



5.2.1 Number of placement of outgoing students during the year

GeBBS

HEALTHCARE SOLUTIONS

Reconnect • Thinking

Athelli Sai Pranavi



Employee ID	: 81135
Date of Joining	: 19-Sep-2024
Designation	: Medical Coder Trainee
Department	: Coding
Age	: 23 Years
Blood Group	: B+
Emergency Contact No.	: 9866199321
Signature of Employer & Issue Date	11/6/2024

GeBBS Health Care Solutions Pvt.Ltd
4th & 5th Floor, Divyasree Trinity Phase 3, Hitech City
Layout, Madhapur, Hyderabad, Telangana 500081
Admin Helpline No.9550842193



HETERO LABS LIMITED

Unit - V (SEZ UNIT - I)

TSIC Pharma SEZ, Polepally (V), Jadcherla (M),
Mahaboob Nagar Dist, Telangana - 509301.



Emp. Name : Bandi Nikhil Vardhan Reddy
Emp. ID : 234499
Desig. : Jr. Officer
Dept. : QA
Blood Group : O+ve

Emp. Sign *M. S. S. S. S.* Authorised Sign. SEZ Authorised Sign.



DHARMA
Workforce Services

DHARAMA WORKFORCE SERVICES
Rama Enclave, 3rd Floor,
IDA Bollaram Road, Miyapur,
Hyderabad - 500 049.
www.dharma-workforce.com

Sub: Offer of Employment

MR./MS. BANDI NIKHIL VARDHAN REDDY

05-10-2024

Sangareddy, TG, India

Mobile: 9346413237

Email: bandinikhilreddyreddy@gmail.com

Dear Mr. BANDI NIKHIL VARDHAN REDDY

This is with reference to your application and subsequent discussion, you had with us, we are pleased to offer you the position of **Jr. Officer in QA**.

Your place of work will initially be at **M/s HETERO LABS LIMITED, Jadcherla, UNIT-V**.

1. This offer is valid till **07-10-2024** and you should report for joining on or before **07-10-2024**
2. You will report to Manager or any other officer authorized by the company, with regard to your day-to-day activities from time to time.
3. If there are any changes in the conditions of your service, the same will be notified to you.
4. You will be entitled to the gross salary as discussed and agreed upon mutually.
5. You will be on probation for a period of six months from the date of your joining.
6. You are required to sign a confidentiality and non-disclosure agreement on your joining.
7. Your appointment order indicating terms and conditions of your employment will be issued to you at the time of your joining.
8. Upon receipt of the offer, you are required to undergo medical checkup at the company authorized diagnostic centers.
9. This offer is valid only, subject to condition that you are medically declared fit

Dharma Workforce Services

3rd floor, Rama Enclave, IDA Bollaram Road, JP Nagar X Road, Miyapur, Hyderabad-49

Website - www.dharmaworkforce.com

Email id- hr@dharmaworkforce.com

Please ensure to bring the following documents / certificates etc., at the time of your joining.

1. Copy of your offer letter.
2. Employee Information sheet duly filled in.
3. Physical fitness certificate from a civil surgeon.
4. Copies of educational certificates and mark sheets.
5. Four passport size color photographs.
6. Proof of age: Birth certificate or 10th class certificate giving date of birth.
7. Latest pay slip and relieving letter from your previous employer, Copy of your PAN card and AADHAR card. If you fail to produce PAN and Aadhar card, you will not be permitted to join
8. PF declaration form duly filled in.
9. Copy of Form 16 issued by your present employer if you are assessed to IT.
10. Please note that you are expected to keep the salary details strictly confidential and note to share the same with anyone.
11. We look forward to your acceptance of this offer and joining our organization

We welcome you to **HETERO**

With best wishes,

For Dharma Workforce Services

NARAYANA

AUTHORISED SIGNATORY

Offer Acceptance:

I received offer letter dated _____ for the position _____ in _____
and I hereby accept the terms and conditions set out in the offer letter. I further confirm that I
will be joining on or before _____

Date: _____

Signature of the Candidate

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Email id - hr@dharmaworkforce.com

Salary Structure

Name	BANDI NIKHIL VARDHAN REDDY	
Business Unit	Unit V	
Department	QA	
Designation	Jr. Officer	
Components		
Basic	8,400	1,00,800
HRA	5,600	67,200
Washing Allowance	400	4,800
Statutory Bonus	1400	16,800
Gross	15,800	1,89,600
Variable Benefits ***		
Attendance Allowance	1,500	18,000
Production Allowance	-	-
Night Shift Allowance	2,000	24,000
Local Stay	-	-
Other Allowance	-	-
Total Variable Benefits	3,500	42,000
Statutory Deductions		
PF Employee	1,008	12,096
ESI Employee	116	1,392
Prof. Tax	150	1,800
Total Deductions	1,274	15,288
Net	18,026	2,16,312
Total CTC (Incl. Variable Benefits)	19,300	2,31,600
Annual Benefits		
Employer PF	1,008	12,096
Employer ESI	501	6,012
Retention Bonus **	2,500	30,000
Total	4,009	48,108
Social Security Benefits		
Gratuity	405	4,860
Total CTC (Incl. Variable Benefits & Other Benefits)	23,714	2,84,568
**** Eligibility Guidelines		
**Attendance Allowance: Should not take any Leave, If availed 01 leaves, allowance will be paid Rs.1000 instead of Rs.1500 (As per Company Policies)		
**Production Allowance: Maximum of 2 Leaves can be allowed and "G Shift" should not exceed 8 in a month		
**Night Shift Allowance: Employees with 4 -7 Night shifts are eligible for Rs1000 & Rs.2000 for employees worked 8 & above Night Shifts		
Note: In the case of LOP, above all 3 allowances will be "ZERO."		
** Retention Bonus: Retention Bonus will be paid upon completion of 1st Year, 2nd Year & 3rd Year		
Retention Bonus will be paid upon completion of 1st Year, 2nd Year & 3rd Year		
** Gratuity: As per Payment of Gratuity Act, 1972		
Group Med-claim: 1 +5 Family floater policy with a coverage of 1 Lakh Sum insured		
Group Accident Policy coverage of Rs. 25 Lakhs		
Group Term Life Insurance Policy coverage of Rs. 25 Lakhs		

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Website - www.dharmaworkforce.com

Email id- hr@dharmaworkforce.com

Medical Test details:

To
SECUNDRABAD
401 NAVKETAN COMPLEX
BALAJI DIAGNOSTICS
PANCHASHEEL Medical Services
Land Marks
1) Near Clock Tower
2) Beside Karnat Hotel
3) Behind Yashoda Hospital
Phones: 09618111551, 09000144488
Timings: 9am to 4 m

To
Dr. RAJA VOJALA
Managing Director
Balaji Diagnostics & Research Centre
Beside Shamshabad Bus Stand
Beside Hetero Medical Shop
Shamshabad
Phone: 9394759819, 08413-222303
Hyderabad – 500252

Timings 10.00 AM -04.00 PM after Breakfast (Sunday Holiday)

Sir,

Sub: Authorization letter for conducting required medical tests — Rg.

We have issued offer letter to Mr./Ms./ Smt. **BANDI NIKHIL VARDHAN REDDY** as **Jr. Officer in QA** Located at **M/s HETERO LABS LIMITED, Jadcherla, UNIT-V.**

He / She is expected to join us on or before **07-10-2024.**

As a part of joining formalities, he/she is required to submit necessary medical reports at the time of joining. In this regard, pl. carryout necessary medical tests (applicable to the unit) to the bearer of this letter and give his/her medical reports directly to the candidate or email to us at the earliest.

Regards,

M. Srinivas

Dharma Workforce Services

3rd floor, Rama Enclave, IDA Bollaram Road,

JP Nagar X Road ,Miyapur ,Hyderabad-49

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Website - www.dharmaworkforce.com

Email id- hr@dharmaworkforce.com

Please find the enclosed Medical Test Form and we request you to go to the nearest Medical Lab for Medical Test. Addresses are mentioned in the enclosed Medical Form.

Please get your Medical Test done and come to **Jadcherla Unit V** further joining formalities.

Please bring the following documents while coming to **Jadcherla Unit V**

1. Copy of ID Proof/Copy of Address Proof/Aadhar Card Copy
2. Original Educational Documents (10th. Inter, Diploma/Degree, PG) along with one Xerox set.
3. Latest Resume
4. Experience Documents — Copy, if any.
5. Passport size Photograph
6. Bank Account Passbook 1st Page copy
7. Aadhar Card Xerox copies of your family members to whom you want to enroll in the ESI.
8. Previous ESI Card & P.F. I-JAN Number Xerox Copy, if any.
9. Please bring your medical test reports if it is provided by the lab or usually the lab will share your reports directly to the concern units.

If you need and clarification or any additional information, please feel free to contact undersigned.

Regards,

NAJUNA

Dharma Workforce Services

3rd floor, Rama Enclave, IDA Bollaram Road,
JP Nagar X Road ,Miyapur ,Hyderabad-49

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Website - www.dharmaworkforce.com

Email id- hr@dharmaworkforce.com

Destination of



Chirok Health
Where Every Story Matters



Banothu sowjanya

CH1646



Chirok Health

Congratulations! We welcome you to the family of Chirok Health!

Date: 10-09-2024

Sub: Offer Letter

Dear : Sowjanya Banothu

As discussed, and agreed, with Chirok Health, we are pleased to inform that you have been selected for the position of Medical Coder Trainee

Date of Appointment:

Your appointment will be effective on your date of joining. Your expected joining date is 10-09-2024. Please contact us immediately if you are not able to join with us in this batch. If you do not join us on or before 12-09-2024, this offer of appointment will stand automatically withdrawn without any further obligation from our side.

Period of probation and confirmation:

You will be on a probation for a period of **6 months** from the date of joining, on successful completion of which, Chirok Health may confirm your engagement based on your performance, behavior, attitude towards the company and your ability to perform your duties and comply with organizational requirements. You will also be expected to comply with all applicable laws and the Company's policies and procedures, which may be amended from time to time, which may be extended at the sole discretion of the company. Chirok Health may confirm your engagement based on your performance, behaviour, attitude towards the company and your ability to perform your duties and comply with organizational requirement.

Your Probationary period will be under two phases:

Phase 1: You will be undergoing first Phase of training for initial 2 months, which will be accompanied with continuous evaluation. Only if you successfully complete this training, you will be allocated for the Phase 2 of the training.

Phase 2: After successful completion of the first Phase, you will undergo Phase 2 of the training for next 4 months, during which continuous evaluation will continue.

Confirmation: After successful completion of phase 2 of training, you will be confirmed in your position.

Employment Terms:

The Employment Agreement will reflect the following terms:

- a. During Phase 1, you will be paid a CTC of **INR 2,02,300 Per Annum** for initial 2 months
- b. During Phase 2, you will be paid a CTC of **INR 3,10,657 Per Annum** for the next 4 months.
- c. After confirmation, you will be given a **Regular Employment** and will be paid a full salary, having an annual gross compensation of **INR 3,26,190** (less deductions and withholdings required by law).
- d. After completion of one year of Regular Employment, you will be eligible for Merit Salary increase as per the yearly Performance evaluation criteria of the organization
- e. It is also anticipated that the following allowances, benefits and perquisites will be included.
- f. **Allowances:** As part of your fixed compensation the company will provide the following: Housing Rent Allowance, Medical Allowance, Conveyance Allowance, Leave Travel Allowance (LTA) and Special Allowances.
- g. **Benefits:** In addition to the above the Company will provide Supplemental Medical Insurance to you and your immediate family, Life Insurance, Disability and Personal Accident Insurance.

Headquarters:
9005 Overlook Blvd.
Brentwood, TN 37027

Global Offices
Hyderabad, Delhi, and Mumbai

Contact
askus@chirokhealth.com
www.chirokhealth.com
OIC: 615-235-1200



- h. **Statutory benefits** as provided by law.
- i. Statutory documents to be submitted at the time of joining.
- j. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within seven days from issue of this letter.

Leave:

The company's leave policy will apply to your employment and may be modified at the sole discretion of the company with an intimation to you. Should you be working in a customer location, then you shall follow the customer's leave calendar.

Hybrid Working:

The Hybrid Working Policy at Chirok Health India Pvt. Ltd. is designed to provide a work arrangement that incorporates both in-office and remote work based on specific criteria, ensuring a balance between individual preferences and organizational needs. New employees are required to work from the office initially. After three months or upon completion of probation, based on productivity, quality targets, and individual performance, employees may transition to a Work from Home (WFH) arrangement. The decision to allow WFH is contingent upon meeting specific criteria, including productivity and quality targets, as well as overall job performance. Any fluctuations in quality, productivity, tardiness, or changes in project requirements may lead to a reevaluation of the WFH arrangement, and employees may be required to report to the office.

Separation:

During the period of Phase 1 and Phase 2 probation, if you are not able to successfully clear evaluation, then you will be terminated with immediate effect.

As per the service agreement signed and agreed by you, in case you leave within first 2 years of your employment from the date of joining then you are liable to pay back INR 50,000- or three-months equivalent salary whichever is higher to the organization as liquidated damages towards training.

We hope that you and Chirok Health will find mutual satisfaction with your employment. However, as is the case with all Chirok Health employees, your employment is "at-will" and either you or the Company may terminate your employment at any time, with or without cause. Other terms, conditions, job responsibilities, compensation and benefits may be adjusted by the Company from time to time in its sole discretion.

Indemnification:

You agree to indemnify the company and its affiliates for any losses and damage sustained by the company and its affiliates which is caused by or related to your breach of any of the clauses highlighted in this letter.

Non-Disclosure Agreement:

You will be required to sign a Separate Non-disclosure agreement covering some of the clauses such as Confidential information, Intellectual Property Ownership and rights, Non-Disclosure and Non-Compete to name few.

Employment Terms:

This letter is to confirm the basic terms of employment that Chirok Health will be offering you upon establishment of:

- Acceptance of this offer
- Your resignation of any prior employment and not being restricted in any way, including through contractual obligations to prior employers, from taking up employment with the Indian Subsidiary.
- Satisfactory background and reference checks
- Providing Copies of educational and professional certificates
- Providing copies of Aadhar, Pan Card and Passport



EARNINGS	MONTHLY	YEARLY
Basic	5,075.00	60,900.00
Conveyance Allowance	2,000.00	24,000.00
Special Allowance	5,425.75	65,109.00
Travel Reimbursement (LTA)	2,500.00	30,000.00
SUB-TOTAL (A)	15,000.75	1,80,009.00
BENEFITS AND CONTRIBUTIONS (PART - B)		
PF - Employer	1,191.00	14,292.00
ESI Employer	423.00	5,076.00
Gratuity	243.58	2,923.00
SUB-TOTAL (B)	1,857.58	22,291.00
TOTAL (A + B)	INR 16,858.33	INR 2,02,300.00
DEDUCTIONS	MONTHLY	YEARLY
PF Employee	1,191.00	14,292.00
ESI Employee	98.00	1,176.00
TOTAL DEDUCTIONS (C)	INR 1,289.00	INR 15,468.00
TOTAL (A - C)	INR 13,711.75	INR 1,64,541.00



Chirok Health

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the offer.
This Letter cannot be used to solicit other offers and will be null and void if so used.
We wish you the best of luck and invite you to join the Chirok Health Family!

For Chirok Health India Pvt Ltd

Renita Pinto
VP HR & Talent Management

I have read, understood and acknowledged the terms and conditions of this Offer Letter

{{Signature CandidateSignature}}

Signature

Name

Date

Place

Headquarters
9005 Overlook Blvd.
Brentwood TN 37027

Global Offices
Hyderabad, Delhi, and Mumbai

Contact
askus@chirokhealth.com
www.chirokhealth.com
Olc: 615-236-1200



CorroHealth

www.corrohealth.com



Doddala Ranjith Kumar

Emp Code: CHHYD9251

Issuing Authority

To

Mr. Doddala Ranjith Kumar

11-41, lingampally, kotepalli, vikarabad, Telangana, 501106.

Dear Mr. Doddala Ranjith Kumar,

Sub: Letter of Appointment

We are pleased to offer you an appointment in our organization on the following terms and conditions:

- 1 Your date of commencement of service is: **04-Nov-24**. Team member ID **CHHYD9251**. Designation: **Jr. Executive - Coding Services**. File No **8895**, Place of posting: **# Hyderabad**
- 2 You will be entitled to a CTC of Rs. 25000 (Rupees Twenty Five Thousand Only) per month till the confirmation, which would be subject to revision periodically based on your performance. Ref - Annexure Ax
- 3 You will be eligible for other benefits in accordance with the company's rules and statutory benefits, if any, applicable to you from time to time. You will also be entitled to leave, ESIC, PF and Gratuity and as per Act. Your Performance Review will be done on a yearly basis. Remuneration paid to you shall be subject to Tax Deduction at Source as per the rules applicable at the time of disbursement.
- 4 Team members will be on probation for the first 6 months from the date of joining. During probationary period, either party has right to terminate the services of the team members with 15-day notice. At the end of probation period (6 months), if the performance of the Team member is found satisfactory, his/her services will be confirmed based on the inputs from the functional heads. No salary revision will be done during confirmation. If functional heads propose to initiate separation due to non-performance, we will place them on bench for 15 days and relieve them at the end of 15 days. Team member is eligible to avail One leave per month during probation. In certain cases, If the Team member's performance is found unsatisfactory at the end of the probationary period due to performance issues, extension of period of probation letter will be issued. If a team member is sponsored for any certification during this period, their mandatory work agreement will precede this probation clause and they will not be covered under this policy. They will have to complete the mandatory work period mentioned in the certification agreement.
- 5 We waive off notice period only on serious medical conditions, which are substantiated with medical documents such as hospitalization records, discharge summary, scan report, blood test reports. We will send them to our medical panel and once they validate and approve the documents, immediate relieving will be initiated. Handwritten documents are not accepted as valid documents.



