuisine*

Phase 3 of 4

Training/Internship Field: Hospitality

Start Date: 11/08/2021

End Date: 03/27/2022

Supervisor: Skelding, Bryan

Executive Chef

[bryan\\_skelding@greenbrier.com](mailto:bryan_skelding@greenbrier.com)

304-536-7778

#### Description of Trainee/Intern's role for this Program or Phase

In this phase, participant will be trained in an area of culinary specialization that is offered at the host company's restaurant outlets. These includes training in preparing specialty American cuisines. This phase will introduce the participant to the diverse world of culinary specializations which they may want to pursue as a future culinary professional.

#### Specific Goals and Objectives for this Program or Phase

- Create specialty/signature dishes offered by the hotel's restaurants.
- Learn how to design a dish around seasonal and local ingredients.
- Learn planning and time management strategies for dishes that take multiple days to prepare.
- Learn various regional and ethnic culinary specialties offered by the different restaurant outlets.
- Monitor kitchen stations responsible for creation of specific dishes from start to plating.

#### Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?

The participant will be under the continual supervision of Chef Bryan Skelding. In 1999, Chef Bryan Skelding graduated with his degree in Culinary Arts from Madison Area Technical College in Madison, Wisconsin. In 2002, Chef Skelding joined The Greenbrier's culinary brigade. In 2011, Chef Skelding earned his Certified Executive Chef Certification through the American Culinary Federation. In June of 2013, he was promoted to Executive Chef. He has sufficient knowledge and experience to supervise the participant during this phase.

#### What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

Explore the unparalleled tableau of recreational activities and outdoor adventures available on site such as biking, canopy tours, hiking, history tours, horseback riding, kayaking, meditation trail, and off road adventures.

#### What specific knowledge skills, or techniques will be learned?

- Learn to execute, display and present specialty dishes/ items.
- Learn how to incorporate seasonal and local ingredients into dishes.
- Combine design and creativity in creating specialty items.
- Demonstrate discipline in responsibility in creating specialty dishes which often attract the highest amount of criticism and praise from clients.
- Time and staff monitoring in ensuring difficult/specialty dishes meet expectations.

#### How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).

- Learn all about the specialty items offered by the hotel restaurant outlets and be familiar with the ingredients and tools needed to create the dish.
- Learn to prepare and execute specialty items, according to Chef's set standards and specifications.
- Learn and practice proper handling and rotation of food, including refrigeration and dry storage.
- Learn to prepare market list according to daily food orders.
- Develop and test new recipes according to the supervisors specifications.

#### How will the Trainee/Intern's acquisition of new skills and competencies be measured?

Exchange Visitor (surname/primary, given name)

Taras, Aditya Rambhau

SEVIS ID: N0031300609

The participant will report to the Immediate Supervisor and will receive feedback on a weekly basis. Supervisor will conduct a mid-point evaluation at the end of this phase to discuss the participants performance and progress.

## Additional Phase Remarks

## Certifications

Phase Supervisor I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

DocuSigned by:

Bryan Skelding

Signature of Skelding, Bryan

1F1A92DB53E9405...

Date: 6/7/2021

mm/dd/yyyy





U.S. Department of State

## Training/Internship Placement Plan

\*OMB APPROVAL NO. 1405-0170  
EXPIRATION DATE: 1/31/2021  
ESTIMATED BURDEN: 1.5 HOURS

Exchange Visitor (surname/primary, given name)

Taras, Aditya Rambhau

Email Address: [adityataras1914@gmail.com](mailto:adityataras1914@gmail.com)

Category: INTERN

Occupational Category: Hospitality and Tourism

SEVIS ID: N0031300609

Program Sponsor: Intrax Internship Program

Program Number: P-4-11197

Training/Internship Dates: 08/01/2021 - 07/31/2022

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).

### Host Organization

Host Organization Name: The Greenbrier (101 Main St. W)

Address: 101 MAIN ST W, WHITE SULPHUR SPRINGS, WV 24986

### Phase Name: Kitchen Operations

Phase 4 of 4

Training/Internship Field: Hospitality

Start Date: 03/28/2022

End Date: 07/31/2022

Supervisor: Skelding, Bryan

Executive Chef

[bryan\\_skelding@greenbrier.com](mailto:bryan_skelding@greenbrier.com)

304-536-7778

#### Description of Trainee/Intern's role for this Program or Phase

In the last phase of the training program, the participant will be exposed to the different stations of the kitchen department. The participant will be able to utilize the knowledge and skills acquired from the previous phases and expand an understanding of the kitchen operations through hands-on training in the variety of restaurant outlets in the property. The participant will perform the duties of each stations in the kitchen outlets. The primary focus will be on culinary skills development and learning the kitchen management techniques necessary to run a busy kitchen through shadowing and mentoring the supervisor.

#### Specific Goals and Objectives for this Program or Phase

- To give the participant the opportunity to perform the functional duties of each position within the kitchen stations, these includes The Cold Food/Salad Station, Saute Station, Grill Station, Fry Station, Pizza Station and the Kitchen Line.
- Be able to demonstrate the ability to produce wide variety of dishes in a professional kitchen environment. These includes buffet, events, seasonal, and daily menu selections. Apply the fundamental skills learned from the preparatory stage of the program such as Mise en place, safety and sanitary procedures for each stations, Knife Skills/type of Cuts, Preparation and Presentation methods.

#### Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?

The participant will be under the continual supervision of Chef Bryan Skelding. In 1999, Chef Bryan Skelding graduated with his degree in Culinary Arts from Madison Area Technical College in Madison, Wisconsin. In 2002, Chef Skelding joined The Greenbrier's culinary brigade. In 2011, Chef Skelding earned his Certified Executive Chef Certification through the American Culinary Federation. In June of 2013, he was promoted to Executive Chef. He has sufficient knowledge and experience to supervise the participant during this phase.

#### What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?

Visit nearby attractions such as smooth Ambler Distillery, Organ Cave, Lost World Caverns, old World Presbyterian Church, Watts Roost Vineyard. Participate in the host company holiday events and celebrations.

#### What specific knowledge skills, or techniques will be learned?

- Develop and practice classic and contemporary cooking and techniques such as Dry-Heat Cooking, Moist-Heat Cooking, and Combination Cooking. These involves sauteing, pan-frying, roasting, grilling, broiling, deep frying, braising, poaching, simmering, boiling and steaming.
- Develop skills in producing variety of cold food products, soups, salads and appetizers.
- Learn dietary recipes such as low-calorie, diabetic, gluten free and low fat and more, for guests with dietary needs.
- Learn and understand basic business management techniques that relates to food and beverage operations.

#### How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).

Exchange Visitor (surname/primary, given name)

Taras, Aditya Rambhau

SEVIS ID: N0031300609

- Follows recipes, portion control, and presentation specifications set by the Chef.
- Select, plan and prepare complete meals with meat, poultry, seafood and vegetarian items, according to chef's instruction.
- Follow standard seasoning, plating and garnishing procedures by the Chef.
- Regulate temperature of ovens, broilers, grills, and roasters.
- Properly handle, store and rotate all food products.
- Ensure that food served are in standardized portions and delivered on time, under its proper temperature.
- Participant will be taught to prepare pates, galantines, terrines and sausages, as well as various ethnic hors d'oeuvre and canapes (small appetizer).
- The participant will be exposed in comparative pricing, sourcing products, menu creation - seasonal/local menus, minimizing on-site consumption and waste of resources.
- The participant will be mentored by the Immediate Supervisor and learn the typical types of cost in the food service industry, interpret variety of financial reports and which reflects relationship between costs and income.

**How will the Trainee/Intern's acquisition of new skills and competencies be measured?**

A final evaluation will be conducted and submitted by the supervisor at the end of the program.

**Additional Phase Remarks****Certifications****Phase Supervisor** I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

DocuSigned by:

Bryan Skelding

Date: 6/7/2021

Signature of Skelding, Bryan 1F1A92DB53E9405...

mm/dd/yyyy





## TRAINING/INTERNSHIP PLACEMENT PLAN

## Exchange Visitor (surname/primary, given name)

Jagtap, Rohit Dharma

Email Address: rohitjagtap61236@gmail.com

Category: Intern

Occupational Category: Hospitality &amp; Tourism

SEVIS ID: N0031222925

Program Sponsor: ODYSSEY International Exchange

Program Number: P-4-29241

Training/Internship Dates: 02/01/2021 - 01/31/2022

## Additional Participant Details

Current Field of  
Study/Profession:  
Experience In Field: 0

Type of Degree or Certificate: Bachelors Degree  
Data Awarded or Expected: 06/10/2020

## Host Organization

Phases: 4

Host Organization Name: Plan Do See America dba Lolo's Surf Cantina  
Address: 161 Ocean Drive, Miami Beach, Florida (FL),  
33139

Employer ID Number: 464827668

Worker's Comp Policy: yes, Technology Insurance Company, Inc.

Number of FT Employees  
Onsite at Location: 240

Worker's Comp for Exchange

Visitor: Yes

Annual Revenue: \$3 to \$10 Million

Exchange Visitor Hours per week: 32

Website URL: https://loloscantina.com/

Stipend: Yes, 12.00 Per Hour

Main Program

Non-Monetary Compensation

Supervisor/POC:

Castellano, Maritza L.  
Director of Human Resources  
maritza.castellano@plandosee.com  
Phone: 786-276-0534

Value:

## Certifications

Trainee/Intern

I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in this T/IPP and not simply to engage in labor or work within the United States.
3. I understand that the intent of the Exchange Visitor Program is to allow me to enhance my skills and gain exposure to U.S. culture and business in a way that will be useful to me when I return home upon completion of my program.
4. I understand that my internship/training will take place only at the organization listed on this T/IPP and that working at another organization while on the Exchange Visitor Program is prohibited.
5. I will contact the Sponsor at the earliest available opportunity regarding any concerns, changes in, or deviations from this T/IPP.
6. I will respond in a timely way to all inquiries and monitoring activities of my sponsor.
7. I will follow all of my sponsor's guidelines required for my participation in my program.
8. I will contact the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my sponsor or supervisor (as set forth on page 3, section 4), is not providing me with a legitimate internship or training, as delineated on my T/IPP; and
9. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Signature of Jagtap, Rohit Dharma

Date: 01/05/2021

mm/dd/yyyy

## Sponsor

1. I have reviewed, understand, and will ensure that the Supervisor (as set forth on page 3, section 4) follows this Training/Internship Placement Plan (T/IPP) regarding the Trainee or Intern listed above;
2. I will notify the designated U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest available opportunity regarding any concerns about, changes in, or deviations from this Training/Internship Placement Plan (T/IPP), including, but not limited to, changes of Supervisor or host organization;
3. I will adhere to all applicable regulatory provisions that govern this program (see 22 CFR Part 62), including, but are not limited to, the following:
  - a. I will ensure that the Trainee or Intern named in this T/IPP receives continuous on-site supervision and mentoring by experienced and knowledgeable staff;
  - b. I have confirmed with the Supervisor or host organization representative that sufficient resources, plant, equipment, and trained personnel will be available to provide the specified training or internship program set forth in this T/IPP;
  - c. I will ensure that the Trainee or Intern named in this T/IPP obtains skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning activities, as appropriate in specific circumstances
  - d. I will ensure that the Trainee or Intern named in this T/IPP does not displace full-or part-time temporary or permanent American workers or serve to fill a labor needed and ensure that the position that the Trainee or Intern fills exists primarily to assist the Trainee or Intern in achieving the objectives of his or her participation in this training or internship program;
  - e. I certify that this training or internship meets all of the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.). I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.)
  - f. I will notify the Department of State if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute; and
  - g. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Magkalas, Beverlyn

Printed name of Responsible Officer or Alternate Responsible Officer

*Magkalas, Beverlyn*

Date: 01/11/2021

Signature of Responsible Officer or Alternate Responsible Officer

mm/dd/yyyy

ODYSSEY International Exchange  
Name of Sponsor OrganizationP-4-29241  
Program Number

## Privacy Act Statement

**AUTHORITIES:** The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (the Fulbright-Hays Act)(22 U.S.C. 2452) which provides for the administration of the Exchange Visitor Program (J visa).

**PURPOSE:** The information solicited on this form will be used to provide clarity of training and intern programs offered by entities designated by the U.S. Department of State to conduct exchange visitor programs; for general statistical use; and to administer the Trainee and Intern categories of the Exchange Visitor Program.

**ROUTINE USES:** The information on this form may be shared with entities administering the program on behalf of the Department; federal, state, local, or foreign government entities for law enforcement purposes; to members of Congress in response to a request on your behalf. More information on the Routine Uses for the system can be found in the System of Records Notice State-08, Educational and Cultural Exchange Program Records.

**DISCLOSURE:** Participation in this program is voluntary; however, failure to provide the information may delay or prevent participation in the Exchange Visitor Program.

## Paper Work Reduction Act

Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: ECA/EC, SA-5, fifth Floor, U.S. Department of State, Washington, DC 20522.



**TRAINING/INTERNSHIP PLACEMENT PLAN**

Exchange Visitor (surname/primary, given name)

Jagtap, Rohit Dharma

Email Address: rohitjagtap61236@gmail.com

Category: Intern

Occupational Category: Hospitality &amp; Tourism

SEVIS ID: N0031222925

Program Sponsor: ODYSSEY International Exchange

Program Number: P-4-29241

Training/Internship Dates: 02/01/2021 - 01/31/2022

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).

**Host Organization**

Host Organization Name: Plan Do See America dba Lolo's Surf Cantina

Address: 161 Ocean Drive, Miami Beach, Florida (FL), 33139

Phase Name: *Host Company Orientation*

Phases: 1 of 4

Training/Internship Field: Culinary

Start Date: 02/01/2021

End Date: 02/07/2021

Supervisor: Rivera, Sergio

Executive Chef

sralamo@hotmail.com

Phone: 786-276-0532

**Description of Trainee/Intern's role for this Program or Phase**

The participant will attend be introduced to Lolo's Surf Cantina's management, staff, and team members to become acquainted with the host company. The participant and the supervisor will go over the training checklist and the training schedule.

**Specific Goals and Objectives for this Program or Phase**

- Educate the participant about the restaurant's policies, operating procedures, customer service standards, and the training guidelines.
- Provide the participant with information and opportunities to explore in the restaurant.
- Learn the training goal and the host company expectations towards the participant.

Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor.  
What are these persons' qualifications to teach the planned learning?

The participant will be under the supervision of Sergio Rivera, Executive Chef. His talent was recognized after studying Culinary Arts in Puerto Rico and he was offered an Internship that brought him to Miami. Following this initial induction into a large kitchen, Sergio was offered a role at Nobu restaurant where he stayed for a total of 5 years. First in Miami Beach, followed by the location in The Bahamas after being promoted. He came back to Florida where he took on the role of Sous Chef opening Makoto Bal Harbour. After 2 years, he returned to Nobu - Eden Roc Resort where he spent 4 years working throughout the restaurant and dining outlets in various roles progressing from Sous Chef to heading up their kitchens as Chef de Cuisine. In 2017, Sergio joined the Etau family as Executive Chef, heading up the kitchen and opening team. 2020 brings new opportunities by becoming the Executive Chef for Plan Do See Miami.

**What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?**

The participant will be able to visit historically significant structures and attractions at Miami Beach, which is also the home to the famous Art Deco Historic District, where you'll find the largest collection in the world of Art Deco architecture. Structures featuring white facades, neon lights and sleek designs line one of America's most exciting streets, Ocean Drive.

**What specific knowledge skills, or techniques will be learned?**

The participant will learn the property history, policies, and standard operating procedures. The participant will be introduced to the team members, Plan Do See America's corporate structure, and philosophy.

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (interns) and/or methodology of training and chronology/syllabus (Trainees).

- Introductory training in the restaurant's day to day operations and team members.
- Overview of the team members' function/responsibility, company structure, business operations, and service.
- Assist with basic projects and activities designed to develop the participant's familiarity to daily operations of the restaurant.

**How will the Trainee/Intern's acquisition of new skills and competencies be measured?**

The participant will attend all department meetings, briefings and training as required in order to be fully immersed in the operation of the department. Regular meetings will be held to discuss the participant's performance and progress.

**Additional Phase Remarks**

During the program, the participant will be simultaneously training at another Plan Do See America restaurant:

\*Azabu Miami Beach located at 161 Ocean Drive, Miami Beach, FL 33139

\*The exchange visitor will train a minimum of 32 hours and a maximum of 40 hours per week for the duration of the program. Overtime training is allowed provided that the training is optional, overtime rates apply according to local wage and labor requirements, and the assigned tasks are in-line with the content of the Training Plan\*

**Certifications****Phase Supervisor**

I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an Internship as delineated in this T/IPP;
10. I certify that this training or Internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.



Date: 01/09/2021

Signature of Rivera, Sergio

mm/dd/yyyy



**TRAINING/INTERNSHIP PLACEMENT PLAN****Exchange Visitor (surname/primary, given name)**

Jagtap, Rohit Dharma  
Email Address: rohitjagtap61236@gmail.com  
Category: Intern  
Occupational Category: Hospitality & Tourism

SEVIS ID: N0031222925

Program Sponsor: ODYSSEY International Exchange

Program Number: P-4-29241

Training/Internship Dates: 02/01/2021 - 01/31/2022

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).

**Host Organization**

Host Organization Name: Plan Do See America dba Lolo's Surf Cantina

Address: 161 Ocean Drive, Miami Beach, Florida (FL), 33139

**Phase Name: Culinary Fundamentals****Phases: 2 of 4**

Training/Internship Field: Culinary  
Start Date: 02/08/2021  
End Date: 05/09/2021

Supervisor: Rivera, Sergio  
Executive Chef  
sralamo@hotmail.com  
Phone: 786-276-0532

**Description of Trainee/Intern's role for this Program or Phase**

This phase will introduce the participant to the overall operations of the kitchen at Lolo's Surf Cantina. The participant will learn the culinary fundamentals that are necessary as the program progresses, these includes 1) Culinary Terminology; 2) Kitchen Policies and Operating Procedures; 3) Kitchen Orderliness and Station Set Up; 4) Preparation Procedures; 5) Safety and Sanitation; 6) Storage Guidelines; 7) General Safety Rules and Procedures; 8) Inventory and ordering. The participant will also be versed with host company Kitchen Organization, their roles, and essential function in the department.

**Specific Goals and Objectives for this Program or Phase**

- To have a fundamental understanding of the kitchen operations necessary to progress in the culinary internship program.
- Understand the Kitchen Organization (Brigade System) and their specific functions in the kitchen, use of equipments, safety rules and sanitation standards.
- Understand the General Safety Rules and Procedures of the host company in opening and closing the kitchen.
- Completion of food sanitation certifications required by the State, learn local and State health rules and regulations for food service operations.

Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?

The participant will be under the supervision of Sergio Rivera, Executive Chef. His talent was recognized after studying Culinary Arts in Puerto Rico and he was offered an internship that brought him to Miami. Following this initial induction into a large kitchen, Sergio was offered a role at Nobu restaurant where he stayed for a total of 5 years. First in Miami Beach, followed by the location in The Bahamas after being promoted. He came back to Florida where he took on the role of Sous Chef opening Makoto Bal Harbour. After 2 years, he returned to Nobu - Eden Roc Resort where he spent 4 years working throughout the restaurant and dining outlets in various roles progressing from Sous Chef to heading up their kitchens as Chef de Cuisine. In 2017, Sergio joined the Elaru family as Executive Chef, heading up the kitchen and opening team. 2020 brings new opportunities by becoming the Executive Chef for Plan Do See Miami.

**What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?**

The participant will be guided to do a tour to the Vizcaya Museum and Gardens, a National Historic Landmark that was once the winter home of agricultural industrialist, James Deering. Nestled on 10 acres of shoreline and located directly on the water, the mansion has been beautifully restored to its Gilded Age heritage.

**What specific knowledge skills, or techniques will be learned?**

- Learn and be able to use Culinary Terminologies in the course of meal preparation.
- Learn station set-up, preparation methods, ingredient selections, mise en place, storing food, ordering and receiving procedures.
- The participant will acquire knife skills (proper grip, proper knife handling and how to maintain control) and the different types of cuts (julienne, matchstick or batonnet) depending on the dish to be prepared.
- Health, Safety, and Sanitation protocols in American dining establishments.

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (interns) and/ or methodology of training and chronology/syllabus (Trainees).

- The participant will take food sanitation certifications required by the State during this phase.
- The participant will be taught how to use equipment and how to sanitize and maintain sanitation.
- The participant will be shown how managers monitor inventory levels and when to place orders to replenish supplies.
- The participant will assist in food preparation procedures, to include preparation of ingredients such as measuring, marinating, chopping, butchering, and preparing sauces.
- Comply with the appropriate procedures to receive and store food including waste management.
- Constantly practice hand washing to prevent food contamination. Comply with the nutrition and sanitation regulations and safety standards.

**How will the Trainee/Intern's acquisition of new skills and competencies be measured?**

The participant will report to the Immediate Supervisor and will receive feedback on a weekly basis. Regular meetings will be held to discuss the participant's performance and progress.

**Additional Phase Remarks**

During the program, the participant will be simultaneously training at another Plan Do See America restaurant:

\*Azabu Miami Beach located at 161 Ocean Drive, Miami Beach, FL 33139

**Certifications**

Phase Supervisor

I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this T/IPP will not displace full- or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.



Signature of Rivera, Sergio

Date: 01/09/2021

mm/dd/yyyy



**TRAINING/INTERNSHIP PLACEMENT PLAN****Exchange Visitor (surname/primary, given name)**

Jagtap, Rohit Dharma  
Email Address: rohitjagtap61236@gmail.com  
Category: Intern  
Occupational Category: Hospitality & Tourism

SEVIS ID: N0031222925  
Program Sponsor: ODYSSEY International Exchange  
Program Number: P-4-29241  
Training/Internship Dates: 02/01/2021 - 01/31/2022

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).

**Host Organization**

Host Organization Name: Plan Do See America dba Lolo's Surf Cantina

Address: 161 Ocean Drive, Miami Beach, Florida (FL), 33139

**Phase Name: Kitchen Operations****Phases: 3 of 4**

Training/Internship Field: Culinary  
Start Date: 05/10/2021  
End Date: 09/26/2021

Supervisor: Rivera, Sergio  
Executive Chef  
sralamo@hotmail.com  
Phone: 786-276-0532

**Description of Trainee/Intern's role for this Program or Phase**

This is the pro-active stage of the program where the participant will be exposed to the different stations of Lolo's Surf Cantina's restaurant kitchen. The participant will be able to utilize the knowledge and skills acquired from the previous phase and expand an understanding of the kitchen operations through hands-on training in the restaurant. The participant will perform the duties of each stations available in the kitchen. The primary focus will be on culinary skills development and learning kitchen management techniques necessary to run a busy kitchen through shadowing and mentoring the supervisor.

**Specific Goals and Objectives for this Program or Phase**

-To give the participant the opportunity to perform the functional duties of each position within the kitchen stations, these includes The Cold Food/Salad Station, Saute Station, Grill Station, Fry Station, and the Kitchen Line.  
-Be able to demonstrate the ability to produce wide variety of dishes in a professional kitchen environment. These include buffet, events, seasonal, and daily menu selections. Apply the fundamental skills learned from the preparatory stage of the program such as Mise en place, safety and sanitary procedures for each stations, Knife Skills/type of Cuts, Preparation and Presentation methods.

Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor. What are these persons' qualifications to teach the planned learning?

The participant will be under the supervision of Sergio Rivera, Executive Chef. His talent was recognized after studying Culinary Arts in Puerto Rico and he was offered an internship that brought him to Miami. Following this initial induction into a large kitchen, Sergio was offered a role at Nobu restaurant where he stayed for a total of 5 years. First in Miami Beach, followed by the location in The Bahamas after being promoted. He came back to Florida where he took on the role of Sous Chef opening Makoto Bal Harbour. After 2 years, he returned to Nobu - Eden Roc Resort where he spent 4 years working throughout the restaurant and dining outlets in various roles progressing from Sous Chef to heading up their kitchens as Chef de Cuisine. In 2017, Sergio joined the Etanu family as Executive Chef; heading up the kitchen and opening team. 2020 brings new opportunities by becoming the Executive Chef for Plan Do See Miami.

**What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?**

Visit the famous Bacle State Park built by Coconut Grove pioneer Ralph Munroe in 1891. The Bacle features impressive water view and hosts a number of special events throughout the year, including old-fashioned dances and picnics.

**What specific knowledge skills, or techniques will be learned?**

-Develop and practice classic and contemporary cooking and techniques such as Dry-Heat Cooking, Moist-Heat Cooking, and Combination Cooking. These involve sauteing, pan-frying, roasting, grilling, broiling, deep frying, braising, poaching, simmering, boiling and steaming.  
-Develop skills in producing variety of cold food products, soups, salads and appetizers.  
-Learn dietary recipes such as low-calorie, diabetic, gluten free and low fat and more, for guests with dietary needs.  
-Learn and understand basic business management techniques that relates to restaurant/ food and beverage operations.

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).

- Follows recipes, portion control, and presentation specifications set by the Chef.
- Select, plan and prepare complete meals with meat, poultry, seafood and vegetarian items, according to chef's instruction.
- Follow standard seasoning, plating and garnishing procedures by the Chef.
- Regulate temperature of ovens, broilers, grills, and roasters.
- Properly handle, store and rotate all food products.
- Ensure that food served are in standardized portions and delivered on time, under its proper temperature.
- The participant will be exposed in comparative pricing, sourcing products, menu creation - seasonal/local menus, minimizing on-site consumption, and waste of resources.
- The participant will be mentored by the Immediate Supervisor and learn the typical types of cost in the food service industry, interpret variety of financial reports and which reflects relationship between costs and income.

**How will the Trainee/Intern's acquisition of new skills and competencies be measured?**

The participant will report to the Immediate Supervisor and will receive feedback on a weekly basis. The Supervisor will conduct a mid-point evaluation at the end of this phase to determine the participant's progress and skill level.

**Additional Phase Remarks**

During the program, the participant will be simultaneously training at another Plan Do See America restaurant:  
\*Azabu Miami Beach located at 161 Ocean Drive, Miami Beach, FL 33139

**Certifications****Phase Supervisor**

I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
2. I will contact the Sponsor at the earliest possible opportunity if I believe that the Trainee or Intern is not receiving the type of training delineated on this T/IPP;
3. I will actively support the Sponsor by adhering to all applicable regulatory provisions that govern this program (see 22 CFR Part 62);
4. The Trainee or Intern named in this T/IPP will not displace full-or part-time, seasonal or permanent American workers, or serve to fill a labor need;
5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
6. I will notify the designated Sponsor contact at the earliest available opportunity regarding any concerns about, changes in, or deviations from this T/IPP.
7. I will notify the Sponsor in the event of an emergency involving the Trainee or Intern named in this T/IPP, as well as any information that I receive about the Trainee or Intern that might have an effect on that exchange visitor's health, safety, or welfare;
8. I will notify the Sponsor if I receive information regarding a serious problem or controversy involving the Trainee or Intern named in this T/IPP that could be expected to bring the Department of State, the Exchange Visitor Program, or the Sponsor's exchange visitor program into notoriety or disrepute;
9. I am participating in this Exchange Visitor Program in order to provide the Trainee or Intern named in this T/IPP with training or an internship as delineated in this T/IPP;
10. I certify that this training or internship meets all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the Migrant and Seasonal Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).
11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.



