

Background Verification Report

Case Background Profile			
Name of Subject	Saritha Vincent		
Client	Doledge India (OPC) Pvt Ltd		
Date of Initiation	17-Sep-2024	Date of Report	30-Sep-2024
Process	Standard	Client Reference	Dol-128
Case Reference	DOL-5188	Date of Joining	17-Sep-2024
Level of check	Standard	Color code	GREEN

Executive Summary

Employment Check	DBT Wellcome Trust India Alliance, New Delhi	Verified	Annexure 1
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Severity Grid

Result Definitions :-	
RED Major Discrepancy	GREEN All Verified
AMBER Inaccessible for verification / Unable to verify/ Additional Information/Documents required.	

Information in this report may only be used to verify statements made by an individual for employment purposes. The depth of information available varies. Although every effort has been made to assure accuracy foxivision Information cannot act as the guarantor of the information's accuracy or completeness. Final verification of an individual's identity and proper use of report contents are the user's responsibility. It is the user's responsibility to use these consumer reports fairly. foxivision is not responsible for employment decisions based on the information provided.

Annexure 1

Employment Check

DBT Wellcome Trust India Alliance, New Delhi		
Details	Profile Provided Information	Entity Provided Information
Name of the Organization	DBT Wellcome Trust India Alliance, New Delhi	Verified
CIN	NA	Verified
Employment Period	April 15, 2009 to Kindly Confirm	April 15, 2009 to Still Active
Designation	Manager - Administration	Verified
Employee Code	10009	Verified
CTC	Kindly Confirm	Confirmed as per letter
Reasons for Leaving	Not Mentioned	Personal
Subject's eligibility for rehire	Not Mentioned	Yes
Full & Final Formalities	Not Mentioned	No, She is still an Employee with India Alliance
Any Disciplinary/ Performance Issues	Not Mentioned	No
Response from referee	Copy of written confirmation is attached with supporting documents.	--
Other Comment	All the information verified by the HR and found correct. Hence, Employment Verification Report is being forwarded as Clear.	--
Date Of Verification	24-Sep-2024	--
Referee Name and Details	Executive _HR & Operations, hr@indiaalliance.org	--
Verified By	Human Resources - Team	

24/09/2024, 17:48

Mail - Dhivya Bharathi - Outlook



Re: Employment Verification of Saritha Vincent

From HR <hr@indiaalliance.org>
Date Tue 9/24/2024 3:58 PM
To Dhivya Bharathi <dshivya.bharathi@foxivision.com>
Cc EMPLOYMENT VERIFICATION <employmentverification@foxivision.com>

Caution! This email is from an external source. Avoid clicking links or opening attachments unless the sender is known or trusted.

Dear Dhivya,

Please see my response in line to your email.

Regards,
HUMAN RESOURCES - TEAM
[DBT/Wellcome Trust India Alliance](#)
 Tel: +91 40 40189445/6/7 | [Office Locations](#)

[Twitter](#) | [Facebook](#) | [LinkedIn](#) | [YouTube](#)

Follow India Alliance's 10-year journey—Decade of Discovery—[here](#), and watch the India Alliance film [here](#).

IndiaAlliance
DBT wellcome

Advancing Discovery and Innovation to Improve Health

DBT/Wellcome Trust India Alliance (India Alliance) is an independent, dynamic, public charity that funds research in health and biomedical sciences in India. India Alliance invests in transformative ideas and supportive research ecosystems to advance discovery and innovation to improve health and well-being. India Alliance encourages diversity, inclusivity, and transparency in science and works to facilitate engagement of science with society.

Please note that all information is correct at the time of writing. However, the India Alliance programs and policies may be subject to change and amendment in the future. For further details, please see our [Email Disclaimer](#).

From: Dhivya Bharathi <dshivya.bharathi@foxivision.com>
Sent: Tuesday, September 24, 2024 11:02 AM
To: HR <hr@indiaalliance.org>
Cc: EMPLOYMENT VERIFICATION <employmentverification@foxivision.com>
Subject: Employment Verification of Saritha Vincent

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear HR Team,

Ms. Saritha Vincent has applied for employment and he listed your company as part of their employment history. We respectfully request your assistance for checking some of the details that were provided by the candidate on job application form.

Kindly, fill in the HR Feedback Column and help us completing the Employment Check process.

Particular	Candidate Claims	HR Feedback
Name of the Employee	Ms. Saritha Vincent	Confirmed
Name of the company	DBT Wellcome Trust India Alliance	Confirmed
Employee Code	10009	Confirmed
Period of Employment	April 15, 2009 to Kindly Confirm	Confirmed
Designation	Manager - Administration	Confirmed
Last Drawn Salary (Annual CTC)	Kindly Confirm	Confirmed as per letter
Reporting Manager	Not Mentioned	CEO
Reason for Leaving	Not Mentioned	Personal
Performance at work	Not Mentioned	Exemplary

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24/09/2024, 17:48

Mail - Dhivya Bharathi - Outlook

Duties & Responsibilities	Not Mentioned	Same as letter attached
Eligibility for Rehire	Yes/No	Yes
If No, then (Please Provide the Reason)	As per the Company Policy Any other Reason	
Any Integrity/ Disciplinary Issues (if any)		
Misappropriation of Fund	Details Required	No
Harassment of any kind		
Data Integrity		
Exit formalities Completed	Yes/No	No
If No, then (Please Provide the Reason)	Pending from Employer's End Pending from Employee's End (Dues pending)	She is still an Employee with India Alliance
Are the Attached Documents Genuine? (If No, please specify the reason – for e.g. is the document forged, manipulated or any other reason)	Please Specify	I confirm that both the attached letters are genuine
Respondent Details	Designation - Executive_HR & Operations	

Regards,
S.Dhivyabharathi
Senior Associate- BGV

FOXIVISION SCREENING SERVICES PVT. LTD.