Accepted By - Mr. Doddala Ranjith Kumar

SCIENTIFIC EREVNA



E. Kyathi Nandini
Program Co-ordinator

Employee Code : SE205

Blood Group : B +ve

Emergency Contact : 9246582284



K. Anuj

Authorized Signature



SCIENTIFIC EREVNA PVT LTD

Sri Sai Towers, 3rd Floor, C9VM+23P, Vittal Rao Nagar, HITEC City, Hyderabad,
Telangana-500081, CIN: U72900TC2019PTC131375, Ph: 9515406385

Offer cum Appointment Letter

Date: 27th June, 2024

Dear Mr./Ms. Edara Kyathi Nandini,

Based on your performance in the recent interview, it gives us great pleasure to offer you the post of **Program Coordinator** in our company. Scientific Erevna Pvt Ltd. with the registered office at Hyderabad-500081, Telangana.

You will be reporting to Office branch, located at **C9VM+23P Sri Sai Towers, near Quiescent Heights, Vittal Rao Nagar, HITEC City, Hyderabad, Telangana 500081**

Your Date of Joining will be **15th July, 2024** and you will be on a probation period of 3 months. You will be reporting to office by 11.00 AM.

As discussed/agreed during the course of the interview, the post shall carry an Annual Cost to the Company (CTC)* of Rs. 2, 40,528/- (Rupees Two lakh Forty Thousand Five Hundred Twenty Eight Only).

However, please note that this offer is subject to the detailed terms and conditions in the final appointment letter, which will be issued on the date of confirmation.

* The above CTC is subject to deductions of EPF & ESI, both contributions, Professional Tax, Income Tax, Variable, Gratuity pay, etc...

The details of the breakup are furnished along with this offer cum appointment letter as Annexure-I.

At the time of joining, you are required to submit the copies of certificates as per the following list.

1. All Academic Qualification Certificates along with SSC original
2. Identity Proof (Passport, Pan, Voter, Driving License) Two copies of each.
3. 5 color Passport size photos
4. Residence Proof of Permanent Native Place
5. Updated Resume.
6. Offer Letter hard copy

Name:

Signature:

Date:



SCIENTIFIC EREVNA PVT LTD

Sri Sai Towers, 3rd Floor, C9VM+23P, Vittal Rao Nagar, HITEC City, Hyderabad,
Telangana-500081, CIN: U72900TG2019PTC131375, Ph: 9515406385

Your offer has been made based on the information furnished by you. You need to submit the related support documents after your joining. Signature and Address proof should be submitted at the time of joining. If you fail to produce Address proof and Signature Proof before the first payroll of your joining, your salary will not be generated, and your account will be suspended at the end of the month.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Sincerely,

For Scientific Erevna Pvt Ltd.

I accept the offer as outlined above,

UG		
Annexure-A		
Cost to Company		
Name of the Applicant	Edara Kyathi Nandini	
Salary Breakup	Monthly	Yearly
Basic Salary	6,200	74,400
House Rent Allowance	2,480	29,760
Conveyance Allowance	930	11,160
Medical Allowance	930	11,160
Special Allowance	5,354	64,248
Gross Salary	15,894	1,90,728

Name:

Signature:

Date:



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Telangana-500081, CIN: U72900TG2019PTC131375, Ph: 9515406385

Less Deductions	Monthly	Yearly
*PF (Employee Contribution)	744	8,928
*Professional Tax	150	1,800
Total deductions	894	10728
Net Salary (Gross Salary-Less)	15,000	1,80,000
Add Employer Contributions	Monthly	Yearly
* PF (Employer contribution)	744	8,928
**Variable Pay	2,500	30,000
**Gratuity	1,800	21,600
Cost to Company (Gross+Add)	20,044	2,40,528

* This is subject to deductions of employee's & employer's contribution to PF & ESI, TDS, Professional Tax and other Statutory Deductions as applicable under law of the land

**Variable Allowance is linked to performance and will be paid as per the discussion at the time of hiring or appraisal.

Terms and Conditions

1. The EMPLOYEE shall faithfully discharge his/her duties as Program Coordinator (Designation) and hereby agrees and undertakes to remain in continuous service and be employed with the EMPLOYER/its concerns/associates to which the EMPLOYEE's services may be transferred by the EMPLOYER during his/her Employment period in consonance with the other terms and conditions mentioned.
2. That the EMPLOYEE shall devote his/her whole time attention and abilities to the business and affairs of the EMPLOYER and apply his/her full knowledge, skills, experience in discharging his/her daily duties and managing and guiding his/her team members, update latest changes, inventions and market practices in this field to the Senior Officers / Management on timely basis etc. during the term of his/her employment. EMPLOYEE shall carry out and obey all orders, directions and instructions of the

Name:

Signature:

Date:



EMPLOYER and shall conduct himself honestly, faithfully and diligently at all times and shall not be guilty of any negligence, misconduct or misbehavior or shall not abuse the powers/authorities/responsibilities given to him/her and shall not commit any breach of this arrangement.

3. Subject to successful completion of probation to the satisfaction of the EMPLOYER, the EMPLOYEE will be absorbed into a suitable position as decided by the EMPLOYER. On the other hand, at any point of time during the Probation period, if the EMPLOYEE does not show the expected performance, applies his/her knowledge, skills and experience or remains absent without prior permission or misbehaves or abuses the powers/ authorities/ responsibilities given to him/her, his/her services can be terminated immediately.
4. That during the period of his/her employment, the EMPLOYEE shall be punctual in attendance and diligent in his/her work and the EMPLOYEE shall devote all his/her working time to the best of his/her knowledge, skills and abilities, exclusively for the benefit of the EMPLOYER and managing his/her team members, if any, efficiently.
5. That the EMPLOYEE shall be entitled to all the benefits and/or amenities as may be available to the employees of his/her class during the period of his/her services with this company or with any other Company/Firm/Concern/ Associates to which his/her services are transferred from time to time.
6. That the EMPLOYEE hereby agrees and undertakes to safeguard and hold in trust any property belonging to the company either intellectual or tangible. The company's product or of things in which the company may be dealing in, or may be contemplating to deal in, and all other papers and documents of whatsoever nature and kind that may have come in possession of the EMPLOYEE while in the employment of the EMPLOYER and not to hand over the same to any unauthorized person or permit the same to be handed over to any unauthorized person.
7. The EMPLOYEE hereby further undertakes to hand over all such papers or belongings said above to Senior Officers/Management whenever called upon to do so and the EMPLOYEE further agrees not to make copies of or to take extracts from any papers, documents etc., belonging to Company for any purpose other than those of the employment in the Company and further agrees not to carry any such paper, document or copies of extracts outside the premises of the Company and the EMPLOYEE further agrees to deliver all such papers, documents etc., in his/her possession to his/her Senior Officers whenever called upon to do so and it shall not be competent for the EMPLOYEE in such an eventuality

Name:

Signature:

Date:



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Telangana-500081, CIN: U72900TG2019PTC131375, Ph: 9515406385

resignation, etc., undertake or carry on either alone or in partnership or in collaboration, nor to be employed directly or indirectly in any capacity whatsoever in Union of India in any Company which is of the same kind and nature as to the business carried on by this EMPLOYER or any of its associate Companies/Firms/Concerns to which his/her services may be transferred...etc., in any form or manner whatsoever whether as advisor or as employee or in any other capacity or manner whatsoever.

14. The employee understands that he/she will not be eligible for the last month salary during notice period which will go on hold and would be released as an F&F settlement within 60-90 working days of getting relieved.
15. The employee is not eligible for any part time work while working in this company nor will be sharing any information about the company's infrastructure or future endeavors which may result in serious jeopardy.
16. If the employee's behavior is found unprofessional or not up to the mark the company has the right to terminate the services of the employee without notifying him/her.
17. Your appointment takes effect from the day you join the company to render your services.
18. Your offer has been made based on the information furnished by you during the interview. You need to produce corroborative evidences after joining the organization within a week's time. The referral check will also be conducted by the company on your educational qualifications, previous employment experience, letters, salary slips, Bank statement etc. At any given point of time, if it is found that any information provided by you is false, the documents which are submitted is fabricated or not genuine and authenticated, then the package provided in this offer letter may differ or the company may terminate your services without any salary or F&F settlement for the period your have served the organization.
19. You are expected to discharge the duties entrusted to you with loyalty, sincerity and diligence, and you shall not directly or indirectly be connected with, concerned in or employed in any other business whatsoever.
20. You are liable to be transferred to any place of business of the company in the same grade and emoluments in India or abroad until and unless the company mutually decides to restructure your salary package and career progression.
21. You will be governed by the rules of the company as applicable to all other employees and also other orders/instructions issued from time to time.

Name:

Signature:

Date:



SCIENTIFIC EREVNA PVT LTD

Sri Sai Towers, 3rd Floor, C9VM+23P, Vittal Rao Nagar, HITEC City, Hyderabad,
Telangana-500081, CIN: U72900TG2019PTC131375, Ph: 9515406385

22. Your salary shall be revised in line with the company's policy from time to time. The compensation progression and the future prospects in the company shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, good conduct and other such relevant factors and the company's performance. Such increase in no case shall be automatic and/or a matter of right.
23. You will be entitled for casual/sick leaves as per decision by management in the company. You shall not be entitled to any allowances, incentives or extra benefits during the probation period. If for any reason you are not in attendance for your duties without prior permission in writing or mail; your employment can be terminated depending on the decision taken by the management.
24. If you abstain yourself without intimation of leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice, unless you give an explanation to the satisfaction of the management regarding your absence.
25. In accepting our conditional offer letter for employment, you certify your understanding that your employment will be confirmed only once:
 1. You clear your certification after training.
 2. Have a satisfactory performance for a period of 3 months.
26. All the legal laws applicable to employees like Profession Tax, Income Tax etc. will be applicable to you.
27. You may be selected, sponsored or asked to attend by the company for familiarization/training assignments with our in-house, technical collaborators or any other institution/organization in India or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the company subject to agreements to be drawn up and signed by the company. And you specifying minimum number of years you will serve the company after such training and providing for payment of liquidated damages by you to the company proportionate to the years of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment.
28. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time.

Name:

Signature:

Date:



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29. Your age mentioned in the matriculation/ higher secondary certificate will be deemed to be the conclusive proof of your Date of Birth.
30. You will intimate in writing to the management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
31. You will hand over the charge of letter of authority or power of attorney issued to you or any property of the company in your possession at the time of cessation of your employment with the company.
32. The present designation is subject to change depending upon work assignments from time to time. Your compensation structure can be restructured at any time protecting the gross cost to the company.
33. You will be responsible for the safekeeping and return in good condition and order of all the properties of the company, which may be in use, custody, care or charge. For the 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 from you and to take such other action as it deems proper in the event of your failure to account for such property to its satisfaction.
34. It is a strict policy of the company to not use any personal mobiles in the office. We also have stringent policy of using the internet and intranet services which would be limited to office operations only and anyone trying to use the same for their personal use will be terminated from their services without any notice and could be legally approached by our divergence department, if we find any proofs that you have tried to copy or malign the company's work for yourself or for any competitors.
35. All the property of the company shall be used only for the purpose of the company and its functions and shall not be used for any personal or individual benefit or purpose.

The Company will not recognize any verbal request or verbal approval by whomsoever. No exception to this condition will be entertained under any circumstance whatsoever.

If any of the documents provided before or after joining the company are found to be fraud/not genuine, the company reserves the right to terminate the employee without any F & F and proceed with legal action. The employee will not reveal her/his financial package to anyone and it's their liability to keep it confidential.

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

Name:

Signature:

Date:



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Offer cum Appointment Letter

Date: 9th November, 2024

Dear Mr./Ms. **Gajjela Aishwarya**,

Based on your performance in the recent interview, it gives us great pleasure to offer you the post of **Program Coordinator** in our company. Scientific Erevna Pvt Ltd. with the registered office at Hyderabad-500081, Telangana.

You will be reporting to Office branch, located at **C9VM+23P Sri Sai Towers, near Quiescent Heights, Vittal Rao Nagar, HITEC City, Hyderabad, Telangana 500081**

Your Date of Joining will be **11th November, 2024** and you will be on a probation period of 3 months. You will be reporting to office, by 11.00 AM.

As discussed/agreed during the course of the interview, the post shall carry an Annual Cost to the Company (CTC)* of Rs. 1, 80,000/- (Rupees One Lakh Eighty Thousand Only).

However, please note that this offer is subject to the detailed terms and conditions in the final appointment letter, which will be issued on the date of confirmation.

* The above CTC is subject to deductions of EPF & ESI, both contributions, Professional Tax, Income Tax, Variable, Gratuity pay, etc...

At the time of joining, you are required to submit the copies of certificates as per the following list.

1. All Academic Qualification Certificates along with SSC original
2. Identity Proof (Passport, Pan, Voter, Driving License) Two copies of each.
3. 2 color Passport size photos
4. Residence Proof of Permanent Native Place
5. Offer Letter hard copy

Your offer has been made based on the information furnished by you. You need to submit the related support documents after your joining. Signature and Address proof should be submitted at the time of joining. If you fail to produce Address proof and Signature Proof before the first payroll

Name:

Signature:

Date:



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of your joining, your salary will not be generated, and your account will be suspended at the end of the month.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Sincerely,

For Scientific Erevna Pvt Ltd.

I accept the offer as outlined above,

This is subject to deductions of employee's & employer's contribution to PF & ESI, TDS, Professional Tax and other Statutory Deductions as applicable under law of the land.

Terms and Conditions

1. The EMPLOYEE shall faithfully discharge his/her duties as Program Coordinator (Designation) and hereby agrees and undertakes to remain in continuous service and be employed with the EMPLOYER/its concerns/associates to which the EMPLOYEE's services may be transferred by the EMPLOYER during his/her Employment period in consonance with the other terms and conditions mentioned.
2. That the EMPLOYEE shall devote his/her whole time attention and abilities to the business and affairs of the EMPLOYER and apply his/her full knowledge, skills, experience in discharging his/her daily duties and managing and guiding his/her team members, update latest changes, inventions and market practices in this field to the Senior Officers / Management on timely basis etc. during the term of his/her employment. EMPLOYEE shall carry out and obey all orders, directions and instructions of the EMPLOYER and shall conduct himself honestly, faithfully and diligently at all times and shall not be guilty of any negligence, misconduct or misbehavior or shall not abuse the powers/authorities/responsibilities given to him/her and shall not commit any breach of this arrangement.
3. Subject to successful completion of probation to the satisfaction of the EMPLOYER, the EMPLOYEE will be absorbed into a suitable position as decided by the

Name:

Signature:

Date:



EMPLOYER. On the other hand, at any point of time during the Probation period, if the EMPLOYEE does not show the expected performance, applies his/her knowledge, skills and experience or remains absent without prior permission or misbehaves or abuses the powers/ authorities/ responsibilities given to him/her, his/her services can be terminated immediately.

4. That during the period of his/her employment, the EMPLOYEE shall be punctual in attendance and diligent in his/her work and the EMPLOYEE shall devote all his/her working time to the best of his/her knowledge, skills and abilities, exclusively for the benefit of the EMPLOYER and managing his/her team members, if any, efficiently.
5. That the EMPLOYEE shall be entitled to all the benefits and/or amenities as may be available to the employees of his/her class during the period of his/her services with this company or with any other Company/Firm/Concern/ Associates to which his/her services are transferred from time to time.
6. That the EMPLOYEE hereby agrees and undertakes to safeguard and hold in trust any property belonging to the company either intellectual or tangible. The company's product or of things in which the company may be dealing in, or may be contemplating to deal in, and all other papers and documents of whatsoever nature and kind that may have come in possession of the EMPLOYEE while in the employment of the EMPLOYER and not to hand over the same to any unauthorized person or permit the same to be handed over to any unauthorized person.
7. The EMPLOYEE hereby further undertakes to hand over all such papers or belongings said above to Senior Officers/Management whenever called upon to do so and the EMPLOYEE further agrees not to make copies of or to take extracts from any papers, documents etc., belonging to Company for any purpose other than those of the employment in the Company and further agrees not to carry any such paper, document or copies of extracts outside the premises of the Company and the EMPLOYEE further agrees to deliver all such papers, documents etc., in his/her possession to his/her Senior Officers whenever called upon to do so and it shall not be competent for the EMPLOYEE in such an eventuality to withhold any papers or documents of whatsoever nature on the ground that they relate to his/her employment directly or indirectly.
8. That in the event of the EMPLOYEE making any discovery or invention relating to the service, developments or processing of any service that may have been undertaken to be provided by the EMPLOYER or to be experimented on, the same be the property of the EMPLOYER, and in the event of the EMPLOYER deciding to apply for any patent

Name:

Signature:

Date:



or registered trademark in connection therewith, the EMPLOYEE shall join the EMPLOYER in all applications to the authorities concerned for obtaining and getting vested such patent rights and/or trademark rights in the name and in favour of the EMPLOYER exclusively.