Signature of Rivera, Sergio

Date: 01/09/2021

mm/dd/yyyy



**TRAINING/INTERNSHIP PLACEMENT PLAN**

Exchange Visitor (surname/primary, given name)

Jagtap, Rohit Dharma

Email Address: rohitjagtap61236@gmail.com

Category: Intern

Occupational Category: Hospitality &amp; Tourism

SEVIS ID: N0031222925

Program Sponsor: ODYSSEY International Exchange

Program Number: P-4-29241

Training/Internship Dates: 02/01/2021 - 01/31/2022

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (e.g. classes, individual instruction, shadowing). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of pages 3 and 4 must be completed for each phase if applicable (e.g.; if the trainee/intern is rotating through different departments).

**Host Organization**

Host Organization Name: Plan Do See America dba Lolo's Surf Cantina

Address: 161 Ocean Drive, Miami Beach, Florida (FL),  
33139Phase Name: *Specialty Cuisine*

Phases: 4 of 4

Training/Internship Field: Culinary

Start Date: 09/27/2021

End Date: 01/31/2022

Supervisor: Rivera, Sergio

Executive Chef

sralamo@hotmail.com

Phone: 786-276-0532

**Description of Trainee/Intern's role for this Program or Phase**

After learning the culinary essentials and proving competency in performing the different roles in the kitchen stations, the participant is now ready to take on culinary specialty tasks. This phase will introduce the participant to the diverse world of culinary specializations that will prepare the participant as a future culinary professional. The participant will shadow and assist the Executive Chef in preparing wide variety of signature Japanese specialty dishes offered at Azabu and special Mexican cuisines with a contemporary twists at Lolo's Surf Cantina.

**Specific Goals and Objectives for this Program or Phase**

- Create specialty/signature dishes offered by the restaurant which require advanced culinary skills.
- Learn how to design a dish around seasonal and local ingredients.
- Learn planning and time management strategies for dishes that take multiple days to prepare.
- Learn various regional and ethnic culinary specialties offered by the restaurant.
- Monitor kitchen stations responsible for creation of specific dishes from start to plating.

Please list the names and titles of those who will provide continuous (for example, daily) supervision of the Trainee/Intern, including the primary supervisor.  
What are these persons' qualifications to teach the planned learning?

The participant will be under the supervision of Sergio Rivera, Executive Chef. His talent was recognized after studying Culinary Arts in Puerto Rico and he was offered an internship that brought him to Miami. Following this initial induction into a large kitchen, Sergio was offered a role at Nobu restaurant where he stayed for a total of 5 years. First in Miami Beach, followed by the location in The Bahamas after being promoted. He came back to Florida where he took on the role of Sous Chef opening Makoto Bal Harbour. After 2 years, he returned to Nobu - Eden Roc Resort where he spent 4 years working throughout the restaurant and dining outlets in various roles progressing from Sous Chef to heading up their kitchens as Chef de Cuisine. In 2017, Sergio joined the Etau family as Executive Chef, heading up the kitchen and opening team. 2020 brings new opportunities by becoming the Executive Chef for Plan Do See Miami.

**What plans are in place for the Trainee/Intern to participate in cultural activities while in the United States?**

The participant will be encouraged to visit the Jungle Island, Zoo Miami, Holocaust Memorial Miami Beach, the Coral Castle Museum, Freedom Tower and the Cape Florida Light. All these attractions are available to visit and also promotes cross-cultural awareness to the participants. Participate in the host company's Christmas and New Years Eve celebrations.

**What specific knowledge skills, or techniques will be learned?**

- Learn to execute, display and, present specialty dishes/ items.
- Learn how to incorporate seasonal and local ingredients into dishes.
- Combine design and creativity in creating specialty items.
- Demonstrate discipline in responsibility in creating specialty dishes which often attract the highest amount of criticism and praise from clients.
- Time and staff monitoring in ensuring difficult/specialty dishes meet expectations.

How specifically will these knowledge, skills, or techniques be taught? Include specific tasks and activities (Interns) and/ or methodology of training and chronology/syllabus (Trainees).

- Learn all about the specialty items offered by the restaurant and be familiar with the ingredients and tools needed to create the dish.
- Learn to prepare and execute specialty items, according to Chef's set standards and specifications.
- Learn and practice proper handling and rotation of food, including refrigeration and dry storage.
- Learn to prepare market list according to daily food orders.
- Develop and test new recipes according to the supervisors specifications.

How will the Trainee/Intern's acquisition of new skills and competencies be measured?

A final evaluation will be conducted and submitted by the supervisor at the end of the program.

#### Additional Phase Remarks

During the program, the participant will be simultaneously training at another Plan Do See America restaurant:

\*Azabu Miami Beach located at 161 Ocean Drive, Miami Beach, FL 33139

#### Certifications

Phase Supervisor

I certify that:

1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);
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5. I will conduct the required periodic evaluations of the Trainee or Intern named in this T/IPP;
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11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.



Date: 01/09/2021

Signature of Rivera, Sergio

mm/dd/yyyy



28-11-2020

Mr. Harshwardhan Raut  
Mohinirajnagar, Kopargaon,  
Ahmednagar

**THE FERN**  
*Leo Resort & Club*  
JUNAGADH, GUJARAT  
Leading environmentally sensitive hotels

**Welcome to the Fern Family – Letter of Intent**

Dear Harshwardhan,

With reference to your recent interview with us, we are delighted to offer you the position of **Guest Service Associate F&B Service** at **The Fern Leo Resort & Club, Junagadh**. We trust that your knowledge, skills and expertise will be a valuable asset to our company and we assure you a bright future within our group.

Based on our mutual discussion, the Company is pleased to offer you a gross salary of **Rs. 10500/-** per month. You would join us on or before **01-12-2020** and you will be based at **The Fern Leo Resort & Club, Junagadh**. Your reporting will be to the **General Manger**. Your letter of Appointment would be issued to you subsequently on your joining, as per terms and conditions discussed and mutually agreed upon.

Please furnish a scanned copy of your resignation letter from your current company, attested and signed by your reporting authority, within three days of receiving this LOI, failing which this LOI will be considered void.

**On the day of joining you are requested to bring along with you**

1. ID Proof (Passport / Driving License / Election Card )
2. Residence Proof (Passport / Ration Card / Electricity Bill)
3. Aadhar Card
4. PAN Card
5. Bank Accounts details and form 16 of current financial year from present employer
6. Academic and Training certificates. (10th / 12th / Graduation/ HM, Other Course Certificate etc.)
7. Reliving letter and Experience Certificate from your present and past employers.
8. Latest Passport size Photograph – 6 nos
9. Medical Certificate

We value the position of our brand in the market and we trust you will live up to being an appropriate brand ambassador for the company.

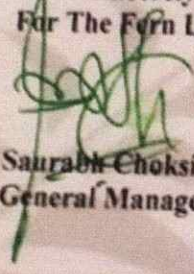
We believe in our people and that you are the right person to entrust with the task of keeping up the brand values as we expand across the country. We wish you all the success in your new role and profoundly believe that you will perform to the expectations in line with the key result areas.

We are looking forward to welcoming you to the Fern family with a long and satisfying career with us.

Once again, welcome to the family!

Your Sincerely,

For The Fern Leo Resort & Club, Junagadh

  
Saurabh Choksi  
General Manager



THE FERN  
Leo Resort & Club  
JUNAGADH, GUJARAT  
Leading environmentally sensitive hotels

Terms and conditions of your employment as a team member of the Fern Family shall be as under:  
1. In addition to the emoluments mentioned above, you will be entitled to statutory benefits such as PF, Gratuity, Leaves etc. subject to the rules and regulations of the company.

2. During your employment with the Company, you will not undertake any other work either honorary or on remuneration or do any other business unless authorized in writing, except performing functions as per your employment with the Company.
3. During your employment with the Company and thereafter also, you will keep all secrets and will not divulge to any person, firm or Company, such secrets or confidential information obtained by you concerning business or affairs of the hotel and the Company.
4. The Management reserves the right to transfer / depute you temporarily / permanently to work in any section or department or any other hotel in the group without any change in your salary.
5. All disciplinary matters shall be governed by "Company's Policies & Rules" and/or any other 'Statutory Laws' that may be applicable to you from time to time.
6. Your appointment with the company is subject to your present and past employment verification. This will be conducted post we receive your resignation acceptance. If your employment verification is found negative at any point of time, before joining or even post joining, your offer will be revoked or services terminated with immediate effect without any notice pay.
7. Your appointment is subject to your medical fitness certified by the Medical Officer appointed by the Company.
8. Your appointment/continuation in the service will be subject to verification of the credentials/testimonials submitted by you. If at any point, it is found that any of the submitted documents have been falsely represented, your services will be terminated with immediate effect without any notice pay.
9. You will be governed by the rules and regulations of the Company in force from time to time and also by the terms of your appointment.
10. The Company will indemnify you for all legal complaints/cases and losses caused due to a direct result of the discharge of your duties as required by the rules and regulations of the Company from time to time, except for any legal complaints/cases and losses caused by acts of your willful omission, willful negligence or willful misconduct.
11. Your age of retirement will be 55 years.
12. Notice period will be applicable with effect from your date of joining.
  - a) You can terminate this agreement by giving 30 day's notice in writing or give 30 day's salary in lieu of notice only on the approval of your HOD/Unit Head/CHPL Head Office after ensuring detailed handover to your successor. Notice pay will be recoverable on or before your last working day in the unit in the form of a Demand Draft only. Notice pay will not be adjusted against earned leaves in your full and final settlement. Notice pay working will be done on your Gross salary.
  - b) The Management reserves the right to terminate your services giving you 30 day's notice or accept your resignation with immediate effect. Moreover in case of termination on account of any misconduct, no notice pay will be paid. Notice pay working here will also be done on your Gross salary.
13. You will have to clear all outstanding against you and settle any outstanding credits tendered by you, before being relieved from your services.
14. In case of separation the balance PL encashment will also be done on your Basic salary.
15. Please note in case you resign within six months period after your joining, you will have to bear the cost of uniform provided to you by the company. (or wherever applicable)
16. Please note in case you resign within one year period after your joining, you will have to bear the cost of your recruitment, induction, training, relocation which the company has incurred on you.
17. Kindly confirm by signing the duplicate copy of this letter that the above terms and conditions are agreed upon and acceptable to you and you undertake to abide by them.

Signature

Baut

Name  
Date







Gokul Sonawane &lt;gtsonawane@gmail.com&gt;

**Fwd: Job Confirmation**

1 message

**HARSHWARDHAN RAUT** <harshraut1998@gmail.com>  
To: gtsonawane@gmail.com

Mon, Dec 21, 2020 at 8:19 PM

----- Forwarded message -----

From: **Anushree Maitreya** <hr.tf.junagadh@fernhotels.com>  
Date: Thu, 26 Nov, 2020, 7:40 pm  
Subject: Job Confirmation  
To: <harshraut1998@gmail.com>

Dear Hashwardhan,

With reference to your recent interview with us, we are delighted to offer you the position of Team Leader F&B Service at The Fern Leo Resort & Club, Junagadh. We trust that your knowledge, skills and expertise will be a valuable asset to our company and we assure you a bright future within our group.

You would join us on or before 01-12-har2020 and you will be based at The Fern Leo Resort & Club, Junagadh. Your reporting will be to the General Manger. Your letter of Appointment would be issued to you subsequently on your joining, as per terms and conditions discussed and mutually agreed upon.

--  
Anushree Maitreya

HR Manager

The FERN Leo Resort &amp; Club, Junagadh, Gujarat

91 6353532082



Subject **Joining Confirmation at Sula Vineyards Pvt. Ltd.**  
From Shraddha Shinde <shraddha.shinde@sulawines.com>  
To <placement@ihmct.in>  
Cc 'Monit Dhavale' <monitd@sulawines.com>, Sushant Joshi <sushantj@sulawines.com>, <amit.kulkarni@sulawines.com>, Devendra Pawar <devendra.pawar@sulawines.com>  
Date 2019-04-26 16:11



Dear Gokul Sir,

Greetings from Sula Vineyards !!

As discussed, We are glad to inform you that below mentioned candidates have been selected as an Trainee in Sula Vineyards Pvt. Ltd. Details are mentioned below;

**1. Kunal Girgas**

Designation : Trainee - Front Office

Stipend : 12000/- pm

Joining Date – 20<sup>th</sup> May 2019

**2. Sambhaji Veer –**

Designation : Trainee - Food Production Commis - III ( Kitchen)

Stipend : 12000/- pm

Joining Date – 20<sup>th</sup> May 2019

Kindly acknowledge on the same.

Thanks,

**Shraddha Shinde**

**Sr. Executive–HR & Administration**

**Sula Vineyards | Sula Selections**

T +91 253 3027777 M +91 7720890066 [www.sulavineyards.com](http://www.sulavineyards.com)

Sula Vineyards Pvt. Ltd., Gat No 36/2, Goverdhan, Gangapur Savargoan Road, Nashik 422222

**OUR GOLD CATEGORY WINNERS**

★ Rasa Cabernet Sauvignon ★ Rasa Shiraz ★ Dindori Reserve Shiraz  
★ Brut Chardonnay ★ Dindori Reserve Vignier ★ The Source Grenache Rose  
★ The Source Sauvignon Blanc Reserve



**From:** Shraddha Shinde [mailto:shraddha.shinde@sulawines.com]

**Sent:** 14 March 2019 16:10

**To:** 'placement@ihmct.in'

**Cc:** 'Monit Dhavale'; Sushant Joshi (sushantj@sulawines.com); amit.kulkarni@sulawines.com; Devendra Pawar (devendra.pawar@sulawines.com)

**Subject:** Job Opportunities at Sula Vineyards.

Respected Gokul Sir,





reetings from Sula Vineyards!!!

**Sula Vineyards, India's #1 wine company of international reput and also we are becoming leader in Hospitality too. We are having outlet under hospitality are;**

- **The Source At Sula Resort** - India's first Vineyard Resort.
- **Beyond By Sula & Sky villa Resort**
- **Rasa Restaurant** – Indian cuisine with the capacity of 140
- **Little Italy Restaurant** – Italian cuisine with the capacity of 85
- **Tasting Room** –India's First Tasting Room with the capacity of 190.
- **The Bottle Shop**
- **The Gift Shop**

**We are hiring for below mentioned positions. This position will give you a wonderful chance to work hands on in India's fastest growing AlcoBev Company and grow professionally as well as personally.**

Please refer the following requirements of manpower along with the job descriptions, you are kindly requested to refer and recommend candidates for following positions as the requirement is on **urgent basis**.

**Associate – Front Office (1 Male & 1 Female) (CTC 16 to 18K) (Nasik)**

**Qualifications:**

- Diploma / Degree in Hotel Management
- **Must be proficient in English.**
- Experience – 0-1 years

**Job Profile :**

- Welcomes guests and fosters customer loyalty through his/her friendly manner.
- Answer questions and address complaints
- Answer all incoming calls and redirect them or keep messages
- Customer Satisfaction (Guest Feedback, Social Media Review).
- Develops high quality relationships with guests throughout their stay.
- Ensure that personalized service is offered to each and every guest.
- Ensures that the pricing policy and internal audit procedures are duly applied.
- Review arrival list for all arrivals and VIPs to check room allocations, amenities and special requests.
- Prepare Room revenue and occupancy forecast take action on rate strategies.
- Ensures that guest documentation and information is available and up-to-date.
- Handling daily operations of Spa.



**Associate – Reservations (1 Female) (CTC 16 to 18K) (Nasik)****Qualifications:**

- Diploma / Degree in Hotel Management
- **Must be proficient in English.**
- Experience – 0-1 years

**Job Profile :**

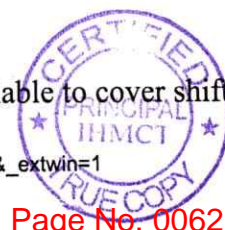
- Knows the type of rooms available as well as their location and layout.
- Knows the selling status, rates, and benefits of all packages plans.
- Knows the credit policy of the hotel and how to code each reservation.
- Creates and maintains reservation records by date of arrival and alphabetical listing.
- Determines room rates based on the selling tactics of the hotel.
- Prepares letters of confirmation.
- Communicates reservation information to the front desk.
- Processes cancellations and modifications and promptly relays this information to the front desk.

**2) Associate – Food & Beverages (M) (CTC 18 to 20K) (Nasik)****Qualifications:**

- Diploma / Degree in Hotel Management
- Must be aware of the different cuisines
- Must be proficient in English.

**Job Profile**

- Must maintain high standards of cleanliness at all times
- To handle the guest queries about cuisines
- To make them aware of wines & beverages we serve at the outlets
- To promote the various packages / offers of all the outlets.
- To help in food festivals and events
- To do the upselling & cross selling of the various cuisines & wines
- Required to work weekends and on occasions of the various events & be available to cover shifts





- To look after the set up & clearance of the events
- Must carry out all other duties as delegated by the outlet incharge.

## 2) Kitchen - Commis - (M) (CTC 16 to 20K ) (Nasik)

### Qualifications:

- Diploma / Degree in Hotel Management
- Must be aware of the different cuisines

### Job Profile

- Consistently offer professional friendly and proactive guest service while supporting fellow colleagues.
- Assist in the preparation and service of all food items for A LA Cart and buffet menu according to hotel recipes and standard
- Ensure the cleanliness and maintenance of all work areas utensils and equipment.
- follow kitchen policies procedures and service standards.
- follow all safety and sanitation policies when handling food and beverages.

We are waiting for your positive response.

Thanks.

**Shraddha Shinde**  
**Executive-HR & Administration**

**Sula Vineyards | Sula Selections**

T +91 253 3027777 M [+91 7720890066](tel:+917720890066) [www.sulavineyards.com](http://www.sulavineyards.com)

Sula Vineyards Pvt. Ltd., Gat No 36/2, Goverdhan, Gangapur Savargoan Road, Nashik 422222



## APPLICATION

TO TRAINING AND PLACEMENT CO-ORDINATOR,  
INSTITUTE OF HOTEL MANAGEMENT AND CATERING  
TECHNOLOGY

AHMEDNAGAR -414001

SUBJECT: Acceptance for the job offer at Sula Vineyard.

Respected Sir,

I Kunal Girgas Sachdeo student of Final year BHMCT accept the job offer at Sula Vineyard offered to me in FRONT OFFICE Department under Campus Placement as per the interview conducted with Respected **HR** Shradha Ma'am Respected **Front Office Manager** Ratul Gupta and I am ready to join there as the Front Desk Assistant as soon my University Examinations get over. I thank Sula Vineyard for selecting me in their organization, and I'll also like to thank our Training and Placement Co-ordinator for providing us with this great opportunity.

You're respected  
KUNAL GIRGAS



Date  
4/4/2019





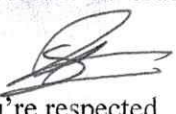
## APPLICATION

TO TRAINING AND PLACEMENT CO-ORDINATOR,  
INSTITUTE OF HOTEL MANAGEMENT AND CATERING  
TECHNOLOGY  
AHMEDNAGAR -414001

SUBJECT: Acceptance for the job offer at Sula Vineyard.

Respected Sir,

I Sambhaji Veer Laxman student of Final year BHMCT accept the job offer at Sula Vineyard offered to me in FOOD PRODUCTION Department under Campus Placement as per the interview conducted with Respected **HR** Shradha Ma'am and I am ready to join there as the Kitchen Assistant as soon my University Examinations get over. I thank Sula Vineyard for selecting me in their organization, and I'll also like to thank our Training and Placement Co-ordinator for providing us with this great opportunity.

  
You're respected  
VEER SAMBHAJI

Date  
4/4/2019



# OMNI® RESORTS

## the homestead

Date: March 15<sup>th</sup>, 2019

Dear Nikhil Sadaphal,

It is our pleasure to extend you an offer to join The Omni Homestead Resort & Spa as a J-1 visa participant in the Culinary Department. This offer is contingent upon your ability to secure a J-1 visa. Your program will begin on May 1, 2019, and will be for duration of 12 months.

Your J-1 program is a paid learning experience. You will receive \$10.00 per hour and will be training approximately 32-40 hours per week.

We will provide dorm-style housing accommodations (shared room, 2 employees per room) for you during your program at cost of \$320 per month. This cost is automatically deducted from your pay check. Uniforms will be provided as well as meals during your orientation training hours. Please note, orientation training hours are defined as the first 2-weeks of employment, during the Orientation Phase.

If your J-1 visa is approved, it is understood that the program offered is for training purposes only and not to be considered as a work permit. Per the J-1 regulations, you will not be eligible to find secondary employment outside of our organization.

We believe our training program will offer you a challenging and rewarding opportunity for personal and professional development. This opportunity to gain valuable experience in our facility will certainly provide you with a well rounded exposure to the U.S. hospitality industry.

Please confirm your acceptance of our offer by signing, dating and returning this letter to us as soon as possible and no later than March 25<sup>th</sup>, 2019. We look forward to welcoming you to The Omni Homestead Resort & Spa.

Sincerely,

Jenny Lorenzo

Sr. Talent Acquisition Manager

---

I agree to the offer outlined above.




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Page 1.



Sadaphal Nikhil Vasant  
Printed Name

  
Signature

03/27/2019  
Date



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Page 2

Date : 24th July 2019

Name : Akshay Anil Raykar

Address : Hangewadi, Shrigonda, Ahmednagar,  
Maharashtra-414701

Dear Mr. Raykar,

Subject: Letter of offer for the position of "Team Member - Housekeeping"

Further to the interviews we had with you, we are pleased to offer you the position of "Team Member - Housekeeping" with The Deltin, Daman.

Your remuneration package would be **INR 132000/- per annum** (Rupees One Lakh Thirty Two Thousand Only) Cost to Company. This offer is valid for acceptance till 26th July 2019.

This is a letter of offer. A formal appointment letter shall be issued to you on joining office on or before 05th August 2019.

Please sign the duplicate copy of this letter as a token of your acceptance and return it to us for our records. You are requested to carry along with you photocopies of your testimonials and 10 coloured passport size recent photographs with white background on the date of joining.

We look forward to receiving your positive response and personally welcoming you to the Group!

Warm Regards,

For DELTA CORP LIMITED.,

  
Akarsh Mathur  
General Manager





**Jawed Sikandar Shaikh**

Gawthan, Pmpalgaon Kauda,

Ahmadnagar, Maharashtra – 414005.

Sub: APPOINTMENT LETTER

Dear Mr. Shaikh,

With reference to your application and subsequent interviews you had with us, we are pleased to offer you employment with Delta Corp Limited starting from 18<sup>th</sup> July 2019.

The terms and conditions of this Responsibility Level **TM 02** appointment is as follows:

**1. JOB ASSIGNMENT**

In the position of **Team Member** you will be responsible for all aspects of the **F&B Service** division to ensure that The Group Standards are introduced, implemented and maintained. You will be responsible for achieving the key objectives as laid down in the corporate and functional strategies.

You will be reporting to the **Executive Assistant Manager – F&B** or such person, as the management shall nominate from time to time.

You shall have to observe six days working in a week (9 hrs per day including 1hr of break 54 hrs in a week) with one day off as may be decided by the management from time to time. The responsibilities of your position required from time to time, that additional levels of commitment be required. In this event, it is understood that neither overtime nor time off in lieu will be compensated. You may be required to work in shifts / during any holidays depending upon business exigencies / work with such working hours as may be decided by the management from time to time. You will be required to perform duties as per the job description laid down by the management.

**2. PLACE OF SERVICE & TRANSFER**

Initially you will be posted at our Daman Establishment. However, depending upon business exigencies and/or at the sole discretion of the management, you may be posted / transferred to any other establishment / project / department / section / unit

that are existing as of today or that may come into existence in future anywhere in India or abroad, on the same terms and conditions or on such terms and conditions as may be decided by the company from time to time.

Similarly, your services are transferable to any other associate / subsidiary / group companies that are in existence as of today or that may come into existence in

Page 1 of 8



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Page No. 0069



Similarly, your services are transferable to any other associate / subsidiary / group companies that are in existence as of today or that may come into existence in future anywhere in India or abroad, on the same terms and conditions or on such terms and conditions as may be decided by the company from time to time.

Your transfer shall be governed by the company's Rules / Policy in force from time to time.

### 3. SALARY AND ALLOWANCES

From the date of joining, you will be paid salary, Allowances and Reimbursement as mentioned in the Annexure 1 enclosed herewith.

### 4. BENEFITS:

- a) **Personal Accident Insurance Coverage:** You will be covered under a Personal Accident Insurance Scheme as per the company policy.
- b) **Gratuity:** Your entitlement to payment of Gratuity will be governed by as per the statutory provisions of the payment of Gratuity Act, 1972.
- c) **Duty Meals:** Duty meals will be provided as per the company policy.
- d) **Business Entertainment:** In your role you will be required to entertain guests and potential guests of the company, you are required to ensure that all business entertainment is in keeping with the company policy.
- e) **Uniforms:** You will be required to strictly adhere to **DCL** grooming standards.

### 5. BONUS

You will be entitled to productivity bonus in lieu of profit bonus under the Payment of Bonus Act 1965, every year or as and when that may be declared by the company from time to time.

### 6. MEDICAL FITNESS AND VERIFICATION OF PARTICULARS

**Your appointment is subject to:**

- a) Verification of particulars mentioned in your application (credentials, certificate, age proof etc.). In case those particulars are found unsatisfactory or false, your service is liable for termination without any reason or notice thereof at any time.
- b) You being declared medically fit by the Medical Advisor of the Company, at the time of joining, you may be asked for a declaration of medical status in lieu of medical examination and no relevant information should be left out from this declaration.
- c) The Management reserves the right to get you medically examined by any certified Medical Practitioner during the period of your services and in case you are found medically unfit to continue, you will lose your lien on the job.





## 7. LEAVE

During your employment with the Company you will be governed by the code of conduct, service rules & regulations of the company in force or as introduced or amended from time to time. Maternity Leave to eligible female employees is applicable under the Maternity Benefit Act 1961. These leaves shall be governed by the company's leave policy from time to time.

## 8. PROBATIONARY PERIOD AND CONFIRMATION

You shall initially be on probation for a period of 6 months, which may be extended or reduced at the sole discretion of the management depending upon your performance, of which the management shall be the sole judge.

During the period of probation, your services are terminable by either party by giving 15 days' notice or payment in lieu thereof. No type of leave may be availed (except SL and Public holidays) during this notice period and you will be required to fulfill your professional duties for the entire duration of the stipulated notice period.

Upon completion of your initial or extended period of probation, only if your performance is found to be satisfactory by the management, you will be confirmed in writing. However, it is hereby made clear that till the time you are intimated about your confirmation in writing, you shall continue to be on probation.

After your confirmation, your services are terminable by either party by giving one month notice or payment of salary in lieu thereof. For the purpose of this clause, 'salary' means Basic salary only.

