

**B.Voc - Retail Management (L4)**  
*On The Job Training (OJT) - 1st Semester*  
*Job Role - Sales Associate*

After the completion of the first semester, B.Voc Retail Management (RM) students underwent one month of local OJT at 7 Places in Shimla. The OJT took place from 1st December 2022 to 1st January 2023 under the guidance of respective Managers. Total Eighteen girls took part in the 30-day unpaid internship program. Details are given below: -

Sr. No.	Name of College	Sector	Level	Name of Student	Organisation Name in which OJT is happening	Address of organisation	Training Guide Name	Designation
1	RKMV Shimla	Retail	L4	Sapna	<b>Reliance Trends</b>	Chotta Shimla	Mr. Abhinav Bragta	Store Manager
2				Yogita				
3				Lalita				
4				Sita				
5				Monika				
6				Nishu				
7				Sucheta	<b>Reliance Smart Point</b>	Bhattakufar	Mr. Rahul Dhiman	Store Manager
8				Sabhyata				
9				Vanshika				
10				Aayushi	<b>PUMA</b>	The Mall Road	Mr. Sanjay	Store Manager
11				Priyanka Anjali Verma	<b>Hamleys</b>	The Mall Road	Mr. Anshul	Store Manager
12				Shreya	<b>Raymonds</b>	The Mall Road	Mr. Aman	Store Manager
13				Kashish				
14				Vaishali				
15				Shalu				
16				Amita	<b>Red Tape</b>	The Mall Road	Mr. Sumit	Store Manager
17				Gunjan				
18				Kamini Ranjta	<b>Van Heusen</b>	The Mall Road	Mr. Jitender	Store Manager

The objective of this OJT was to enhance student industry interaction so that students can acquire first-hand experience of a retail store which will bridge the gap between academic learning and field learning. By the end of the OJT, the students learned:

- Greeting customers who enter the shop.
- Stock control and management.
- Assisting shoppers to find the goods and products they are looking for.
- Being responsible for processing cash and card payments.
- Stocking shelves with merchandise.
- Answering queries from customers.
- Reporting discrepancies and problems to the supervisor.
- Giving advice and guidance on product selection to customers.
- Keeping the store tidy and clean.
- Dealing with customer complaints.
- Looking out for shoplifters and fraudulent credit cards etc.

The OJT also helped students gain knowledge and experience on the functioning of a retail store in real-time.















To

The Principal  
RKMV Shimla

Date: 28/11/2022

Subject: Permission for 19 students of B.Voc. Retail Management 1st semester (L4) to attend one month OJT (local).

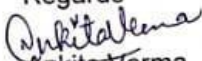
Respected Madam,

With due respect, it is submitted that as per the B.Voc. course curriculum, B.Voc. Retail Management 1st semester (L4) students must undergo one-month On-Job-Training (OJT) in the retail sector to gain exposure to retail industry practices.

Therefore, it is requested that permission may be granted to send RM students for one month of OJT. The list of students/location of training is attached.

Thank you.

Regards

  
Ankita Verma

Faculty - B.Voc. (Retail Management)

Copy:


1. Principal Office
2. B.Voc. Office
3. Labournet Services India Pvt. Ltd.

  
Nodal Officer  
**Nodal Officer (B.Voc.)**  
R.K.M.V., Shimla (H.P.)

  
Principal  
Rajniya Kanya Mahavidyalaya  
Shimla (H.P.) 171001



Details of On the Job Training (L4) Retail Management												
Sr. No.	Name of College	Sector	Level	Name of Student	Organisation Name In which OJT is happening	Address of organisation	Training Guide Name	Designation	Contact No. of Training Guide	Address of Stay of Student ( If OJT is not Local)	Date of Starting OJT	No. of OJT Hours
1	RKMV Shimla	Retail	L4	Sapna	Reliance Trends	Chotta Shimla	Mr. Abhinav Bragta	Store Manager	9857199234	Local	1/12/2022	210 hours
2				Yogita								
3				Lalita								
4				Sita								
5				Monika								
6				Nishu								
7				Sucheta	Reliance Smart Point	Bhattakufar	Mr. Rahul Dhiman	Store Manager	7018575705	Local	1/12/2022	210 hours
8				Sabhyata								
9				Vanshika								
10				Aayushi	PUMA	The Mall Road	Mr. Sanjay	Store	9017997633	Local	1/12/2022	210 hours
11				Priyanka Anjali Verma	Hamleys	The Mall Road	Mr. Anshul	Store Manager	8894223625	Local	1/12/2022	210 hours
12				Shreya	Raymonds	The Mall Road	Mr. Aman	Store Manager	8580567723	Local	1/12/2022	210 hours
13				Kashish								
14				Vaishali								
15				Shalu								
16				Amita	Red Tape	The Mall Road	Mr. Sumit	Store Manager	8750440202	Local	1/12/2022	210 hours
17				Gunjan								
18				Kamini Ranjta	Van Heusen	The Mall Road	Mr. Jitender	Store	8427209997	Local	1/12/2022	210 hours

  
Nodal Officer (B.Voc.)  
R.K.M.V., Shimla (H.P.)