9. That during his/her employment with the EMPLOYER and/or on leaving the services through resignation, termination or in any manner whatsoever, EMPLOYEE shall not directly or indirectly be interested in any business, trade or profession similar to the EMPLOYER and will not accept any employment with companies providing and/or proposed to provide similar services.
10. The EMPLOYEE shall at all times keep indemnified the EMPLOYER against all losses, causes, damages & expenses which he may pay or sustain by reason of taking the said EMPLOYEE for employment by reason of any act, mismanagement, neglect or default of the EMPLOYEE or the EMPLOYEE leaving the employment before the minimum period of service undertaken to be served by the EMPLOYEE.
11. That if the Employee tenders his/her resignation during the period of probation then the same will be accepted, effective immediately. This will be subject to the Employee forgoing his/her Full and Final settlement and relieving documents. In addition the Employee also agrees that if he/she tenders his/her resignation within the period of Probation, then he/she will also be liable to pay the one month extra salary as the Company has invested in the infrastructure and training for the Employee during probation. An employee resigning before completing 6 months of services will not be eligible for any documents like relieving letter or pay slips.
12. The Employee shall indemnify the EMPLOYER in the case of leaving the employment before completion of the said Employment period, with a sum ranging anywhere from a minimum of Rs.2,00,000/- for junior to Mid-levels and up to Rs.5,00,000/- for Management levels.
13. That the EMPLOYEE hereby expressly agrees and undertakes that he shall not at any time during the period of his/her employment and for a period of 2 (two) years after the relieving / termination of the employment, for any reason whatsoever including through resignation, etc., undertake or carry on either alone or in partnership or in collaboration, nor to be employed directly or indirectly in any capacity whatsoever in Union of India in any Company which is of the same kind and nature as to the business carried on by this EMPLOYER or any of its associate Companies/Firms/Concerns to which his/her services may be transferred...etc., in any form or manner whatsoever whether as advisor or as employee or in any other capacity or manner whatsoever.

Name: _____

Signature: _____

Date: _____



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14. The employee understands that he/she will not be eligible for the last month salary during notice period which will go on hold and would be released as an F&F settlement within 60-90 working days of getting relieved.
15. The employee is not eligible for any part time work while working in this company nor will be sharing any information about the company's infrastructure or future endeavors which may result in serious jeopardy.
16. If the employee's behavior is found unprofessional or not up to the mark the company has the right to terminate the services of the employee without notifying him/her.
17. Your appointment takes effect from the day you join the company to render your services.
18. Your offer has been made based on the information furnished by you during the interview. You need to produce corroborative evidences after joining the organization within a week's time. The referral check will also be conducted by the company on your educational qualifications, previous employment experience, letters, salary slips, Bank statement etc. At any given point of time, if it is found that any information provided by you is false, the documents which are submitted is fabricated or not genuine and authenticated, then the package provided in this offer letter may differ or the company may terminate your services without any salary or F&F settlement for the period your have served the organization.
19. You are expected to discharge the duties entrusted to you with loyalty, sincerity and diligence, and you shall not directly or indirectly be connected with, concerned in or employed in any other business whatsoever.
20. You are liable to be transferred to any place of business of the company in the same grade and emoluments in India or abroad until and unless the company mutually decides to restructure your salary package and career progression.
21. You will be governed by the rules of the company as applicable to all other employees and also other orders/instructions issued from time to time.
22. Your salary shall be revised in line with the company's policy from time to time. The compensation progression and the future prospects in the company shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, good conduct and other such relevant factors and the company's performance. Such increase in no case shall be automatic and/or a matter of right.
23. You will be entitled for casual/sick leaves as per decision by management in the company. You shall not be entitled to any allowances, incentives or extra benefits during the

Name:

Signature:

Date:



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probation period. If for any reason you are not in attendance for your duties without prior permission in writing or mail; your employment can be terminated depending on the decision taken by the management.

24. If you abstain yourself without intimation of leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice, unless you give an explanation to the satisfaction of the management regarding your absence.
25. In accepting our conditional offer letter for employment, you certify your understanding that your employment will be confirmed only once:
 1. You clear your certification after training.
 2. Have a satisfactory performance for a period of 3 months.
26. All the legal laws applicable to employees like Profession Tax, Income Tax etc. will be applicable to you.
27. You may be selected, sponsored or asked to attend by the company for familiarization/training assignments with our in-house, technical collaborators or any other institution/organization in India or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the company subject to agreements to be drawn up and signed by the company. And you specifying minimum number of years you will serve the company after such training and providing for payment of liquidated damages by you to the company proportionate to the years of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment.
28. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time.
29. Your age mentioned in the matriculation/ higher secondary certificate will be deemed to be the conclusive proof of your Date of Birth.
30. You will intimate in writing to the management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

Name: _____

Signature: _____

Date: _____



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31. You will hand over the charge of letter of authority or power of attorney issued to you or any property of the company in your possession at the time of cessation of your employment with the company.
32. The present designation is subject to change depending upon work assignments from time to time. Your compensation structure can be restructured at any time protecting the gross cost to the company.
33. You will be responsible for the safekeeping and return in good condition and order of all the properties of the company, which may be in use, custody, care or charge. For the 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 from you and to take such other action as it deems proper in the event of your failure to account for such property to its satisfaction.
34. It is a strict policy of the company to not use any personal mobiles in the office. We also have stringent policy of using the internet and intranet services which would be limited to office operations only and anyone trying to use the same for their personal use will be terminated from their services without any notice and could be legally approached by our divergence department, if we find any proofs that you have tried to copy or malign the company's work for yourself or for any competitors.
35. All the property of the company shall be used only for the purpose of the company and its functions and shall not be used for any personal or individual benefit or purpose.

The Company will not recognize any verbal request or verbal approval by whomsoever. No exception to this condition will be entertained under any circumstance whatsoever.

If any of the documents provided before or after joining the company are found to be fraud/not genuine, the company reserves the right to terminate the employee without any F & F and proceed with legal action. The employee will not reveal her/his financial package to anyone and it's their liability to keep it confidential.

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

Name:

Signature:

Date:

MSN 



Guda Varsha
Emp. ID: 47908

Department : QC

Blood Group : O-



Authorized Signatory

MSN



Julluri Sumana Sri
Emp. ID: 47914

Department: QA

Blood Group: O+

Authorized Signatory

MSN Laboratories Private Limited

MSN House, Plot No. C-24,

Sanath Nagar Industrial Estate, Sanath Nagar,

Hyderabad, Telangana, Pincode: 500 018, India

CIN: U24239TG2003PTC041583

Phone: +91-40-30438600 Fax: +91-40-30438798

May 30, 2024

Ms. Julluri Sumana Sri

Vishnu Institute Of Pharmaceutical Education And Research

H.No. 3-19

Narsapur

Medak

Dear Ms. Julluri Sumana Sri,

Sub: Provisional Offer and Appointment Letter

This has reference to your application and the subsequent Campus interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

1. Designation:

You will be designated as "Junior Executive-Trainee", Grade "G01" Quality Function Department based at MSN Laboratories Private Limited-Hyderabad based Location.

Please note that this is a Provisional Offer and Appointment Letter. Your appointment is subject to your successful completion of B Pharmacy.

You are hereby advised to submit provisional certificate indicating completion of graduation in First Division within two months from date of joining failing which your service with us will be discontinued without any further notice. You are also required to submit medical fitness for which you need to undergo Medical Examination at company's Designated Medical Center.

2. Remuneration:

Detailed compensation structure as Total Cost to Company Rs. 230000/- is mentioned in the Annexure-I.

3. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Updated / Latest E-Aadhaar Card of self and dependent family members
- d. PAN Card
- e. Passport / Driving License
- f. A cancelled cheque leaf of active bank account

Sd/- (Signature)

Page 1 of 2

Name: Jalluri Samana Sri

g. Medical Certificate with Reports

4. Terms & Conditions:

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. You need to join us on or before **July 01, 2024**, failing which this offer and Appointment Letter stands withdrawn.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance, by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Ms. Contact No. 040-30438787 Email ID: jyothi.korra@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,

For MSN Laboratories Private Limited

R Srikanth

Signature of R Srikanth

R Srikanth
Senior General Manager - HR

Name: Iuluri Sumana Sri

Annexure-II
TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 01, 2024**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - based on Hyderabad Location**. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **November 02, 2002** by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated Date of Birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training period for 12 Months, and same may extended at the discretion of the management by such further period not exceeding six months. During the period of training including any extend period, this contract of employment is terminable by either party with a notice period of 90 days
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.
8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.

Richard Jackson

Annexure-I

Ms. Julluri Sumana Sri
Designation: Junior Executive-Trainee
Grade : G01
Department: Quality Function

TOTAL COST TO COMPANY

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
A. Monthly Salary			
Basic Pay	12000	144000	Monthly
House Rent Allowance	3791	45489	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
A - Monthly Gross Total	16491	197889	
B. Annual Benefits			
Leave Travel Allowance	0	0	Annual
B - Annual Benefits Total	0	0	
C. Statutory Benefits			
PF (Employer Contribution)	1440	17280	Monthly
ESI (Employer Contribution)	536	6431	Monthly
Bonus / Ex-gratia	700	8400	Annual
C - Statutory Benefits Total	2676	32111	
D. Fixed Total Cost to Company (A+B+C)	19167	230000	
E. Gratuity (As per the Gratuity Act, 1972)	577	6926	
Total Cost to Company (D+E)	19744	236926	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. Coverage under Group Mediclaim Policy (Self & Dependents - Spouse, Parents and 2 Children)

For MSN Laboratories Private Limited

R Srikanth

R Srikanth
Senior General Manager - HR

9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years' subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. This contract of employment after confirmation of your training period is terminable with or without reason by either giving three months' notice in writing. The company reserves the right to pay or recover pay-off in lieu of notice period. Further the company may at its discretion, relieve you on such date as it may deem fit even prior to the expiry of the notice period.

Sudhanta Rajamallu

Name: Julluri Sumana Sri

15. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.
16. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
17. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
18. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
19. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.

Sobhanth Kichanolla

Acknowledgement for the Acceptance of the Offer and Appointment Letter

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on 01-JULY-2024

Signature: J. Sumana

Date: 25/06/2024

MSNO



Kalali Chandana
Emp. ID: 47954

Department: QC
Blood Group: AB+

[Signature]
Authorized Signatory

May 30, 2024

Ms.kalali Chandana

Vishnu Institute Of Pharmaceutical Education And Research

H.No: 1-16

Choutur

Sangareddy

Dear Ms..kalali Chandana,

Sub: Provisional Offer and Appointment Letter

This has reference to your application and the subsequent Campus interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

1. Designation:

You will be designated as "**Junior Executive-Trainee**", Grade "**G01**" **Quality Function** Department based at **MSN Laboratories Private Limited-Hyderabad** based Location.

Please note that this is a Provisional Offer and Appointment Letter. Your appointment is subject to your successful completion of **B Pharmacy**.

You are hereby advised to submit provisional certificate indicating completion of graduation in First Division within two months from date of joining failing which your service with us will be discontinued without any further notice. You are also required to submit medical fitness for which you need to undergo Medical Examination at company's Designated Medical Center.

2. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs. 230000/-** is mentioned in the Annexure-I.

3. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- All Educational Certificates and any other Certificates related to specific Training and Skills
- Updated / Latest E-Aadhaar Card of self and dependent family members
- PAN Card
- Passport / Driving License
- A cancelled cheque leaf of active bank account

Sudhanti Rachamalla

Page 1 of 2

Name: kalali Chandana

- g. Medical Certificate with Reports

4. Terms & Conditions:

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. You need to join us on or before **July 01, 2024**, failing which this offer and Appointment Letter stands withdrawn.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance, by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Ms. Contact No. 040-30438787 Email ID: [jyothi.korra@msnlabs.com](mailto: jyothi.korra@msnlabs.com) for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,
For MSN Laboratories Private Limited

Srikanth Rachamalla

R Srikanth
Senior General Manager - HR

Annexure-I

Ms..kalali Chandana
Designation: Junior Executive-Trainee
Grade : G01
Department: Quality Function

TOTAL COST TO COMPANY

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
A. Monthly Salary			
Basic Pay	12000	144000	Monthly
House Rent Allowance	3791	45489	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
A - Monthly Gross Total	16491	197889	
B. Annual Benefits			
Leave Travel Allowance	0	0	Annual
B - Annual Benefits Total	0	0	
C. Statutory Benefits			
PF (Employer Contribution)	1440	17280	Monthly
ESI (Employer Contribution)	536	6431	Monthly
Bonus / Ex-gratia	700	8400	Annual
C - Statutory Benefits Total	2676	32111	
D. Fixed Total Cost to Company (A+B+C)	19167	230000	
E. Gratuity (As per the Gratuity Act, 1972)	577	6926	
Total Cost to Company (D+E)	19744	236926	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. Coverage under Group Mediclaim Policy (Self & Dependents - Spouse, Parents and 2 Children)

For MSN Laboratories Private Limited

R Srikanth

R Srikanth
Senior General Manager - HR

Name: kalali Chandana

Annexure- II
TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 01, 2024**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - based on Hyderabad Location**. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **April 04, 2002** by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated Date of Birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training period for 12 Months, and same may extended at the discretion of the management by such further period not exceeding six months. During the period of training including any extend period, this contract of employment is terminable by either party with a notice period of 90 days
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.
8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.

Sudhanta R. Ghosh

Name: kalali Chandana

9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years' subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. This contract of employment after confirmation of your training period is terminable with or without reason by either giving three months' notice in writing. The company reserves the right to pay or recover pay-off in lieu of notice period. Further the company may at its discretion, relieve you on such date as it may deem fit even prior to the expiry of the notice period.

Shankar Rautamallu

Name: kalali Chandana

15. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.
16. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
17. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
18. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
19. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.

Shravanth Rachamalla

Signature

Acknowledgement for the Acceptance of the Offer and Appointment Letter

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

Signature:

Date:

Sub: Offer of Employment

MR./MS. K Tharun

21-12-2024

Siddipet, TG, India

Mobile: 8897423074

Email: kothakummaritharun@gmail.com

Dear Mr. K Tharun

This is with reference to your application and subsequent discussion, you had with us, we are pleased to offer you the position of **Jr. Officer in QC**.

Your place of work will initially be at **M/s HETERO LABS LIMITED, Jadcherla, UNIT-V**.

1. This offer is valid till **24-12-2024** and you should report for joining on or before **24-12-2024**.
2. You will report to Manager or any other officer authorized by the company, with regard to your day-to-day activities from time to time..
3. If there are any changes in the conditions of your service, the same will be notified to you.
4. You will be entitled to the gross salary as discussed and agreed upon mutually.
5. You will be on probation for a period of six months from the date of your joining.
6. You are required to sign a confidentiality and non-disclosure agreement on your joining.
7. Your appointment order indicating terms and conditions of your employment will be issued to you at the time of your joining.
8. Upon receipt of the offer, you are required to undergo medical checkup at the company authorized diagnostic centers.
9. This offer is valid only, subject to condition that you are medically declared fit

Dharma Workforce Services

3rd floor, Rama Enclave, IDA Bollaram Road, JP Nagar X Road, Miyapur, Hyderabad-49

Website - www.dharmaworkforce.com

Email id- hr@dharmaworkforce.com

Please ensure to bring the following documents / certificates etc., at the time of your joining.