Your appointment is conditional on the presumption that you do not have any criminal record under the law of the land and the particulars furnished by you in your application are correct to the best of your knowledge. In case the aforesaid particulars are found to be incorrect or if it is found that you have concealed or withheld some relevant information from the Company, your employment with the Company shall stand terminated / cancelled immediately without any notice or payment in lieu thereof.

## 9. PROPRIETARY MATERIALS

You acknowledge that all files, customer records, lists, books, records, literature, software, products and work products developed by you in the course of your employment with the Company are "works made for hire" and any intellectual property in such works shall be solely owned by the Company, and any other materials owned by the Company or used by the Company in connection with the conduct of business by the Company shall at all times remain the sole property of the Company, and you agree that upon demand and / or upon termination of your employment hereunder,

Howsoever arising, you shall surrender to the Company all such files, customer records, lists, books, records, literature, products, software, work products, and any copies thereof and all other property belonging to the Company.





## 10. COMPANY POLICIES

The Company is a proponent of certain policies in line with the best industry practices and believes that such policies are required to create an appropriate work environment. You shall be provided with a hand book containing all the Company policies and procedures. You are required to read and understand all the policies and procedures of the Company and take all necessary steps to ensure that they are properly observed. Breach or failure to adhere to any of the policies and / or procedures laid down by the Company may result in disciplinary action against you, which may even include dismissal or termination from employment.

## 11. SECRECY AND CONFIDENTIALITY

During the period of your employment with the Company and even after you cease to be an employee of the Company, you shall not in any manner, directly or indirectly, use for your own benefit or the benefit of any other person or entity, or otherwise divulge, disclose, or communicate to any person or entity any information concerning the company except as may be required within the scope your employment to perform your duties or obligations to the Company. All such customer lists, pricing policies and information, marketing plans or strategies, files, Records, computer printouts, documents, objects, drawings, specifications, patterns and similar items relating to the business of the company or any of its client companies, or concerning any trade secret, including copies thereof, whether prepared by you or otherwise coming into your possession, shall remain the exclusive property of the company or its client companies, as the case may be. This covenant of nondisclosure and the Employee's liability for breach of this covenant shall survive the expiration and termination of this contract of employment. This is only illustrative and not exhaustive in nature.

## 12. GENERAL DUTIES, RESPONSIBILITIES AND POLICIES

- a) The company expects you to work with high standards of initiative and efficiency.
- b) You must devote the whole of your time, attention and abilities during your hours of work to the duties of the Company. You may not, under any circumstance, whether directly or indirectly, undertake any direct / indirect business or work, honorary or remunerator services during your tenure of employment.
- c) You shall not seek any political membership / political affinity/ public bodies without prior written permission from the Management.
- d) You shall not give out to any one during the period of your service and even afterwards by word of mouth or otherwise, particulars or details of our process, technical know-how, security arrangements, administrative and / or organizational, matters of confidential / secret nature which may be your privilege to know by virtue of your being our employee.
- e) You will be solely responsible for safekeeping and return in good condition all the properties of the company that may be in your use, custody, care or charge. In the event of loss of any property of the company in your possession, the company will have the right to assess on its own basis and recover the damages of all such material from you and take such other action as it deems proper in the event of





your failure to account for any such material or property towards company's satisfaction.

- f) You shall have to exercise such powers and perform such duties in relation to the business of the company as may be vested in or assigned to you by the company from time to time. However, You will not enter into any commitments or dealings on behalf of the Company for which you have no clear authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- g) You shall have to comply with all the lawful and reasonable directions given to you from time to time by the management and with all the rules and regulations laid down by the company from time to time.
- h) You shall have to travel to such places in such manner and on such occasions as the Company may from time to time reasonably require. As per the travel policy of the Company you will be provided with allowances for travel, lodging and boarding. The Company will reimburse all reasonable pre-approved out-of-pocket expenses incurred by the Employee during such travel, subject to production, within one month, of written evidence of expenditure, to the satisfaction of the employer.
- i) You will be governed by the service, rules and regulations including the conduct, discipline, administrative orders and any such other rules / orders of the company that may be in force from time to time.
- j) Salary and other terms of your appointment are confidential between you and your immediate superior only. Under no circumstances you shall disclose or discuss about your terms of appointment and salary with others within the organization.
- k) You will intimate in writing to the Management if there is any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- l) The designation assigned to you is subject to change depending upon your work assignment from time to time.
- m) You shall not consume tobacco, alcoholic beverages or narcotics and drugs or get yourself intoxicated in any manner while on the premises of the establishment and while on duty or otherwise. In case the management suspects you to have been under intoxication, you shall undergo such medical examination as prescribed by the management. In case you are found to be under the influence of alcohol or drugs, your services are liable to be terminated.
- n) Age of Retirement: You will automatically retire from the services of the Company on attaining the age of 58 years. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be a conclusive proof of your date of birth.
- o) During the tenure of your employment with the company, you shall not take up any assignment / employment / avocation / occupation / business in any firm / company / competitor / body / person, whether for monetary reward or otherwise, without the prior written consent of the management. Should you commit breach of this





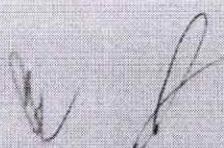
clause, your employment shall be liable to be terminated forthwith without any notice to you.

- p) Your employment with the company is subject to the laws applicable in the place of your working.
- q) You shall not in any way affiliate / participate in any political activity either directly or indirectly during the tenure of your employment with the company and should you commit breach of this clause, your employment shall be liable to be terminated forthwith without any notice to you.
- r) Your employment in the company is based on the representation made and the documents submitted by you, which if found to be false / wrong, your services are liable to be terminated forthwith without any notice.
- s) Your contract of employment is liable to be terminated in the event you have been found to have committed any breach of any of the provisions of this letter of appointment and the decision of the management in that regard shall be final and binding on you.
- t) You shall indemnify, defend and hold harmless Company, its officers, directors, employees, agents and shareholders, from and against any and all third party claims, actions, proceedings, liabilities or losses including, without limitation, reasonable attorneys' fees, arising from or as a Direct consequence or result of (a) your negligence or willful misconduct; (b) the breach of any of the terms of your employment.
- u) Your contract of employment is governed by and shall be construed in all respects in accordance with Indian Laws, and shall be subjected to the exclusive jurisdiction of the Court(s) in Daman alone.
- v) All notices or other communication to be given by you shall be in writing and shall either be personally delivered or sent by registered post acknowledgment due or facsimile transmission and shall be addressed for the attention of the head of your department.

### 13.ACCEPTANCE

Please note this offer is in accordance with the policies and procedures outlined in the Employee Handbook of the company and Indian legislation, which shall govern in the event of any dispute.

If the foregoing concurs with your understanding of the terms and conditions of employment, please sign and return a copy of this letter at your earliest convenience.








You are required to sign and return a copy of this letter before to signify your acceptance. Should we not receive confirmation of your acceptance in this manner by that time, we will assume that you have turned down this office of employment.

We trust that this covers all the pertinent details of your employment. Should you have any further questions, please let us know. In the meantime, may we take this opportunity to congratulate you on your appointment and welcome you to The Group and wish you every success in your challenging new assignment at Delta Corp Limited.

We all look forward to working closely with you.

Warm Regards,  
for Delta Corp Limited,

  
Akarsh Mathur  
General Manager

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

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

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Page 7 of 8

Site Address: Survey No. 8/1 & 8/1-A, Village Varkund, Vapi Daman Road, Nani Daman, Daman and Diu - 396 210, India  
Tel: +91 260 669 9999 Fax: +91 260 669 9000 W: www.deltagroup.com  
Regd Office: 10, Kumar Place, 2408, General Thimayya Road, Pune - 411001. I CIN: L65493PN1990PLC058817



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# DELTA CORP LIMITED

## Annexure - 1

NAME: JAWED SIKANDAR SHAIKH  
DESIGNATION: TEAM MEMBER - F&B SERVICE

Sr. No.	Salary Particulars	CTC P.M.	CTC P. A.
1	Basic + D.A.	8,214	98,568
2	H.R.A	854	10,248
3	Special Allowance	-	-
	<b>Gross Salary (A)</b>	<b>9,068</b>	<b>108,816</b>
4	Other Deduction (PF Employee) (B)	986	11,832
	<b>Net Take Home (Pre-Tax) (A-B)</b>	<b>8,082</b>	<b>96,984</b>
	<b>Employers Contribution</b>		
5	PF	986	11,832
6	Gratuity	395	4,740
7	Bonus	684	8,208
	<b>Total (C)</b>	<b>2,065</b>	<b>24,780</b>
8	Leave Travel Assistance (Yearly)	-	-
	<b>TOTAL (D)</b>	<b>-</b>	<b>-</b>
	<b>Total CTC (A+C+D)</b>	<b>11,133</b>	<b>133,596</b>

[The above Salary Breakup can be restructured as per the Management's discretion]

Warm Regards,  
for Delta Corp Limited,

Akarsh Mathur  
General Manager

Page 8 of 8



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Page No. 0076



January 19, 2018

Dear Manoj Rohidas Rathod,

THE WESTIN HILTON HEAD ISLAND  
RESORT AND SPA

2 Granddune Avenue  
Hilton Head Island, SC 29928  
United States

T: 843.681.4000  
F: 843.681.1017

westin@hiltonhead.com

I am pleased to extend you an offer to join our training program! The terms of our offer follow (dates are tentative due to sponsor arrangements for visa):

Start Date:	June 1 <sup>st</sup> , 2018
Completion Date:	May 31 <sup>st</sup> , 2019
	<b>Culinary Internship</b>
Rate of Pay	\$10.00/hour

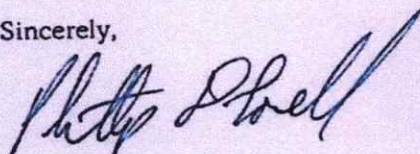
Please return this letter via fax, (843) 681-8134, indicating whether you will be accepting or declining this offer by January 29, 2018. The Westin Hilton Head Island Resort & Spa is committed to a drug free work place. As such, all offers of training are contingent upon your passing a pre-training screening for the unlawful use of controlled substances.

Following your acceptance of the our training program, a detailed packet of information will be emailed to you containing information about Hilton Head Island, housing and our Dress & Grooming Standards. At that time you can indicate if you wish to use the housing offered though Hilton Head Realty or secure housing on your own.

The success of our training program is the result of teamwork between our training program staff and the management of The Westin Hilton Head Island Resort & Spa. This is achieved through a "hands-on" training experience and attending meetings, shadowing and cross functional training providing an opportunity to interact with members of The Westin Hilton Head Island management. Property information that is freely shared throughout the Resort will allow you to learn the workings of a full service, four diamond Resort, which will support your academic learning. The success of the training program depends upon your curiosity and enthusiasm to learn!

Should you have any questions you may contact me at [phillip.lovell@westin.com](mailto:phillip.lovell@westin.com). I hope that you will be joining us for the training program and I am confident this will be a wonderful experience for you.

Sincerely,



Phill Lovell  
Human Resources Manager  
(843) 681-8134 - fax

Signature if offer accepted: \_\_\_\_\_

Signature if offer declined: \_\_\_\_\_

Date: Jan 22<sup>nd</sup>, 2018





**WESTIN**  
HILTON

**THE WESTIN HILTON HEAD ISLAND  
RESORT & SPA**

2 Glassblow Avenue  
Hilton Head Island, SC 29928  
United States

T: +1 843.681.4000  
F: +1 843.681.0100

June 12, 2019

To whom it may concern,

This letter is to acknowledge that Manoj Rathod has completed his internship at the Westin Hilton Head Island Resort and Spa. He began his internship on June 11, 2018 and finished on June 11, 2019.

During Manoj's 12 months at the Westin, he rotated within the Culinary Department. Should you inquire further information regarding Manoj's internship, please feel free to contact our office at 843-681-0869.

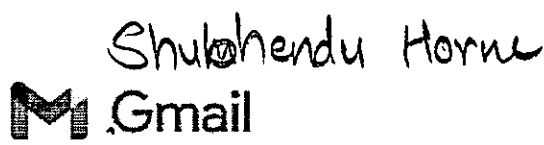
Sincerely,



Sara Pace  
Human Resources Generalist







Shubhendu Horne &lt;shubhenduhorne@gmail.com&gt;

**Westin HHI 2018 Info**

34 messages

Pace, Sara &lt;sara.pace@westin.com&gt;

30 January 2018 at 00:12

To: "Lovell, Phillip" &lt;Phillip.Lovell@westin.com&gt;, "Lamourt, Jennifer" &lt;Jennifer.Lamourt@westin.com&gt;

Welcome 2018 Intern!

First of all, my name is Sara Pace and I am the Human Resources Coordinator at The Westin Hilton Head Island Resort & Spa. We are very excited for you to join our 2018 team! Please read the entirety of this email as it contains important information.

Before you begin your internship here at The Westin Hilton Head Island Resort & Spa, please see the attached document. It contains information about our resort and the internship program, the arrival process, and packing essentials.

Please fill out and return the following documents:

• **Intern Arrival Information:** Once you have booked your flight, please fill out this form and e-mail it back to sara.pace@westin.com or fax to 843-681-8134. The information will assist us in arrangements for your arrival and coordinate with your managers and housing. You can only check in to housing between the hours of 9am and 3pm EST so please be conscious when booking flights.

• **DS-2019:** You can only work based on those dates. Once you have your DS-2019, please fill out this document and return it.

• **Uniform Request Form:** This should be filled out with your US size so we can obtain uniforms in advance. Please make sure to write your department on the form or departments if you are doing a rotation.

• **Housing Addendum and Agreement Form:** Please state whether you accept or decline the housing we provide. The housing we offer consists of a 2 bedroom, 2 bath, fully furnished apartments. There are four interns in each apartment, so you will be sharing a room. In addition to the housing offered, we provide scheduled transportation to and from the housing units. The shuttle is scheduled to accommodate most shifts, however other transportation options include: bicycling, Uber, Yellow Cab, or walking. You can purchase a bicycle for under \$100 and Uber / Yellow Cab typically costs about \$6. The walk is approximately 2 miles from Hilton Head Resort (housing) to The Westin Hilton Head Island Resort & Spa. Please bring \$345 cash on your first day to pay for housing as explained in the attached document.

• **\*\*If you are staying in our provided housing\*\*** Upon arrival, you will meet with Brendan Lambrix to sign your official lease for housing. Once you sign your lease you are entering a legal agreement

that makes you responsible for the payment during the dates stated on that document. Should you leave early for any reason at all, you will be responsible for paying the remainder of your housing agreement.

ii If you choose to stay in our housing you **must** have completed a background check prior to checking in to housing. Please see the information below to complete your background check. This needs to be completed at least **2 weeks** before your arrival. You will have to pay for the background check using a credit card and when you enter the billing address for your credit card you **MUST** use THIS address: **663 William Hilton Parkway, Hilton Head Island, SC 29928** if you don't it will not let you continue. Please let us know once you have completed this process. Bring your receipt with you and you will be reimbursed. Please note, you only need to enter where you have lived since you were 18.

ii Which background check should I complete?

- If you have lived in the United States for the last seven years you will complete the Domestic Background Check.
- If you have lived outside the United States the last seven years you will complete the International Background Check.
- If you have lived in the United States and have a Social Security number, and now live and outside the United States during the last seven years you will complete the International & Domestic Background Check.

Please contact myself or my colleagues, Phillip Lovell at [Phillip.Lovell@westin.com](mailto:Phillip.Lovell@westin.com) or Jennifer Lamourt at [Jennifer.Lamourt@westin.com](mailto:Jennifer.Lamourt@westin.com) if you have any questions at all.

Be well,

Sara Pace

Human Resources Coordinator

THE WESTIN HILTON HEAD ISLAND RESORT & SPA

2 Grasslawn Avenue  
Hilton Head Island, SC 29928  
USA  
[www.careers.marriott.com](http://www.careers.marriott.com)

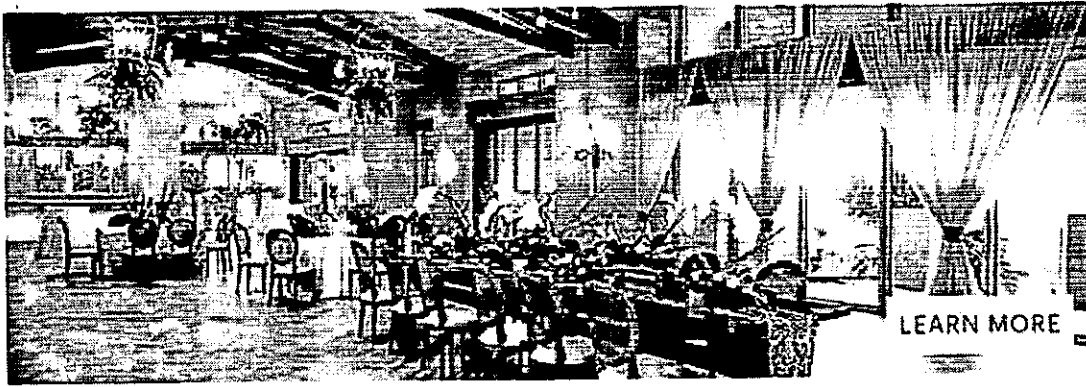
T +1 843.681.0869 F +1 843.681.8134 H +1 843.681.4000

WEBSITE | RESORT VIDEO | MEETING PLANNER GUIDE | FACEBOOK | INSTAGRAM



## The Grand Ocean Terrace

A stunning new oceanfront venue at The Westin Hilton Head Island Resort & Spa



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 noreply@starwoodhotels.com\_20180129\_130116.pdf  
17521K

Shubhendu Horne <shubhenduhome@gmail.com>  
To: shishir.f22@gmail.com

30 January 2018 at 04:22

[Quoted text hidden]

 noreply@starwoodhotels.com\_20180129\_130116.pdf  
17521K

Pace, Sara <sara.pace@westin.com>  
To: "Pace, Sara" <sara.pace@westin.com>

4 April 2018 at 19:06

Welcome 2018 Intern!

First of all, my name is Sara Pace and I am the Human Resources Coordinator at The Westin Hilton Head Island Resort & Spa. We are very excited for you to join our 2018 team! Please read the entirety of this email as it contains important information.

Before you begin your internship here at The Westin Hilton Head Island Resort & Spa, please see the attached document. It contains information about our resort and the internship program, the arrival process, and packing essentials.

Please fill out and return the following documents:

• **Intern Arrival Information:** Once you have booked your flight, please fill out this form and e-mail it back to sara.pace@westin.com or fax to 843-681-8134. The information will assist us in arrangements for your arrival and coordinate with your managers and housing. You can only check in to housing between the hours of 9am and 3pm EST so please be conscious when booking flights.

• **DS-2019:** You can only work based on those dates. Once you have your DS-2019, please fill out this document and return it.

• **Uniform Request Form:** This should be filled out with your US size so we can obtain uniforms in advance. Please make sure to write your department on the form or departments if you are doing a rotation.

• **Housing Addendum and Agreement Form:** Please state whether you accept or decline the housing we provide. The housing we offer consists of a 2 bedroom, 2 bath, fully furnished apartments. There are four interns in each apartment, so you will be sharing a room. In addition to the housing offered, we provide scheduled transportation to and from the housing units. The shuttle is scheduled to accommodate most shifts, however other transportation options include: bicycling, Uber, Yellow Cab, or walking. You can purchase a bicycle for under \$100 and Uber / Yellow Cab typically costs about \$6. The walk is approximately 2 miles from Hilton Head Resort (housing) to The Westin Hilton Head Island Resort & Spa. Please bring \$355 cash on your first day to pay for housing as explained in the attached document.

• **\*\*If you are staying in our provided housing\*\*** Upon arrival, you will meet with Brendan Lambrix to sign your official lease for housing. Once you sign your lease you are entering a legal agreement that makes you responsible for the payment during the dates stated on that document. Should you leave early for any reason at all, you will be responsible for paying the remainder of your housing agreement.

• If you choose to stay in our housing you must have completed a background check prior to checking in to housing. Please see the information below to complete your background check. This needs to be completed at least 2 weeks before your arrival. You will have to pay for the background check using a credit card and when you enter the billing address for your credit card you MUST use THIS address: 663 William Hilton Parkway, Hilton Head Island, SC 29928 if you don't it will not let you continue. Please let us know once you have completed this process. Bring your receipt with you and you will be reimbursed. Please note, you only need to enter where you have lived since you were 18.

#### • Which background check should I complete?

- If you have lived in the United States for the last seven years you will complete the Domestic Background Check.
- If you have lived outside the United States the last seven years you will complete the International Background Check.
- If you have lived in the United States and have a Social Security number, and now live and outside the United States during the last seven years you will complete the International & Domestic Background Check.

Please contact myself or my colleagues, Phillip Lovell at Phillip.Lovell@westin.com or Jennifer Lamourt at Jennifer.Lamourt@westin.com if you have any questions at all.



Be well,

Sara Pace

Human Resources Coordinator

THE WESTIN HILTON HEAD ISLAND RESORT & SPA

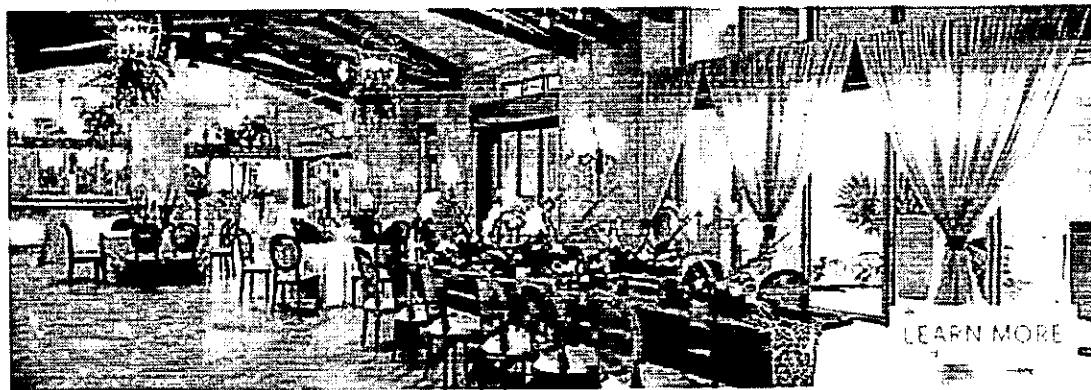
2 Grasslawn Avenue  
Hilton Head Island, SC 29928  
USA  
[www.careers.marriott.com](http://www.careers.marriott.com)

T +1 843.681.0869 F +1 843.681.8134 H +1 843.681.4000

WEBSITE | RESORT VIDEO | MEETING PLANNER GUIDE | FACEBOOK | INSTAGRAM

## The Grand Ocean Terrace

A stunning new oceanfront venue at The Westin Hilton Head Island Resort & Spa



[Quoted text hidden]

 [noreply@starwoodhotels.com\\_20180129\\_130116.pdf](#)  
17521K

Shubhendu Horne <[shubhenduhome@gmail.com](mailto:shubhenduhome@gmail.com)>  
To: "Pace, Sara" <[sara.pace@westin.com](mailto:sara.pace@westin.com)>

6 April 2018 at 19:58

Greetings of the day!  
Thank you for the mail.. I dont have my DS-2019 yet. I will provide all the information as soon as i get my DS-2019..  
Thank you!

[Quoted text hidden]



Search mail

SUMIT PAWAR

Compose

Inbox

Starred

Snoozed

Important

Sent

Drafts

[Imap]/Sent

[Imap]/Trash

Junk

Notes

Personal

More

Fwd: TRAINING OFFER: Grand Geneva R



sumit pawar <sumitpawar698@gmail.com>  
to me

----- Forwarded message -----

From: <int1@kareerkrafters.com>  
Date: 28 Mar 2018 4:35 pm  
Subject: TRAINING OFFER: Grand Geneva Resort And Spa  
To: <vsuryawanshi7091@gmail.com>, <ankiee732@gmail.com>, <p  
<abhisheksadamate@gmail.com>, <sanket.kadam2015@gmail.com>  
Cc: <int3@kareerkrafters.com>, <int5@kareerkrafters.com>

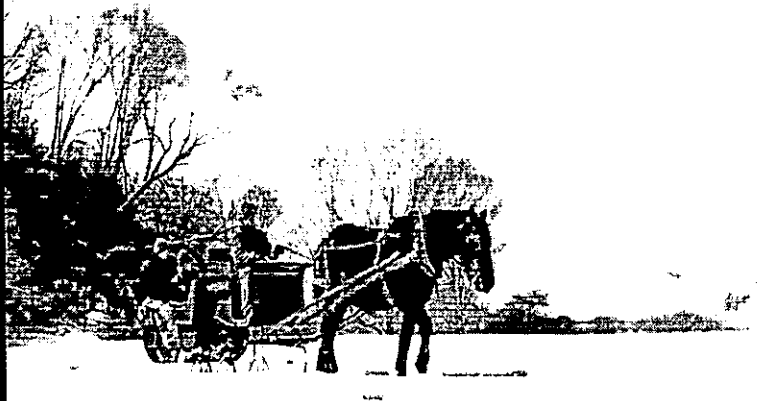
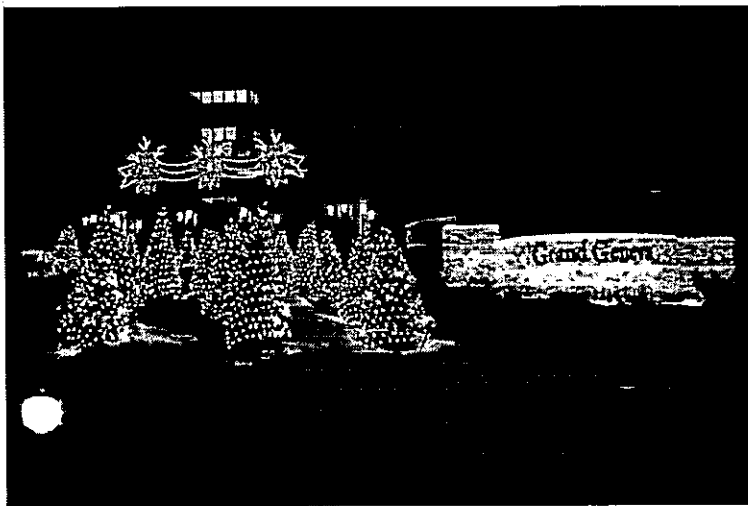
Dear Candidates,

CONGRATULATIONS!!!

It is with great pleasure to announce to you that **Grand Geneva Resort A**  
the **Culinary Department**.

**Grand Geneva Resort And Spa**  
**Position: Culinary / Intern**  
**Start Date: May 28, 2018**  
**End Date: May 28, 2019**





## ARRIVAL PACKAGE 2018

---

International Trainee Network - 3325 Wilshire Blvd., Suite 600 - Los Angeles - California 90010  
Ph: 213-385-2829 - Fax: 213-385-2836 - [www.internationaltrainee.com](http://www.internationaltrainee.com)



INTERNATIONAL TRAINEE NETWORK

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ARRIVAL IN THE US



○ THE HOST COMPANY



TRANSPORTATION



SOCIAL SECURITY



BANK ACCOUNT



○ MEALS AND HOUSING



· PAYDAY



UNIFORM/DRESS CODE



International Trainee Network ~ 3325 Wilshire Blvd., Suite 600 ~ Los Angeles ~ California 90010  
Ph: 213-385-2829 ~ Fax: 213-385-2836 ~ [www.internationaltrainee.com](http://www.internationaltrainee.com)





INTERNATIONAL TRAINEE NETWORK

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## ARRIVAL IN THE US



You will very soon start a unique training program at the Grand Geneva!