  
Principal  
RKMV Shimla





**PUMA SPORTS INDIA PRIVATE LIMITED**

• NO 496 GROUND FLOOR, NEXT TO HP SERVICE GATE, MAHADEVAPURA MAIN ROAD, BANGALORE 560048.  
• O +91 4934 2300 • F +91 41528023  
CIN - U51909KA2005PTC037319

**11<sup>th</sup> January 2023**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Ms. Aayushi, was associated with Puma Sports India Pvt. Ltd. at Puma Store – Mall Road – Shimla as an Intern from 1<sup>st</sup> December 2022 till 31<sup>st</sup> December 2022.

During her tenure with us, she ably handled all major responsibilities and we found her to be very hardworking and productive.

Wishing her all the very best in her future endeavors.

For **PUMA Sports India Pvt. Ltd.**



**Sonali Sharma**

**Manager - People & Organization (Retail North & East)**

PUMA Sports India Pvt Ltd.  
Level 02, Delta Towers, Sec 44, Plot 54  
122003 Gurgaon  
India

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[puma.com](http://puma.com)



**KUVAM FASHION (P) LIMITED**

Ph. : +91-161-2220516, 5046916

E-mail : kuvamfashions@gmail.com

## **TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Ms. Vaishali student of RKMV collage, Shimla has completed her internship in our RAYMOND franchisee Store, Mall Road, opp. Willow Bank Hotel, Shimla(H.P) from 01.12.2022 to 31.12.2022.

During her tenure with us, she ably handled all major responsibilities and we found her to be very hardworking and productive.

*Wishing her all the very best in her future endeavors.*

For Kuvam Fshions Pvt. Ltd.

For Kuvam Fashion Pvt. Ltd.

Authorized Signatory

Auth.Sign.





**KUVAM FASHION (P) LIMITED**

Ph. : +91-161-2220516, 5046916

E-mail : kuvamfashions@gmail.com

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Kashish student of RKMV collage, Shimla has completed her internship in our RAYMOND franchisee Store, Mall Road, opp. Willow Bank Hotel, Shimla(H.P) from 01.12.2022 to 31.12.2022.

During her tenure with us, she ably handled all major responsibilities and we found her to be very hardworking and productive.

Wishing her all the very best in her future endeavors.

For Kuvam Fshions Pvt. Ltd.

For Kuvam Fashion Pvt. Ltd.

Authorized Signatory  
Auth. Sign.



**KUVAM FASHION (P) LIMITED**

Ph. : +91-161-2220516, 5046916  
E-mail : kuvamfashions@gmail.com

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Shalu student of RKMV collage, Shimla has completed her internship in our RAYMOND franchisee Store, Mall Road, opp. Willow Bank Hotel, Shimla(H.P) from 01.12.2022 to 31.12.2022.

During her tenure with us, she ably handled all major responsibilities and we found her to be very hardworking and productive.

Wishing her all the very best in her future endeavors.

For Kuvam Fshions Pvt. Ltd.

For Kuvam Fashion Pvt. Ltd.

Authorized Signatory  
Auth.Sign.





**KUVAM FASHION (P) LIMITED**

Ph. : +91-161-2220516, 5046916  
E-mail : kuvamfashions@gmail.com

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Shreya student of RKMV collage, Shimla has completed her internship in our RAYMOND franchisee Store, Mall Road, opp. Willow Bank Hotel, Shimla(H.P) from 01.12.2022 to 31.12.2022.

During her tenure with us, she ably handled all major responsibilities and we found her to be very hardworking and productive.

Wishing her all the very best in her future endeavors.

For Kuvam Fshions Pvt. Ltd.  
For Kuvam Fashion Pvt. Ltd.

  
Authorized Sign. Auth. Sign.