1. Copy of your offer letter.
2. Employee Information sheet duly filled in.
3. Physical fitness certificate from a civil surgeon.
4. Copies of educational certificates and mark sheets.
5. Four passport size color photographs.
6. Proof of age: Birth certificate or 10th class certificate giving date of birth.
7. Latest pay slip and relieving letter from your previous employer, Copy of your PAN card and AADHAR card. If you fail to produce PAN and Aadhar card, you will not be permitted to join
8. PF declaration form duly filled in.
9. Copy of Form 16 issued by your present employer if you are assessed to IT.
10. Please note that you are expected to keep the salary details strictly confidential and note to share the same with anyone.
11. We look forward to your acceptance of this offer and joining our organization

We welcome you to **HETERO**

With best wishes,

For Dharma Workforce Services


AUTHORISED SIGNATORY

Offer Acceptance:

I received offer letter dated _____ for the position _____ in _____
and I hereby accept the terms and conditions set out in the offer letter. I further confirm that I
will be joining on or before _____

Dharma Workforce Services

3rd floor, Rama Enclave, IDA Bollaram Road, JP Nagar X Road, Miyapur, Hyderabad-49

Website - www.dharmaworkforce.com

Email id- hr@dharmaworkforce.com

Salary Structure

Name	K Tharun	
Business Unit	Unit V	
Department	QC	
Designation	Jr Officer	
Components		
Basic	8,400	1,00,800
HRA	5,600	67,200
Washing Allowance	400	4,800
Statutory Bonus	1400	16,800
Gross	15,800	1,89,600
Variable Benefits ***		
Attendance Allowance	1,500	18,000
Production Allowance	-	-
Night Shift Allowance	2,000	24,000
Local Stay	-	-
Other Allowance	-	-
Total Variable Benefits	3,500	42,000
Statutory Deductions		
PF Employee	1,008	12,096
ESI Employee	116	1,392
Prof. Tax	150	1,800
Total Deductions	1,274	15,288
Net	18,026	2,16,312
Total CTC (Incl. Variable Benefits)	19,300	2,31,600
Annual Benefits		
Employer PF	1,008	12,096
Employer ESI	501	6,012
Retention Bonus **	2,500	30,000
Total	4,009	48,108
Social Security Benefits		
Gratuity	405	4,860
Total CTC (Incl. Variable Benefits & Other Benefits)	23,714	2,84,568
**** Eligibility Guidelines		
**Attendance Allowance: Should not take any Leave. If availed 01 leaves, allowance will be paid Rs.1000 instead of Rs.1500 (As per Company Policies)		
**Production Allowance: Maximum of 2 Leaves can be allowed and "G Shift" should not exceed 8 in a month		
**Night Shift Allowance: Employees with 4 -7 Night shifts are eligible for Rs1000 & Rs.2000 for employees worked 8 & above Night Shifts		
Note: In the case of LOP, above all 3 allowances will be "ZERO."		
** Retention Bonus: Retention Bonus will be paid upon completion of 1st Year, 2nd Year & 3rd Year		
Retention Bonus will be paid upon completion of 1st Year, 2nd Year & 3rd Year		
** Gratuity: As per Payment of Gratuity Act, 1972		
Group Med-claim: 1 +5 Family floater policy with a coverage of 1 Lakh Sum insured		
Group Accident Policy coverage of Rs. 25 Lakhs		
Group Term Life Insurance Policy coverage of Rs. 25 Lakhs		

Date:

Signature of the Candidate

Dharma Workforce Services

3rd floor, Rama Enclave, IDA Bollaram Road, JP Nagar X Road, Miyapur, Hyderabad-49

Website -www.dharmaworkforce.com

Email id- hr@dharmaworkforce.com

Pre- Medical Checkup form

Address:

Sindhu Hospital campus,

Hitec-city,

Hyderabad,

Telangana-500084

Timings: 9am to 4pm

HETERO CORPORATE

HETERO NEXITY, Tower No:30, Floor

No:09, Rayadurg, Hitech City,

Behind: ITC Kohinoor Hotel

Hyderabad – 500081

Timings: 9.00 AM before Breakfast (Sunday Holiday)

Sir,

Sub: Authorization letter for conducting required medical tests — Reg.

We have issued offer letter to Mr./Ms./ Smt. **K Tharun** as **Jr Officer in QC**
Located at **M/s HETERO LABS LIMITED, Jadcherla, UNIT-V.**

He / She is expected to join us on or before **24-12-2024.**

Mr./Ms. _____.

As a part of joining formalities, he/she is required to submit necessary medical reports at the time of joining. In this regard, pl. carryout necessary medical tests (applicable to the unit) to the bearer of this letter and give his/her medical reports directly to the candidate or email to us at the earliest.

Regards,

M. S. Srinivas
Dharma Workforce Services

3rd floor, Rama Enclave, IDA Bollaram Road,

JP Nagar X Road ,Miyapur ,Hyderabad-49

Dharma Workforce Services

3rd floor, Rama Enclave, IDA Bollaram Road, JP Nagar X Road ,Miyapur ,Hyderabad-49

Website - www.dharmaworkforce.com

Email id- hr@dharmaworkforce.com

Please find the enclosed Medical Test Form and we request you to go to the nearest Medical Lab for Medical Test. Addresses are mentioned in the enclosed Medical Form.

Please get your Medical Test done and come to **Jadcherla Unit V** further joining formalities.

Please bring the following documents while coming to **Jadcherla Unit V**

1. Copy of ID Proof/Copy of Address Proof/Aadhar Card Copy
2. Original Educational Documents (10th Inter, Diploma/Degree, PG) along with one Xerox set.
3. Latest Resume
4. Experience Documents — Copy, if any.
5. Passport size Photograph
6. Bank Account Passbook 1st Page copy
7. Aadhar Card Xerox copies of your family members to whom you want to enroll in the ESI.
8. Previous ESI Card & P.F. I-JAN Number Xerox Copy, if any.
9. Please bring your medical test reports if it is provided by the lab or usually the lab will share your reports directly to the concern units.

If you need and clarification or any additional information, please feel free to contact undersigned.

Regards,

N. S. S. S.

Dharma Workforce Services

3rd floor, Rama Enclave, IDA Bollaram Road,
JP Nagar X Road ,Miyapur ,Hyderabad-49

Dharma Workforce Services

3rd floor, Rama Enclave, IDA Bollaram Road, JP Nagar X Road ,Miyapur ,Hyderabad-49

Website - www.dharmaworkforce.com

Email id- hr@dharmaworkforce.com

MSN □



Nagarapu Sravya
Emp. ID: 47902

Department : QC

Blood Group: A+

A handwritten signature in dark ink, appearing to be 'D. S. S.', is written over the 'Authorized Signatory' text.

Authorized Signatory

MSN

MSN Laboratories Private Limited

MSN House, Plot No: C-24,

Sanath Nagar Industrial Estate, Sanath Nagar,

Hyderabad, Telangana, Pincode: 500 018, India.

CIN: U24239TG2003PTC041583

Phone: +91-40-30438600 Fax: +91-40-30438798

May 30, 2024

Ms.Nagarapu Sravya

Vishnu Insitute Of Pharmaceutical Education And Research

H.No:6-65/1

Patancheru

Sangareddy

Dear Ms..Nagarapu Sravya,

Sub: Provisional Offer and Appointment Letter

This has reference to your application and the subsequent Campus interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

1. Designation:

You will be designated as **"Junior Executive-Trainee"**, Grade **"G01"** Quality Function Department based at **MSN Laboratories Private Limited-Hyderabad** based Location.

Please note that this is a Provisional Offer and Appointment Letter. Your appointment is subject to your successful completion of **B Pharmacy**.

You are hereby advised to submit provisional certificate indicating completion of graduation in First Division within two months from date of joining failing which your service with us will be discontinued without any further notice. You are also required to submit medical fitness for which you need to undergo Medical Examination at company's Designated Medical Center.

2. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs. 230000/-** is mentioned in the Annexure-I.

3. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- All Educational Certificates and any other Certificates related to specific Training and Skills
- Updated / Latest E-Aadhaar Card of self and dependent family members
- PAN Card
- Passport / Driving License
- A cancelled cheque leaf of active bank account

Srinanth Rachimalla

Page 1 of 2

Name: Nagarapu Sravya

- g. Medical Certificate with Reports

4. Terms & Conditions:

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. You need to join us on or before **July 01, 2024**, failing which this offer and Appointment Letter stands withdrawn.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance, by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Ms. Contact No. 040-30438787 Email ID: jyothi.korra@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,

For MSN Laboratories Private Limited

Srikanth Raghavamallu

box

R Srikanth

Senior General Manager - HR

Annexure-I

Ms..Nagarapu Sravya
Designation: Junior Executive-Trainee
Grade : G01
Department: Quality Function

TOTAL COST TO COMPANY

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
A. Monthly Salary			
Basic Pay	12000	144000	Monthly
House Rent Allowance	3791	45489	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
A - Monthly Gross Total	16491	197889	
B. Annual Benefits			
Leave Travel Allowance	0	0	Annual
B - Annual Benefits Total	0	0	
C. Statutory Benefits			
PF (Employer Contribution)	1440	17280	Monthly
ESI (Employer Contribution)	536	6431	Monthly
Bonus / Ex-gratia	700	8400	Annual
C - Statutory Benefits Total	2676	32111	
D. Fixed Total Cost to Company (A+B+C)	19167	230000	
E. Gratuity (As per the Gratuity Act, 1972)	577	6926	
Total Cost to Company (D+E)	19744	236926	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. Coverage under Group Mediclaim Policy (Self & Dependents - Spouse, Parents and 2 Children)

For MSN Laboratories Private Limited

R Srikanth

box

R Srikanth
Senior General Manager - HR

Name: Nagarapu Sravya

Annexure- II
TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 01, 2024**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - based on Hyderabad Location**. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **February 11, 2003** by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated Date of Birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training period for 12 Months, and same may extended at the discretion of the management by such further period not exceeding six months. During the period of training including any extend period, this contract of employment is terminable by either party with a notice period of 90 days
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.
8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.

Sravya Nagarapu

Name: Nagarapu Sravya

9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years' subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. This contract of employment after confirmation of your training period is terminable with or without reason by either giving three months' notice in writing. The company reserves the right to pay or recover pay-off in lieu of notice period. Further the company may at its discretion, relieve you on such date as it may deem fit even prior to the expiry of the notice period.

Srikanth Reddy

Name: Nagarapu Sravya

15. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.
16. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
17. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
18. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
19. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.

Sruthi R. Rachamalla

for/

Acknowledgement for the Acceptance of the Offer and Appointment Letter

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

Signature:

Date:

9:32

◀ Mail



Hyderabad, Telanga
CIN:U24239TG200
Phone:-91-40-30438

22-11-2024

Yeshwanth Nandala
12-69
Telangana Medak 502334
+91 9553008641

Dear Yeshwanth Nandala,

Sub: Offer and Appointment Letter

This has reference to your application and the subsequent interview you had pleased to offer you an employment with the following Terms & Conditions:

1. Designation:

As part of this employment, you will be designated as **Junior Executive-Train** in **Quality Control Department** based at **MSN Life Sciences Pvt. Ltd- (Hyderabad, Telangana, India Location.**

2. Remuneration:

Detailed Annual compensation structure as Total Cost to Company Rs. mentioned in the Annexure-I.

3. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-fa photograph - 1 nos. each.
- b. All Educational Certificates and any other Certificates related to special Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement Updated / Latest E - Aadhaar Card dependent family members
- e. PAN Card
- f. Passport / Driving License
- g. A cancelled cheque leaf of active bank account
- h. Medical Certificate with Reports

4. Medical Fitness:

This Offer and Appointment is subject to your medical fitness, for which you need Medical Examination at Company's Designated Medical Center as per Annexure

Company Name: MSN Life Sciences Pvt. Ltd. | Address: Medak, Hyderabad, Telangana

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SCIENTIFIC EREVNA



P. Sathvika
Program Co-ordinator

Employee Code : SB204

Blood Group : O +ve

Emergency Contact : 9866025167



K. Anuja

Authorized Signature



SCIENTIFIC EREVNA PVT LTD

Sri Sai Towers, 3rd Floor, C9VM+23P, Vittal Rao Nagar, HITEC City, Hyderabad,
Telangana-500081, CIN: U72900TG2019PTC131375, Ph: 9515406385

Offer cum Appointment Letter

Date: 29th June, 2024

Dear Mr./Ms. Pabba Sathvika,

Based on your performance in the recent interview, it gives us great pleasure to offer you the post of **Program Coordinator** in our company. Scientific Erevna Pvt Ltd. with the registered office at Hyderabad-500081, Telangana.

You will be reporting to Office branch, located at **C9VM+23P Sri Sai Towers, near Quiescent Heights, Vittal Rao Nagar, HITEC City, Hyderabad, Telangana 500081**

Your Date of Joining will be **15th July, 2024** and you will be on a probation period of 3 months. You will be reporting to office by 11.00 AM.

As discussed/agreed during the course of the interview, the post shall carry an Annual Cost to the Company (CTC)* of Rs. 2, 40,528/- (Rupees Two lakh Forty Thousand Five Hundred Twenty Eight Only).

However, please note that this offer is subject to the detailed terms and conditions in the final appointment letter, which will be issued on the date of confirmation.

* The above CTC is subject to deductions of EPF & ESI, both contributions, Professional Tax, Income Tax, Variable, Gratuity pay, etc...

The details of the breakup are furnished along with this offer cum appointment letter as Annexure-I.

At the time of joining, you are required to submit the copies of certificates as per the following list.

1. All Academic Qualification Certificates along with SSC original
2. Identity Proof (Passport, Pan, Voter, Driving License) Two copies of each.
3. 5 color Passport size photos
4. Residence Proof of Permanent Native Place
5. Updated Resume.
6. Offer Letter hard copy

Name:

Signature:

Date:



SCIENTIFIC EREVNA PVT LTD

Sri Sai Towers, 3rd Floor, C9VM+23P, Vittal Rao Nagar, HITEC City, Hyderabad,
Telangana-500081, CIN: U72900TG2019PTC131375, Ph: 9515406385

Your offer has been made based on the information furnished by you. You need to submit the related support documents after your joining. Signature and Address proof should be submitted at the time of joining. If you fail to produce Address proof and Signature Proof before the first payroll of your joining, your salary will not be generated, and your account will be suspended at the end of the month.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Sincerely,

For Scientific Erevna Pvt Ltd.

I accept the offer as outlined above,

UG		
Annexure-A		
Cost to Company		
Name of the Applicant	Pabba Sathvika	
Salary Breakup	Monthly	Yearly
Basic Salary	6,200	74,400
House Rent Allowance	2,480	29,760
Conveyance Allowance	930	11,160
Medical Allowance	930	11,160
Special Allowance	5,354	64,248
Gross Salary	15,894	1,90,728

Name:

Signature:

Date:



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Sri Sai Towers, 3rd Floor, C9VM+23P, Vittal Rao Nagar, HITEC City, Hyderabad,
Telangana-500081, CIN: U72900TG2019PTC131375, Ph: 9515406385

Less Deductions	Monthly	Yearly
*PF (Employee Contribution)	744	8,928
*Professional Tax	150	1,800
Total deductions	894	10728
Net Salary (Gross Salary-Less)	15,000	1,80,000
Add Employer Contributions	Monthly	Yearly
* PF (Employer contribution)	744	8,928
**Variable Pay	2,500	30,000
**Gratuity	1,800	21,600
Cost to Company (Gross+Add)	20,044	2,40,528

* This is subject to deductions of employee's & employer's contribution to PF & ESI, TDS, Professional Tax and other Statutory Deductions as applicable under law of the land

**Variable Allowance is linked to performance and will be paid as per the discussion at the time of hiring or appraisal.

Terms and Conditions

1. The EMPLOYEE shall faithfully discharge his/her duties as Program Coordinator (Designation) and hereby agrees and undertakes to remain in continuous service and be employed with the EMPLOYER/its concerns/associates to which the EMPLOYEE's services may be transferred by the EMPLOYER during his/her Employment period in consonance with the other terms and conditions mentioned.
2. That the EMPLOYEE shall devote his/her whole time attention and abilities to the business and affairs of the EMPLOYER and apply his/her full knowledge, skills, experience in discharging his/her daily duties and managing and guiding his/her team members, update latest changes, inventions and market practices in this field to the Senior Officers / Management on timely basis etc. during the term of his/her employment. EMPLOYEE shall carry out and obey all orders, directions and instructions of the

Name:

Signature:

Date:



EMPLOYER and shall conduct himself honestly, faithfully and diligently at all times and shall not be guilty of any negligence, misconduct or misbehavior or shall not abuse the powers/authorities/responsibilities given to him/her and shall not commit any breach of this arrangement.

3. Subject to successful completion of probation to the satisfaction of the EMPLOYER, the EMPLOYEE will be absorbed into a suitable position as decided by the EMPLOYER. On the other hand, at any point of time during the Probation period, if the EMPLOYEE does not show the expected performance, applies his/her knowledge, skills and experience or remains absent without prior permission or misbehaves or abuses the powers/ authorities/ responsibilities given to him/her, his/her services can be terminated immediately.
4. That during the period of his/her employment, the EMPLOYEE shall be punctual in attendance and diligent in his/her work and the EMPLOYEE shall devote all his/her working time to the best of his/her knowledge, skills and abilities, exclusively for the benefit of the EMPLOYER and managing his/her team members, if any, efficiently.
5. That the EMPLOYEE shall be entitled to all the benefits and/or amenities as may be available to the employees of his/her class during the period of his/her services with this company or with any other Company/Firm/Concern/ Associates to which his/her services are transferred from time to time.
6. That the EMPLOYEE hereby agrees and undertakes to safeguard and hold in trust any property belonging to the company either intellectual or tangible. The company's product or of things in which the company may be dealing in, or may be contemplating to deal in, and all other papers and documents of whatsoever nature and kind that may have come in possession of the EMPLOYEE while in the employment of the EMPLOYER and not to hand over the same to any unauthorized person or permit the same to be handed over to any unauthorized person.
7. The EMPLOYEE hereby further undertakes to hand over all such papers or belongings said above to Senior Officers/Management whenever called upon to do so and the EMPLOYEE further agrees not to make copies of or to take extracts from any papers, documents etc., belonging to Company for any purpose other than those of the employment in the Company and further agrees not to carry any such paper, document or copies of extracts outside the premises of the Company and the EMPLOYEE further agrees to deliver all such papers, documents etc., in his/her possession to his/her Senior Officers whenever called upon to do so and it shall not be competent for the EMPLOYEE in such an eventuality

Name:

Signature:

Date:



to withhold any papers or documents of whatsoever nature on the ground that they relate to his/her employment directly or indirectly.