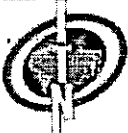
The purpose of this Arrival Package is to give you all the important information you may need to arrive safely and in a timely manner at the Hotel to begin your program.

If after reviewing this package if you have more questions about your arrival, please contact one of our associates at International Trainee Network.



---

International Trainee Network ~ 3325 Wilshire Blvd., Suite 600 ~ Los Angeles ~ California 90010  
Ph: 213-385-2829 ~ Fax: 213-385-2836 ~ [www.internationaltrainee.com](http://www.internationaltrainee.com)



INTERNATIONAL TRAINEE NETWORK

- Our Phone number: (213) 385-2829

# THE HOST COMPANY

**Address:**

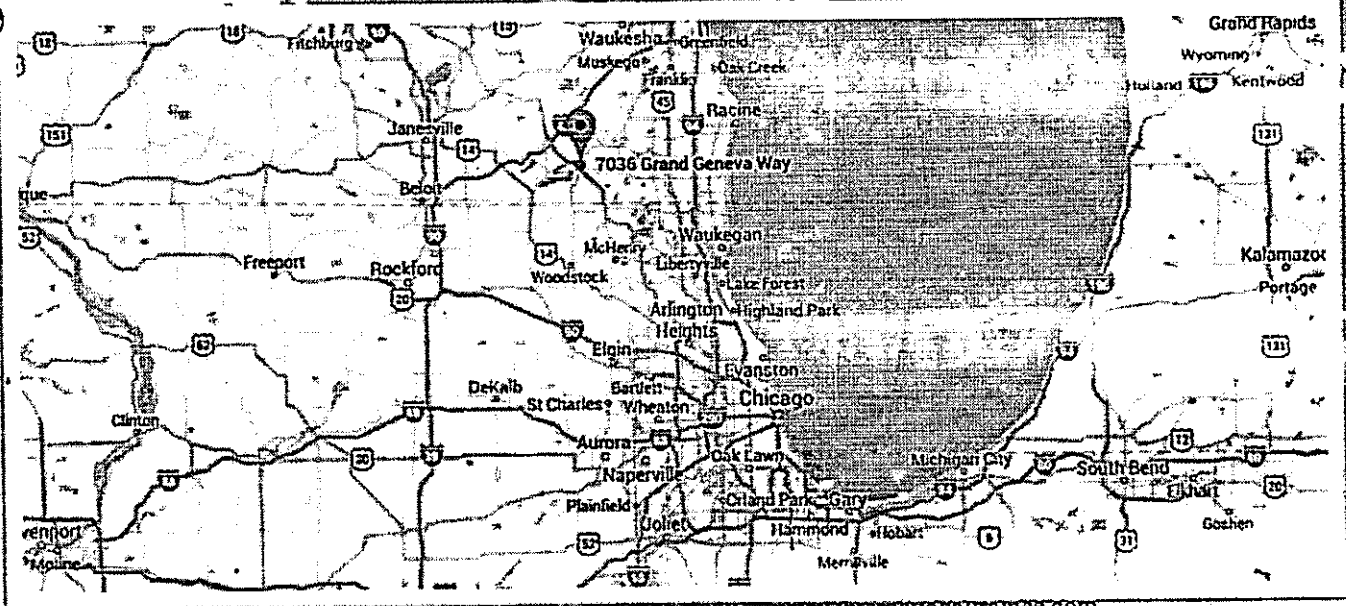
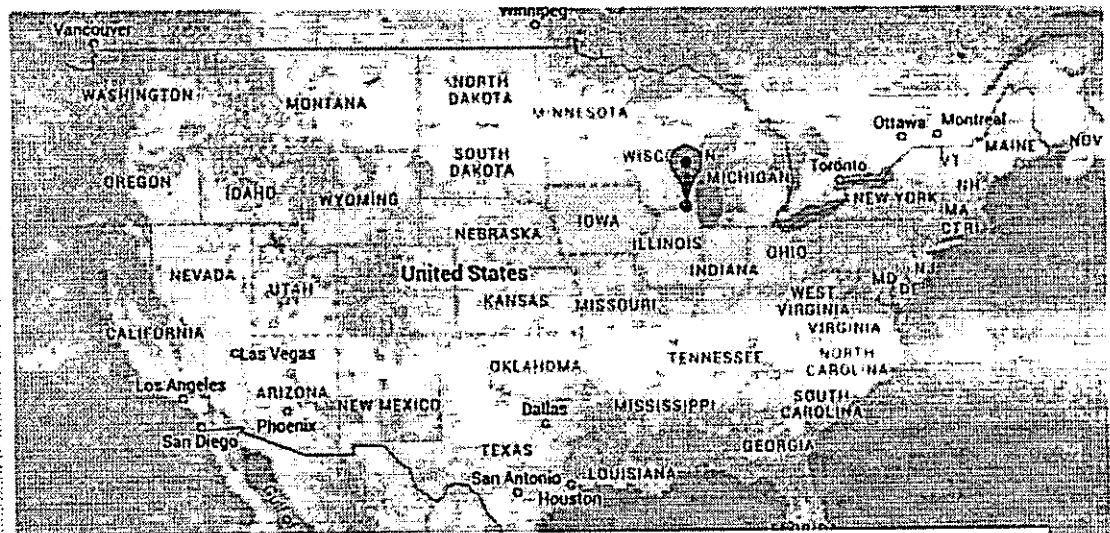
**The Grand Geneva Resort & Spa**

7036 Grand Geneva Way

○ Lake Geneva, WI 53147

(262) 248-8811

**Location:**



PH: 213-385-2829 ~ FAX: 213-385-2836 ~ [www.internationaltrainee.com](http://www.internationaltrainee.com)





# TRANSPORTATION

## **The closest airport:**

### **General Mitchell International Airport**

You will have to take shuttle/taxi transportation to The Grand Geneva Resort Hotel.

We recommend that you drive directly from the airport to your housing prior to going to the Hotel for orientation and to start work.

Please make all arrangements, prior to your arrival. Your hotel orientation and start date & time will be scheduled prior to your arrival. On that date & time; please bring your Passport, work authorization documents and report to the Front Desk of the hotel and ask for Human Resources.

### Taxi Service

Taxi service is available via the taxi pickup station located outside of Baggage Claim 3. Across the Baggage Claim roadway, and follow the signs to the taxi lane behind the rental car area.

### Shuttle Service

Shuttle operators provide door-to-door airport service to hotels and all other locations in southeastern Wisconsin and northern Illinois, including Chicago.

## **If you have any trouble reaching the hotel you may contact:**

Jennifer Wilke

Assistant Director of HR  
7036 Grand Geneva Way  
Lake Geneva, WI 53147

PH: (262) 249-4766

FX: (262) 249-4599

jenniferwilke@grandgeneva.com

Please make sure to send us your arrival information by filling out the below table a few days prior to your arrival.






## INTERNATIONAL TRAINEE NETWORK

First Name	Last Name	Arrival Date	Airport	Flight #	Time

# SOCIAL SECURITY

- 1) Once arrived in the U.S.A., **the first thing to do is to register online.**  
Please find enclosed the link to check in with your Sponsor Organization:

	<i>You will receive an automatic message from Odyssey on the day you arrive with a link to check-in. You can also contact Odyssey at <a href="mailto:info@odcinternational.com">info@odcinternational.com</a> and confirm you have arrived.</i>
	<a href="http://www.globalinternships.com/direct/check-in">www.globalinternships.com/direct/check-in</a>
	<a href="http://www.culturalexchangenetwork.org/loginuser.aspx">www.culturalexchangenetwork.org/loginuser.aspx</a>

- 2) 5 days after you have completed your check in you must proceed to the nearest Social Security Administration office to apply for your Social Security Card.

**SOCIAL SECURITY FEDERAL BUILDING**  
222 N. Academy St, Janesville, WI 53548  
1-877-850-7826





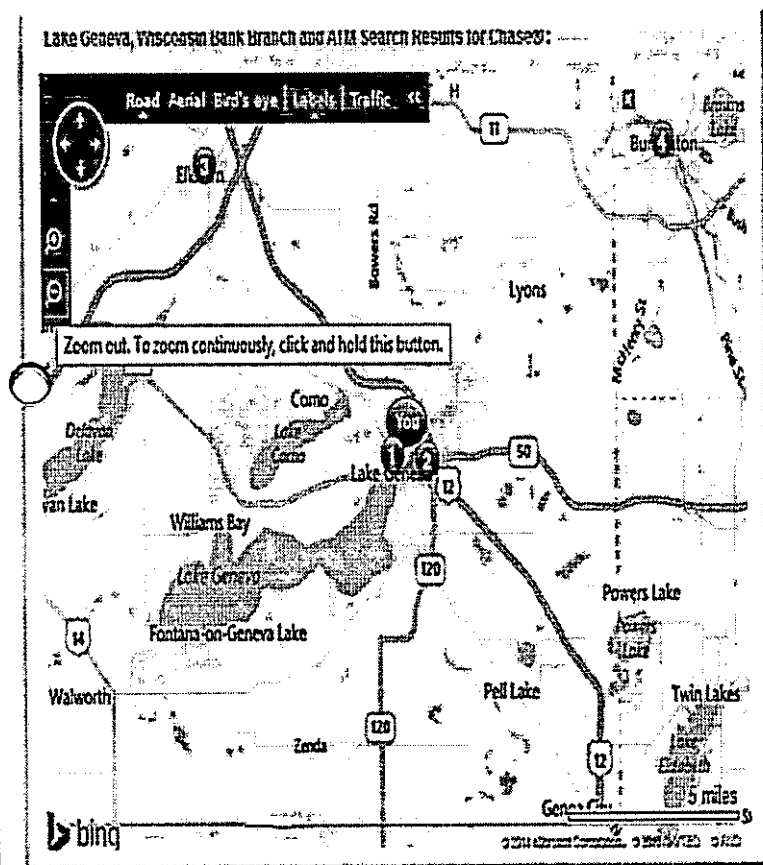
## INTERNATIONAL TRAINEE NETWORK

### 3) You must bring the following:

- ✓ Your Passport
- ✓ Your DS Form
- ✓ Your I-94 (printed from the following website: <https://i94.cbp.dhs.gov>)
- ✓ The Social Security Application completed. This will be distributed at your New Hire Paperwork Processing.
- ✓ The Sponsor Letter from Aspire/Intrax/CENET

# OPEN A BANK ACCOUNT

- To open a bank account, bring your passport and a second form of ID, DS2019.
- Please find below the addresses of several Banks close to the Hotel:



#### 1 CHASE

Lake Geneva  
426 Center St  
Lake Geneva, WI 53147  
262-249-5880  
Branch with 1 ATM

0.27 miles <sup>1</sup>  
▶ Driving Directions  
▶ Services and Hours

#### 2 CHASE

Walgreens  
351 N Edwards Blvd  
Lake Geneva, WI 53147  
ATM Only/No Branch

1.13 miles <sup>2</sup>  
▶ Driving Directions  
▶ Services and Hours

#### 3 CHASE

Elkhorn  
38 N Washington St  
Elkhorn, WI 53121  
262-723-8333  
Branch with 1 ATM

7.81 miles <sup>3</sup>  
▶ Driving Directions  
▶ Services and Hours

International Trainee Network ~ 3325 Wilshire Blvd., Suite 600 ~ Los Angeles ~ California 90010  
Ph: 213-385-2829 ~ Fax: 213-385-2836 ~ [www.internationaltrainee.com](http://www.internationaltrainee.com)



## MEALS AND HOUSING

### Meals:

On property cafeteria. Each employee is given 1 free meal per shift worked. There are various restaurants and delivery in the area. A list of those options will be given to the employees upon arrival.

### Housing:

- ☐ *Housing is provided on site the Host Company.*

## PAYDAY

You will receive a paycheck bi-weekly. (Every two weeks)

## UNIFORMS / DRESSCODE

### Uniform/Dress Code:

Your uniform will be provided free of charge. In addition to what Marcus Hotels & Resorts provides, you may be expected to purchase appropriate slacks or skirts, shirts or blouses, socks or hosiery, and shoes. You must start your shift in uniform and wear it at all times while you are working. It is your responsibility to keep your uniform and shoes clean and in good repair. It is also your responsibility to keep your shirts, blouses, slacks, skirts, and dresses clean and neatly pressed at all times. It is your responsibility to wear the uniform as designed with shirts tucked in and accessories worn as intended.





**Jewelry**

Jewelry may be worn if it appears professional, conservative and compliments the uniform or acceptable non-uniform attire. Jewelry must be safe to wear while working.

**Tattoos and Body Piercings**

Visible tattoos may not be appropriate. If the tattoo is in a location in which it can't be covered, it must be small and tasteful in nature. Offensive or derogatory tattoos are not permitted. Body piercings must not be visible. Ear piercings may only be located in the lobe of the ear. Gauge piercings are not permitted.

**Shoes**

Your work shoes must meet the safety requirements of the job. Associates who work primarily on their feet are to wear shoes that are comfortable, slip-free, and easy to walk in. Shoes will not be scuffed or ripped and soles are to be in good condition.



INTERNATIONAL TRAINEE NETWORK

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**We wish you the best luck for this training  
experience!**

If after reviewing this package you have more questions about your arrival, please  
contact one of our associates at International Trainee Network.

 ***Our Phone number: (213) 385-2829***

---

International Trainee Network ~ 3325 Wilshire Blvd., Suite 600 ~ Los Angeles ~ California 90010  
Ph: 213-385-2829 ~ Fax: 213-385-2836 ~ [www.internationaltrainee.com](http://www.internationaltrainee.com)



April 20, 2017

Mr. Telore Sudarshan Shrikant  
At Post-Kolhar-Tal-Pathardi  
Distt- Ahmednagar

## LETTER OF INTENT

Dear Sudarshan,

Congratulations!

With reference to your interview dated April 08, 2017 we are pleased to offer you the position of Housekeeping Agent on an Annual CTC of Rs. 1, 54,164/- (One lakh fifty four thousand one hundred sixty four only). Please note that this is a Letter of Intent and it does not warrant your appointment here at Hilton Shillim Estate Retreat and Spa unless the conditions mentioned below are satisfactory. All other terms and conditions of employment would be detailed in your appointment letter.

Your date of joining would be May 16, 2017. Any change in this date from your end has to be approved by the management.

Your Appointment Letter would be issued to you on your date of joining subject to your Positive Reference checks, Positive Medical Report, Positive Police Verification and submission of all relevant documents as mentioned in the annexure.

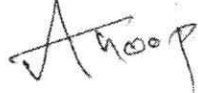
You are to report at Hilton Shillim Estate Retreat and Spa on the date of joining at 10:00 hours to Human Resources.

Please acknowledge this Letter of Intent as a token of your acceptance of the above terms.

Wishing you a happy and long association with the organisation,

Yours sincerely,

For and on behalf of Hilton Shillim Estate Retreat and Spa (A unit of Writer Lifestyle Pvt. Ltd),



H.A. Anoop  
Human Resources Manager

I, Sudarshan, hereby accept the terms and conditions stated in this letter.

Telore Sudarshan Shrikant

Date

HILTON SHILLIM ESTATE RETREAT AND SPA  
Village: Shillim | Post: Fawana Nagar | Taluka Maval, Dist. Pune 410406 | India  
T: +91 2114 712468 | F: +91 2114 712448 | E: shillimestate.reservations@hilton.com  
shillimretreatandspa.hilton.com



AMERICAS • EUROPE • MIDDLE EAST • AFRICA • ASIA • AUSTRALASIA



## ANNEXURE

Name	Mr. Telore Sudarshan Shrikant	
Position	Housekeeping Agent	
Grade	F1	
Currency	INR	
Date of Joining	May 16, 2017	
	Monthly CTC Details	Yearly CTC Details
Basic Salary	9,100	109,200
Special Allowance	777	9,320
Conveyance Allowance	800	9,600
<b>( A ) Annual Gross Salary</b>	<b>10,677</b>	<b>128,120</b>
Provident Fund - Employer Contribution	1,092	13,104
ESIC employer Contribution	320	3,844
<b>Annual Salary (Total A+B)</b>	<b>12,089</b>	<b>145,068</b>
Bonus	758	9,096
<b>Annual Total Remuneration (CTC)</b>	<b>12,847</b>	<b>154,164</b>

**Documents Needed:** Eight Passport Size Photograph on white background, Highest qualification certificate copy, Relieving and Experience letter of last two Organisations (If app), 03 months' salary slips (If app), Photo ID proof, Form 16 of earlier organisation (If app), PAN card copy, Current and Permanent address proof.

**Other Benefits:**

**Gratuity:** Gratuity as per the Gratuity Payment Act, 1972

**Bonus:** Bonus is payable on individual and company performance and is paid as per Company Policy. The company reserves the right to change it at its sole discretion.

Yours sincerely

For and on behalf of Hilton Shillim Estate Retreat and Spa (A unit of Writer Lifestyle Pvt. Ltd),



**H.A. Anoop**

**Human Resources Manager**

I, Sudarshan hereby accept the terms and conditions stated in this letter.

\_\_\_\_\_  
Telore Sudarshan Shrikant

\_\_\_\_\_  
Date



AMERICAS • EUROPE • MIDDLE EAST • AFRICA • ASIA • AUSTRALASIA



**COURTYARD<sup>®</sup>**  
**Marriott**  
—  
PUNE HINJEWADI

14<sup>th</sup> April 2017

**Mr. AashishPrabhakar**  
24,SantKisangiriNagar,NearVitthalMandir,  
KasabeWasti, Behind Petrol Pump, Savedi,  
Ahmednagar 414003

DearAashish,

We are pleased to offer you the position of '**GSA-Housekeeping**' with Courtyard By Marriott Hotel Pune Hinjewadi as agents of Eon Hinjewadi Infrastructure Pvt Ltd. with effect from **15<sup>th</sup> May 2017**. However, this offer is subject to you being declared medically fit by a reputed medical practitioner and satisfactory references from your referees.

Your compensation will be **Rupees 10,955/-** per month [Total Remuneration]. The breakdown of your salary is enclosed for your reference.

Please report to the Human Resources Department on **15<sup>th</sup> May 2017** at 0900 hrs with the following documents:

- 6 passport-sized photographs
- Photocopy of proof of Date of Birth (Birth certificate / Passport)
- Photocopy of proof of address (Ration Card, Voters ID)
- Photocopy of any Govt. certified Photo Identification (Passport / PAN Card / Driver's License / Photo Credit Card)
- Photocopies of Educational Qualifications
- Photocopies of letters of previous work experience (if any)
- Photocopy of last drawn salary slip (if any)
- Photocopy of Marriage Certificate (if married)
- Photocopy of PAN Card (Compulsory)

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

Welcome aboard!

  
**Shibali Shinde**  
Multi Property Director of Human Resources

Signature / Date: \_\_\_\_\_ (Signed in acceptance)

S.No. 19 & 20, P4 Rajiv Gandhi Infotech Park, Phase 1, Hinjewadi, Pune – 411057 T 91.20.4212 2222 F 91.20.42125252 courtyardmarriottpune.com

Registered Office: Eon Hinjewadi Infrastructure Pvt. Ltd, Tech Park 1, Tower 'E', Next to Don Bosco School, Off Airport Road, Yerwada, Pune - 411006




# COURTYARD®

Marriott

PUNE HINJEWADI

<b>Other Benefits:</b>	You will also be entitled to the following benefits :
<b>F&amp;B Discount</b>	A 50% discount on all food and beverage at any Marriott India hotel food outlet.
<b>Room Rate Discount</b>	Discounted room rates at all Marriott hotels worldwide, for friends and family.
<b>Training</b>	A commitment of a minimum of 80 hours of training per year.
<b>Confidentiality:</b>	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 Resources/Human Resources Manager.
<b>Duties &amp; Responsibilities:</b>	You shall devote your working time and effort to the business of the Hotel.

This attachment is and forms part of the offer letter dated 14<sup>th</sup> April 2017.

  
**Shibali Shinde**  
**Multi Property Director of Human Resources**

**Candidate's Acknowledgement:**

Signature / Date: \_\_\_\_\_ (Signed in acceptance)

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Registered Office: Eon Hinjewadi Infrastructure Pvt. Ltd, Tech Park 1, Tower 'E', Next to Don Bosco School, Off Airport Road, Yerwada, Pune - 411006





**OFFER LETTER**

May 23<sup>rd</sup>, 2017

Varsha Kolage,  
Post Loni,  
Tal Rahata,  
Ahmednagar.

Dear Ms. Varsha,

This has reference to your application and subsequent interview you had with us.

We are pleased to offer you an appointment with us as Trainee Housekeeping Associate at the Magnus Star Residency Hotel, Pune

Your joining date is on or before the 25<sup>th</sup> of May. This is a letter of intent.

A formal appointment letter detailing terms of your employment will be handed over to you on your accepting this offer and joining the organisation.

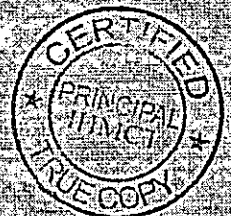
You are requested to sign this letter and return it to us as an official acceptance.

A list of documents to be submitted at the time of joining is given for your information:

- Previous Employee Salary Slip for 3 months;
- Previous Appointment Letter.
- Educational Documents.
- Prior Experience Letter.
- 2 Passport Size Photographs.

For Magnus Hotels and Apartments LLP.

  
Ravinder Singh  
Vice President



REDMI NOTE 5 PRO  
MAGNUS HOTELS & APARTMENTS LLP

Magnus Star Residency Hotel - Koregaon Park Annex, Near Passport Office, Mundhwa, Pune 411036  
Office: +91 20 15281644 / 767012395 / 96 / 97 | Email: sr.info@magnuspune.com | www.magnuspune.com



Sagar Anil Gade  
IHMCT Ahmednagar

21<sup>st</sup> February, 2017

**Letter of Intent**

Dear Sagar,

It is a pleasure to inform you that you have been successful in your application for the position of **Housekeeping Attendant (Level 1)** in the **Housekeeping Department** at **The Westin Pune Koregaon Park**, a unit owned by **Classic Citi Investments Pvt. Ltd.** You have been identified as a professional and confident associate, capable of contributing to our team achievement and growth in the company.

Your Commencement Date with the hotel will be **June 07<sup>th</sup>, 2017.**

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 revert to us within three (3) 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 in **The Westin Pune Koregaon Park** 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. 10 passport size photographs.
4. Proof of Identity/ Passport/Aadhar Card
5. Copies of all relieving letters/ experience certificates (from previous & current Employer)

Once again Congratulations! We look forward to welcoming you to **Classic Citi Investment Pvt. Ltd.** and having a long and mutually successful working relationship.

Best Wishes,

For **The Westin Pune Koregaon Park**  
(A Unit of Classic Citi Investment Pvt. Ltd.)

**Vivek Kotecha**  
Assistant Manager, Human Resources

Acceptance: I have read and understood the content of the letter and I hereby accept this offer and I would be joining **The Westin Pune Koregaon Park** on 7 June 2017

Name: Gadesagar Anil Signature: [Signature] Date: 27/2/2017





# COMPENSATION PACKAGE

**THE WESTIN**

PUNE  
KOREGAON PARK

Name:	Anil Sagar Gade	Designation :	Housekeeping Attendant	
Dept.	Housekeeping	Grade	1	
Sr.	Particulars	Monthly	Annual	Remarks
A	Remuneration :			
1	Basic	7,000	84,000	Fixed
2	DA	1,652	19,824	
3	HRA	350	4,200	
4	Special Allowance	498	5,976	
	<b>GROSS SALARY</b>	<b>9,500</b>	<b>114,000</b>	
B	Statutory Contributions by Company :			
1	Provident Fund	1,038	12,459	12% of ( Basic + VDA )
2	Employees State Insurance	451	5,412	4.75% of Total-A, if Total-A is less than Rs.21,000/-
	<b>Total</b>	<b>1,489</b>	<b>17,871</b>	
<b>TOTAL REMUNERATION BEFORE PERFORMANCE INCENTIVE</b>		<b>10,989</b>	<b>131,871</b>	

## Additional Information

- Privilege Leave is 21 days, Casual Leave 7, Sick Leave - 6 days in a year
- National Holidays 4 days, Optional Holiday 4 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
- Service Charge payable as per policy in vogue
- Upsell Incentive/Room Credits/Tips will be additionally paid as per policy in vogue
- Variable pay @10% of annual gross, payable per annum subject to the achievement of Business and individual performance

  
Sagar Anil Gade

HR REPRESENTATIVE



April 20, 2017

Mr. Mokate Akshay Machindranath  
At Post-Bramhani, Tal-Rahuri  
District- Ahmednagar 414105

### LETTER OF INTENT

Dear Akshay,

Congratulations!

With reference to your interview dated April 08, 2017 we are pleased to offer you the position of F&B Agent on an Annual CTC of Rs. 1, 54,164/- (One lakh fifty four thousand one hundred sixty four only). Please note that this is a Letter of Intent and it does not warrant your appointment here at Hilton Shillim Estate Retreat and Spa unless the conditions mentioned below are satisfactory. All other terms and conditions of employment would be detailed in your appointment letter.

Your date of joining would be May 16, 2017. Any change in this date from your end has to be approved by the management.

Your Appointment Letter would be issued to you on your date of joining subject to your Positive Reference checks, Positive Medical Report, Positive Police Verification and submission of all relevant documents as mentioned in the annexure.

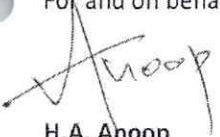
You are to report at Hilton Shillim Estate Retreat and Spa on the date of joining at 10:00 hours to Human Resources.

Please acknowledge this Letter of Intent as a token of your acceptance of the above terms.

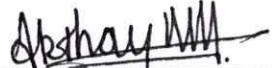
Wishing you a happy and long association with the organisation,

Yours sincerely,

For and on behalf of Hilton Shillim Estate Retreat and Spa (A unit of Writer Lifestyle Pvt. Ltd),

  
H.A. Anoop  
Human Resources Manager

I, Akshay, hereby accept the terms and conditions stated in this letter.

  
Mokate Akshay Machindranath

24 April 2017  
Date

HILTON SHILLIM ESTATE RETREAT AND SPA  
Village: Shillim | Post: Pawana Nagar | Taluka Maval, Dist. Pune 410406 | India  
T: +91 2114 712468 | F: +91 2114 712448 | E: shillimestate.reservations@hilton.com  
shillimretreatandspa.hilton.com



AMERICAS • EUROPE • MIDDLE EAST • AFRICA • ASIA • AUSTRALASIA





**COURTYARD<sup>®</sup>**  
**Marriott.**  
PUNE HINJEWADI

14<sup>th</sup> April 2017

Mr. Vikram Bhaskar  
At Post-Chandekasare,  
Tal Koppargaon  
Disit Ahmednagar-423601

Dear Vikram,

We are pleased to offer you the position of 'GSA-Housekeeping' with Courtyard By Marriott Hotel Pune Hinjewadi as agents of Eon Hinjewadi Infrastructure Pvt Ltd. with effect from 15<sup>th</sup> May 2017. However, this offer is subject to you being declared medically fit by a reputed medical practitioner and satisfactory references from your referees.