**Mirza International Limited**

Plot No. 8, Sector 90, Noida,  
Uttar Pradesh-201305 (India)  
Tel.: 0120-6994444, 6994400  
CIN : L19129UP1979PLC004821  
E-mail : marketing@redtapeindia.com  
Web.: www.mirza.co.in, www.redtape.com

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Amita** student of **RKMV College , Shimla** has completed her internship in Our **REDTAPE Online Outlet, Shimla Store, Mall Road, Near Willow Bank, Shimla, HP** from **01.12.2022 to 31.12.2022**.

We wish all the very best for her future endeavour.

The above confirmation is issued on 13<sup>th</sup> Jan, 2023.

**For MIRZA INTERNATIONAL LIMITED**

For MIRZA INTERNATIONAL LIMITED

**Authorized Signatory**  
Authorised Signatory

  
**REDTAPE**

**MODE**  
REDTAPE LONDON

  
**BOND STREET**  
REDTAPE LONDON

Registered & HO :  
14/6, Civil Lines, Kanpur - 208 001 (Uttar Pradesh)  
Ph. +91 512 253 0775 Fax. +91 512 253 0166  
Email : mirzaknp@redtapeindia.com  
Website :www.mirza.co.in



**Mirza International Limited**

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Tel.: 0120-6994444, 6994400  
CIN : L19129UP1979PLC004821  
E-mail : marketing@redtapeindia.com  
Web.: www.mirza.co.in, www.redtape.com

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Ms. Gunjan student of RKMV College , Shimla has completed her internship in Our REDTAPE Online Outlet, Shimla Store, Mall Road, Near Willow Bank, Shimla, HP from 01.12.2022 to 31.12.2022.

We wish all the very best for her future endeavour.

The above confirmation is issued on 13<sup>th</sup> Jan, 2023.

For MIRZA INTERNATIONAL LIMITED

For MIRZA INTERNATIONAL LIMITED

Authorized Signatory



Registered & HO :  
14/6, Civil Lines, Kanpur - 208 001 (Uttar Pradesh)  
Ph. +91 512 253 0775 Fax. +91 512 253 0166  
Email : mirzaknp@redtapeindia.com  
Website : www.mirza.co.in

*Hamleys*

Dlf Mall of India, 4th Floor, DLF Mall of India,  
Sector 18, Noida, Uttar Pradesh 201301

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Ms. Anjali pursuing B.Voc (Level – 4) from RKMV College, Shimla has completed her internship in our Hamleys Toys Store, Mall Road Shimla, (H.P) from 12.12.2022 to 13.12.2022.

We wish all the very best for her future endeavour.

The above confirmation is issued on 28<sup>th</sup> Jan, 2023



*Hamleys*

Dlf Mall of India, 4th Floor, DLF Mall of India,  
Sector 18, Noida, Uttar Pradesh 201301

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Ms. Priyanka pursuing B.Voc (Level – 4) from RKMV College, Shimla has completed her internship in our Hamleys Toys Store, Mall Road Shimla, (H.P) from 12.12.2022 to 13.12.2022.

We wish all the very best for her future endeavour.

The above confirmation is issued on 28<sup>th</sup> Jan, 2023

  
Authorized signature



ADITYA BIRLA



FASHION & RETAIL

Date: 29 Nov 2022

Name: Kamini Ranjta  
Location : Mall Road, Shimla  
SAP Code : 102529

Dear Kamini Ranjta,

**Sub: Internship Project with ABFRL**

We take pleasure in offering you internship with Aditya Birla Fashion and Retail Limited, Van Heusen. The internship will be for a period starting from **1st Dec 2022 to 31 Dec 2022** unless and until renewed in writing.

1. You will not be eligible for any stipend during Internship duration.
2. Your work time will be 9 hours a day including a break, which will be assigned by your store manager on shift basis.
3. During the period of internship, you will be responsible to perform all tasks such as folding, arranging, stacking, in-warding, out-warding, assisting customers and all such activities that may be assigned to you by the Store Manager.
4. You will record your attendance on a daily basis in the store, duly acknowledged by the Store Manager.
5. You will be subject to one day off on rotational basis in a week as decided by the Store Manager.
6. You will conduct yourself in highly professional manner and always abide by the rules of Company.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance. You may reach out to Regional HR Aman Srivastava on 8840643279 or email at [aman.srivastava@abfrl.adityabirla.com](mailto:aman.srivastava@abfrl.adityabirla.com)

We look forward to having you on board.