8. That in the event of the EMPLOYEE making any discovery or invention relating to the service, developments or processing of any service that may have been undertaken to be provided by the EMPLOYER or to be experimented on, the same be the property of the EMPLOYER, and in the event of the EMPLOYER deciding to apply for any patent or registered trademark in connection therewith, the EMPLOYEE shall join the EMPLOYER in all applications to the authorities concerned for obtaining and getting vested such patent rights and/or trademark rights in the name and in favour of the EMPLOYER exclusively.
9. That during his/her employment with the EMPLOYER and/or on leaving the services through resignation, termination or in any manner whatsoever, EMPLOYEE shall not directly or indirectly be interested in any business, trade or profession similar to the EMPLOYER and will not accept any employment with companies providing and/or proposed to provide similar services.
10. The EMPLOYEE shall at all times keep indemnified the EMPLOYER against all losses, causes, damages & expenses which he may pay or sustain by reason of taking the said EMPLOYEE for employment by reason of any act, mismanagement, neglect or default of the EMPLOYEE or the EMPLOYEE leaving the employment before the minimum period of service undertaken to be served by the EMPLOYEE.
11. That if the Employee tenders his/her resignation during the period of probation then the same will be accepted, effective immediately. This will be subject to the Employee forgoing his/her Full and Final settlement and relieving documents. In addition the Employee also agrees that if he/she tenders his/her resignation within the period of Probation, then he/she will also be liable to pay the one month extra salary as the Company has invested in the infrastructure and training for the Employee during probation. An employee resigning before completing 6 months of services will not be eligible for any documents like relieving letter or pay slips.
12. The Employee shall indemnify the EMPLOYER in the case of leaving the employment before completion of the said Employment period, with a sum ranging anywhere from a minimum of Rs.2,00,000/- for junior to Mid-levels and up to Rs.5,00,000/- for Management levels.
13. That the EMPLOYEE hereby expressly agrees and undertakes that he shall not at any time during the period of his/her employment and for a period of 2 (two) years after the relieving / termination of the employment, for any reason whatsoever including through

Name:

Signature:

Date:



resignation, etc., undertake or carry on either alone or in partnership or in collaboration, nor to be employed directly or indirectly in any capacity whatsoever in Union of India in any Company which is of the same kind and nature as to the business carried on by this EMPLOYER or any of its associate Companies/Firms/Concerns to which his/her services may be transferred...etc., in any form or manner whatsoever whether as advisor or as employee or in any other capacity or manner whatsoever.

14. The employee understands that he/she will not be eligible for the last month salary during notice period which will go on hold and would be released as an F&F settlement within 60-90 working days of getting relieved.
15. The employee is not eligible for any part time work while working in this company nor will be sharing any information about the company's infrastructure or future endeavors which may result in serious jeopardy.
16. If the employee's behavior is found unprofessional or not up to the mark the company has the right to terminate the services of the employee without notifying him/her.
17. Your appointment takes effect from the day you join the company to render your services.
18. Your offer has been made based on the information furnished by you during the interview. You need to produce corroborative evidences after joining the organization within a week's time. The referral check will also be conducted by the company on your educational qualifications, previous employment experience, letters, salary slips, Bank statement etc. At any given point of time, if it is found that any information provided by you is false, the documents which are submitted is fabricated or not genuine and authenticated, then the package provided in this offer letter may differ or the company may terminate your services without any salary or F&F settlement for the period your have served the organization.
19. You are expected to discharge the duties entrusted to you with loyalty, sincerity and diligence, and you shall not directly or indirectly be connected with, concerned in or employed in any other business whatsoever.
20. You are liable to be transferred to any place of business of the company in the same grade and emoluments in India or abroad until and unless the company mutually decides to restructure your salary package and career progression.
21. You will be governed by the rules of the company as applicable to all other employees and also other orders/instructions issued from time to time.

Name: _____

Signature: _____

Date: _____



22. Your salary shall be revised in line with the company's policy from time to time. The compensation progression and the future prospects in the company shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, good conduct and other such relevant factors and the company's performance. Such increase in no case shall be automatic and/or a matter of right.
23. You will be entitled for casual/sick leaves as per decision by management in the company. You shall not be entitled to any allowances, incentives or extra benefits during the probation period. If for any reason you are not in attendance for your duties without prior permission in writing or mail; your employment can be terminated depending on the decision taken by the management.
24. If you abstain yourself without intimation of leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice, unless you give an explanation to the satisfaction of the management regarding your absence.
25. In accepting our conditional offer letter for employment, you certify your understanding that your employment will be confirmed only once:
 1. You clear your certification after training.
 2. Have a satisfactory performance for a period of 3 months.
26. All the legal laws applicable to employees like Profession Tax, Income Tax etc. will be applicable to you.
27. You may be selected, sponsored or asked to attend by the company for familiarization/training assignments with our in-house, technical collaborators or any other institution/organization in India or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the company subject to agreements to be drawn up and signed by the company. And you specifying minimum number of years you will serve the company after such training and providing for payment of liquidated damages by you to the company proportionate to the years of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment.
28. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time.

Name:

Signature:

Date:



SCIENTIFIC EREVNA PVT LTD

Sri Sai Towers, 3rd Floor, C9VM+23P, Vittal Rao Nagar, HITEC City, Hyderabad,
Telangana-500081, CIN: U72900TG2019PTC131375, Ph: 9515406385

29. Your age mentioned in the matriculation/ higher secondary certificate will be deemed to be the conclusive proof of your Date of Birth.
30. You will intimate in writing to the management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
31. You will hand over the charge of letter of authority or power of attorney issued to you or any property of the company in your possession at the time of cessation of your employment with the company.
32. The present designation is subject to change depending upon work assignments from time to time. Your compensation structure can be restructured at any time protecting the gross cost to the company.
33. You will be responsible for the safekeeping and return in good condition and order of all the properties of the company, which may be in use, custody, care or charge. For the 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 from you and to take such other action as it deems proper in the event of your failure to account for such property to its satisfaction.
34. It is a strict policy of the company to not use any personal mobiles in the office. We also have stringent policy of using the internet and intranet services which would be limited to office operations only and anyone trying to use the same for their personal use will be terminated from their services without any notice and could be legally approached by our divergence department, if we find any proofs that you have tried to copy or malign the company's work for yourself or for any competitors.
35. All the property of the company shall be used only for the purpose of the company and its functions and shall not be used for any personal or individual benefit or purpose.

The Company will not recognize any verbal request or verbal approval by whomsoever. No exception to this condition will be entertained under any circumstance whatsoever.

If any of the documents provided before or after joining the company are found to be fraud/not genuine, the company reserves the right to terminate the employee without any F & F and proceed with legal action. The employee will not reveal her/his financial package to anyone and it's their liability to keep it confidential.

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

Name:

Signature:

Date:

MSNO



Ramavath Sneha Latha
Emp. ID: 47906

Department : QA

Blood Group : A+

A handwritten signature in dark ink, appearing to be 'Sneha Latha', written over a horizontal line.

Authorized Signatory

MSN

MSN Laboratories Private Limited

MSN House, Plot No. C-24,

Sanath Nagar Industrial Estate, Sanath Nagar,

Hyderabad, Telangana, Pincode, 500 618, India

CIN: U24239TG2003PTC041583

Phone: +91-40-30438600 Fax: +91-40-30438798

May 30, 2024

Ms. Ramavath Sneha Latha

Vishnu Institute Of Pharmaceutical Education And Research

H.No: 5-15/1

Thukkaguda

K.V. Rangareddy

Dear Ms. Ramavath Sneha Latha,

Sub: Provisional Offer and Appointment Letter

This has reference to your application and the subsequent Campus interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

1. Designation:

You will be designated as "**Junior Executive-Trainee**", Grade "**G01**" **Quality Function** Department based at **MSN Laboratories Private Limited-Hyderabad** based Location.

Please note that this is a Provisional Offer and Appointment Letter. Your appointment is subject to your successful completion of **B Pharmacy**.

You are hereby advised to submit provisional certificate indicating completion of graduation in First Division within two months from date of joining failing which your service with us will be discontinued without any further notice. You are also required to submit medical fitness for which you need to undergo Medical Examination at company's Designated Medical Center.

2. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs. 230000/-** is mentioned in the Annexure-I.

3. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- All Educational Certificates and any other Certificates related to specific Training and Skills
- Updated / Latest E-Aadhaar Card of self and dependent family members
- PAN Card
- Passport / Driving License
- A cancelled cheque leaf of active bank account

Srinivasa Lakshminarayana

Page 1 of 2

Name: Ramavath Sneha Latha

- g. Medical Certificate with Reports

4. Terms & Conditions:

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. You need to join us on or before **July 01, 2024**, failing which this offer and Appointment Letter stands withdrawn.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance, by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Ms. Contact No. 040-30438787 Email ID: [jyothi.korra@msnlabs.com](mailto: jyothi.korra@msnlabs.com) for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,
For MSN Laboratories Private Limited

R Srikanth

R Srikanth
Senior General Manager - HR

Annexure-I

Ms..Ramavath Sneha Latha
Designation: Junior Executive-Trainee
Grade : G01
Department: Quality Function

TOTAL COST TO COMPANY

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
A. Monthly Salary			
Basic Pay	12000	144000	Monthly
House Rent Allowance	3791	45489	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
A - Monthly Gross Total	16491	197889	
B. Annual Benefits			
Leave Travel Allowance	0	0	Annual
B - Annual Benefits Total	0	0	
C. Statutory Benefits			
PF (Employer Contribution)	1440	17280	Monthly
ESI (Employer Contribution)	536	6431	Monthly
Bonus / Ex-gratia	700	8400	Annual
C - Statutory Benefits Total	2676	32111	
D. Fixed Total Cost to Company (A+B+C)	19167	230000	
E. Gratuity (As per the Gratuity Act, 1972)	577	6926	
Total Cost to Company (D+E)	19744	236926	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. Coverage under Group Mediciam Policy (Self & Dependents - Spouse, Parents and 2 Children)

For MSN Laboratories Private Limited

Srikanth R Srikanth

for

R Srikanth
Senior General Manager - HR

Name: Ramavath Sneha Latha

Annexure- II
TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 01, 2024**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - based on Hyderabad** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **November 12, 2002** by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated Date of Birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training period for 12 Months, and same may extended at the discretion of the management by such further period not exceeding six months. During the period of training including any extend period, this contract of employment is terminable by either party with a notice period of 90 days
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.
8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.

Sneha Ramavath

Name: Ramavath Sneha Latha

9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years' subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. This contract of employment after confirmation of your training period is terminable with or without reason by either giving three months' notice in writing. The company reserves the right to pay or recover pay-off in lieu of notice period. Further the company may at its discretion, relieve you on such date as it may deem fit even prior to the expiry of the notice period.

Sneha Latha

Name: Ramavath Sneha Latha

15. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.
16. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
17. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
18. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
19. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.

Sneha Latha

box 10/10

10/10/2020

Acknowledgement for the Acceptance of the Offer and Appointment Letter

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____.

Signature:

Date:



CorroHealth

www.corrohealth.com



Saniya

Emp Code: CHHYD9069

Issuing Authority

Step High Academy



TUITION CLASSES

Class Nursery – 10th

All Subjects

Special classes for 10th class

Major focus on Maths & Science

Features: -

- All Subjects from 1st to 10th class.
- Special Classes for Maths & Science.
- Chapter wise Discussion.
- Alternative Batches.
- Weekly & Monthly tests.
- Personal Attention.



TIMINGS: -

1st Batch: 5:00 – 7:00 pm

2nd Batch: 7:00 – 9:00pm

Faculty: -

SHRUTHI VERMA

(B. Pharmacy)

❖ Teaching Experience since
2020

CONTACT US TODAY TO LEARN MORE

9182573090

9393080208

21-04-289/f Charmahal petla burj, near Gurudwara (Button Factory)

GeBBS

HEALTHCARE SOLUTIONS

Forward  Thinking

Sunnapu Meghana



Employee ID : 81293
Date of Joining : 28-Oct-2024
Designation : Medical Coder Trainee
Department : Coding
Age : 23 Years
Blood Group : B +
Emergency Contact No. : 9949795199
Signature of Employer &
Issue Date 11/27/2024

GeBBS Health Care Solutions Pvt.Ltd
4th & 5th Floor , Divyasree Trinity Phase 3, Hitech City
Layout, Madhapur, Hyderabad, Telangana 500081
Admin Helpline No.9550842193



Granules India Limited
GAGILLAPUR



Name : Tharaka Bharath

Emp. Code : 12986

Department: Quality Assurance

Blood Group: A+Ve

Issuing Authority



GRANULES

July 30, 2024

**Mr. Tharaka Bharath,
H No:8-166/1, Jeedimetla, Qutubullapur,
Rangareddy, Telangana.**

Dear **Tharaka Bharath,**

This has reference to your application for employment and subsequent interviews you had with us. We are pleased to appoint you as **Technical Trainee in IPQA - Quality Assurance** function in the grade **TT** in our company on the following terms and conditions:

Your total remuneration and other perquisites will be **Rs. 2,40,000/- (Rupees Two Lakh and Forty Thousand only)** per annum (Refer **Annexure** for detailed breakup)

Matters pertaining to your remuneration are treated in strictest of confidence by the company and the same is expected on your part. You shall maintain complete confidentiality in all the information herein disclosed to you. Any inconsistent action by you involving a disclosure of these details will attract strict disciplinary action.

At present you will be posted at our **Gagillapur**. However, your services are liable to be transferred to any other department, to any shift, work sites, offices, branches, factories associates or group companies anywhere in India/outside India depending upon the exigencies of work.

Your appointment is subject to your being found physically fit which need to be certified by a Registered Medical Officer. Your date of birth as per your application for appointment is **September 01, 2002** and the same is hereby confirmed.

We request you to join the organization at the earliest, however not later than **August 01, 2024**. Please carry the below mentioned original documents for verification and submit the photocopies.

- a) Proof of date of birth / SSLC / HSC certificate stating date of birth
- b) Educational Qualifications
- c) Relieving and Experience letter from the previous employer/s
- d) Aadhaar card and PAN Card (**mandatory**)(**Name and DOB should be as in SSC Certificate**)
- e) Passport / Voter card / Driving License / Ration Card
- f) Four copies of your recent Identity card size and one copy of stamp size color photograph
- g) Form – 16 of last two financial years from previous employer (if applicable)

Please contact the HR Department at 09:30 hrs on the date of joining at Granules India Ltd., Gagillapur Village, Dundigal-Gandimaisamma Mandal, Madchal-Malkajgiri District – 500 043 to complete the joining formalities.

Please sign the duplicate copy of this letter as an acceptance of the terms contained herein and confirm the date by which you will be joining the organization latest by **July 31, 2024** after which the offer will stand withdrawn.

We look forward to having long-term association with you.

With best wishes

For **GRANULES INDIA LIMITED**

B. Prabhakar Reddy
Associate Vice President– HR & Admn



SERVICE CONDITIONS FOR EMPLOYEES IN STAFF AND EXECUTIVE GRADES

INTRODUCTION AND SCOPE

The Service Conditions are intended to give a clear understanding of the conditions and regulations of employment at Granules India Ltd., and its group companies. Some parts of this annexure are descriptions of standards and expectations and are intended to guide employees. Other parts are rules and regulations governing the employment in the Company. In the spirit of continuous improvement, the service conditions may be modified at any time. In this event, all concerned employees will be communicated about the same from time to time.

EMPLOYMENT STATUS

You will be on **Probation** for a period of **One Year** from the date of your joining duties, which may extend, depending upon your performance, conduct, attendance etc., During the Probation period, if your performance is found to be not satisfactory, your services are liable for termination without assigning any reasons whatsoever.

LEAVES AND HOLIDAYS

All employees are eligible to avail leave as per the leave rules applicable to the business unit / office to which they belong to.

SHIFT TIMINGS, HOURS OF WORK & WEEKLY HOLIDAY

The working hours and the weekly offs depend on the business unit / office to which the employee belongs to.

DUAL EMPLOYMENT

The employees are expected to be in full time employment of the organization and therefore shall not engage in any other profession or business unless it's consented by the company in writing.

TERMINATION OF EMPLOYMENT

An employee's appointment is terminable by **Three Months'** notice or payment of Three Months' Basic salary in lieu thereof by either side. In case an employee affects such termination by resignation, the employee is required to serve complete Three Months before he / she can be relieved from the services of the company. However, relieving from the company will take place after the company is satisfied that proper handing over of papers, documents, information, and assets is completed.

The company will not be liable to pay notice pay in case the appointment is terminated on grounds of

- (i) Breach of confidentiality (ii) Gross negligence (iii) Violation of law or willful noncompliance of law
- (iv) Misconduct (v) Violation of the Code of Conduct or (vi) Providing false information at the time of appointment.

FUNCTIONAL RESPONSIBILITIES

Subject to superintendence, control and direction of the Reporting Authority, you will be responsible for all the functions that are allocated to you by your Reporting Authority from time to time, for which you shall maintain the relevant records and comply with all the statutory requirements, if any, within the stipulated time. You may also be entrusted with any other tasks or assignments from time to time in the exigencies of the Company's business orally or in writing either by your Reporting Authority or by any other higher official.