Your compensation will be **Rupees 10,955/-** per month [Total Remuneration]. The breakdown of your salary is enclosed for your reference.

Please report to the Human Resources Department on 15<sup>th</sup> May 2017 at 0900 hrs with the following documents:

- 6 passport-sized photographs
- Photocopy of proof of Date of Birth (Birth certificate / Passport)
- Photocopy of proof of address (Ration Card, Voters ID)
- Photocopy of any Govt. certified Photo Identification (Passport / PAN Card / Driver's License / Photo Credit Card)
- Photocopies of Educational Qualifications
- Photocopies of letters of previous work experience (if any)
- Photocopy of last drawn salary slip (if any)
- Photocopy of Marriage Certificate (if married)
- Photocopy of PAN Card (Compulsory)

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

Welcome aboard!



**Shibali Shinde**  
**Multi Property Director of Human Resources**

Signature / Date: \_\_\_\_\_ (Signed in acceptance)

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**COURTYARD**  
**Marriott**  
PUNE HINJEWADI

<b>Other Benefits:</b>	You will also be entitled to the following benefits :
<b>F&amp;B Discount</b>	A 50% discount on all food and beverage at any Marriott India hotel food outlet.
<b>Room Rate Discount</b>	Discounted room rates at all Marriott hotels worldwide, for friends and family.
<b>Training</b>	A commitment of a minimum of 80 hours of training per year.
<b>Confidentiality:</b>	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 Resources/Human Resources Manager.
<b>Duties &amp; Responsibilities:</b>	You shall devote your working time and effort to the business of the Hotel.

This attachment is and forms part of the offer letter dated 14<sup>th</sup> April 2017.

  
**Shibali Shinde**  
**Multi Property Director of Human Resources**

**Candidate's Acknowledgement:**

Signature / Date:  (Signed in acceptance)

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Registered Office: Eon Hinjewadi Infrastructure Pvt. Ltd, Tech Park 1, Tower 'E', Next to Don Bosco School, Off Airport Road, Yerwada, Pune - 411006





**DETAILS OF COMPENSATION & BENEFITS**

**VIKRAM BHASKAR**

<b>Salary:</b>	As per property payslip and subject to statutory deductions & income tax:
	Basic Salary 4,000
	House Rent Allowance 3,000
	Flexible Pay Allowance 3,000
	<b>Gross Salary 10,000</b>
<b>Benefits:</b>	Employer's PF Contribution 480
	Employer's ESIC Contribution 475
	<b>TOTAL REMUNERATION 10,955</b>
<b>Incentive Scheme</b>	You will be part of the property Incentive Scheme based on the property's balanced scorecard, as and when applicable.
<b>Probation:</b>	You will be on probation for a period of three (3) months.
<b>Annual Leave, Holidays and Days Off:</b>	<p>In accordance with the property Leave policy in practice as on your date of joining and revised from time to time based on business needs.</p> <p>However, if you leave the organization, then any unavailed leave will be encashed on gross salary up to a maximum of 42 days if worked for more than one year, else on basic salary. Leave entitlement will be 21 days per calendar year.</p> <p>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.</p> <p>You will be entitled to six (6) days off in a month, as per Marriott India policy.</p>
<b>Provident Fund:</b>	You will be eligible to participate in the local provident fund scheme as per Hotel policy.
<b>Medical and Insurance:</b>	<p>You will be eligible to participate in the Hotel's health insurance scheme:</p> <ul style="list-style-type: none"><li>Mediclaime Insurance of Rs. 75,000 (for self).</li><li>Personal Accident Insurance of Rs. 300,000 for self.</li></ul>
<b>Gratuity:</b>	Is applicable in accordance with the Act.



# CERTIFICATE OF COMPLETION

This certifies that

## Sourabh Nagnath Sanam

Has successfully completed our  
Culinary Program

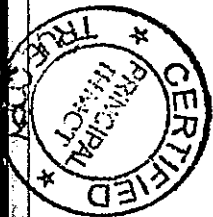
5/24/17 TO 5/24/18

Big Cedar Lodge

*Mary Filiatreault*

Mary Filiatreault, Human Resources

Date May 24, 2018







Private and Confidential

May 02, 2016

Mr. Kiran Kamble  
A/P - Arangaon ( Meherabad)  
Ahmednagar - 414006

Dear Kiran,

On behalf of **R&H Spaces Private Limited**, the owning company of **Hyatt Place Goa Candolim** (referred to herein as the "**Employer**"), we have pleasure in confirming your appointment as **Gallery Host - Food & Beverage** for **Hyatt Place Goa Candolim (the Hotel)**, with effect from **May 23, 2016**.

This offer is subject to the following terms and conditions and upon the successful completion of a required medical examination which deems you to fit to work and subsequently to you remaining medically fit:

**1. Job Assignment**

In this Guest Services and Operations Support (Level 1) position, you will report directly to the Lead Host - Food & Beverage. Please find attached a Job Description, which outlines the scope and responsibilities of your role. Please sign and return a copy of this Job Description to signify your understanding and agreement.

The employer has concluded a Hotel Operations Service agreement and a Strategic Oversight Agreement with Hyatt India Consultancy Private Limited & Hyatt International South west Asia Limited (affiliates of Hyatt Hotels Corporation) respectively for the management of Hyatt Place Goa. Consequently, as a condition to your employment, you agree to comply fully with and be bound by all of the policies and procedures that are enacted from time to time by Hyatt Hotels Corporation or any of its affiliates, including Hyatt India Consultancy Private Limited and Hyatt International – South West Asia Ltd (**Hyatt**).

The normal working hours per week are 48 hours over six (6) days.

**2. Compensation**

Basic Salary

You will be paid annual gross basic salary of Rs. 54,000/- (subject to deduction of income tax as per local laws). This is payable monthly in arrears. Your salary will be reviewed in line with the hotel's salary review

K.J.K



policy.

#### House Rent Allowance

You will be paid an annual gross House Rent Allowance, calculated as 40% of your basic salary (subject to deduction of income tax as per local law). This is payable monthly in arrears.

#### Conveyance Allowance

You will be paid annual gross Conveyance Allowance, currently Rs. 6000/- payable monthly in arrears, as per Hotel policy (subject to deduction of income tax as per local law).

#### Special Allowance

In addition, you will be paid an annual gross Special Allowance of Rs. 21,600/- (subject to deduction of income tax as per local law). This is payable monthly in arrears. This allowance will be reviewed annually in line with the Hotel's salary review policy. Please note that no statutory benefits are payable on this allowance.

#### Leave Travel Allowance

You will be entitled to Leave Travel Allowance as per Hotel's policy (subject to deduction of income tax as per local law). This is currently equivalent to one month's gross basic salary per anniversary year. Please note this allowance is only payable on completion of the first year of employment and will not be prorated in the event you do not complete a full calendar year. Subsequently the allowance will be paid on pro-rata basis. In the event of transfer or resignation after one year of service, it would be paid on a pro-rata basis.

### 3. Ex Gratia or Local Bonus

You will be entitled to payment of ex-gratia or local bonus @ 8.33%, if declared, at the prerogative of the Management. Such payment will be in keeping with the policy of the hotel.

### 4. Benefits

#### Provident Fund

The Employers' Contribution to your Provident Fund is currently 12% of your basic salary. This will be maintained as per the terms and provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952.

#### Medical Coverage

You will be entitled to medical coverage for yourself, your spouse and up to two dependent children, both as per the Company policy and applicable statutory provisions.

Employees drawing gross salary of Rs.15,000/- per month and below or other wage ceiling as may be fixed by the Government are covered under Employee State Insurance Act 1948, which is a contributory scheme.

K.J.K.





#### Personal Accident Insurance Coverage

You will be covered under the Personal Accident Insurance Scheme as per hotel policy.

#### Gratuity

Your entitlement to payment of Gratuity will be governed as per the statutory provisions of the Payment of Gratuity Act, 1972.

#### Duty Meals

Duty meals will be provided in our Associate Restaurant as outlined in the hotel policy.

#### Uniforms

You are required to wear uniforms provided whilst at work, ensuring this is well maintained and well presented, strictly adhering to the hotel's grooming standards.

#### 5. Privilege Leave, Casual Leave/Sick Leave, National and Festive Holidays

Your entitlement to Privilege Leave, Casual Leave / Sick Leave, National and Festive holidays will be as per the provisions of the applicable statutory legislation. Please note that these holidays and the rules and regulations governing these may be amended from time to time. Please note that the prior approval of your Department / Division Head must be obtained prior to you proceeding on leave / holiday.

#### 6. Transportation

You will be responsible for making your own transportation arrangements to and from work irrespective of duty timings. The hotel has no liability whatsoever in this regard.

#### 7. Probationary Period and Confirmation

The initial three months of your employment will be deemed as a Probationary Period during which time either party may, without furnishing reasons, terminate the employment with no liability other than for time worked. The Management reserves the right to reduce / dispense with or extend your probation period at its absolute discretion. Upon successful completion of the probationary period, you will be notified in writing.

#### 8. Retirement Age

The date of birth declared by you is June 04, 1990 and you will be bound by such date of birth in all service matters with the Company. Subject to your being physically and mentally fit, you shall retire from the services of the company on attaining the age of 58 years on the basis of the age submitted by you.

#### 9. Proprietary Materials

K.J.K.



All training manuals, operations manuals, business data, business plans, financial projections and results, sales and marketing information, marketing strategies, customer information, computer programs and other business, commercial or technical information or data concerning the business prospects, strategies, business objectives, business transactions, financial arrangements, operations, systems and organization, methods, standards, specifications, concepts, ideas, plans, projects, programs, procedures and know-how of Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel made available to you during the course of your employment, in any tangible medium of expression, including any discoveries, inventions or derivative works of the same that you create or conceptualize during the course of your employment (collectively referred to herein as the "Confidential Information"), are the sole and exclusive property of Hyatt, its ultimate parent company, their affiliates, or that particular Hyatt-branded hotel.

The Confidential information made available to you during the course of your employment may include valuable trade secrets belonging to Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel. You must hold all Confidential Information in the strictest confidence, and not share or disclose it to any third parties or use it except in the routine course of the performance of your duties at the Hotel. You must return all Confidential Information, including any copies, summaries or compilations of any Confidential Information, to an authorized representative of Hyatt upon the termination of your employment.

Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination and the forfeiture of incentive-type compensation as a result of such suspension or termination. Your obligations under this paragraph will continue in effect beyond the termination of your employment.

#### **10. Code of Behavior**

Please note that it is your own liability to bear the consequences of any violation of the laws and conventional practices of India. You should make yourself familiar with all applicable laws.

#### **11. Exclusivity Clause**

During your employment with the company, you cannot undertake any employment with any other company or organization without prior written approval from the General Manager.

#### **12. Termination of Employment**

It is anticipated that your assignment will be on an ongoing basis, unless you are re-assigned earlier by the company. This agreement can be terminated by either party providing a written one-month notice period, the company reserves the right to pay outstanding salary in lieu of notice. No leave may be availed during this notice period and you will be required to fulfill your professional duties for the entire duration of the stipulated notice period. The company also reserves the right to move you to another suitable

*[Handwritten signature]*

*[Handwritten signature]*

K. J.





assignment.

### 13. Severability

If any term or provision of this offer of employment will to any extent be held invalid or unenforceable, the remaining terms and provisions of this offer of employment will not be affected, but each term and provision of this offer of employment will be valid and be enforced to the fullest extent permitted by law.

### 14. Conflict in Terms

If, in accordance with applicable law or local custom and practice, you are required to execute a separate contract of employment with the Employer and any terms of that contract conflict with the terms of this letter of appointment, the terms of the contract of employment will be deemed to prevail with respect to such conflict.

### 15. Information Privacy

- 1.1 You acknowledge that you have read and understood the Global Privacy Policy for Employees (the "Policy") You consent to the processing of personal information relating to you in accordance with the Policy
- 1.2 In particular, you consent to:
  - 1.2.1 the collection and processing of sensitive information about you to the limited extent, and for the purposes described in the Policy, to the extent permitted by applicable law;
  - 1.2.2 the transfer worldwide (including to countries which may not offer the same level of information protection) of personal information held about you by Employer and/or Hyatt, Hyatt's ultimate parent company (Hyatt Hotels Corporation), or any of its affiliates to other employees and departments, offices and hotels of Hyatt's worldwide organisation and to third parties (described in the Policy) where disclosure to such third parties is required in the normal course of business or by law (in each case to the extent permitted by law);
  - 1.2.3 the monitoring of communications in accordance with Section [2], below, "Employee Monitoring Notice;" and
  - 1.2.4 the carrying out of background checks to the extent permitted by law.
- 1.3 The references to information "relating to you" or "about you" include references to information about third parties such as your spouse and children (if any) which you provide on their behalf, to the extent permitted by applicable law. The reference to "sensitive information" is to the various categories of sensitive personal information identified by applicable privacy legislation as requiring special treatment, including in some circumstances the need to obtain explicit consent. These categories may comprise personal information about or from which we



can determine or infer an individual's racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, membership in a trade union or professional association, physical or mental health condition, genetic data, sexual life, or judicial data (including information concerning the commission or alleged commission of a criminal offence). We only process sensitive information in your jurisdiction if and to the extent permitted by applicable law.

- 1.4 You will treat any personal information to which you have access in the course of your employment (and after) in accordance with the Policy, Hyatt's Global Privacy Policy and all other applicable policies and procedures that are promulgated from time to time by Hyatt, its ultimate parent company and their affiliates. In particular, you will not use any such personal information other than in connection with and to the extent necessary for the purposes of your employment (including after the end of your employment with us).
- 1.5 You will comply with all rules and regulations contained in the Employee Handbook.
- 1.6 The Policy sets out further details on the purposes for which we collect your personal information and how we will use it, the entities to which we may disclose your personal information and their location, the consequences for you if we do not collect your personal information, and how you may access, correct or make a complaint in relation to the handling of your personal information on legitimate grounds (including by emailing Hyatt's Chief Privacy Officer at [privacy@hyatt.com](mailto:privacy@hyatt.com)).

#### 16. Employee Monitoring/Consent

1.1 In some circumstances, communications (including emails, voicemail, telephone calls, including those made on any mobile phones provided to you, and Internet usage records) may be monitored in accordance with Hyatt's Acceptable Use Policy for Information Technology Resources and any other acceptable use policies that may replace, amend or supplement that policy from time to time. Also, paper correspondence such as envelopes or packages may be monitored, recorded or inspected (as appropriate) using monitoring devices or other technical or physical means. Such monitoring may take place only where necessary and proportionate for purposes permitted by law from time to time, including without limitation:

- 1.1.1 establishing the existence of facts (e.g. recording evidence of business transactions);
- 1.1.2 ascertaining compliance with regulatory or self-regulatory practices or procedures which relate to Hotel business;
- 1.1.3 ascertaining or demonstrating standards which are achieved or ought to be achieved by persons using Hotel systems;

A



K. J.





- 1.1.4 preventing or detecting crime or violations of company policy;
  - 1.1.5 investigating or detecting unauthorised use of Hotel telecommunications systems and other materials (e.g. monitoring to ensure compliance with applicable policies and procedures including Hyatt's Acceptable Use Policy for Information Technology Resources Policy, and evaluate the quality of customer service);
  - 1.1.6 ensuring the effective operation of Hotel telecommunications (including telephones, email and internet) systems; or
  - 1.1.7 monitoring the level of guest customer service;
- together with any other purposes for which the Employer or Hyatt has obtained the consent of the employee.
- 1.2 Where appropriate, your emails and paper correspondence may be checked (e.g. in your absence) to ensure that Hotel responds promptly to its guests and other contacts.
  - 1.3 Authorised persons may, for the foregoing purposes, access your desk or workspace files, stored electronic mail, voicemail messages, Internet usage messages, telephone records, word processing files and other electronic or paper-based information files.
  - 1.4 Many people may have access to Hotel systems and when using Hotel systems you should take care not to communicate or disclose sensitive personal information or other personal information relating to you, your family, friends, colleagues or third parties where the communication or disclosure of the information might cause damage or distress to the individual concerned.
  - 1.5 There are Closed Circuit Television (CCTV) cameras in operation within and around the hotels and other premises, which are used for the following purposes:
    - 1.5.1 to prevent and detect crime;
    - 1.5.2 to protect the health and safety of guests and staff;
    - 1.5.3 to manage and protect Hotel property and the property of Hotel guests and other visitors; and
    - 1.5.4 to monitor guest interactions.
  - 1.6 We use "secret shopper" programs to monitor the quality of customer service.
  - 1.7 With respect to information gathered as a result of employee monitoring, you acknowledge that Hotel may obtain access to the contents of communications which could include some sensitive personal information about the racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life, or criminal record of yourself or third parties referred to in those communications.

*[Handwritten mark]*

*[Handwritten signature]*



- 1.8 Information gathered as part of the monitoring process will be kept in accordance with the Policy and may be transferred internationally (including to countries which may not offer the same level of information protection) throughout the worldwide offices and hotels of Hyatt, its ultimate parent companies and its affiliates.

### 17. Acceptance

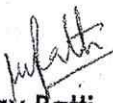
Please note this offer is in accordance with the policies and procedures outlined in the Employee Handbook of the hotel and Indian legislation, which shall govern in the event of any dispute. Please note that it is your responsibility to make yourself familiar with these.

If the foregoing concurs with your understanding of the terms and conditions of employment, please sign and return a copy of this letter at your earliest convenience.

Kiran, we trust that this covers all the pertinent details of your employment. Should you have any further questions, please let us know.

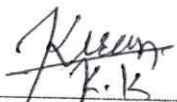
In the meantime, may we take this opportunity to congratulate you on your appointment to wish you every success in this challenging new assignment at Hyatt Place Goa. We look forward to working closely with you.

Yours sincerely,

  
Sanjay Patti  
General Manager

I have read and fully understand the terms and conditions of my employment as Gallery Host - Food & Beverage at Hyatt Place Goa.

Acceptance:

  
Kiran Kamble

Date:

4th May 2016

Cc: Human Resources Manager





## Compensation &amp; Benefits Details (Annexure-1)

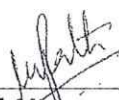
Name : Kiran Kamble  
 Job Title : Gallery Host - Food & Beverage  
 Responsibility Level : 1  
 Reporting to : Lead Host - Food & Beverage  
 Effective Date : May 23, 2016

SALARY	Per Month	Per Annum
<b>Monthly</b>		
Basic	4,500	54,000
HRA	1,800	21,600
Conveyance	500	6,000
Special Allowance	1,800	21,600
<b>Gross Salary</b>	<b>8,600</b>	<b>1,03,200</b>
<b>Annual Benefits</b>		
LTA (payable per annum)	375	4,500
Ex Gratia (as per co. policy)	375	4,500
<b>Total Annual Benefits</b>	<b>750</b>	<b>9,000</b>
<b>Perquisites</b>		
PF (12%)	540	6,480
ESIC	409	4,902
<b>Total Perquisites</b>	<b>949</b>	<b>11,382</b>
<b>Cost to Company (Per month)</b>	<b>10,299</b>	<b>1,23,582</b>

**Important Note**

Please note that this private salary information is deemed confidential and is an agreement between the company and you. Divulging of this information to any third party or to any other employee within this organization will be considered as a gross misconduct and may result in the termination of the benefits extended to you in this agreement or termination of your employment.

On behalf of  
 Hyatt Place Goa Candolim

  
 General Manager

Accepted by:

  
 Kiran Kamble





Private and Confidential

May 02, 2016

Mr. Arvind Sonawane  
A-155, Premdan Hudco  
Savadi  
Ahmednagar

Dear Arvind,

On behalf of **R&H Spaces Private Limited**, the owning company of **Hyatt Place Goa Candolim** (referred to herein as the "**Employer**"), we have pleasure in confirming your appointment as **Housekeeping Host** for **Hyatt Place Goa Candolim (the Hotel)**, with effect from **May 23, 2016**.

This offer is subject to the following terms and conditions and upon the successful completion of a required medical examination which deems you to fit to work and subsequently to you remaining medically fit:

**1. Job Assignment**

In this Guest Services and Operations Support (Level 1) position, you will report directly to the Lead Host - Housekeeping. Please find attached a Job Description, which outlines the scope and responsibilities of your role. Please sign and return a copy of this Job Description to signify your understanding and agreement.

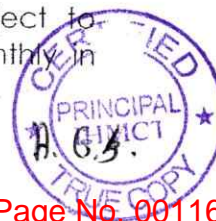
The employer has concluded a Hotel Operations Service agreement and a Strategic Oversight Agreement with Hyatt India Consultancy Private Limited & Hyatt International South west Asia Limited (affiliates of Hyatt Hotels Corporation) respectively for the management of Hyatt Place Goa. Consequently, as a condition to your employment, you agree to comply fully with and be bound by all of the policies and procedures that are enacted from time to time by Hyatt Hotels Corporation or any of its affiliates, including Hyatt India Consultancy Private Limited and Hyatt International - South West Asia Ltd (**Hyatt**).

The normal working hours per week are 48 hours over six (6) days.

**2. Compensation**

Basic Salary

You will be paid annual gross basic salary of Rs. 54,000/- (subject to deduction of income tax as per local laws). This is payable monthly in





arrears. Your salary will be reviewed in line with the hotel's salary review policy.

#### House Rent Allowance

You will be paid an annual gross House Rent Allowance, calculated as 40% of your basic salary (subject to deduction of income tax as per local law). This is payable monthly in arrears.

#### Conveyance Allowance

You will be paid annual gross Conveyance Allowance, currently Rs. 6000/- payable monthly in arrears, as per Hotel policy (subject to deduction of income tax as per local law).

#### Special Allowance

In addition, you will be paid an annual gross Special Allowance of Rs. 21,600/- (subject to deduction of income tax as per local law). This is payable monthly in arrears. This allowance will be reviewed annually in line with the Hotel's salary review policy. Please note that no statutory benefits are payable on this allowance.

#### Leave Travel Allowance

You will be entitled to Leave Travel Allowance as per Hotel's policy (subject to deduction of income tax as per local law). This is currently equivalent to one month's gross basic salary per anniversary year. Please note this allowance is only payable on completion of the first year of employment and will not be prorated in the event you do not complete a full calendar year. Subsequently the allowance will be paid on pro-rata basis. In the event of transfer or resignation after one year of service, it would be paid on a pro-rata basis.

### 3. Ex Gratia or Local Bonus

You will be entitled to payment of ex-gratia or local bonus @ 8.33%, if declared, at the prerogative of the Management. Such payment will be in keeping with the policy of the hotel.

### 4. Benefits

#### Provident Fund

The Employers' Contribution to your Provident Fund is currently 12% of your basic salary. This will be maintained as per the terms and provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952.

#### Medical Coverage

You will be entitled to medical coverage for yourself, your spouse and up to two dependent children, both as per the Company policy and applicable statutory provisions.

Employees drawing gross salary of Rs.15,000/- per month and below or other wage ceiling as may be fixed by the Government are covered under



A.G.3

Employee State Insurance Act 1948, which is a contributory scheme.

#### Personal Accident Insurance Coverage

You will be covered under the Personal Accident Insurance Scheme as per hotel policy.

#### Gratuity

Your entitlement to payment of Gratuity will be governed as per the statutory provisions of the Payment of Gratuity Act, 1972.

#### Duty Meals

Duty meals will be provided in our Associate Restaurant as outlined in the hotel policy.

#### Uniforms

You are required to wear uniforms provided whilst at work, ensuring this is well maintained and well presented, strictly adhering to the hotel's grooming standards.

#### 5. Privilege Leave, Casual Leave/Sick Leave, National and Festive Holidays

Your entitlement to Privilege Leave, Casual Leave / Sick Leave, National and Festive holidays will be as per the provisions of the applicable statutory legislation. Please note that these holidays and the rules and regulations governing these may be amended from time to time. Please note that the prior approval of your Department / Division Head must be obtained prior to you proceeding on leave / holiday.

#### 6. Transportation

You will be responsible for making your own transportation arrangements to and from work irrespective of duty timings. The hotel has no liability whatsoever in this regard.

#### 7. Probationary Period and Confirmation

The initial three months of your employment will be deemed as a Probationary Period during which time either party may, without furnishing reasons, terminate the employment with no liability other than for time worked. The Management reserves the right to reduce / dispense with or extend your probation period at its absolute discretion. Upon successful completion of the probationary period, you will be notified in writing.

#### 8. Retirement Age

The date of birth declared by you is October 08, 1993 and you will be bound by such date of birth in all service matters with the Company. Subject to your being physically and mentally fit, you shall retire from the services of the company on attaining the age of 58 years on the basis of the age submitted by you.



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#### **9. Proprietary Materials**

All training manuals, operations manuals, business data, business plans, financial projections and results, sales and marketing information, marketing strategies, customer information, computer programs and other business, commercial or technical information or data concerning the business prospects, strategies, business objectives, business transactions, financial arrangements, operations, systems and organization, methods, standards, specifications, concepts, ideas, plans, projects, programs, procedures and know-how of Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel made available to you during the course of your employment, in any tangible medium of expression, including any discoveries, inventions or derivative works of the same that you create or conceptualize during the course of your employment (collectively referred to herein as the "Confidential Information"), are the sole and exclusive property of Hyatt, its ultimate parent company, their affiliates, or that particular Hyatt-branded hotel.

The Confidential information made available to you during the course of your employment may include valuable trade secrets belonging to Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel. You must hold all Confidential Information in the strictest confidence, and not share or disclose it to any third parties or use it except in the routine course of the performance of your duties at the Hotel. You must return all Confidential Information, including any copies, summaries or compilations of any Confidential Information, to an authorized representative of Hyatt upon the termination of your employment.

Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination and the forfeiture of incentive-type compensation as a result of such suspension or termination. Your obligations under this paragraph will continue in effect beyond the termination of your employment.

#### **10. Code of Behavior**

Please note that it is your own liability to bear the consequences of any violation of the laws and conventional practices of India. You should make yourself familiar with all applicable laws.

#### **11. Exclusivity Clause**

During your employment with the company, you cannot undertake any employment with any other company or organization without prior written approval from the General Manager.

#### **12. Termination of Employment**

It is anticipated that your assignment will be on an ongoing basis, unless you are re-assigned earlier by the company. This agreement can be terminated by either party providing a written one-month notice period, the company reserves the right to pay outstanding salary in lieu of notice. No leave may be availed during this notice period and you will be required to fulfill your



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professional duties for the entire duration of the stipulated notice period. The company also reserves the right to move you to another suitable assignment.

### 13. Severability

If any term or provision of this offer of employment will to any extent be held invalid or unenforceable, the remaining terms and provisions of this offer of employment will not be affected, but each term and provision of this offer of employment will be valid and be enforced to the fullest extent permitted by law.