**Gurucharan Singh Gandhi**  
Head – Human Resources, Lifestyle Brands

**Acknowledgement Receipt**

*I have read the details mentioned in the document and I accept the terms and conditions as mentioned.*

**Kamini Ranjta**

**Divisional Office :**  
Aditya Birla Fashion and Retail Limited  
(Formerly known as Pantaloon Fashion & Retail Limited)  
**MADURA FASHION & LIFESTYLE**  
Plot No.5B, Regent Gateway,  
Doddanakundi Village, KIADB Industrial Area,  
ITPL Road, Bangalore - 560 048, India.

Telephone +91 80 67271600  
Fax +91 80 67272444  
Website [www.abfri.com](http://www.abfri.com)  
customerservice@madura.adityabirla.com

**Registered Office :**  
701-704, 7th Floor, Skyline Icon Business Park,  
85-92, Off Andheri-Kurla Road, Marol Village,  
Andheri East, Mumbai, Maharashtra-400059, India.  
CIN - L1801MH2007PLC233901



01-January-2023

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Lalita** pursuing B.Voc (Level - 4) from **RKMV SHIMLA** has contributed internship training programmed in Retail Store and Operations from **1<sup>st</sup> December 2022 to 31<sup>st</sup> December 2022** with the **Reliance Trends, Shimla**. We want to congratulate to the **Ms. Lalita** for successfully completion of **210 hours** training. At the time of Training program, we found him/her Sincerely & Hard Working.

During the Training Period **Ms. Lalita** remained involved in the work. We found him/her pretty active in whatever task we have provided him/her. She is a confident, sound, hard-working and devoted towards the task which provide at the time of training scheduled.

We wish him/her Good luck for all his future endeavors.

**For Reliance Retail Limited**

A handwritten signature in black ink, appearing to be "Anil", written over a horizontal line.

**Authorized Signatory**

**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.  
[www.relianceretail.com](http://www.relianceretail.com)



01-January-2023

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Sita** pursuing B.Voc (Level - 4) from **RKMV SHIMLA** has contributed internship training programmed in Retail Store and Operations from **1<sup>st</sup> December 2022** to **31<sup>st</sup> December 2022** with the **Reliance Trends, Shimla**. We want to congratulate to the **Ms. Sita** for successfully completion of **210 hours** training. At the time of Training program, we found him/her Sincerely & Hard Working.

During the Training Period **Ms. Sita** remained involved in the work. We found him/her pretty active in whatever task we have provided him/her. She is a confident, sound, hard-working and devoted towards the task which provide at the time of training scheduled.

We wish him/her Good luck for all his future endeavors.

**For Reliance Retail Limited**

A handwritten signature in black ink, appearing to be "Sita", written over a horizontal line.

**Authorized Signatory**

**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.  
[www.relianceretail.com](http://www.relianceretail.com)





01-January-2023

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Nishu** pursuing B.Voc (Level - 4) from **RKMV SHIMLA** has contributed internship training programmed in Retail Store and Operations from **1<sup>st</sup> December 2022 to 31<sup>st</sup> December 2022** with the **Reliance Trends, Shimla**. We want to congratulate to the **Ms. Nishu** for successfully completion of **210 hours** training. At the time of Training program, we found him/her Sincerely & Hard Working.

During the Training Period **Ms. Nishu** remained involved in the work. We found him/her pretty active in whatever task we have provided him/her. She is a confident, sound, hard-working and devoted towards the task which provide at the time of training scheduled.

We wish him/her Good luck for all his future endeavors.

**For Reliance Retail Limited**

A handwritten signature in black ink, appearing to be "Nishu", written over a horizontal line.

**Authorized Signatory**

**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

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01-January-2023

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Monika** pursuing B.Voc (Level - 4) from **RKMV SHIMLA** has contributed internship training programmed in Retail Store and Operations from **1<sup>st</sup> December 2022 to 31<sup>st</sup> December 2022** with the **Reliance Trends, Shimla**. We want to congratulate to the **Ms. Monika** for successfully completion of **210 hours** training. At the time of Training program, we found him/her Sincerely & Hard Working.

During the Training Period **Ms. Monika** remained involved in the work. We found him/her pretty active in whatever task we have provided him/her. She is a confident, sound, hard-working and devoted towards the task which provide at the time of training scheduled.

We wish him/her Good luck for all his future endeavors.

**For Reliance Retail Limited**

A handwritten signature in black ink, appearing to be "Anita", written over a horizontal line.