MEDICAL EXAMINATION

Further, your continuance in the employment is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.

UPKEEP AND MAINTENANCE OF ASSETS

The employees are responsible for safe keeping and return in good condition and order the company's property and / or equipment which they may be given or handed over for official use. The employees will return forthwith, as and when called upon to do so, in good condition and order, all property and / or equipment which may have come into their possession during the course of the employment.

CONFIDENTIALITY AND NON-DISCLOSURE

An employee shall not disclose without written consent, any trade secret or confidential information concerning the financial arrangements or position of the Company or any of the dealings, transactions or affairs of Company's business. Without prejudice to the generality of this clause, the confidential information of the Company includes information concerning client lists, business, databases, marketing plans and strategies, sales, pricing and margin information, and everything else marked "Confidential" or which is otherwise indicated, explicit or implicit to be subject to an obligation or confidence.

Any commitment given by the Company, to third parties including collaborators, customers, and suppliers regarding confidentiality of information available to an employee will become automatically binding on such employee. Employees will have to give an undertaking to the company to ensure Protection of Intellectual Property Rights and Confidentiality provisions as mentioned above.

An employee may publish any articles or deliver any talk or be associated with any organization pertaining to his / her profession only with a prior written consent of the company.

INTELLECTUAL PROPERTY

It is a condition of the employment that the Company is the owner of all copyright and all other intellectual property rights of whatever nature in work, computer programs, and other projects incorporating intellectual property, which are created or developed by the employees during their employment.

To the extent that, by law, the employee does not have any legal or equitable interest in any work, including any computer program, databases, documents, artwork, film, or sound recording created or developed pursuant to the employment with the Company, the employee hereby irrevocably and unconditionally assigns to the company all intellectual property rights including copyright, in all such works.

RETIREMENT AGE

All employees shall retire from the services of the company on attaining the age of 60 years. Any extension to the employment beyond the age of 60 years shall be with mutual consent and on terms and conditions as agreed.

POLICIES AND PROCEDURES

All employees are liable to conform to Company policies and procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.

CODE OF BUSINESS CONDUCT

All employees are required to adhere to the Code of Business Conduct. The employees are required to sign a declaration in the requisite format undertaking adherence to the Code of Business Conduct.

JURISDICTION

Any disputes arising out of and / or relating your employment with the company shall be subject to the jurisdiction of city of Hyderabad only.



Annexure

Name : Tharaka Bharath
Designation : Technical Trainee
Grade : TT

New Salary Structure	Monthly	Annual
Basic Salary	11,000	1,32,000
House Rent Allowance	6,414	76,968
Gross Salary (A)	17,414	2,08,968
Employer PF	1,320	15,840
Employer ESI	566	6,792
Bonus	700	8,400
Statutory Payments (B)	2,586	31,032
Fixed Pay (A+B)	20,000	2,40,000

For GRANULES INDIA LIMITED

B. Prabhakar Reddy
Associate Vice President- HR & Admn

BASIC SALARY

Basic Salary is the most important component of the compensation structure. The employer contribution to Provident Fund is calculated based on this amount. This component is also linked to House Rent Allowance, Leave Encashment, Bonus and Gratuity. This amount is credited every month from the date of joining and is fully taxable. This amount is approximately 55% of your monthly fixed pay.

HOUSING RENT ALLOWANCE

Housing Rent Allowance is a salary component that is paid to you to pay your house rent. Employee's eligibility is 40% of the employee's Basic Salary. This amount is subject to tax deduction at source as per the pertinent Income Tax rules and on the rent bills submission.

LEAVE TRAVEL ALLOWANCE

This is an amount which is provided to an employee to claim towards reimbursement of traveling expenses for self and members of your immediate family. "The family for this purpose means spouse and children and your parents, brothers and sisters or any of them, wholly or mainly dependent on you". The taxability of this allowance is as per the pertinent Income Tax rules.

EMPLOYER PROVIDENT FUND

This amount indicates the employer's contribution to the Employee's Provident Fund account and the Family Pension Scheme. Such an amount is typically 12% on the wage ceiling limit of Rs. 15,000/- i.e. Rs. 1800/-.

BONUS / EX-GRATIA

This is an amount which will be paid during Oct/Nov every year.

Apart from the above remuneration (Annexure), the company provides additional benefits. A few of them are listed below:

1. Coverage under Group Medical Insurance Policy for Self and direct dependents like Spouse, Children (s) & Parents where the premium to be borne by the company as well as the employee
2. Coverage under Group Personal Accident Policy as per your Grade
3. Coverage under Employee Deposit Linked Insurance (for employees under Provident Fund)
4. Coverage under the Future Service Liability for the full anticipated service and also the Gratuity as per the Payment of Gratuity Act, 1972

AMENDMENT TO THE COMPENSATION AND BENEFITS STRUCTURE

The company reserves the right to modify the structure time to time depending on need. The employee shall be intimated about the changes as required.

I have read and understood the terms and conditions mentioned above. I undertake that there would be no breach of this confidentiality agreement. I hereby accept the engagement on the said terms and conditions. By accepting this offer, I authorize Granules India Ltd., to verify the documents from an outside Background Screening Agency, which includes my current/previous Employment history, Educational / Professional Credentials and background verification. If upon investigations, any false or misleading information found may result in dismissal of employment.

Signature : _____

Name : _____

Date : _____

BlueOcean

HEALTHCARE

OFFER LETTER

Mr. Vamsi Sindi

Date 10th Sep 2024

Subject: Offer of Employment from Blueocean Healthcare International (P) Limited.

Dear Vamsi,

Further to our conversation, we are pleased to offer you the position of **Executive - Client Strategy & Development** for our Hyderabad HQ however you can work from home. As discussed, this offer will be subject to the following terms and conditions:

Job Role Overview:

1. Regular meetings with current clients and prospects for business development.
2. Acting as a manager between clients and internal teams to assign and oversee tasks.
3. Creating content for social media posts.

Salary & Annual Compensation Offer:

1. Probation Period:

- o The probation period is 6 months, subject to monthly performance and feedback from the assigned mentor.
- o During the first 3 months as a trainee: INR 10,000 per month.
- o For the next 3 months of probation: INR 15,000 per month.
- o It will be mandatory to give one-month notice before resigning from the work or be compensated with one month's salary; in case of termination, one month's notice shall be issued from the company; no notice shall be issued from the company during probation.

2. Post-Confirmation:

- o Following confirmation (next 6 months): INR 20,000 per month.

3. Additional Compensation:

- o A travel allowance of INR 300 per day will be provided on field working days.

Joining Date:

- This offer is valid provided that Mr. Vamsi joins us on or before 12th September 2024.

Joining Formalities:

Mr. Vamsi is requested to submit the following documents before joining:

- a) 1 recent passport-size photograph.
- b) Photocopy of PAN card and Aadhar Card. If a PAN card is not yet available, please provide a photocopy of the application for the PAN number.
- c) Scan copies of all educational testimonials and prior work experience certificates.

We are glad that very soon you will be part of our team. We look forward to your long and meaningful association with us.

Sincerely,



Namrata

Head-HR

India & South East Asia



SCIENTIFIC EREYNA



Y. Nikitha
Program Co-ordinator

Employee Code : SE186

Blood Group : O +ve

Emergency Contact : 7396750212



K. Anuj

Authorized Signature



SCIENTIFIC EREVNA PVT LTD

Sri Sai Towers, 3rd Floor, C9VM+23P, Vittal Rao Nagar, HITEC City, Hyderabad,
Telangana-500081, CIN: U72900TG2019PTC131375, Ph: 9515406385

Offer cum Appointment Letter

Date: 27th June, 2024

Dear Mr./Ms. Yalala Nikitha Reddy,

Based on your performance in the recent interview, it gives us great pleasure to offer you the post of **Program Coordinator** in our company. Scientific Erevna Pvt Ltd. with the registered office at Hyderabad-500081, Telangana.

You will be reporting to Office branch, located at **C9VM+23P Sri Sai Towers, near Quiescent Heights, Vittal Rao Nagar, HITEC City, Hyderabad, Telangana 500081**

Your Date of Joining will be **15th July, 2024** and you will be on a probation period of 3 months. You will be reporting to office by 11.00 AM.

As discussed/agreed during the course of the interview, the post shall carry an Annual Cost to the Company (CTC)* of Rs. 2, 40,528/- (Rupees Two lakh Forty Thousand Five Hundred Twenty Eight Only).

However, please note that this offer is subject to the detailed terms and conditions in the final appointment letter, which will be issued on the date of confirmation.

* The above CTC is subject to deductions of EPF & ESI, both contributions, Professional Tax, Income Tax, Variable, Gratuity pay, etc...

The details of the breakup are furnished along with this offer cum appointment letter as Annexure-I.

At the time of joining, you are required to submit the copies of certificates as per the following list.

1. All Academic Qualification Certificates along with SSC original
2. Identity Proof (Passport, Pan, Voter, Driving License) Two copies of each.
3. 5 color Passport size photos
4. Residence Proof of Permanent Native Place
5. Updated Resume.
6. Offer Letter hard copy

Name:

Signature:

Date:

1/1/2024



SCIENTIFIC EREVNA PVT LTD

Sri Sai Towers, 3rd Floor, C9VM+23P, Vittal Rao Nagar, HITEC City, Hyderabad,
Telangana-500081, CIN: U72900TG2019PTC131375, Ph: 9515406385

Your offer has been made based on the information furnished by you. You need to submit the related support documents after your joining. Signature and Address proof should be submitted at the time of joining. If you fail to produce Address proof and Signature Proof before the first payroll of your joining, your salary will not be generated, and your account will be suspended at the end of the month.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Sincerely,

For Scientific Erevna Pvt Ltd.

I accept the offer as outlined above,

UG		
Annexure-A		
Cost to Company		
Name of the Applicant	Yalala Nikitha Reddy	
Salary Breakup	Monthly	Yearly
Basic Salary	6,200	74,400
House Rent Allowance	2,480	29,760
Conveyance Allowance	930	11,160
Medical Allowance	930	11,160
Special Allowance	5,354	64,248
Gross Salary	15,894	1,90,728

Name: _____

Signature: _____

Date: _____



SCIENTIFIC EREVNA PVT LTD

Sri Sai Towers, 3rd Floor, C9VM+23P, Vittal Rao Nagar, HITEC City, Hyderabad,
Telangana-500081, CIN: U72900TG2019PTC131375, Ph: 9515406385

Less Deductions	Monthly	Yearly
*PF (Employee Contribution)	744	8,928
*Professional Tax	150	1,800
Total deductions	894	10728
Net Salary (Gross Salary-Less)	15,000	1,80,000
Add Employer Contributions	Monthly	Yearly
* PF (Employer contribution)	744	8,928
**Variable Pay	2,500	30,000
**Gratuity	1,800	21,600
Cost to Company (Gross+Add)	20,044	2,40,528

* This is subject to deductions of employee's & employer's contribution to PF & ESI, TDS, Professional Tax and other Statutory Deductions as applicable under law of the land

**Variable Allowance is linked to performance and will be paid as per the discussion at the time of hiring or appraisal.

Terms and Conditions

1. The EMPLOYEE shall faithfully discharge his/her duties as Program Coordinator (Designation) and hereby agrees and undertakes to remain in continuous service and be employed with the EMPLOYER/its concerns/associates to which the EMPLOYEE's services may be transferred by the EMPLOYER during his/her Employment period in consonance with the other terms and conditions mentioned.
2. That the EMPLOYEE shall devote his/her whole time attention and abilities to the business and affairs of the EMPLOYER and apply his/her full knowledge, skills, experience in discharging his/her daily duties and managing and guiding his/her team members, update latest changes, inventions and market practices in this field to the Senior Officers / Management on timely basis etc. during the term of his/her employment. EMPLOYEE shall carry out and obey all orders, directions and instructions of the

Name:

Signature:

Date:



EMPLOYER and shall conduct himself honestly, faithfully and diligently at all times and shall not be guilty of any negligence, misconduct or misbehavior or shall not abuse the powers/authorities/responsibilities given to him/her and shall not commit any breach of this arrangement.

3. Subject to successful completion of probation to the satisfaction of the EMPLOYER, the EMPLOYEE will be absorbed into a suitable position as decided by the EMPLOYER. On the other hand, at any point of time during the Probation period, if the EMPLOYEE does not show the expected performance, applies his/her knowledge, skills and experience or remains absent without prior permission or misbehaves or abuses the powers/ authorities/ responsibilities given to him/her, his/her services can be terminated immediately.
4. That during the period of his/her employment, the EMPLOYEE shall be punctual in attendance and diligent in his/her work and the EMPLOYEE shall devote all his/her working time to the best of his/her knowledge, skills and abilities, exclusively for the benefit of the EMPLOYER and managing his/her team members, if any, efficiently.
5. That the EMPLOYEE shall be entitled to all the benefits and/or amenities as may be available to the employees of his/her class during the period of his/her services with this company or with any other Company/Firm/Concern/ Associates to which his/her services are transferred from time to time.
6. That the EMPLOYEE hereby agrees and undertakes to safeguard and hold in trust any property belonging to the company either intellectual or tangible. The company's product or of things in which the company may be dealing in, or may be contemplating to deal in, and all other papers and documents of whatsoever nature and kind that may have come in possession of the EMPLOYEE while in the employment of the EMPLOYER and not to hand over the same to any unauthorized person or permit the same to be handed over to any unauthorized person.
7. The EMPLOYEE hereby further undertakes to hand over all such papers or belongings said above to Senior Officers/Management whenever called upon to do so and the EMPLOYEE further agrees not to make copies of or to take extracts from any papers, documents etc., belonging to Company for any purpose other than those of the employment in the Company and further agrees not to carry any such paper, document or copies of extracts outside the premises of the Company and the EMPLOYEE further agrees to deliver all such papers, documents etc., in his/her possession to his/her Senior Officers whenever called upon to do so and it shall not be competent for the EMPLOYEE in such an eventuality

Name: _____

Signature: _____

Date: _____



to withhold any papers or documents of whatsoever nature on the ground that they relate to his/her employment directly or indirectly.

8. That in the event of the EMPLOYEE making any discovery or invention relating to the service, developments or processing of any service that may have been undertaken to be provided by the EMPLOYER or to be experimented on, the same be the property of the EMPLOYER, and in the event of the EMPLOYER deciding to apply for any patent or registered trademark in connection therewith, the EMPLOYEE shall join the EMPLOYER in all applications to the authorities concerned for obtaining and getting vested such patent rights and/or trademark rights in the name and in favour of the EMPLOYER exclusively.
9. That during his/her employment with the EMPLOYER and/or on leaving the services through resignation, termination or in any manner whatsoever, EMPLOYEE shall not directly or indirectly be interested in any business, trade or profession similar to the EMPLOYER and will not accept any employment with companies providing and/or proposed to provide similar services.
10. The EMPLOYEE shall at all times keep indemnified the EMPLOYER against all losses, causes, damages & expenses which he may pay or sustain by reason of taking the said EMPLOYEE for employment by reason of any act, mismanagement, neglect or default of the EMPLOYEE or the EMPLOYEE leaving the employment before the minimum period of service undertaken to be served by the EMPLOYEE.
11. That if the Employee tenders his/her resignation during the period of probation then the same will be accepted, effective immediately. This will be subject to the Employee forgoing his/her Full and Final settlement and relieving documents. In addition the Employee also agrees that if he/she tenders his/her resignation within the period of Probation, then he/she will also be liable to pay the one month extra salary as the Company has invested in the infrastructure and training for the Employee during probation. An employee resigning before completing 6 months of services will not be eligible for any documents like relieving letter or pay slips.
12. The Employee shall indemnify the EMPLOYER in the case of leaving the employment before completion of the said Employment period, with a sum ranging anywhere from a minimum of Rs.2,00,000/- for junior to Mid-levels and up to Rs.5,00,000/- for Management levels.
13. That the EMPLOYEE hereby expressly agrees and undertakes that he shall not at any time during the period of his/her employment and for a period of 2 (two) years after the relieving / termination of the employment, for any reason whatsoever including through

Name: _____

Signature: _____

Date: _____



resignation, etc., undertake or carry on either alone or in partnership or in collaboration, nor to be employed directly or indirectly in any capacity whatsoever in Union of India in any Company which is of the same kind and nature as to the business carried on by this EMPLOYER or any of its associate Companies/Firms/Concerns to which his/her services may be transferred...etc., in any form or manner whatsoever whether as advisor or as employee or in any other capacity or manner whatsoever.