### 14. Conflict in Terms

If, in accordance with applicable law or local custom and practice, you are required to execute a separate contract of employment with the Employer and any terms of that contract conflict with the terms of this letter of appointment, the terms of the contract of employment will be deemed to prevail with respect to such conflict.

### 15. Information Privacy

- 1.1 You acknowledge that you have read and understood the Global Privacy Policy for Employees (the "Policy") You consent to the processing of personal information relating to you in accordance with the Policy
- 1.2 In particular, you consent to:
  - 1.2.1 the collection and processing of sensitive information about you to the limited extent, and for the purposes described in the Policy, to the extent permitted by applicable law;
  - 1.2.2 the transfer worldwide (including to countries which may not offer the same level of information protection) of personal information held about you by Employer and/or Hyatt, Hyatt's ultimate parent company (Hyatt Hotels Corporation), or any of its affiliates to other employees and departments, offices and hotels of Hyatt's worldwide organisation and to third parties (described in the Policy) where disclosure to such third parties is required in the normal course of business or by law (in each case to the extent permitted by law);
  - 1.2.3 the monitoring of communications in accordance with Section [2], below, "Employee Monitoring Notice;" and
  - 1.2.4 the carrying out of background checks to the extent permitted by law.
- 1.3 The references to information "relating to you" or "about you" include references to information about third parties such as your spouse and children (if any) which you provide on their behalf, to the extent permitted by applicable law. The reference to "sensitive information" is to the various categories of sensitive personal information identified by applicable privacy legislation as requiring special treatment, including

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in some circumstances the need to obtain explicit consent. These categories may comprise personal information about or from which we can determine or infer an individual's racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, membership in a trade union or professional association, physical or mental health condition, genetic data, sexual life, or judicial data (including information concerning the commission or alleged commission of a criminal offence). We only process sensitive information in your jurisdiction if and to the extent permitted by applicable law.

- 1.4 You will treat any personal information to which you have access in the course of your employment (and after) in accordance with the Policy, Hyatt's Global Privacy Policy and all other applicable policies and procedures that are promulgated from time to time by Hyatt, its ultimate parent company and their affiliates. In particular, you will not use any such personal information other than in connection with and to the extent necessary for the purposes of your employment (including after the end of your employment with us).
- 1.5 You will comply with all rules and regulations contained in the Employee Handbook.
- 1.6 The Policy sets out further details on the purposes for which we collect your personal information and how we will use it, the entities to which we may disclose your personal information and their location, the consequences for you if we do not collect your personal information, and how you may access, correct or make a complaint in relation to the handling of your personal information on legitimate grounds (including by emailing Hyatt's Chief Privacy Officer at [privacy@hyatt.com](mailto:privacy@hyatt.com)).

#### 16. Employee Monitoring/Consent

- 1.1 In some circumstances, communications (including emails, voicemail, telephone calls, including those made on any mobile phones provided to you, and Internet usage records) may be monitored in accordance with Hyatt's Acceptable Use Policy for Information Technology Resources and any other acceptable use policies that may replace, amend or supplement that policy from time to time. Also, paper correspondence such as envelopes or packages may be monitored, recorded or inspected (as appropriate) using monitoring devices or other technical or physical means. Such monitoring may take place only where necessary and proportionate for purposes permitted by law from time to time, including without limitation:
  - 1.1.1 establishing the existence of facts (e.g. recording evidence of business transactions);
  - 1.1.2 ascertaining compliance with regulatory or self-regulatory practices or procedures which relate to Hotel business;

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- 1.1.3 ascertaining or demonstrating standards which are achieved or ought to be achieved by persons using Hotel systems;
  - 1.1.4 preventing or detecting crime or violations of company policy;
  - 1.1.5 investigating or detecting unauthorised use of Hotel telecommunications systems and other materials (e.g. monitoring to ensure compliance with applicable policies and procedures including Hyatt's Acceptable Use Policy for Information Technology Resources Policy, and evaluate the quality of customer service);
  - 1.1.6 ensuring the effective operation of Hotel telecommunications (including telephones, email and internet) systems; or
  - 1.1.7 monitoring the level of guest customer service;
- together with any other purposes for which the Employer or Hyatt has obtained the consent of the employee.
- 1.2 Where appropriate, your emails and paper correspondence may be checked (e.g. in your absence) to ensure that Hotel responds promptly to its guests and other contacts.
  - 1.3 Authorised persons may, for the foregoing purposes, access your desk or workspace files, stored electronic mail, voicemail messages, Internet usage messages, telephone records, word processing files and other electronic or paper-based information files.
  - 1.4 Many people may have access to Hotel systems and when using Hotel systems you should take care not to communicate or disclose sensitive personal information or other personal information relating to you, your family, friends, colleagues or third parties where the communication or disclosure of the information might cause damage or distress to the individual concerned.
  - 1.5 There are Closed Circuit Television (CCTV) cameras in operation within and around the hotels and other premises, which are used for the following purposes:
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    - 1.5.2 to protect the health and safety of guests and staff;
    - 1.5.3 to manage and protect Hotel property and the property of Hotel guests and other visitors; and
    - 1.5.4 to monitor guest interactions.
  - 1.6 We use "secret shopper" programs to monitor the quality of customer service.
  - 1.7 With respect to information gathered as a result of employee monitoring, you acknowledge that Hotel may obtain access to the contents of communications which could include some sensitive personal information about the racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or

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mental health, sexual life, or criminal record of yourself or third parties referred to in those communications.

- 1.8 Information gathered as part of the monitoring process will be kept in accordance with the Policy and may be transferred internationally (including to countries which may not offer the same level of information protection) throughout the worldwide offices and hotels of Hyatt, its ultimate parent companies and its affiliates.

### 17. Acceptance


Please note this offer is in accordance with the policies and procedures outlined in the Employee Handbook of the hotel and Indian legislation, which shall govern in the event of any dispute. Please note that it is your responsibility to make yourself familiar with these.

If the foregoing concurs with your understanding of the terms and conditions of employment, please sign and return a copy of this letter at your earliest convenience.

Arvind, we trust that this covers all the pertinent details of your employment. Should you have any further questions, please let us know.

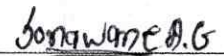
In the meantime, may we take this opportunity to congratulate you on your appointment to wish you every success in this challenging new assignment at Hyatt Place Goa. We look forward to working closely with you.

Yours sincerely,

  
Sanjay Patti  
General Manager

I have read and fully understand the terms and conditions of my employment as Housekeeping Host at Hyatt Place Goa.

Acceptance:

  
Arvind Sonawane

Date:

4<sup>th</sup> May 2016

Cc: Human Resources Manager



## Compensation &amp; Benefits Details (Annexure-1)

Name : Arvind Sonawane  
 Job Title : Housekeeping Host  
 Responsibility Level : 1  
 Reporting to : Lead Host - Housekeeping  
 Effective Date : May 23, 2016

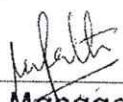
SALARY	Per Month	Per Annum
<b>Monthly</b>		
Basic	4,500	54,000
HRA	1,800	21,600
Conveyance	500	6,000
Special Allowance	1,800	21,600
<b>Gross Salary</b>	<b>8,600</b>	<b>1,03,200</b>
<b>Annual Benefits</b>		
LTA (payable per annum)	375	4,500
Ex Gratia (as per co. policy)	375	4,500
<b>Total Annual Benefits</b>	<b>750</b>	<b>9,000</b>
<b>Perquisites</b>		
PF (12%)	540	6,480
ESIC	409	4,902
<b>Total Perquisites</b>	<b>949</b>	<b>11,382</b>
<b>Cost to Company (Per month)</b>	<b>10,299</b>	<b>1,23,582</b>

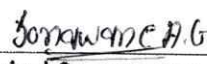
**Important Note**

Please note that this private salary information is deemed confidential and is an agreement between the company and you. Divulging of this information to any third party or to any other employee within this organization will be considered as a gross misconduct and may result in the termination of the benefits extended to you in this agreement or termination of your employment.

On behalf of  
Hyatt Place Goa Candolim

Accepted by:

  
General Manager

  
Arvind Sonawane







Private and Confidential

May 02, 2016

Mr. Sumit Sanvatsarkar  
At. Post. Tal. Shirampur  
Ahmednagar

Dear Sumit,

On behalf of **R&H Spaces Private Limited**, the owning company of **Hyatt Place Goa Candolim** (referred to herein as the "**Employer**"), we have pleasure in confirming your appointment as **Housekeeping Host** for **Hyatt Place Goa Candolim (the Hotel)**, with effect from **May 23, 2016**.

This offer is subject to the following terms and conditions and upon the successful completion of a required medical examination which deems you to fit to work and subsequently to you remaining medically fit:

**1. Job Assignment**

In this Guest Services and Operations Support (Level 1) position, you will report directly to the Lead Host - Housekeeping. Please find attached a Job Description, which outlines the scope and responsibilities of your role. Please sign and return a copy of this Job Description to signify your understanding and agreement.

The employer has concluded a Hotel Operations Service agreement and a Strategic Oversight Agreement with Hyatt India Consultancy Private Limited & Hyatt International South west Asia Limited (affiliates of Hyatt Hotels Corporation) respectively for the management of Hyatt Place Goa. Consequently, as a condition to your employment, you agree to comply fully with and be bound by all of the policies and procedures that are enacted from time to time by Hyatt Hotels Corporation or any of its affiliates, including Hyatt India Consultancy Private Limited and Hyatt International - South West Asia Ltd (**Hyatt**).

The normal working hours per week are 48 hours over six (6) days.

**2. Compensation**

Basic Salary

You will be paid annual gross basic salary of Rs. 54,000/- (subject to deduction of income tax as per local laws). This is payable monthly in arrears. Your salary will be reviewed in line with the hotel's salary review

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policy.

#### House Rent Allowance

You will be paid an annual gross House Rent Allowance, calculated as 40% of your basic salary (subject to deduction of income tax as per local law). This is payable monthly in arrears.

#### Conveyance Allowance

You will be paid annual gross Conveyance Allowance, currently Rs. 6000/- payable monthly in arrears, as per Hotel policy (subject to deduction of income tax as per local law).

#### Special Allowance

In addition, you will be paid an annual gross Special Allowance of Rs. 21,600/- (subject to deduction of income tax as per local law). This is payable monthly in arrears. This allowance will be reviewed annually in line with the Hotel's salary review policy. Please note that no statutory benefits are payable on this allowance.

#### Leave Travel Allowance

You will be entitled to Leave Travel Allowance as per Hotel's policy (subject to deduction of income tax as per local law). This is currently equivalent to one month's gross basic salary per anniversary year. Please note this allowance is only payable on completion of the first year of employment and will not be prorated in the event you do not complete a full calendar year. Subsequently the allowance will be paid on pro-rata basis. In the event of transfer or resignation after one year of service, it would be paid on a pro-rata basis.

### 3. Ex Gratia or Local Bonus

You will be entitled to payment of ex-gratia or local bonus @ 8.33%, if declared, at the prerogative of the Management. Such payment will be in keeping with the policy of the hotel.

### 4. Benefits

#### Provident Fund

The Employers' Contribution to your Provident Fund is currently 12% of your basic salary. This will be maintained as per the terms and provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952.

#### Medical Coverage

You will be entitled to medical coverage for yourself, your spouse and up to two dependent children, both as per the Company policy and applicable statutory provisions.

Employees drawing gross salary of Rs.15,000/- per month and below or other wage ceiling as may be fixed by the Government are covered under Employee State Insurance Act 1948, which is a contributory scheme.



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#### Personal Accident Insurance Coverage

You will be covered under the Personal Accident Insurance Scheme as per hotel policy.

#### Gratuity

Your entitlement to payment of Gratuity will be governed as per the statutory provisions of the Payment of Gratuity Act, 1972.

#### Duty Meals

Duty meals will be provided in our Associate Restaurant as outlined in the hotel policy.

#### Uniforms

You are required to wear uniforms provided whilst at work, ensuring this is well maintained and well presented, strictly adhering to the hotel's grooming standards.

#### 5. Privilege Leave, Casual Leave/Sick Leave, National and Festive Holidays

Your entitlement to Privilege Leave, Casual Leave / Sick Leave, National and Festive holidays will be as per the provisions of the applicable statutory legislation. Please note that these holidays and the rules and regulations governing these may be amended from time to time. Please note that the prior approval of your Department / Division Head must be obtained prior to you proceeding on leave / holiday.

#### 6. Transportation

You will be responsible for making your own transportation arrangements to and from work irrespective of duty timings. The hotel has no liability whatsoever in this regard.

#### 7. Probationary Period and Confirmation

The initial three months of your employment will be deemed as a Probationary Period during which time either party may, without furnishing reasons, terminate the employment with no liability other than for time worked. The Management reserves the right to reduce / dispense with or extend your probation period at its absolute discretion. Upon successful completion of the probationary period, you will be notified in writing.

#### 8. Retirement Age

The date of birth declared by you is November 9, 1991 and you will be bound by such date of birth in all service matters with the Company. Subject to your being physically and mentally fit, you shall retire from the services of the company on attaining the age of 58 years on the basis of the age submitted by you.

#### 9. Proprietary Materials



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All training manuals, operations manuals, business data, business plans, financial projections and results, sales and marketing information, marketing strategies, customer information, computer programs and other business, commercial or technical information or data concerning the business prospects, strategies, business objectives, business transactions, financial arrangements, operations, systems and organization, methods, standards, specifications, concepts, ideas, plans, projects, programs, procedures and know-how of Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel made available to you during the course of your employment, in any tangible medium of expression, including any discoveries, inventions or derivative works of the same that you create or conceptualize during the course of your employment (collectively referred to herein as the "Confidential Information"), are the sole and exclusive property of Hyatt, its ultimate parent company, their affiliates, or that particular Hyatt-branded hotel.

The Confidential information made available to you during the course of your employment may include valuable trade secrets belonging to Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel. You must hold all Confidential Information in the strictest confidence, and not share or disclose it to any third parties or use it except in the routine course of the performance of your duties at the Hotel. You must return all Confidential Information, including any copies, summaries or compilations of any Confidential Information, to an authorized representative of Hyatt upon the termination of your employment.

Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination and the forfeiture of incentive-type compensation as a result of such suspension or termination. Your obligations under this paragraph will continue in effect beyond the termination of your employment.

#### **10. Code of Behavior**

Please note that it is your own liability to bear the consequences of any violation of the laws and conventional practices of India. You should make yourself familiar with all applicable laws.

#### **11. Exclusivity Clause**

During your employment with the company, you cannot undertake any employment with any other company or organization without prior written approval from the General Manager.

#### **12. Termination of Employment**

It is anticipated that your assignment will be on an ongoing basis, unless you are re-assigned earlier by the company. This agreement can be terminated by either party providing a written one-month notice period, the company reserves the right to pay outstanding salary in lieu of notice. No leave may be availed during this notice period and you will be required to fulfill your professional duties for the entire duration of the stipulated notice period. The company also reserves the right to move you to another suitable

*[Handwritten signature]*

*[Handwritten signature]*

S.N'S





assignment.

### 13. Severability

If any term or provision of this offer of employment will to any extent be held invalid or unenforceable, the remaining terms and provisions of this offer of employment will not be affected, but each term and provision of this offer of employment will be valid and be enforced to the fullest extent permitted by law.

### 14. Conflict in Terms

If, in accordance with applicable law or local custom and practice, you are required to execute a separate contract of employment with the Employer and any terms of that contract conflict with the terms of this letter of appointment, the terms of the contract of employment will be deemed to prevail with respect to such conflict.

### 15. Information Privacy

- 1.1 You acknowledge that you have read and understood the Global Privacy Policy for Employees (the "Policy") You consent to the processing of personal information relating to you in accordance with the Policy
- 1.2 In particular, you consent to:
  - 1.2.1 the collection and processing of sensitive information about you to the limited extent, and for the purposes described in the Policy, to the extent permitted by applicable law;
  - 1.2.2 the transfer worldwide (including to countries which may not offer the same level of information protection) of personal information held about you by Employer and/or Hyatt, Hyatt's ultimate parent company (Hyatt Hotels Corporation), or any of its affiliates to other employees and departments, offices and hotels of Hyatt's worldwide organisation and to third parties (described in the Policy) where disclosure to such third parties is required in the normal course of business or by law (in each case to the extent permitted by law);
  - 1.2.3 the monitoring of communications in accordance with Section [2], below, "Employee Monitoring Notice;" and
  - 1.2.4 the carrying out of background checks to the extent permitted by law.
- 1.3 The references to information "relating to you" or "about you" include references to information about third parties such as your spouse and children (if any) which you provide on their behalf, to the extent permitted by applicable law. The reference to "sensitive information" is to the various categories of sensitive personal information identified by applicable privacy legislation as requiring special treatment, including in some circumstances the need to obtain explicit consent. These categories may comprise personal information about or from which we

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can determine or infer an individual's racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, membership in a trade union or professional association, physical or mental health condition, genetic data, sexual life, or judicial data (including information concerning the commission or alleged commission of a criminal offence). We only process sensitive information in your jurisdiction if and to the extent permitted by applicable law.

- 1.4 You will treat any personal information to which you have access in the course of your employment (and after) in accordance with the Policy, Hyatt's Global Privacy Policy and all other applicable policies and procedures that are promulgated from time to time by Hyatt, its ultimate parent company and their affiliates. In particular, you will not use any such personal information other than in connection with and to the extent necessary for the purposes of your employment (including after the end of your employment with us).
- 1.5 You will comply with all rules and regulations contained in the Employee Handbook.
- 1.6 The Policy sets out further details on the purposes for which we collect your personal information and how we will use it, the entities to which we may disclose your personal information and their location, the consequences for you if we do not collect your personal information, and how you may access, correct or make a complaint in relation to the handling of your personal information on legitimate grounds (including by emailing Hyatt's Chief Privacy Officer at [privacy@hyatt.com](mailto:privacy@hyatt.com)).

#### 16. Employee Monitoring/Consent

- 1.1 In some circumstances, communications (including emails, voicemail, telephone calls, including those made on any mobile phones provided to you, and Internet usage records) may be monitored in accordance with Hyatt's Acceptable Use Policy for Information Technology Resources and any other acceptable use policies that may replace, amend or supplement that policy from time to time. Also, paper correspondence such as envelopes or packages may be monitored, recorded or inspected (as appropriate) using monitoring devices or other technical or physical means. Such monitoring may take place only where necessary and proportionate for purposes permitted by law from time to time, including without limitation:
  - 1.1.1 establishing the existence of facts (e.g. recording evidence of business transactions);
  - 1.1.2 ascertaining compliance with regulatory or self-regulatory practices or procedures which relate to Hotel business;
  - 1.1.3 ascertaining or demonstrating standards which are achieved or ought to be achieved by persons using Hotel systems;

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- 1.1.4 preventing or detecting crime or violations of company policy;
  - 1.1.5 investigating or detecting unauthorised use of Hotel telecommunications systems and other materials (e.g. monitoring to ensure compliance with applicable policies and procedures including Hyatt's Acceptable Use Policy for Information Technology Resources Policy, and evaluate the quality of customer service);
  - 1.1.6 ensuring the effective operation of Hotel telecommunications (including telephones, email and internet) systems; or
  - 1.1.7 monitoring the level of guest customer service;
- together with any other purposes for which the Employer or Hyatt has obtained the consent of the employee.
- 1.2 Where appropriate, your emails and paper correspondence may be checked (e.g. in your absence) to ensure that Hotel responds promptly to its guests and other contacts.
  - 1.3 Authorised persons may, for the foregoing purposes, access your desk or workspace files, stored electronic mail, voicemail messages, Internet usage messages, telephone records, word processing files and other electronic or paper-based information files.
  - 1.4 Many people may have access to Hotel systems and when using Hotel systems you should take care not to communicate or disclose sensitive personal information or other personal information relating to you, your family, friends, colleagues or third parties where the communication or disclosure of the information might cause damage or distress to the individual concerned.
  - 1.5 There are Closed Circuit Television (CCTV) cameras in operation within and around the hotels and other premises, which are used for the following purposes:
    - 1.5.1 to prevent and detect crime;
    - 1.5.2 to protect the health and safety of guests and staff;
    - 1.5.3 to manage and protect Hotel property and the property of Hotel guests and other visitors; and
    - 1.5.4 to monitor guest interactions.
  - 1.6 We use "secret shopper" programs to monitor the quality of customer service.
  - 1.7 With respect to information gathered as a result of employee monitoring, you acknowledge that Hotel may obtain access to the contents of communications which could include some sensitive personal information about the racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life, or criminal record of yourself or third parties referred to in those communications.

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- 1.8 Information gathered as part of the monitoring process will be kept in accordance with the Policy and may be transferred internationally (including to countries which may not offer the same level of information protection) throughout the worldwide offices and hotels of Hyatt, its ultimate parent companies and its affiliates.

### 17. Acceptance


Please note this offer is in accordance with the policies and procedures outlined in the Employee Handbook of the hotel and Indian legislation, which shall govern in the event of any dispute. Please note that it is your responsibility to make yourself familiar with these.

If the foregoing concurs with your understanding of the terms and conditions of employment, please sign and return a copy of this letter at your earliest convenience.

Sumit, we trust that this covers all the pertinent details of your employment. Should you have any further questions, please let us know.

In the meantime, may we take this opportunity to congratulate you on your appointment to wish you every success in this challenging new assignment at Hyatt Place Goa. We look forward to working closely with you.

Yours sincerely,

  
**Sanjay Patti**  
General Manager

I have read and fully understand the terms and conditions of my employment as Housekeeping Host at Hyatt Place Goa.

Acceptance:

  
Sumit Sanvatsarkar

Date:

4<sup>th</sup> May 2016

Cc: Human Resources Manager





## Compensation &amp; Benefits Details (Annexure-1)

Name : Sumit Sanvatsarkar  
 Job Title : Housekeeping Host  
 Responsibility Level : 1  
 Reporting to : Lead Host - Housekeeping  
 Effective Date : May 23, 2016

SALARY	Per Month	Per Annum
<b>Monthly</b>		
Basic	4,500	54,000
HRA	1,800	21,600
Conveyance	500	6,000
Special Allowance	1,800	21,600
<b>Gross Salary</b>	<b>8,600</b>	<b>1,03,200</b>
<b>Annual Benefits</b>		
LTA (payable per annum)	375	4,500
Ex Gratia (as per co. policy)	375	4,500
<b>Total Annual Benefits</b>	<b>750</b>	<b>9,000</b>
<b>Perquisites</b>		
PF (12%)	540	6,480
ESIC	409	4,902
<b>Total Perquisites</b>	<b>949</b>	<b>11,382</b>
<b>Cost to Company (Per month)</b>	<b>10,299</b>	<b>1,23,582</b>

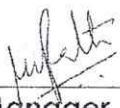
**Important Note**


Please note that this private salary information is deemed confidential and is an agreement between the company and you. Divulging of this information to any third party or to any other employee within this organization will be considered as a gross misconduct and may result in the termination of the benefits extended to you in this agreement or termination of your employment.

On behalf of

Hyatt Place Goa Candolim

Accepted by:

  
 General Manager

  
 Sumit Sanvatsarkar




Private and Confidential

May 02, 2016

Mr. Ravindra Kale  
At. Post - Dehere  
Tal. Nagar  
Ahmednagar - 414111

Dear Ravindra,

On behalf of **R&H Spaces Private Limited**, the owning company of **Hyatt Place Goa Candolim** (referred to herein as the "**Employer**"), we have pleasure in confirming your appointment as **Housekeeping Host for Hyatt Place Goa Candolim (the Hotel)**, with effect from **May 23, 2016**.

This offer is subject to the following terms and conditions and upon the successful completion of a required medical examination which deems you to fit to work and subsequently to you remaining medically fit:

**1. Job Assignment**

In this Guest Services and Operations Support (Level 1) position, you will report directly to the Lead Host - Housekeeping. Please find attached a Job Description, which outlines the scope and responsibilities of your role. Please sign and return a copy of this Job Description to signify your understanding and agreement.

The employer has concluded a Hotel Operations Service agreement and a Strategic Oversight Agreement with Hyatt India Consultancy Private Limited & Hyatt International South west Asia Limited (affiliates of Hyatt Hotels Corporation) respectively for the management of Hyatt Place Goa. Consequently, as a condition to your employment, you agree to comply fully with and be bound by all of the policies and procedures that are enacted from time to time by Hyatt Hotels Corporation or any of its affiliates, including Hyatt India Consultancy Private Limited and Hyatt International - South West Asia Ltd (**Hyatt**).

The normal working hours per week are 48 hours over six (6) days.

**2. Compensation**

Basic Salary

You will be paid annual gross basic salary of Rs. 54,000/- (subject to deduction of income tax as per local laws). This is payable monthly in

*[Signature]*

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arrears. Your salary will be reviewed in line with the hotel's salary review policy.

#### House Rent Allowance

You will be paid an annual gross House Rent Allowance, calculated as 40% of your basic salary (subject to deduction of income tax as per local law). This is payable monthly in arrears.

#### Conveyance Allowance

You will be paid annual gross Conveyance Allowance, currently Rs. 6000/- payable monthly in arrears, as per Hotel policy (subject to deduction of income tax as per local law).

#### Special Allowance

In addition, you will be paid an annual gross Special Allowance of Rs. 21,600/- (subject to deduction of income tax as per local law). This is payable monthly in arrears. This allowance will be reviewed annually in line with the Hotel's salary review policy. Please note that no statutory benefits are payable on this allowance.

#### Leave Travel Allowance

You will be entitled to Leave Travel Allowance as per Hotel's policy (subject to deduction of income tax as per local law). This is currently equivalent to one month's gross basic salary per anniversary year. Please note this allowance is only payable on completion of the first year of employment and will not be prorated in the event you do not complete a full calendar year. Subsequently the allowance will be paid on pro-rata basis. In the event of transfer or resignation after one year of service, it would be paid on a pro-rata basis.

### 3. Ex Gratia or Local Bonus

You will be entitled to payment of ex-gratia or local bonus @ 8.33%, if declared, at the prerogative of the Management. Such payment will be in keeping with the policy of the hotel.

### 4. Benefits

#### Provident Fund

The Employers' Contribution to your Provident Fund is currently 12% of your basic salary. This will be maintained as per the terms and provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952.

#### Medical Coverage

You will be entitled to medical coverage for yourself, your spouse and up to two dependent children, both as per the Company policy and applicable statutory provisions.

Employees drawing gross salary of Rs.15,000/- per month and below or other wage ceiling as may be fixed by the Government are covered under

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*[Handwritten signature]*



Employee State Insurance Act 1948, which is a contributory scheme.

**Personal Accident Insurance Coverage**

You will be covered under the Personal Accident Insurance Scheme as per hotel policy.

**Gratuity**

Your entitlement to payment of Gratuity will be governed as per the statutory provisions of the Payment of Gratuity Act, 1972.

**Duty Meals**

Duty meals will be provided in our Associate Restaurant as outlined in the hotel policy.