**Authorized Signatory**

**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

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01-January-2023

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Yogita** pursuing B.Voc (Level - 4) from **RKMV SHIMLA** has contributed internship training programmed in Retail Store and Operations from **1<sup>st</sup> December 2022 to 31<sup>st</sup> December 2022** with the **Reliance Trends, Shimla**. We want to congratulate to the **Ms. Yogita** for successfully completion of **210 hours** training. At the time of Training program, we found him/her Sincerely & Hard Working.

During the Training Period **Ms. Yogita** remained involved in the work. We found him/her pretty active in whatever task we have provided him/her. She is a confident, sound, hard-working and devoted towards the task which provide at the time of training scheduled.

We wish him/her Good luck for all his future endeavors.

**For Reliance Retail Limited**

A handwritten signature in black ink, appearing to be "Yogita", written over a horizontal line.

**Authorized Signatory**

**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.  
[www.relianceretail.com](http://www.relianceretail.com)





01-January-2023

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Sapna** pursuing B.Voc (Level - 4) from **RKMV SHIMLA** has contributed internship training programmed in Retail Store and Operations from **1<sup>st</sup> December 2022 to 31<sup>st</sup> December 2022** with the **Reliance Trends, Shimla**. We want to congratulate to the **Ms. Sapna** for successfully completion of **210 hours** training. At the time of Training program, we found him/her Sincerely & Hard Working.

During the Training Period **Ms. Sapna** remained involved in the work. We found him/her pretty active in whatever task we have provided him/her. She is a confident, sound, hard-working and devoted towards the task which provide at the time of training scheduled.

We wish him/her Good luck for all his future endeavors.

**For Reliance Retail Limited**

A handwritten signature in black ink, appearing to be "Sapna", written over a horizontal line.

**Authorized Signatory**

**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.  
[www.relianceretail.com](http://www.relianceretail.com)



01-January-2023

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Vanshika** pursuing B.Voc (Level - 4) from **RKMV SHIMLA** has contributed internship training programmed in Retail Store and Operations from **1<sup>st</sup> December 2022** to **31<sup>st</sup> December 2022** with the **Smart Point, Shimla**. We want to congratulate to the **Ms. Vanshika** for successfully completion of **210 hours** training. At the time of Training program, we found him/her Sincerely & Hard Working.

During the Training Period **Ms. Vanshika** remained involved in the work. We found him/her pretty active in whatever task we have provided him/her. She is a confident, sound, hard-working and devoted towards the task which provide at the time of training scheduled.

We wish him/her Good luck for all his future endeavors.

**For Reliance Retail Limited**

A handwritten signature in blue ink, appearing to read "Anil K. Sharma", written over a faint circular stamp.

**Authorized Signatory**

**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.  
[www.relianceretail.com](http://www.relianceretail.com)



01-January-2023

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Sabhyata** pursuing B.Voc (Level - 4) from **RKMV SHIMLA** has contributed internship training programmed in Retail Store and Operations from **1<sup>st</sup> December 2022** to **31<sup>st</sup> December 2022** with the **Smart Point, Shimla**. We want to congratulate to the **Ms. Sabhyata** for successfully completion of **210 hours** training. At the time of Training program, we found him/her Sincerely & Hard Working.

During the Training Period **Ms. Sabhyata** remained involved in the work. We found him/her pretty active in whatever task we have provided him/her. She is a confident, sound, hard-working and devoted towards the task which provide at the time of training scheduled.

We wish him/her Good luck for all his future endeavors.

**For Reliance Retail Limited**

A handwritten signature in blue ink, appearing to read "Anil K. Sharma".

**Authorized Signatory**

**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.  
[www.relianceretail.com](http://www.relianceretail.com)



01-January-2023

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Sucheta** pursuing B.Voc (Level - 4) from **RKMV SHIMLA** has contributed internship training programmed in Retail Store and Operations from **1<sup>st</sup> December 2022** to **31<sup>st</sup> December 2022** with the **Smart Point, Shimla**. We want to congratulate to the **Ms. Sucheta** for successfully completion of **210 hours** training. At the time of Training program, we found him/her Sincerely & Hard Working.

During the Training Period **Ms. Sucheta** remained involved in the work. We found him/her pretty active in whatever task we have provided him/her. She is a confident, sound, hard-working and devoted towards the task which provide at the time of training scheduled.

We wish him/her Good luck for all his future endeavors.

**For Reliance Retail Limited**

A handwritten signature in blue ink, appearing to read "Anil K. Sharma".

**Authorized Signatory**

**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.  
[www.relianceretail.com](http://www.relianceretail.com)