14. The employee understands that he/she will not be eligible for the last month salary during notice period which will go on hold and would be released as an F&F settlement within 60-90 working days of getting relieved.
15. The employee is not eligible for any part time work while working in this company nor will be sharing any information about the company's infrastructure or future endeavors which may result in serious jeopardy.
16. If the employee's behavior is found unprofessional or not up to the mark the company has the right to terminate the services of the employee without notifying him/her.
17. Your appointment takes effect from the day you join the company to render your services.
18. Your offer has been made based on the information furnished by you during the interview. You need to produce corroborative evidences after joining the organization within a week's time. The referral check will also be conducted by the company on your educational qualifications, previous employment experience, letters, salary slips, Bank statement etc. At any given point of time, if it is found that any information provided by you is false, the documents which are submitted is fabricated or not genuine and authenticated, then the package provided in this offer letter may differ or the company may terminate your services without any salary or F&F settlement for the period your have served the organization.
19. You are expected to discharge the duties entrusted to you with loyalty, sincerity and diligence, and you shall not directly or indirectly be connected with, concerned in or employed in any other business whatsoever.
20. You are liable to be transferred to any place of business of the company in the same grade and emoluments in India or abroad until and unless the company mutually decides to restructure your salary package and career progression.
21. You will be governed by the rules of the company as applicable to all other employees and also other orders/instructions issued from time to time.

Name: _____ Signature: _____ Date: _____



22. Your salary shall be revised in line with the company's policy from time to time. The compensation progression and the future prospects in the company shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, good conduct and other such relevant factors and the company's performance. Such increase in no case shall be automatic and/or a matter of right.
23. You will be entitled for casual/sick leaves as per decision by management in the company. You shall not be entitled to any allowances, incentives or extra benefits during the probation period. If for any reason you are not in attendance for your duties without prior permission in writing or mail; your employment can be terminated depending on the decision taken by the management.
24. If you abstain yourself without intimation of leave or remain absent beyond the period of leave originally granted or subsequently extended; you shall be considered as having voluntarily terminated your employment without giving any notice, unless you give an explanation to the satisfaction of the management regarding your absence.
25. In accepting our conditional offer letter for employment, you certify your understanding that your employment will be confirmed only once:
 1. You clear your certification after training.
 2. Have a satisfactory performance for a period of 3 months.
26. All the legal laws applicable to employees like Profession Tax, Income Tax etc. will be applicable to you.
27. You may be selected, sponsored or asked to attend by the company for familiarization/training assignments with our in-house, technical collaborators or any other institution/organization in India or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the company subject to agreements to be drawn up and signed by the company. And you specifying minimum number of years you will serve the company after such training and providing for payment of liquidated damages by you to the company proportionate to the years of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment.
28. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time.

Name:

Signature:

Date:



29. Your age mentioned in the matriculation/ higher secondary certificate will be deemed to be the conclusive proof of your Date of Birth.
30. You will intimate in writing to the management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
31. You will hand over the charge of letter of authority or power of attorney issued to you or any property of the company in your possession at the time of cessation of your employment with the company.
32. The present designation is subject to change depending upon work assignments from time to time. Your compensation structure can be restructured at any time protecting the gross cost to the company.
33. You will be responsible for the safekeeping and return in good condition and order of all the properties of the company, which may be in use, custody, care or charge. For the 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 from you and to take such other action as it deems proper in the event of your failure to account for such property to its satisfaction.
34. It is a strict policy of the company to not use any personal mobiles in the office. We also have stringent policy of using the internet and intranet services which would be limited to office operations only and anyone trying to use the same for their personal use will be terminated from their services without any notice and could be legally approached by our divergence department, if we find any proofs that you have tried to copy or malign the company's work for yourself or for any competitors.
35. All the property of the company shall be used only for the purpose of the company and its functions and shall not be used for any personal or individual benefit or purpose.

The Company will not recognize any verbal request or verbal approval by whomsoever. No exception to this condition will be entertained under any circumstance whatsoever.

If any of the documents provided before or after joining the company are found to be fraud/not genuine, the company reserves the right to terminate the employee without any F & F and proceed with legal action. The employee will not reveal her/his financial package to anyone and it's their liability to keep it confidential.

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

Name: _____

Signature: _____

Date: _____



genpact

Human Resources
Bengaluru Office

Dear Bayya Sulekha
Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated January 17, 2024.

In order to make your onboarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), it is mandatory for you to submit the below mentioned documents and details before/on your joining date:

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*
- Copy of self attested cancelled cheque (**if you are eligible for ESIC enrolment as per government norms)
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (**IP number) of any existing ESIC account where you are enrolled in case you were eligible for ESIC benefit in your previous organization
- Active Mobile number

* SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.

** PF & ESIC section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme. If your CTC is more than 2.6 lakhs, you may ignore the same.

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with for help and guidance in procuring the above documents/details.

Wishing you all the best!

Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date.

Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,
Genpact Hiring
Team

Accepted and Agreed

Bayya Sulekha

Genpact India Private Limited

CIN: 103000120050300007363

Regd. Off: 12A/10, 2nd Floor, Parkash Deep Building

1st Floor, 4th Floor, New Delhi 110001





HR00155

Date: January 17, 2024

Dear: Bayya Srilekha

Sub: Letter of Intent

Congratulations you have been selected by Genpact India Pvt. Ltd. (the Company) as Process Associate. You will be issued a letter of appointment upon receiving the pre-requisites as mentioned below. Meanwhile, the Company is pleased to issue the following letter of intent.

Salient terms and conditions of your appointment with the Company are as follows:

1. Your annual Cost to Company (CTC) will be INR 250,000.00. Variable component is additional and is paid to you on a monthly basis.
2. Applicability of Location specific allowances may vary according to location and/or the Company policy. Company may at times discontinue some of these allowances.
3. Your initial place of work will be India>Hyderabad>Hyderabad Phoenix Hafeezpet IN - Office. However, the Company may transfer you to any location/process on a need basis.
4. Post consultation with you, the following has been agreed upon:

- Date of joining: **January 22, 2024**
- Reporting Time: **9:00:00 AM**
- Location: **India>Hyderabad>Hyderabad Phoenix Hafeezpet IN - Office**

Locations	On-boarding reporting time**	Genpact Office Address
NCR	10:30	Stellar 135 Building Plot No 5 and 6, Sec 135, Noida - 201301, U.P. 7th Floor, On-boarding Room, Noida
HYD	10:00	Genpact, Security in Gate no 3, 14/45 IDA opp NGRI, Habsiguda, Uppal Hyd 500009
JPR	9:30	Genpact India, JLN Marg, Malviya Nagar, Jaipur (NHO Room)
BLR	9:00	Genpact # 89 Surya Park, Electronic City, Bangalore - 560100
KOL	10:00	Genpact India Unitech Hi Tech Structures Ltd - IT@ES SEZ Building C1, 1st Floor, Infospace Complex, DH 1/2/3 & 3/1, New Town Kolkata

To order to experience a smooth Onboarding, please reach the venue on time

As at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company shall provide a Guest house to you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall deduct the accommodation provided, make a monthly deduction of Rs.250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.

Genpact India
Pvt. Ltd. (2015003)

Regd. Off: 15, Rajiv Gandhi Road, Madhav
Nagar, West N



genpact

Team - Finance
Head Office

10. You shall be required to provide the Company all documents and information as set forth in Appendix 1 of this letter, or as the Company will be working 7 days a week, 24 hours a day. Your shift timings may vary as per business requirements being communicated to you in advance. You will be expected to attend office work unless otherwise required or sanctioned by the Company, except when traveling on business, as assigned to you by your supervisors. Weekly off and holidays governed as per applicable legislations and the relevant Company Policies.

11. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement accumulation/carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.

12. Please note you have agreed that you shall provide Genpact the Relieving Letter (if applicable) from our previous employer within 60 days from time of joining the company, failing which your employment with Genpact shall be terminated. Such act will be without prejudice to the Company's right to proceed against you through legal means to recover any other amount from you to the Company.

13. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance as per the Company policy and this offer is conditional upon the result of such checks. In the event the results, background, reference checks or screens for substance use are unsatisfactory on any account, the Company may, in discretion, revoke this offer at any time irrespective of the fact that you may have formally commenced your training/employment with the Company.

14. The appointment letter issued to you, will inter alia, contain the following terms:

- A six-month probation period during which either party may terminate the Agreement by giving 30 day notice or salary thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the Company in writing.
- Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any and development, special education, upskilling or on the job training imparted by the Company or damages suffered by the Company due to loss of billing.

[illegible]

Accepted: 2007 Aug 29

Bayy: 500

In case of any questions & clarifications regarding your appointment letter/questionnaire/queries, please contact Pooja between 11 am to 4 pm (Monday to Friday)

Example 1 (continued)
 $C_{10}H_{16}$ (1.2 moles)
 Weight Off: 12A 100 Gold 1 Acet 1 Carb 1000
 Equivalents: 1000 1000 1000 1000



genpact

transformation
reimagined here

Annexure I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only
 2. If already a member of a provident fund (PF) scheme with previous employer, then
 - a. Employer's name
 - b. Provident Fund account number from your previous employer
 - c. Universal account number provided by your previous employer
 - d. Employee Pension number provided by your previous employer

OR

 - e. Date of joining & leaving from previous employer
 - f. Copy of Passport in case of International Workers (it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
 3. Below mentioned KYC (Know Your Customer) Documents
 - a. Copy of PAN
 - b. Copy of Aadhaar Card
 - c. Signed, Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque please attach last 3 months bank statement along with the Cheque)
 4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948^[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry:
 - a. 3 Post card size (4X7) photographs of yourself

Or

 - b. If you would like your family covered Family group Photograph of immediate family (4X7: 3 Copies of the same photograph, only members in the photo will be covered. Photos should be clear and have only your immediate family who are your dependents)
- *Please check the company policy for the applicable limit
5. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
 - c. Two for PAN card application if you do not have one

Genpact India Private L

CIN: UT31DD00L2000417

Regd. Off.: *2A : Ground Floor, Prakash Deep II
Indira Nagar, New Delhi



FINISHED DOSAGES

GRANULES INDIA LTD., Sy Nos. 160/A, 161/E, 162 & 174/A, Gagillapur Village,
Dundigal-Gandimaisamma Mandal, Medchal-Malkajgiri District-500 043, Telangana, India.
Tel: +91 8418 696400/01, Fax: +91 8418 696402, mail@granulesindia.com, www.granulesindia.com
CIN : L24110TG1991PLC012471

July 14, 2023

Ms. Biyyani Manasa Reddy,
H No:2-53, Dabirpur,
Medchal, Telangana.

Offer Cum Appointment Letter

Dear **Biyyani Manasa Reddy,**

This has reference to your application for employment and subsequent interviews you had with us. We are pleased to appoint you as **Technical Trainee** in **Quality Assurance** function in the grade **TT**, in our company on the following terms and conditions:

Your total remuneration and other perquisites will be **Rs.2,10,000/- (Rupees Two Lakh and Ten Thousand only)** per annum (Refer Annexure for detailed breakup)

Matters pertaining to your remuneration are treated in strictest of confidence by the company and the same is expected on your part. You shall maintain complete confidentiality in all the information herein disclosed to you. Any inconsistent action by you involving a disclosure of these details will attract strict disciplinary action.

At present you will be posted at our **GGP**. However, your services are liable to be transferred to any other department, to any shift, work sites, offices, branches, factories associates or group companies anywhere in India/outside India depending upon the exigencies of work.

Your appointment is subject to your being found physically fit which need to be certified by a Registered Medical Officer. Your date of birth as per your application for appointment is **September 08, 1999** and the same is hereby confirmed.

We request you to join the organization at the earliest, however not later than **July 17, 2023**. Please carry the below mentioned original documents for verification and submit the photocopies.

- a) Proof of date of birth / SSLC / HSC certificate stating date of birth
- b) Educational Qualifications
- c) Relieving and Experience letter from the previous employer/s
- d) Aadhaar card and PAN Card (**mandatory**)
- e) Passport / Voter card / Driving License / Ration Card
- f) Four copies of your recent Identity card size and one copy of stamp size color photograph
- g) Form - 16 of last two financial years from previous employer (if applicable)

Please contact the HR Department at 09:30 hrs on the date of joining at Granules India Ltd., Gagillapur Village, Dundigal-Gandimaisamma Mandal, Madchal-Malkajgiri District - 500 043 to complete the joining formalities.

Please sign the duplicate copy of this letter as an acceptance of the terms contained herein and confirm the date by which you will be joining the organization latest by **July 15, 2023** after which the offer will stand withdrawn.

We look forward to having long-term association with you.

With best wishes
for GRANULES INDIA LIMITED


B. Prabhakar Reddy
General Manager - HR & Admin



SERVICE CONDITIONS FOR EMPLOYEES IN STAFF AND EXECUTIVE GRADES

INTRODUCTION AND SCOPE

The Service Conditions are intended to give a clear understanding of the conditions and regulations of employment at Granules India Ltd., and its group companies. Some parts of this annexure are descriptions of standards and expectations and are intended to guide employees. Other parts are rules and regulations governing the employment in the Company. In the spirit of continuous improvement, the service conditions may be modified at any time. In this event, all concerned employees will be communicated about the same from time to time.

EMPLOYEMENT STATUS

You will be on **Probation** for a period of **One Year** from the date of your joining duties, which may extend, depending upon your performance, conduct, attendance etc., During the Probation period, if your performance is found to be not satisfactory, your services are liable for termination without assigning any reasons whatsoever.

LEAVES AND HOLIDAYS

All employees are eligible to avail leave as per the leave rules applicable to the business unit / office to which they belong to.

SHIFT TIMINGS, HOURS OF WORK & WEEKLY HOLIDAY

The working hours and the weekly offs depend on the business unit / office to which the employee belongs to.

DUAL EMPLOYMENT

The employees are expected to be in full time employment of the organization and therefore shall not engage in any other profession or business unless it's consented by the company in writing.

TERMINATION OF EMPLOYMENT

An employee's appointment is terminable by **Three Months'** notice or payment of **Three Months Basic salary** in lieu thereof by either side. In case an employee affects such termination by resignation, the employee is required to serve complete **Three Months** before he / she can be relieved from the services of the company. However, relieving from the company will take place after the company is satisfied that proper handing over of papers, documents, information, and assets is completed.

The company will not be liable to pay notice pay in case the appointment is terminated on grounds of

(i) Breach of confidentiality (ii) Gross negligence (iii) Violation of law or willful noncompliance of law (iv) Misconduct (v) Violation of the Code of Conduct or (vi) Providing false information at the time of appointment.

FUNCTIONAL RESPONSIBILITIES

Subject to superintendence, control and direction of the Reporting Authority, you will be responsible for all the functions that are allocated to you by your Reporting Authority from time to time, for which you shall maintain the relevant records and comply with all the statutory requirements, if any, within the stipulated time. You may also be entrusted with any other tasks or assignments from time to time in the exigencies of the Company's business orally or in writing either by your Reporting Authority or by any other higher official.

MEDICAL EXAMINATION

Further, your continuance in the employment is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.



UPKEEP AND MAINTENANCE OF ASSETS

The employees are responsible for safe keeping and return in good condition and order the company's property and / or equipment which they may be given or handed over for official use. The employees will return forthwith, as and when called upon to do so, in good condition and order, all property and / or equipment which may have come into their possession during the course of the employment.

CONFIDENTIALITY AND NON-DISCLOSURE

An employee shall not disclose without written consent, any trade secret or confidential information concerning the financial arrangements or position of the Company or any of the dealings, transactions or affairs of Company's business. Without prejudice to the generality of this clause, the confidential information of the Company includes information concerning client lists, business, databases, marketing plans and strategies, sales, pricing and margin information, and everything else marked "Confidential" or which is otherwise indicated, explicit or implicit to be subject to an obligation of confidence.

Any commitment given by the Company, to third parties including collaborators, customers, and suppliers regarding confidentiality of information available to an employee will become automatically binding on such employee. Employees will have to give an undertaking to the company to ensure Protection of Intellectual Property Rights and Confidentiality provisions as mentioned above.

An employee may publish any articles or deliver any talk or be associated with any organization pertaining to his / her profession only with a prior written consent of the company.

INTELLECTUAL PROPERTY

It is a condition of the employment that the Company is the owner of all copyright and all other intellectual property rights of whatever nature in work, computer programs, and other projects incorporating intellectual property, which are created or developed by the employees during their employment.

To the extent that, by law, the employee does not have any legal or equitable interest in any work, including any computer program, databases, documents, artwork, film, or sound recording created or developed pursuant to the employment with the Company, the employee hereby irrevocably and unconditionally assigns to the company all intellectual property rights including copyright, in all such works.

RETIREMENT AGE

All employees shall retire from the services of the company on attaining the age of 60 years. Any extension to the employment beyond the age of 60 years shall be with mutual consent and on terms and conditions as agreed.

POLICIES AND PROCEDURES

All employees are liable to conform to Company policies and procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.

CODE OF BUSINESS CONDUCT

All employees are required to adhere to the Code of Business Conduct. The employees are required to sign a declaration in the requisite format undertaking adherence to the Code of Business Conduct.

JURISDICTION

Any disputes arising out of and / or relating your employment with the company shall be subject to the jurisdiction of city of Hyderabad only.



Annexure

Name : Biyyani Manasa Reddy
Designation : Technical Trainee
Grade : TT

New Salary Structure	Monthly	Annual
Basic Salary	9,600	115,200
House Rent Allowance	5,555	66,666
Gross Salary (A)	15,155	1,81,866
Employer PF	1,152	13,824
Employer ESI	493	5,916
Bonus	700	8,400
Statutory Payments (B)	2,345	28,140
Fixed Pay (A+B)	17,500	2,10,000

for GRANULES INDIA LIMITED

A handwritten signature in black ink, appearing to read 'B. Prabhakar Reddy', is written over a circular stamp.