**Uniforms**

You are required to wear uniforms provided whilst at work, ensuring this is well maintained and well presented, strictly adhering to the hotel's grooming standards.

**5. Privilege Leave, Casual Leave/Sick Leave, National and Festive Holidays**

Your entitlement to Privilege Leave, Casual Leave / Sick Leave, National and Festive holidays will be as per the provisions of the applicable statutory legislation. Please note that these holidays and the rules and regulations governing these may be amended from time to time. Please note that the prior approval of your Department / Division Head must be obtained prior to you proceeding on leave / holiday.

**6. Transportation**

You will be responsible for making your own transportation arrangements to and from work irrespective of duty timings. The hotel has no liability whatsoever in this regard.

**7. Probationary Period and Confirmation**

The initial three months of your employment will be deemed as a Probationary Period during which time either party may, without furnishing reasons, terminate the employment with no liability other than for time worked. The Management reserves the right to reduce / dispense with or extend your probation period at its absolute discretion. Upon successful completion of the probationary period, you will be notified in writing.

**8. Retirement Age**

The date of birth declared by you is October 24, 1992 and you will be bound by such date of birth in all service matters with the Company. Subject to your being physically and mentally fit, you shall retire from the services of the company on attaining the age of 58 years on the basis of the age submitted by you.

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#### 9. Proprietary Materials

All training manuals, operations manuals, business data, business plans, financial projections and results, sales and marketing information, marketing strategies, customer information, computer programs and other business, commercial or technical information or data concerning the business prospects, strategies, business objectives, business transactions, financial arrangements, operations, systems and organization, methods, standards, specifications, concepts, ideas, plans, projects, programs, procedures and know-how of Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel made available to you during the course of your employment, in any tangible medium of expression, including any discoveries, inventions or derivative works of the same that you create or conceptualize during the course of your employment (collectively referred to herein as the "Confidential Information"), are the sole and exclusive property of Hyatt, its ultimate parent company, their affiliates, or that particular Hyatt-branded hotel.

The Confidential information made available to you during the course of your employment may include valuable trade secrets belonging to Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel. You must hold all Confidential Information in the strictest confidence, and not share or disclose it to any third parties or use it except in the routine course of the performance of your duties at the Hotel. You must return all Confidential Information, including any copies, summaries or compilations of any Confidential Information, to an authorized representative of Hyatt upon the termination of your employment.

Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination and the forfeiture of incentive-type compensation as a result of such suspension or termination. Your obligations under this paragraph will continue in effect beyond the termination of your employment.

#### 10. Code of Behavior

Please note that it is your own liability to bear the consequences of any violation of the laws and conventional practices of India. You should make yourself familiar with all applicable laws.

#### 11. Exclusivity Clause

During your employment with the company, you cannot undertake any employment with any other company or organization without prior written approval from the General Manager.

#### 12. Termination of Employment

It is anticipated that your assignment will be on an ongoing basis, unless you are re-assigned earlier by the company. This agreement can be terminated by either party providing a written one-month notice period, the company reserves the right to pay outstanding salary in lieu of notice. No leave may be availed during this notice period and you will be required to fulfill your

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*R B K*





in some circumstances the need to obtain explicit consent. These categories may comprise personal information about or from which we can determine or infer an individual's racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, membership in a trade union or professional association, physical or mental health condition, genetic data, sexual life, or judicial data (including information concerning the commission or alleged commission of a criminal offence). We only process sensitive information in your jurisdiction if and to the extent permitted by applicable law.

- 1.4 You will treat any personal information to which you have access in the course of your employment (and after) in accordance with the Policy, Hyatt's Global Privacy Policy and all other applicable policies and procedures that are promulgated from time to time by Hyatt, its ultimate parent company and their affiliates. In particular, you will not use any such personal information other than in connection with and to the extent necessary for the purposes of your employment (including after the end of your employment with us).
- 1.5 You will comply with all rules and regulations contained in the Employee Handbook.
- 1.6 The Policy sets out further details on the purposes for which we collect your personal information and how we will use it, the entities to which we may disclose your personal information and their location, the consequences for you if we do not collect your personal information, and how you may access, correct or make a complaint in relation to the handling of your personal information on legitimate grounds (including by emailing Hyatt's Chief Privacy Officer at [privacy@hyatt.com](mailto:privacy@hyatt.com)).

#### 16. Employee Monitoring/Consent

- 1.1 In some circumstances, communications (including emails, voicemail, telephone calls, including those made on any mobile phones provided to you, and Internet usage records) may be monitored in accordance with Hyatt's Acceptable Use Policy for Information Technology Resources and any other acceptable use policies that may replace, amend or supplement that policy from time to time. Also, paper correspondence such as envelopes or packages may be monitored, recorded or inspected (as appropriate) using monitoring devices or other technical or physical means. Such monitoring may take place only where necessary and proportionate for purposes permitted by law from time to time, including without limitation:
  - 1.1.1 establishing the existence of facts (e.g. recording evidence of business transactions);
  - 1.1.2 ascertaining compliance with regulatory or self-regulatory practices or procedures which relate to Hotel business;

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- 1.1.3 ascertaining or demonstrating standards which are achieved or ought to be achieved by persons using Hotel systems;
  - 1.1.4 preventing or detecting crime or violations of company policy;
  - 1.1.5 investigating or detecting unauthorised use of Hotel telecommunications systems and other materials (e.g. monitoring to ensure compliance with applicable policies and procedures including Hyatt's Acceptable Use Policy for Information Technology Resources Policy, and evaluate the quality of customer service);
  - 1.1.6 ensuring the effective operation of Hotel telecommunications (including telephones, email and internet) systems; or
  - 1.1.7 monitoring the level of guest customer service;
- together with any other purposes for which the Employer or Hyatt has obtained the consent of the employee.
- 1.2 Where appropriate, your emails and paper correspondence may be checked (e.g. in your absence) to ensure that Hotel responds promptly to its guests and other contacts.
  - 1.3 Authorised persons may, for the foregoing purposes, access your desk or workspace files, stored electronic mail, voicemail messages, Internet usage messages, telephone records, word processing files and other electronic or paper-based information files.
  - 1.4 Many people may have access to Hotel systems and when using Hotel systems you should take care not to communicate or disclose sensitive personal information or other personal information relating to you, your family, friends, colleagues or third parties where the communication or disclosure of the information might cause damage or distress to the individual concerned.
  - 1.5 There are Closed Circuit Television (CCTV) cameras in operation within and around the hotels and other premises, which are used for the following purposes:
    - 1.5.1 to prevent and detect crime;
    - 1.5.2 to protect the health and safety of guests and staff;
    - 1.5.3 to manage and protect Hotel property and the property of Hotel guests and other visitors; and
    - 1.5.4 to monitor guest interactions.
  - 1.6 We use "secret shopper" programs to monitor the quality of customer service.
  - 1.7 With respect to information gathered as a result of employee monitoring, you acknowledge that Hotel may obtain access to the contents of communications which could include some sensitive personal information about the racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or

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mental health, sexual life, or criminal record of yourself or third parties referred to in those communications.

- 1.8 Information gathered as part of the monitoring process will be kept in accordance with the Policy and may be transferred internationally (including to countries which may not offer the same level of information protection) throughout the worldwide offices and hotels of Hyatt, its ultimate parent companies and its affiliates.

### 17. Acceptance


Please note this offer is in accordance with the policies and procedures outlined in the Employee Handbook of the hotel and Indian legislation, which shall govern in the event of any dispute. Please note that it is your responsibility to make yourself familiar with these.

If the foregoing concurs with your understanding of the terms and conditions of employment, please sign and return a copy of this letter at your earliest convenience.

Ravindra, we trust that this covers all the pertinent details of your employment. Should you have any further questions, please let us know.

In the meantime, may we take this opportunity to congratulate you on your appointment to wish you every success in this challenging new assignment at Hyatt Place Goa. We look forward to working closely with you.

Yours sincerely,

  
Sanjay Patti  
General Manager

I have read and fully understand the terms and conditions of my employment as Housekeeping Host at Hyatt Place Goa.

Acceptance:

  
Ravindra Kale

Date:

4<sup>th</sup> May 2016

Cc: Human Resources Manager





## Compensation &amp; Benefits Details (Annexure-1)

Name : Ravindra Kale  
 Job Title : Housekeeping Host  
 Responsibility Level : 1  
 Reporting to : Lead Host - Housekeeping  
 Effective Date : May 23, 2016


SALARY	Per Month	Per Annum
<b>Monthly</b>		
Basic	4,500	54,000
HRA	1,800	21,600
Conveyance	500	6,000
Special Allowance	1,800	21,600
<b>Gross Salary</b>	<b>8,600</b>	<b>1,03,200</b>
<b>Annual Benefits</b>		
LTA (payable per annum)	375	4,500
Ex Gratia (as per co. policy)	375	4,500
<b>Total Annual Benefits</b>	<b>750</b>	<b>9,000</b>
<b>Perquisites</b>		
PF (12%)	540	6,480
ESIC	409	4,902
<b>Total Perquisites</b>	<b>949</b>	<b>11,382</b>
<b>Cost to Company (Per month)</b>	<b>10,299</b>	<b>1,23,582</b>

**Important Note**

Please note that this private salary information is deemed confidential and is an agreement between the company and you. Divulging of this information to any third party or to any other employee within this organization will be considered as a gross misconduct and may result in the termination of the benefits extended to you in this agreement or termination of your employment.

On behalf of  
 Hyatt Place Goa Candolim

Accepted by:

  
 General Manager

  
 Ravindra Kale





Private and Confidential

June 06, 2016

Mr. Kishor Shelke  
Raut Bldg, 1st Floor  
Nr. MSEB office  
Malives, Beed - 431122

Dear Kishor,

On behalf of **R&H Spaces Private Limited**, the owning company of **Hyatt Place Goa Candolim** (referred to herein as the "**Employer**"), we have pleasure in confirming your appointment as **Commis** for **Hyatt Place Goa Candolim (the Hotel)**, with effect from **June 13, 2016**.

This offer is subject to the following terms and conditions and upon the successful completion of a required medical examination which deems you to fit to work and subsequently to you remaining medically fit:

### 1. Job Assignment

In this Guest Services and Operations Support (Level 2) position, you will report directly to the Head Chef. Please find attached a Job Description, which outlines the scope and responsibilities of your role. Please sign and return a copy of this Job Description to signify your understanding and agreement.

The employer has concluded a Hotel Operations Service agreement and a Strategic Oversight Agreement with Hyatt India Consultancy Private Limited & Hyatt International South west Asia Limited (affiliates of Hyatt Hotels Corporation) respectively for the management of Hyatt Place Goa. Consequently, as a condition to your employment, you agree to comply fully with and be bound by all of the policies and procedures that are enacted from time to time by Hyatt Hotels Corporation or any of its affiliates, including Hyatt India Consultancy Private Limited and Hyatt International – South West Asia Ltd (**Hyatt**).

The normal working hours per week are 48 hours over six (6) days.

### 2. Compensation

Basic Salary

You will be paid annual gross basic salary of Rs. 57600/- (subject to deduction of income tax as per local laws). This is payable monthly in



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arrears. Your salary will be reviewed in line with the hotel's salary review policy.

#### House Rent Allowance

You will be paid an annual gross House Rent Allowance, calculated as 40% of your basic salary (subject to deduction of income tax as per local law). This is payable monthly in arrears.

#### Conveyance Allowance

You will be paid annual gross Conveyance Allowance, currently Rs. 6000/- payable monthly in arrears, as per Hotel policy (subject to deduction of income tax as per local law).

#### Special Allowance

In addition, you will be paid an annual gross Special Allowance of Rs. 23040/- (subject to deduction of income tax as per local law). This is payable monthly in arrears. This allowance will be reviewed annually in line with the Hotel's salary review policy. Please note that no statutory benefits are payable on this allowance.

#### Leave Travel Allowance

You will be entitled to Leave Travel Allowance as per Hotel's policy (subject to deduction of income tax as per local law). This is currently equivalent to one month's gross basic salary per anniversary year. Please note this allowance is only payable on completion of the first year of employment and will not be prorated in the event you do not complete a full calendar year. Subsequently the allowance will be paid on pro-rata basis. In the event of transfer or resignation after one year of service, it would be paid on a pro-rata basis.

### 3. Ex Gratia or Local Bonus

You will be entitled to payment of ex-gratia or local bonus @ 8.33%, if declared, at the prerogative of the Management. Such payment will be in keeping with the policy of the hotel.

### 4. Benefits

#### Provident Fund

The Employers' Contribution to your Provident Fund is currently 12% of your basic salary. This will be maintained as per the terms and provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952.

#### Medical Coverage

You will be entitled to medical coverage for yourself, your spouse and up to two dependent children, both as per the Company policy and applicable statutory provisions.

Employees drawing gross salary of Rs.15,000/- per month and below or other wage ceiling as may be fixed by the Government are covered under



Employee State Insurance Act 1948, which is a contributory scheme.

#### Personal Accident Insurance Coverage

You will be covered under the Personal Accident Insurance Scheme as per hotel policy.

#### Gratuity

Your entitlement to payment of Gratuity will be governed as per the statutory provisions of the Payment of Gratuity Act, 1972.

#### Duty Meals

Duty meals will be provided in our Associate Restaurant as outlined in the hotel policy.

#### Uniforms

You are required to wear uniforms provided whilst at work, ensuring this is well maintained and well presented, strictly adhering to the hotel's grooming standards.

### **5. Privilege Leave, Casual Leave/Sick Leave, National and Festive Holidays**

Your entitlement to Privilege Leave, Casual Leave / Sick Leave, National and Festive holidays will be as per the provisions of the applicable statutory legislation. Please note that these holidays and the rules and regulations governing these may be amended from time to time. Please note that the prior approval of your Department / Division Head must be obtained prior to you proceeding on leave / holiday.

### **6. Transportation**

You will be responsible for making your own transportation arrangements to and from work irrespective of duty timings. The hotel has no liability whatsoever in this regard.

### **7. Probationary Period and Confirmation**

The initial three months of your employment will be deemed as a Probationary Period during which time either party may, without furnishing reasons, terminate the employment with no liability other than for time worked. The Management reserves the right to reduce / dispense with or extend your probation period at its absolute discretion. Upon successful completion of the probationary period, you will be notified in writing.

### **8. Retirement Age**

The date of birth declared by you is October 15, 1995 and you will be bound by such date of birth in all service matters with the Company. Subject to your being physically and mentally fit, you shall retire from the services of the company on attaining the age of 58 years on the basis of the age submitted by you.





## 9. Proprietary Materials

All training manuals, operations manuals, business data, business plans, financial projections and results, sales and marketing information, marketing strategies, customer information, computer programs and other business, commercial or technical information or data concerning the business prospects, strategies, business objectives, business transactions, financial arrangements, operations, systems and organization, methods, standards, specifications, concepts, ideas, plans, projects, programs, procedures and know-how of Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel made available to you during the course of your employment, in any tangible medium of expression, including any discoveries, inventions or derivative works of the same that you create or conceptualize during the course of your employment (collectively referred to herein as the "Confidential Information"), are the sole and exclusive property of Hyatt, its ultimate parent company, their affiliates, or that particular Hyatt-branded hotel.

The Confidential information made available to you during the course of your employment may include valuable trade secrets belonging to Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel. You must hold all Confidential Information in the strictest confidence, and not share or disclose it to any third parties or use it except in the routine course of the performance of your duties at the Hotel. You must return all Confidential Information, including any copies, summaries or compilations of any Confidential Information, to an authorized representative of Hyatt upon the termination of your employment.

Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination and the forfeiture of incentive-type compensation as a result of such suspension or termination. Your obligations under this paragraph will continue in effect beyond the termination of your employment.

## 10. Code of Behavior

Please note that it is your own liability to bear the consequences of any violation of the laws and conventional practices of India. You should make yourself familiar with all applicable laws.

## 11. Exclusivity Clause

During your employment with the company, you cannot undertake any employment with any other company or organization without prior written approval from the General Manager.

## 12. Termination of Employment

It is anticipated that your assignment will be on an ongoing basis, unless you are re-assigned earlier by the company. This agreement can be terminated by either party providing a written one-month notice period, the company reserves the right to pay outstanding salary in lieu of notice. No leave may be availed during this notice period and you will be required to fulfill your professional duties for the entire duration of the stipulated notice period.





The company also reserves the right to move you to another suitable assignment.

### 13. Severability

If any term or provision of this offer of employment will to any extent be held invalid or unenforceable, the remaining terms and provisions of this offer of employment will not be affected, but each term and provision of this offer of employment will be valid and be enforced to the fullest extent permitted by law.

### 14. Conflict in Terms

If, in accordance with applicable law or local custom and practice, you are required to execute a separate contract of employment with the Employer and any terms of that contract conflict with the terms of this letter of appointment, the terms of the contract of employment will be deemed to prevail with respect to such conflict.

### 15. Information Privacy

1.1 You acknowledge that you have read and understood the Global Privacy Policy for Employees (the "Policy") You consent to the processing of personal information relating to you in accordance with the Policy

1.2 In particular, you consent to:

1.2.1 the collection and processing of sensitive information about you to the limited extent, and for the purposes described in the Policy, to the extent permitted by applicable law;

1.2.2 the transfer worldwide (including to countries which may not offer the same level of information protection) of personal information held about you by Employer and/or Hyatt, Hyatt's ultimate parent company (Hyatt Hotels Corporation), or any of its affiliates to other employees and departments, offices and hotels of Hyatt's worldwide organisation and to third parties (described in the Policy) where disclosure to such third parties is required in the normal course of business or by law (in each case to the extent permitted by law);

1.2.3 the monitoring of communications in accordance with Section [2], below, "Employee Monitoring Notice;" and

1.2.4 the carrying out of background checks to the extent permitted by law.

1.3 The references to information "relating to you" or "about you" include references to information about third parties such as your spouse and children (if any) which you provide on their behalf, to the extent permitted by applicable law. The reference to "sensitive information" is to the various categories of sensitive personal information identified by applicable privacy legislation as requiring special treatment, including in some circumstances the need to obtain explicit consent. These





categories may comprise personal information about or from which we can determine or infer an individual's racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, membership in a trade union or professional association, physical or mental health condition, genetic data, sexual life, or judicial data (including information concerning the commission or alleged commission of a criminal offence). We only process sensitive information in your jurisdiction if and to the extent permitted by applicable law.

- 1.4 You will treat any personal information to which you have access in the course of your employment (and after) in accordance with the Policy, Hyatt's Global Privacy Policy and all other applicable policies and procedures that are promulgated from time to time by Hyatt, its ultimate parent company and their affiliates. In particular, you will not use any such personal information other than in connection with and to the extent necessary for the purposes of your employment (including after the end of your employment with us).
- 1.5 You will comply with all rules and regulations contained in the Employee Handbook.
- 1.6 The Policy sets out further details on the purposes for which we collect your personal information and how we will use it, the entities to which we may disclose your personal information and their location, the consequences for you if we do not collect your personal information, and how you may access, correct or make a complaint in relation to the handling of your personal information on legitimate grounds (including by emailing Hyatt's Chief Privacy Officer at [privacy@hyatt.com](mailto:privacy@hyatt.com)).

## 16. Employee Monitoring/Consent

- 1.1 In some circumstances, communications (including emails, voicemail, telephone calls, including those made on any mobile phones provided to you, and Internet usage records) may be monitored in accordance with Hyatt's Acceptable Use Policy for Information Technology Resources and any other acceptable use policies that may replace, amend or supplement that policy from time to time. Also, paper correspondence such as envelopes or packages may be monitored, recorded or inspected (as appropriate) using monitoring devices or other technical or physical means. Such monitoring may take place only where necessary and proportionate for purposes permitted by law from time to time, including without limitation:

- 1.1.1 establishing the existence of facts (e.g. recording evidence of business transactions);
- 1.1.2 ascertaining compliance with regulatory or self-regulatory practices or procedures which relate to Hotel business;
- 1.1.3 ascertaining or demonstrating standards which are achieved or ought to be achieved by persons using Hotel systems;





- 1.1.4 preventing or detecting crime or violations of company policy;
- 1.1.5 investigating or detecting unauthorised use of Hotel telecommunications systems and other materials (e.g. monitoring to ensure compliance with applicable policies and procedures including Hyatt's Acceptable Use Policy for Information Technology Resources Policy, and evaluate the quality of customer service);
- 1.1.6 ensuring the effective operation of Hotel telecommunications (including telephones, email and internet) systems; or
- 1.1.7 monitoring the level of guest customer service;

together with any other purposes for which the Employer or Hyatt has obtained the consent of the employee.

- 1.2 Where appropriate, your emails and paper correspondence may be checked (e.g. in your absence) to ensure that Hotel responds promptly to its guests and other contacts.
- 1.3 Authorised persons may, for the foregoing purposes, access your desk or workspace files, stored electronic mail, voicemail messages, Internet usage messages, telephone records, word processing files and other electronic or paper-based information files.
- 1.4 Many people may have access to Hotel systems and when using Hotel systems you should take care not to communicate or disclose sensitive personal information or other personal information relating to you, your family, friends, colleagues or third parties where the communication or disclosure of the information might cause damage or distress to the individual concerned.
- 1.5 There are Closed Circuit Television (CCTV) cameras in operation within and around the hotels and other premises, which are used for the following purposes:
  - 1.5.1 to prevent and detect crime;
  - 1.5.2 to protect the health and safety of guests and staff;
  - 1.5.3 to manage and protect Hotel property and the property of Hotel guests and other visitors; and
  - 1.5.4 to monitor guest interactions.
- 1.6 We use "secret shopper" programs to monitor the quality of customer service.
- 1.7 With respect to information gathered as a result of employee monitoring, you acknowledge that Hotel may obtain access to the contents of communications which could include some sensitive personal information about the racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life, or criminal record of yourself or third parties referred to in those communications.





- 1.8 Information gathered as part of the monitoring process will be kept in accordance with the Policy and may be transferred internationally (including to countries which may not offer the same level of information protection) throughout the worldwide offices and hotels of Hyatt, its ultimate parent companies and its affiliates.

### 17. Acceptance

Please note this offer is in accordance with the policies and procedures outlined in the Employee Handbook of the hotel and Indian legislation, which shall govern in the event of any dispute. Please note that it is your responsibility to make yourself familiar with these.

If the foregoing concurs with your understanding of the terms and conditions of employment, please sign and return a copy of this letter at your earliest convenience.

Kishor, we trust that this covers all the pertinent details of your employment. Should you have any further questions, please let us know.

In the meantime, may we take this opportunity to congratulate you on your appointment to wish you every success in this challenging new assignment at Hyatt Place Goa. We look forward to working closely with you.

Yours sincerely,

  
**Sanjay Patti**  
General Manager

I have read and fully understand the terms and conditions of my employment as Commis at Hyatt Place Goa.

Acceptance:   
Kishor Shelke

Date: 7<sup>th</sup> June 2016.

Cc: Human Resources Manager



### Compensation & Benefits Details (Annexure-1)

Name : Kishor Shelke  
 Job Title : Commis  
 Responsibility Level : 2  
 Reporting to : Head Chef  
 Effective Date : June 13, 2016


SALARY	Per Month	Per Annum
<b>Monthly</b>		
Basic	4,800	57,600
HRA	1,920	23,040
Conveyance	500	6,000
Special Allowance	1,920	23,040
<b>Gross Salary</b>	<b>9,140</b>	<b>1,09,680</b>
<b>Annual Benefits</b>		
LTA (payable per annum)	400	4,800
Ex Gratia (as per co. policy)	400	4,800
<b>Total Annual Benefits</b>	<b>800</b>	<b>9,600</b>
<b>Perquisites</b>		
PF (12%)	576	6,912
ESIC	434	5,210
<b>Total Perquisites</b>	<b>1,010</b>	<b>12,122</b>
<b>Cost to Company (Per month)</b>	<b>10,950</b>	<b>1,31,402</b>

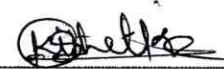
#### Important Note

**Please note that this private salary information is deemed confidential and is an agreement between the company and you. Divulging of this information to any third party or to any other employee within this organization will be considered as a gross misconduct and may result in the termination of the benefits extended to you in this agreement or termination of your employment.**

On behalf of  
Hyatt Place Goa Candolim

Accepted by:

  
General Manager

  
Kishor Shelke







Mr. Amol Nirmal

Letter: Page 9

**Salary & Benefits Offer Terms**


Name : **Amol Nirmal**  
Job Title : **Waiter**  
Responsibility Level : **Level - 1**  
Reporting To : **Team Leader - Outlet**  
Effective Date : **June 06, 2016**

<b>SALARY HEAD</b>	<b>Per Month</b>	<b>Per year</b>
<b>MONTHLY</b>		
Basic Salary	5835	70020
House Rent Allowance	2334	28008
Special Allowance	2334	28008
Conveyance Allowance	500	6000
<b>GROSS SALARY PER MONTH</b>	<b>11003</b>	<b>132036</b>
<b>ANNUAL BENEFITS</b>		
LTA (payable per annum)	486	5835
Ex-gratia (As per Co. Policy)	486	5833
<b>TOTAL ANNUAL BENEFITS</b>	<b>972</b>	<b>11668</b>
<b>PERQUISITES</b>		
PF @12% of basic salary	700	8400
ESIC @4.75 of gross salary	523	6276
<b>TOTAL PERQUISITES</b>	<b>1223</b>	<b>14676</b>
<b>Cost to Company</b>	<b>13198</b>	<b>158380</b>

**Important Note**

Please note that this private salary information is deemed confidential and is an agreement between the company and you. Divulging of this information to any third party or to any other employee within this organization will be considered as a gross misconduct and may result in the termination of the benefits extended to you in this agreement or termination of your employment.

Approved By:

  
Hemant Jaiswal  
Director of Human Resources

Accepted By:

  
Amol Nirmal

Date: 09/04/2016

HYATT REGENCY





Private and Confidential

May 02, 2016

Mr. Sakat Rohidas  
A/P - Pimpalgaunkauda  
Tal - Nagar  
Ahmednagar

Dear Sakat,

On behalf of **R&H Spaces Private Limited**, the owning company of **Hyatt Place Goa Candolim** (referred to herein as the "**Employer**"), we have pleasure in confirming your appointment as **Housekeeping Host** for **Hyatt Place Goa Candolim (the Hotel)**, with effect from **May 23, 2016**.

This offer is subject to the following terms and conditions and upon the successful completion of a required medical examination which deems you to fit to work and subsequently to you remaining medically fit:

**1. Job Assignment**

In this Guest Services and Operations Support (Level 1) position, you will report directly to the Lead Host - Housekeeping. Please find attached a Job Description, which outlines the scope and responsibilities of your role. Please sign and return a copy of this Job Description to signify your understanding and agreement.

The employer has concluded a Hotel Operations Service agreement and a Strategic Oversight Agreement with Hyatt India Consultancy Private Limited & Hyatt International South west Asia Limited (affiliates of Hyatt Hotels Corporation) respectively for the management of Hyatt Place Goa. Consequently, as a condition to your employment, you agree to comply fully with and be bound by all of the policies and procedures that are enacted from time to time by Hyatt Hotels Corporation or any of its affiliates, including Hyatt India Consultancy Private Limited and Hyatt International - South West Asia Ltd (**Hyatt**).