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15 February 2016

To
Ms Saritha Vincent
3-4-757/39, MIG 12A,
APHB Complex,
Barkatpura,
HYDERABAD

Dear Saritha,

I am happy to inform you that on the basis of your performance appraisal the Trustees have approved a 30% pay hike to your base salary effective from 1 November, 2015. Your basic salary will now be Rs. 36,488/- p.m. Accordingly, your gross salary will be Rs.64,463/- p.m. Below is your revised job description. Please note that the items highlighted in blue are additional job responsibilities, which are commensurate with this hike in salary.

- Ensure that full secretarial service support is provided to the CEO.
- Coordinate the logistics of arrangements for all India Alliance events. Including but not limited to travel and accommodation for all Committee Meetings (Selection committees, FAC, SAC) and Fellows Meeting. You will also be responsible to ensure that reimbursement claims from staff and non-staff individuals are verified and presented to the Finance Manager with all required documentation. Approvals for reimbursement will be countersigned by the Grants Manager and you. Release of payments to candidates will be communicated by you via email after receipt of confirmation from Finance. The Finance Manager must inform Committee Members of their payment status.
- Providing secretarial support on confidential issues for the Grants and Finance teams.
- Update and Maintain the IA's fixed asset register.
- Oversee the daily functioning of the India Alliance's IT Team: You will be the reporting Manager IT Administrators and coordinate India Alliance's IT activities with a nominee from the management as decided by the CEO.
- Procure & maintain operational requirements of the India Alliance including but not limited to IT-related hardware & software, Internet Lease Line, Annual Maintenance Contract for office Infrastructure, Pantry, Stationery, General upkeep of the office premises etc. You will be the management approver for all requirements except IT, after checking with the Finance in terms of the availability of budget. IT requirement approvals must be countersigned by the Grants nominee and yourself.
- Optimizing performance and cost effectiveness of the India Alliance's operations (Of the areas identified above) by analysis and approving which services should be outsourced and which should be carried out in house. Any contracts undertaken by the India Alliance on these matters must be countersigned by the Grants Manager or Finance Manager as appropriate.
- Managing activities by Grants and Finance that are to be carried outside the Office For e.g.,

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INDIA ALLIANCE

Payment of bills, Advertisement, printing of publicity material etc. Since the final processing of payments is the responsibility of the Finance Team, you as Operations Manager will coordinate with the Finance Manager on these issues.

- Ensure service level agreements for support functions work optimally.
- Recruit, manage and motivate a small team of staff to support you in the above tasks.
- Estimating, profiling and monitoring budgets for the IA events, identifying potential over/underspends and maintaining financial estimating and recording in line with IA Policy. As Operations Manager, you will coordinate with the Finance Team on these matters, with the overall responsibility of finances and budgets lying with the Finance Manager.
- Acting as the first point of contact for general enquiries to the office from stakeholders and proactive liaison with officials on operational and finance issues.
- To act as one point of contact for HR related activities like recruitment, orientation, post joining record of files. Work with hiring managers and interview teams to ensure job requirements and expectations are clearly understood and candidates are assessed against appropriate criteria. Manage new employee relocation by determining new employee requirements; arranging temporary housing; providing community introductions.
- To act as secretary to executive board meetings.
- Preparing staff related policies and circulate among the staff.
- Analyze the attendance and regularity of the working staff of the organization and report to the Management for both the offices.
- Maintenance of employee leave records; while function heads for Finance, Operations and Grants will approve leave taken by their respective team members. You will ensure that the leave is approved by the CEO and in line with IA policies (such as on number of days, leave encashment, LTC etc..) on the matter.
- To carry out any other duties as required by the CEO.

Congratulations and wishing you a successful and happy time working at the India Alliance.

Best wishes,

Sincerely,



Dr. Shahid Jameel
Chief Executive Officer

Cc: 1) Finance manager
2) Operations Manager

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26 April 2023

To
Ms. Saritha Vincent
Manager - Administration
Emp. ID: 10009

Dear Saritha

I am happy to inform you that the Trustees of India Alliance have evaluated your performance in 2022 as 'Outstanding'. Based on this evaluation, they have granted a 11.5% increment on your gross annual compensation with effect from 1 January 2023. The details are as follows:

Current Annual Compensation: INR 14,97,012	Revised Annual Compensation: INR 16,69,168
--------------------------------------------	--------------------------------------------

The salary arrears, if any, would be paid along with the April 2023 salary.

Congratulations and wishing you the very best working at the India Alliance.

Yours sincerely,



Dr. Debashis Mitra
Chief Executive Officer

Copy to : Managers i) Administration ii) Finance

I accept the above pay revision.

Saritha Vincent

Admn. Office
DBT/Wellcome Trust India Alliance
8-2-351/IN/1, Nishant House, 2nd Floor, Rd No. 2,
Banjara Hills, Hyderabad, T.S. 500034
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