The normal working hours per week are 48 hours over six (6) days.

**2. Compensation**

Basic Salary

You will be paid annual gross basic salary of Rs. 54,000/- (subject to





arrears. Your salary will be reviewed in line with the hotel's salary review policy.

#### House Rent Allowance

You will be paid an annual gross House Rent Allowance, calculated as 40% of your basic salary (subject to deduction of income tax as per local law). This is payable monthly in arrears.

#### Conveyance Allowance

You will be paid annual gross Conveyance Allowance, currently Rs. 6000/- payable monthly in arrears, as per Hotel policy (subject to deduction of income tax as per local law).

#### Special Allowance

In addition, you will be paid an annual gross Special Allowance of Rs. 21,600/- (subject to deduction of income tax as per local law). This is payable monthly in arrears. This allowance will be reviewed annually in line with the Hotel's salary review policy. Please note that no statutory benefits are payable on this allowance.

#### Leave Travel Allowance

You will be entitled to Leave Travel Allowance as per Hotel's policy (subject to deduction of income tax as per local law). This is currently equivalent to one month's gross basic salary per anniversary year. Please note this allowance is only payable on completion of the first year of employment and will not be prorated in the event you do not complete a full calendar year. Subsequently the allowance will be paid on pro-rata basis. In the event of transfer or resignation after one year of service, it would be paid on a pro-rata basis.

### 3. Ex Gratia or Local Bonus

You will be entitled to payment of ex-gratia or local bonus @ 8.33%, if declared, at the prerogative of the Management. Such payment will be in keeping with the policy of the hotel.

### 4. Benefits

#### Provident Fund

The Employers' Contribution to your Provident Fund is currently 12% of your basic salary. This will be maintained as per the terms and provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952.

#### Medical Coverage

You will be entitled to medical coverage for yourself, your spouse and up to two dependent children, both as per the Company policy and applicable statutory provisions.

Employees drawing gross salary of Rs.15,000/- per month and below or other wage ceiling as may be fixed by the Government are covered under



Employee State Insurance Act 1948, which is a contributory scheme.

#### Personal Accident Insurance Coverage

You will be covered under the Personal Accident Insurance Scheme as per hotel policy.

#### Gratuity

Your entitlement to payment of Gratuity will be governed as per the statutory provisions of the Payment of Gratuity Act, 1972.

#### Duty Meals

Duty meals will be provided in our Associate Restaurant as outlined in the hotel policy.

#### Uniforms

You are required to wear uniforms provided whilst at work, ensuring this is well maintained and well presented, strictly adhering to the hotel's grooming standards.

#### 5. Privilege Leave, Casual Leave/Sick Leave, National and Festive Holidays

Your entitlement to Privilege Leave, Casual Leave / Sick Leave, National and Festive holidays will be as per the provisions of the applicable statutory legislation. Please note that these holidays and the rules and regulations governing these may be amended from time to time. Please note that the prior approval of your Department / Division Head must be obtained prior to you proceeding on leave / holiday.

#### 6. Transportation

You will be responsible for making your own transportation arrangements to and from work irrespective of duty timings. The hotel has no liability whatsoever in this regard.

#### 7. Probationary Period and Confirmation

The initial three months of your employment will be deemed as a Probationary Period during which time either party may, without furnishing reasons, terminate the employment with no liability other than for time worked. The Management reserves the right to reduce / dispense with or extend your probation period at its absolute discretion. Upon successful completion of the probationary period, you will be notified in writing.

#### 8. Retirement Age

The date of birth declared by you is May 11, 1992 and you will be bound by such date of birth in all service matters with the Company. Subject to your being physically and mentally fit, you shall retire from the services of the company on attaining the age of 58 years on the basis of the age submitted by you.





## 9. Proprietary Materials

All training manuals, operations manuals, business data, business plans, financial projections and results, sales and marketing information, marketing strategies, customer information, computer programs and other business, commercial or technical information or data concerning the business prospects, strategies, business objectives, business transactions, financial arrangements, operations, systems and organization, methods, standards, specifications, concepts, ideas, plans, projects, programs, procedures and know-how of Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel made available to you during the course of your employment, in any tangible medium of expression, including any discoveries, inventions or derivative works of the same that you create or conceptualize during the course of your employment (collectively referred to herein as the "Confidential Information"), are the sole and exclusive property of Hyatt, its ultimate parent company, their affiliates, or that particular Hyatt-branded hotel.

The Confidential information made available to you during the course of your employment may include valuable trade secrets belonging to Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel. You must hold all Confidential Information in the strictest confidence, and not share or disclose it to any third parties or use it except in the routine course of the performance of your duties at the Hotel. You must return all Confidential Information, including any copies, summaries or compilations of any Confidential Information, to an authorized representative of Hyatt upon the termination of your employment.

Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination and the forfeiture of incentive-type compensation as a result of such suspension or termination. Your obligations under this paragraph will continue in effect beyond the termination of your employment.

## 10. Code of Behavior

Please note that it is your own liability to bear the consequences of any violation of the laws and conventional practices of India. You should make yourself familiar with all applicable laws.

## 11. Exclusivity Clause

During your employment with the company, you cannot undertake any employment with any other company or organization without prior written approval from the General Manager.

## 12. Termination of Employment

It is anticipated that your assignment will be on an ongoing basis, unless you are re-assigned earlier by the company. This agreement can be terminated by either party providing a written one-month notice period, the company reserves the right to pay outstanding salary in lieu of notice. No leave may





professional duties for the entire duration of the stipulated notice period. The company also reserves the right to move you to another suitable assignment.

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If, in accordance with applicable law or local custom and practice, you are required to execute a separate contract of employment with the Employer and any terms of that contract conflict with the terms of this letter of appointment, the terms of the contract of employment will be deemed to prevail with respect to such conflict.

### 15. Information Privacy

1.1 You acknowledge that you have read and understood the Global Privacy Policy for Employees (the "Policy") You consent to the processing of personal information relating to you in accordance with the Policy

1.2 In particular, you consent to:

1.2.1 the collection and processing of sensitive information about you to the limited extent, and for the purposes described in the Policy, to the extent permitted by applicable law;

1.2.2 the transfer worldwide (including to countries which may not offer the same level of information protection) of personal information held about you by Employer and/or Hyatt, Hyatt's ultimate parent company (Hyatt Hotels Corporation), or any of its affiliates to other employees and departments, offices and hotels of Hyatt's worldwide organisation and to third parties (described in the Policy) where disclosure to such third parties is required in the normal course of business or by law (in each case to the extent permitted by law);

1.2.3 the monitoring of communications in accordance with Section [2], below, "Employee Monitoring Notice;" and

1.2.4 the carrying out of background checks to the extent permitted by law.

1.3 The references to information "relating to you" or "about you" include references to information about third parties such as your spouse and children (if any) which you provide on their behalf, to the extent permitted by applicable law. The reference to "sensitive information" is to the various categories of sensitive personal information identified by applicable privacy legislation as requiring special treatment, including





in some circumstances the need to obtain explicit consent. These categories may comprise personal information about or from which we can determine or infer an individual's racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, membership in a trade union or professional association, physical or mental health condition, genetic data, sexual life, or judicial data (including information concerning the commission or alleged commission of a criminal offence). We only process sensitive information in your jurisdiction if and to the extent permitted by applicable law.

- 1.4 You will treat any personal information to which you have access in the course of your employment (and after) in accordance with the Policy, Hyatt's Global Privacy Policy and all other applicable policies and procedures that are promulgated from time to time by Hyatt, its ultimate parent company and their affiliates. In particular, you will not use any such personal information other than in connection with and to the extent necessary for the purposes of your employment (including after the end of your employment with us).
- 1.5 You will comply with all rules and regulations contained in the Employee Handbook.
- 1.6 The Policy sets out further details on the purposes for which we collect your personal information and how we will use it, the entities to which we may disclose your personal information and their location, the consequences for you if we do not collect your personal information, and how you may access, correct or make a complaint in relation to the handling of your personal information on legitimate grounds (including by emailing Hyatt's Chief Privacy Officer at [privacy@hyatt.com](mailto:privacy@hyatt.com)).

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- 1.1.1 establishing the existence of facts (e.g. recording evidence of business transactions);
- 1.1.2 ascertaining compliance with regulatory or self-regulatory practices or procedures which relate to Hotel business;

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- 1.1.3 ascertaining or demonstrating standards which are achieved or ought to be achieved by persons using Hotel systems;
  - 1.1.4 preventing or detecting crime or violations of company policy;
  - 1.1.5 investigating or detecting unauthorised use of Hotel telecommunications systems and other materials (e.g. monitoring to ensure compliance with applicable policies and procedures including Hyatt's Acceptable Use Policy for Information Technology Resources Policy, and evaluate the quality of customer service);
  - 1.1.6 ensuring the effective operation of Hotel telecommunications (including telephones, email and internet) systems; or
  - 1.1.7 monitoring the level of guest customer service;
- together with any other purposes for which the Employer or Hyatt has obtained the consent of the employee.
- 1.2 Where appropriate, your emails and paper correspondence may be checked (e.g. in your absence) to ensure that Hotel responds promptly to its guests and other contacts.
  - 1.3 Authorised persons may, for the foregoing purposes, access your desk or workspace files, stored electronic mail, voicemail messages, Internet usage messages, telephone records, word processing files and other electronic or paper-based information files.
  - 1.4 Many people may have access to Hotel systems and when using Hotel systems you should take care not to communicate or disclose sensitive personal information or other personal information relating to you, your family, friends, colleagues or third parties where the communication or disclosure of the information might cause damage or distress to the individual concerned.
  - 1.5 There are Closed Circuit Television (CCTV) cameras in operation within and around the hotels and other premises, which are used for the following purposes:
    - 1.5.1 to prevent and detect crime;
    - 1.5.2 to protect the health and safety of guests and staff;
    - 1.5.3 to manage and protect Hotel property and the property of Hotel guests and other visitors; and
    - 1.5.4 to monitor guest interactions.
  - 1.6 We use "secret shopper" programs to monitor the quality of customer service.
  - 1.7 With respect to information gathered as a result of employee monitoring, you acknowledge that Hotel may obtain access to the contents of communications which could include some sensitive personal information about the racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or





mental health, sexual life, or criminal record of yourself or third parties referred to in those communications.

- 1.8 Information gathered as part of the monitoring process will be kept in accordance with the Policy and may be transferred internationally (including to countries which may not offer the same level of information protection) throughout the worldwide offices and hotels of Hyatt, its ultimate parent companies and its affiliates.

### 17. Acceptance

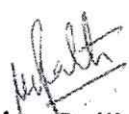
Please note this offer is in accordance with the policies and procedures outlined in the Employee Handbook of the hotel and Indian legislation, which shall govern in the event of any dispute. Please note that it is your responsibility to make yourself familiar with these.

If the foregoing concurs with your understanding of the terms and conditions of employment, please sign and return a copy of this letter at your earliest convenience.

Sakat, we trust that this covers all the pertinent details of your employment. Should you have any further questions, please let us know.

In the meantime, may we take this opportunity to congratulate you on your appointment to wish you every success in this challenging new assignment at Hyatt Place Goa. We look forward to working closely with you.

Yours sincerely,

  
Sanjay Patti  
General Manager

I have read and fully understand the terms and conditions of my employment as Housekeeping Host at Hyatt Place Goa.

Acceptance: \_\_\_\_\_

Sakat Rohidas

Date: \_\_\_\_\_

Cc: Human Resources Manager



## Compensation &amp; Benefits Details (Annexure-1)

Name : Sakat Rohidas  
 Job Title : Housekeeping Host  
 Responsibility Level : 1  
 Reporting to : Lead Host - Housekeeping  
 Effective Date : May 23, 2016

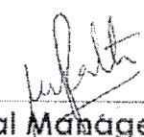
SALARY	Per Month	Per Annum
<b>Monthly</b>		
Basic	4,500	54,000
HRA	1,800	21,600
Conveyance	500	6,000
Special Allowance	1,800	21,600
<b>Gross Salary</b>	<b>8,600</b>	<b>1,03,200</b>
<b>Annual Benefits</b>		
LTA (payable per annum)	375	4,500
Ex Gratia (as per co. policy)	375	4,500
<b>Total Annual Benefits</b>	<b>750</b>	<b>9,000</b>
<b>Perquisites</b>		
PF (12%)	540	6,480
ESIC	409	4,902
<b>Total Perquisites</b>	<b>949</b>	<b>11,382</b>
<b>Cost to Company (Per month)</b>	<b>10,299</b>	<b>1,23,582</b>

**Important Note**

Please note that this private salary information is deemed confidential and is an agreement between the company and you. Divulging of this information to any third party or to any other employee within this organization will be considered as a gross misconduct and may result in the termination of the benefits extended to you in this agreement or termination of your employment.

On behalf of  
 Hyatt Place Goa Candolim

Accepted by:

  
 General Manager

Sakat Rohidas





Loksatta 23/4/2018

## ‘जिल्हा मराठा’च्या पाच विद्यार्थ्यांची अमेरिकेतील पंचतारांकित हॉटेलमध्ये निवड

प्रतिनिधी, नगर

जिल्हा मराठा विद्या प्रसारक समाज संस्थेच्या हॉटेल मॅनेजमेंट इन्स्टिट्यूटच्या पाच विद्यार्थ्यांना अमेरिकेत नोकरी मिळाली. या पाच विद्यार्थ्यांचा महाविद्यालयातर्फे सत्कार करण्यात आला. अमेरिकेतील ‘हॉटेल वेस्टीन हिल्टन रिसॉर्ट अँड स्पा’मध्ये शुबेंदू होर्ने, अनुज पावले, मनोज राठोड यांना तर सुमित पवार व सागर झवेरी यांना ‘ग्रॅण्ड जिनेव्हा रिसॉर्ट अँड स्पा’ मध्ये काम करण्याची संधी मिळाली आहे. या दोन्ही हॉटेलमध्ये मुलाखतीच्या विविध फेऱ्यांमधून या विद्यार्थ्यांची निवड करण्यात आली.

सत्कार समारंभास संस्थेचे अध्यक्ष नंदकुमार झावरे, उपाध्यक्ष रामचंद्र दरे, सचिव जी. डी. खानदेशे, संचालक डॉ. एन. आर. जगताप, सहसचिव अॅड. विश्वास आठरे, प्राचार्य योगिता सद्दे, प्रा. बाळासाहेब शेंडगे उपस्थित होते.

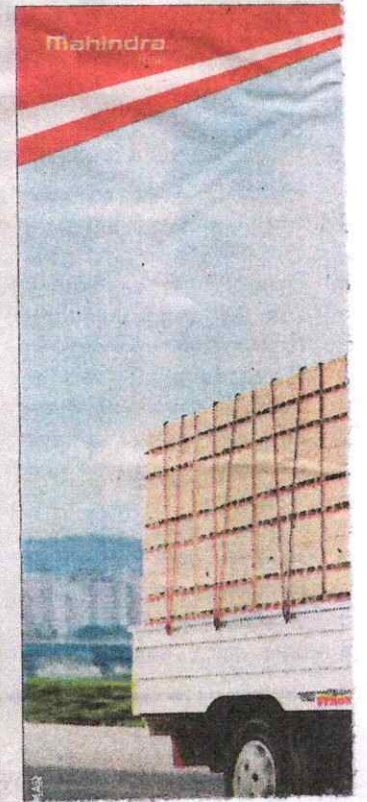
नंदकुमार झावरे म्हणाले, संस्थेने रोजगाराच्या संधी शोधत व्यावसायिक अभ्यासक्रमाचे पाऊल उचलल्याने विविध क्षेत्रात संस्थेचे नाव विद्यार्थी



जिल्हा मराठा संस्थेच्या हॉटेल मॅनेजमेंटच्या पाच विद्यार्थ्यांची अमेरिकेतील पंचतारांकित हॉटेलमध्ये निवड झाल्याबद्दल त्यांचा सत्कार करण्यात आला. या वेळी अध्यक्ष नंदकुमार झावरे, उपाध्यक्ष रामचंद्र दरे, सचिव जी. डी. खानदेशे, संचालक डॉ. एन. आर. जगताप, सहसचिव विश्वास आठरे, प्राचार्य योगिता सद्दे, प्रा. बाळासाहेब शेंडगे आदी उपस्थित होते.

आंतरराष्ट्रीय पातळीवर नेत असून स्वतःच्या करियरमध्ये आमुलाग्र बदल करत असल्याने संस्था करत असलेल्या चांगल्या कामाची ही पावतीच आहे. जी. डी. खानदेशे म्हणाले, ग्रामीण भागातील सर्वसामान्य घरातील विद्यार्थ्यांना आंतरराष्ट्रीय पातळीवर जाण्याची संधी या माध्यमातून मिळत असून पालकांनी आपल्या पाल्याकडे पाहण्याचा

दृष्टिकोन बदलावा. संस्था नेहमीच चांगल्या विद्यार्थ्यांच्या पाठीशी ठाम उभी राहिली आहे. संचालक डॉ. जगताप यांनी संस्थेच्या विभागाचा वाणिज्य आढावा व प्रगती, आगामी काळातील वाटचाल या विषयी माहिती दिली. प्राचार्य योगिता सद्दे यांनी राष्ट्रीय व आंतरराष्ट्रीय पातळीवर विविध पंचतारांकित हॉटेलमध्ये निवड झालेल्या विद्यार्थ्यांची माहिती दिली.



नगर : अमेरिकेतील पंचतारांकित हॉटेलमध्ये नोकरीसाठी निवड झालेल्या हॉटेल मॅनेजमेंटच्या पाच विद्यार्थ्यांसह ‘जिल्हा मराठा’चे अध्यक्ष नंदकुमार झावरे, उपाध्यक्ष रामचंद्र दरे, सचिव जी. डी. खानदेशे आदी.

## हॉटेल मॅनेजमेंट इन्स्टिट्यूटच्या पाच जणांना अमेरिकेत नोकरी

नगर, ता. २२ : जिल्हा मराठा विद्या प्रसारक समाज संस्थेच्या हॉटेल मॅनेजमेंट इन्स्टिट्यूटच्या पाच विद्यार्थ्यांना अमेरिकेतील हॉटेलमध्ये नोकरीची संधी मिळाली आहे. त्याबद्दल या विद्यार्थ्यांचा महाविद्यालयातर्फे सत्कार करण्यात आला.

अमेरिकेतील हॉटेल वेस्टीन हिल्टन रिसॉर्ट अँड स्पामध्ये शुबेंदू होर्ने, अनुज पावले, मनोज राठोड यांना, तर सुमित पवार व सागर झवेरी यांना ग्रॅण्ड जिनेव्हा रिसॉर्ट अँड स्पामध्ये काम करण्याची संधी मिळाली आहे. या दोन्ही

हॉटेलच्या मुलाखतीच्या फेऱ्यांमधून या विद्यार्थ्यांची निवड झाली. संस्थेच्या पदाधिकाऱ्यांनी त्यांचा सत्कार केला.

संस्थेचे अध्यक्ष नंदकुमार झावरे, उपाध्यक्ष रामचंद्र दरे, सचिव जी. डी. खानदेशे, संचालक डॉ. एन. आर. जगताप, सहसचिव अॅड. विश्वास आठरे, प्राचार्य योगिता सद्दे, प्रा. बाळासाहेब शेंडगे, प्रा. गोकुळ सोनवणे, प्रा. अभिजित गजरलवार, प्रा. प्रवीण राठोड, प्रा. निर्मल संचेती, प्रा. प्राची चव्हाण, प्रा. वाहिद मनियार आदी या वेळी उपस्थित होते.

Sakal  
23/4/2018





अहमदनगर. सोमवार, २३ एप्रिल २०१८

रोजगार

जिल्हा मराठा विद्या प्रसारक समाजाच्या हॉटेल मॅनेजमेंट इन्स्टिट्यूटच्या विद्यार्थ्यांचे यश; महाविद्यालयातर्फे विद्यार्थ्यांचा केला सत्कार

## ‘हॉटेल मॅनेजमेंट’च्या पाच विद्यार्थ्यांना अमेरिकेत नोकरी

प्रतिनिधी । नगर

जिल्हा मराठा विद्या प्रसारक समाजाच्या हॉटेल मॅनेजमेंट इन्स्टिट्यूटच्या पाच विद्यार्थ्यांना अमेरिकेत जॉब प्लेसमेंट मिळाली. विद्यार्थ्यांची महाविद्यालयातर्फे सत्कार करण्यात आला. यावेळी संस्थेचे अध्यक्ष नंदकुमार झावरे, उपाध्यक्ष रामचंद्र दरे, सचिव जी. डी. खानदेशे, संचालक डॉ. एन. आर. जगताप, सहसचिव अॅड. विश्वास आठरे, प्राचार्य योगिता सत्रे, प्रा. बाळासाहेब शेंडगे उपस्थित होते.

यावेळी नंदकुमार झावरे म्हणाले, संस्थेने रोजगाराच्या संधी शोधत व्यावसायिक अभ्यासक्रमाकडे पाऊल उचलले असून हॉटेल मॅनेजमेंट, इंजिनीयरिंग क्षेत्रात संस्थेचे



जिल्हा मराठा विद्या प्रसारक समाजाच्या पाच विद्यार्थ्यांना अमेरिकेत जॉब प्लेसमेंट मिळाली. विद्यार्थ्यांसोबत संस्थेचे अध्यक्ष नंदकुमार झावरे, उपाध्यक्ष रामचंद्र दरे, जी. डी. खानदेशे, डॉ. एन. आर. जगताप, अॅड. विश्वास आठरे, प्राचार्य योगिता सत्रे.

नाव विद्यार्थी आंतरराष्ट्रीय पातळीवर नेत आहेत. करियरमध्ये अमुलाग्र बदल करत असल्याने संस्था करत असलेल्या कामाची ही पावती आहे. जी. डी. खानदेशे

म्हणाले, ग्रामिण भागातील सर्वसामान्य घरातील विद्यार्थ्यांना आंतरराष्ट्रीय पातळीवर जाण्याची संधी या माध्यमातून मिळत आहेत. पालकांनी पाल्याकडे पाहण्याचा

दृष्टीकोन बदलावा. संस्था नेहमीच चांगल्या विद्यार्थ्यांच्या पाठीशी ठाम उभी राहिली आहे. संचालक डॉ. एन. आर. जगताप यांनी वार्षिक आढावा घेतला.

प्राचार्या योगिता सत्रे यांनी या शैक्षणिक वर्षात राष्ट्रीय व आंतरराष्ट्रीय पातळीवर विविध पंचतारांकित हॉटेल मध्ये निवड झालेल्या विद्यार्थ्यांची माहिती दिली. हॉटेल वेस्टीन हिल्टन रिसॉर्ट ऍण्ड स्पा मध्ये शुबेंद्रु होर्ने, अनुज पावले, मनोज राठोड येथे तर सुमित पवार व सागर झवेरी यांना ग्रॅण्ड जिनेव्हा रिसॉर्ट ऍण्ड स्पा मध्ये काम करण्याची संधी मिळाली आहे. निवड झालेल्या पाच विद्यार्थ्यांचा संस्थेच्या वतीने पुष्पगुच्छ देऊन सत्कार करण्यात आला. कार्यक्रमासाठी गोकुळ सोनवणे, अभिजित गजरलवार, प्रवीण राठोड, निर्मल संचिती, प्राची चव्हाण, वाहिद मनियार यांनी परिश्रम घेतले. बाळासाहेब शेंडगे यांनी सूत्रसंचालन व आभार मानले.



Newspaper News of placement of students in  
USA dated 23/4/2018



# हॉटेल मॅनेजमेंटच्या चार 23/4/2018 विद्यार्थ्यांना अमेरिकेत नोकरी

लोकमत न्यूज नेटवर्क

अहमदनगर : अहमदनगर जिल्हा मराठा विद्या प्रसारक समाजाच्या हॉटेल मॅनेजमेंट इन्स्टिट्यूटच्या पाच विद्यार्थ्यांना प्लेसमेंटद्वारे अमेरिकेत नोकरी मिळाली आहे. संस्थेच्या वतीने या पाच विद्यार्थ्यांचा सत्कार करण्यात आला.

संस्थेचे अध्यक्ष नंदकुमार झावरे, उपाध्यक्ष रामचंद्र दरे, सचिव जी. डी. खानदेशे, संचालक डॉ. एन. आर. जगताप, सहसचिव विश्वास आठवे, प्राचार्य योगिता सद्दे, प्रा. बाळासाहेब शेंडगे आदी उपस्थित होते.

झावरे म्हणाले की, संस्थेने रोजगाराच्या संधी शोधत व्यावसायिक अभ्यासक्रमाकडे जाणे गरजेचे आहे. हॉटेल मॅनेजमेंट, अभियांत्रिकी क्षेत्रात जिल्हा मराठा शैक्षणिक संस्थेचे नाव विद्यार्थी आंतरराष्ट्रीय पातळीवर नेत आहेत. खानदेशे यांनी ग्रामीण भागातील सर्वसामान्य घरातील विद्यार्थ्यांना आंतरराष्ट्रीय पातळीवर जाण्याची संधी या माध्यमातून मिळत



अहमदनगर जिल्हा मराठा विद्या प्रसारक समाजाच्या हॉटेल मॅनेजमेंट इन्स्टिट्यूटच्या पाच विद्यार्थ्यांना प्लेसमेंटद्वारे अमेरिकेत नोकरी मिळाली आहे. संस्थेच्या वतीने या पाच विद्यार्थ्यांचा सत्कार करण्यात आला.

## या हॉटेलमध्ये निवड

शुबेंद्र हॉर्ने, अनुज पावले, मनोज राठोड यांची अमेरिकेतील हॉटेल वेस्टीन हिल्टन रिसॉर्ट ॲण्ड स्पामध्ये, तर सुमित पवार व सागर झवेरी यांना ग्रॅण्ड जिनेव्हा रिसॉर्ट ॲण्ड स्पामध्ये काम करण्याची संधी मिळाली आहे. या दोन्ही हॉटेलच्या अत्यंत अवघड अशा मुलाखतीच्या वेगवेगळ्या फेऱ्यांमधून या विद्यार्थ्यांची निवड करण्यात आली.

असून पालकांनी आपल्या पाल्याकडे

पाहण्याचा दृष्टिकोन बदलावा, असे आवाहन केले. संचालक डॉ. एन. आर. जगताप यांनी वार्षिक आढावा, प्रगती, आगामी काळातील वाटचाल या विषयी माहिती दिली.

निवड झालेल्या या पाच विद्यार्थ्यांचा संस्थेच्या पदाधिकाऱ्यांच्या हस्ते सत्कार करण्यात आला. कार्यक्रमासाठी प्रा. गोकुळ सोनवणे, प्रा. अभिजित गजरलवार, प्रा. प्रवीण राठोड, प्रा. निर्मल संचिती, प्रा. प्राची चव्हाण, प्रा. वाहिद मनियार यांनी परिश्रम घेतले. प्रा. बाळासाहेब शेंडगे यांनी सूत्रसंचालन केले.

News in Newspaper for  
placement of students in USA.