B. Prabhakar Reddy
General Manager – HR & Admn



BASIC SALARY

Basic Salary is the most important component of the compensation structure. The employer contribution to Provident Fund is calculated based on this amount. This component is also linked to House Rent Allowance, Leave Encashment, Bonus and Gratuity. This amount is credited every month from the date of joining and is fully taxable. This amount is approximately 55% of your monthly fixed pay.

HOUSING RENT ALLOWANCE

Housing Rent Allowance is a salary component that is paid to you to pay your house rent. Employee's eligibility is 40% of the employee's Basic Salary. This amount is subject to tax deduction at source as per the pertinent Income Tax rules and on the rent bills submission.

EMPLOYER PROVIDENT FUND

This amount indicates the employer's contribution to the Employee's Provident Fund account and the Family Pension Scheme. Such an amount is typically 12% on the wage ceiling limit of Rs. 15,000/- i.e. Rs. 1800/-.

BONUS / EX-GRATIA

This is an amount which will be paid during Oct/Nov every year.

Apart from the above remuneration (Annexure), the company provides additional benefits. A few of them are listed below:

1. Coverage under Group Medical Insurance Policy for Self and direct dependents like Spouse, Children (s) & Parents where the premium to be borne by the company as well as the employee
2. Coverage under Group Personal Accident Policy as per your Grade
3. Coverage under Employee Deposit Linked Insurance (for employees under Provident Fund)
4. Coverage under the Future Service Liability for the full anticipated service and also the Gratuity as per the Payment of Gratuity Act, 1972

AMENDMENT TO THE COMPENSATION AND BENEFITS STRUCTURE

The company reserves the right to modify the structure time to time depending on need. The employee shall be intimated about the changes as required.

I have read and understood the terms and conditions mentioned above. I undertake that there would be no breach of this confidentiality agreement. I hereby accept the engagement on the said terms and conditions. By accepting this offer, I authorize Granules India Ltd., to verify the documents from an outside Background Screening Agency, which includes my current/previous Employment history, Educational / Professional Credentials and background verification. If upon investigations, any false or misleading information found may result in dismissal of employment.

Signature : _____
Name : _____
Date : _____



K RAMANJANEYULU <ramanjaneyulu.k@viper.ac.in>

Fwd: Confirmation letter- August 2024 - Granules India Limited

1 message

manasa reddy <reddymanasa.0808@gmail.com>

Sun, Dec 15, 2024 at 5:04 PM

To: ramanjaneyulu.k@viper.ac.in

Hello sir,

Please find the attached offer letter.

August 31, 2024

Name : Biyyani Manasa Reddy

EMP Id : 11682

Dept : Quality Assurance

Confidential

Dear Mr.Biyyani Manasa Reddy,

Sub: **Letter of Appointment**

Upon successful completion of your training, we are pleased to absorb you as **Officer** in Grade **A-3** with effect from **August 01, 2024** under the following terms and conditions:

- 1. Remuneration & Perquisites:** Your remuneration and other perquisites shall regulate as per the Annexure enclosed herewith.
- 2. Confidentiality:** You shall owe total allegiance to the Company always and shall not disclose or discuss or divulge or part with any information or our manufacturing process, technical know-how, financial position, marketing strategies, future plans, topography of the Units or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.

3. **Place of Work:** Your place of work is presently at **Gagillapur**. You shall be transferred to whichever establishment, subsidiary, branch, unit, section, department or division that now exists or may be set up in future within the Indian Union as the Company considers expedient due to any exigencies. Upon such transfer, you will govern by the rules and regulations as applicable to that Unit, if any.
4. **Hours of Work:** Your hours of work will be as notified to you from time to time as applicable to the Unit, where you are posted.
5. **Leaves:** You will govern by the Leave Rules of the Company as applicable and in force from time to time.
6. **Functional Responsibilities:** Subject to superintendence, control and direction of the Reporting Authority, you will be responsible for all the functions that are allocated to you by your Reporting Authority from time to time, for which you shall maintain the relevant records and comply with all the statutory requirements, if any, within the stipulated time. You may also entrust with any other tasks or assignments from time to time in the exigencies of the Company's business orally or in writing either by your Reporting Authority or by any other higher official.
7. **Official Status:** You are treated as a member of '**Staff**' category. Your status as defined shall remain the same irrespective of any subsequent change in the nature of functional responsibilities and place of work, if such changes are required in the exigencies of the Company's business.
8. **Retirement:** On completion of Sixty (60) years of age as per the Company records, you shall be retired from the services of the Company.
9. **Notice Pay:** If you intend to leave the services of the Company, you are required to give three months' notice. Either party can terminate the services by giving three months' notice.

Upon cessation of your employment, if any, you shall deliver to the Company all documents, tools, plans, drawings, materials, computer floppies and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a 'No Objection Certificate' from all the departments of the Company upon which only you will be relieved from the Company and your account will be settled.

10. General:

- a. During the period of employment with the Company, you shall devote your entire attention and work for the Company's business always and in any case you shall not be engaged in any other business or activity directly or indirectly, whether on remuneration or otherwise, without taking prior written consent from the Company's Management. This includes agency for insurance company.
- b. This appointment is further subject to verification of the particulars submitted by you in your Application Form. In case any particular/s submitted in the Application Form are found false or incorrect, your employment in

the Company shall be terminable without any prior notice.

- c. You shall govern by the revision/change in the working hours and shift system/schedule in the manner as required by the Company from time to time, depending on the nature of business of the Company.
- d. Any disputes arising out of this appointment will subject to the jurisdiction of the Court of Hyderabad. Your date of birth as per your SSC and application for appointment is and the same is hereby confirmed.
- e. You shall inform the Company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to time.
- f. The Standing Orders, Rules and Regulations/Practices and other Service Conditions of the Company as applicable and in force shall govern you from time to time.

Please sign the duplicate copy of this Letter of Appointment in token of the acceptance of the above terms and conditions.

We welcome you to our Organization and looking forward for a longer and fruitful association.

With regards,

For **GRANULES INDIA LTD**

B PRABHAKAR REDDY

General Manager – HR & Admn

I have read and fully understood the terms of my appointment letter. I hereby accept the terms of my appointment letter in full.

Signature :

Name :

Date :

Annexure

Name : Biyyani Manasa Reddy

Designation : Technical Trainee

Remuneration Details:

Particulars	CTC PM
Basic	12800
HRA	8298
Gross Pay (A)	21098
PF	1536
ESI	
Bonus	700
Total (B)	2236
Total Salary (A+B)	23334
Total Annual CTC – Per Annum	280008.00

For **GRANULES INDIA LIMITED**

B PRABHAKAR REDDY

General Manager – HR & Admn

"This email contains proprietary, business-confidential and/or privileged material. The information transmitted by this email is intended only for the person to which it is addressed. If you are not the person to whom this message is addressed, be aware that any use, reproduction, or distribution of this message is strictly prohibited. If you received this in error, please contact the sender and immediately delete this email and any attachments."

5 attachments



image001.jpg
20K

image002.png
9K



image003.png
14K

Handwritten signature

image004.jpg
3K

Handwritten signature

image005.jpg
3K

Date: 08.08.2024

Dear Ms. Anu Chandana,

Sub: Internship Offer Letter

With reference to your application and subsequent interview process, we would like to congratulate you on being selected for internship with Advantum Health Private Limited.

The terms and conditions of your internship with the Company are set forth below:

- Your internship shall commence on **09th August 2024** and shall continue up to **04th October 2024**.
- Your position during internship with Advantum Health will be **Apprentice, Provider Enrollment**.
- The internship Programme will be of 58 days.
- During the period of your internship, your Gross will be Rs. 15,000/- per month. You will not be under the direct payroll of the Advantum Health and therefore, you will not be entitled for any other company benefits.
- You will receive a certificate on successfully completion of internship.
- During your internship tenure you will be eligible for 2 paid leaves.
- In case of uniformed absenteeism or misconduct we can end your internship immediately.
- If required company can end internship contract with 5 days of prior notice.
- Your performance will be evaluated during internship and depending on that selected candidates will be hired on Advantum's payroll.

Your internship offer has been made based on information furnished by you and is subject to us receiving satisfactory reports from your references and background verification. If there is a discrepancy in the copies of documents or certificates given by you as a proof, we retain the right to review our offer of employment.



Serve HR
Private Limited

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

For SERVE HR PVT LTD.

For SERVE HR PRIVATE LIMITED

 DIRECTOR

Authorized Signatory

Joining Instructions:

Please bring the original copies along with a photocopy of the following documents on the date of joining:

1. Proof of age (Birth certificate, Secondary school certificate, Passport etc.).
2. Proof of ID (Aadhar, Passport, PAN Card, Voter ID, Driver's license).
3. Proof of Address (Aadhar, Voter ID, Passport).
4. PAN Card.
5. Educational Certificates (10th, 12th & Graduation and other relevant documents).
6. Four recent color passport size photographs.

Please get in touch with the HR department for any concerns or queries you may have regarding your joining formalities. Also, if there are any changes in the date of joining, please communicate well in advance.

Regd Off: 403, Opal Square IT Park,
Wagle. Estate, Thane - 400 604

4:09



Offer for Job - **UNIQUE** **BIOTECH LIMITED**

Inbox



Sarath 1 Aug 2023



to me, HR, Nitisha, Nishitha ✓

Dear Ms Dandi Tejaswi

Greetings from UBL!!.

We wish to inform you that based on the interview you attended, you are selected for the post of " **Trainee- Formulations Department**"

Your initial **Gross salary** is **Rs.15,000/-** . From the salary, an employee's PF contribution & ESI Contribution will be deducted. Professional Tax & Income Tax will be deducted as per the Government rules as & when required.

Apart from this salary, you will be provided with subsidised meals.

You have to sign on a bond towards a minimum of **3 years work commitment for UBL**. If you break the contract in between three years, you will have to pay 3 months gross salary back to the company & no Service certificate & no Relieving letter will be provided.

Your Place of Work & Joining report is :

M/s. **Unique Biotech Ltd.**



FINISHED DOSAGES

GRANULES INDIA LTD., Sy Nos. 160/A, 161/E, 162 & 174/A, Gagillapur Village,
Dundigal Gandimaisamma Mandal, Medchal-Malkajgiri District-500 043, Telangana, India.
Tel: +91 8418 696400/01, Fax: +91 8418 696402, mail@granulesindia.com, www.granulesindia.com
CIN: 124110TG1991PLC012471

July 14, 2023

Ms. Nakka Sandhya,
H No:1-91, Narsapur,
Medak, Telangana.

Offer Cum Appointment Letter

Dear **Nakka Sandhya,**

This has reference to your application for employment and subsequent interviews you had with us. We are pleased to appoint you as **Technical Trainee in Quality Assurance** function in the grade **TT**, in our company on the following terms and conditions:

Your total remuneration and other perquisites will be **Rs.2,10,000/- (Rupees Two Lakh and Ten Thousand only)** per annum (Refer **Annexure** for detailed breakup)

Matters pertaining to your remuneration are treated in strictest of confidence by the company and the same is expected on your part. You shall maintain complete confidentiality in all the information herein disclosed to you. Any inconsistent action by you involving a disclosure of these details will attract strict disciplinary action.

At present you will be posted at our **GGP**. However, your services are liable to be transferred to any other department, to any shift, work sites, offices, branches, factories associates or group companies anywhere in India/outside India depending upon the exigencies of work.

Your appointment is subject to your being found physically fit which need to be certified by a Registered Medical Officer. Your date of birth as per your application for appointment is **July 08, 2000** and the same is hereby confirmed.

We request you to join the organization at the earliest, however not later than **July 17, 2023**. Please carry the below mentioned original documents for verification and submit the photocopies.


- a) Proof of date of birth / SSLC / HSC certificate stating date of birth
- b) Educational Qualifications
- c) Relieving and Experience letter from the previous employer/s
- d) Aadhaar card and PAN Card (**mandatory**)
- e) Passport / Voter card / Driving License / Ration Card
- f) Four copies of your recent Identity card size and one copy of stamp size color photograph
- g) Form - 16 of last two financial years from previous employer (if applicable)

Please contact the HR Department at 09:30 hrs on the date of joining at Granules India Ltd., Gagillapur Village, Dundigal-Gandimaisamma Mandal, Madchal-Malkajgiri District - 500 043 to complete the joining formalities.

Please sign the duplicate copy of this letter as an acceptance of the terms contained herein and confirm the date by which you will be joining the organization latest by **July 15, 2023** after which the offer will stand withdrawn.

We look forward to having long-term association with you.

With best wishes
for **GRANULES INDIA LIMITED**


B. Prabhakar Reddy
General Manager - HR & Admn

Nakka Sandhya



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The employees are expected to be in full time employment of the organization and therefore shall not engage in any other profession or business unless it's consented by the company in writing.

TERMINATION OF EMPLOYMENT

An employee's appointment is terminable by **Three Months'** notice or payment of **Three Months Basic salary** in lieu thereof by either side. In case an employee affects such termination by resignation, the employee is required to serve complete **Three Months** before he / she can be relieved from the services of the company. However, relieving from the company will take place after the company is satisfied that proper handing over of papers, documents, information, and assets is completed.

The company will not be liable to pay notice pay in case the appointment is terminated on grounds of
(i) Breach of confidentiality (ii) Gross negligence (iii) Violation of law or willful noncompliance of law
(iv) Misconduct (v) Violation of the Code of Conduct or (vi) Providing false information at the time of appointment.

FUNCTIONAL RESPONSIBILITIES

Subject to superintendence, control and direction of the Reporting Authority, you will be responsible for all the functions that are allocated to you by your Reporting Authority from time to time, for which you shall maintain the relevant records and comply with all the statutory requirements, if any, within the stipulated time. You may also be entrusted with any other tasks or assignments from time to time in the exigencies of the Company's business orally or in writing either by your Reporting Authority or by any other higher official.

MEDICAL EXAMINATION

Further, your continuance in the employment is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.



FINISHED DOSAGES

GRANULES INDIA LTD., Sy Nos. 150/A, 101/E, 162 & 174/A, Gagillapur Village,
Dundigal Gandimaisamma Mandal, Medchal Malkajgiri District-500 043, Telangana, India.
Tel: +91 8418 696400/01, Fax: +91 8418 696402, mail@granulesindia.com, www.granulesindia.com
CIN: 124110TG1991PLC012471

July 14, 2023

Ms. Nakka Sandhya,
H No:1-91, Narsapur,
Medak, Telangana.

Offer Cum Appointment Letter

Dear Nakka Sandhya,

This has reference to your application for employment and subsequent interviews you had with us. We are pleased to appoint you as **Technical Trainee in Quality Assurance** function in the grade **TT**, in our company on the following terms and conditions:

Your total remuneration and other perquisites will be **Rs.2,10,000/- (Rupees Two Lakh and Ten Thousand only)** per annum (Refer Annexure for detailed breakup)

Matters pertaining to your remuneration are treated in strictest of confidence by the company and the same is expected on your part. You shall maintain complete confidentiality in all the information herein disclosed to you. Any inconsistent action by you involving a disclosure of these details will attract strict disciplinary action.

At present you will be posted at our **GGP**. However, your services are liable to be transferred to any other department, to any shift, work sites, offices, branches, factories associates or group companies anywhere in India/outside India depending upon the exigencies of work.

Your appointment is subject to your being found physically fit which need to be certified by a Registered Medical Officer. Your date of birth as per your application for appointment is **July 08, 2000** and the same is hereby confirmed.

We request you to join the organization at the earliest, however not later than **July 17, 2023**. Please carry the below mentioned original documents for verification and submit the photocopies.

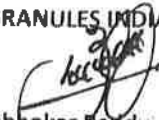
- a) Proof of date of birth / SSLC / HSC certificate stating date of birth
- b) Educational Qualifications
- c) Relieving and Experience letter from the previous employer/s
- d) Aadhaar card and PAN Card (mandatory)
- e) Passport / Voter card / Driving License / Ration Card
- f) Four copies of your recent Identity card size and one copy of stamp size color photograph
- g) Form - 16 of last two financial years from previous employer (if applicable)

Please contact the HR Department at 09:30 hrs on the date of joining at Granules India Ltd., Gagillapur Village, Dundigal-Gandimaisamma Mandal, Madchal-Malkajgiri District - 500 043 to complete the joining formalities.

Please sign the duplicate copy of this letter as an acceptance of the terms contained herein and confirm the date by which you will be joining the organization latest by **July 15, 2023** after which the offer will stand withdrawn.

We look forward to having long-term association with you.

With best wishes
for GRANULES INDIA LIMITED


B. Prabhakar Reddy
General Manager - HR & Admn



UPKEEP AND MAINTENANCE OF ASSETS

The employees are responsible for safe keeping and return in good condition and order the company's property and / or equipment which they may be given or handed over for official use. The employees will return forthwith, as and when called upon to do so, in good condition and order, all property and / or equipment which may have come into their possession during the course of the employment.

CONFIDENTIALITY AND NON-DISCLOSURE

An employee shall not disclose without written consent, any trade secret or confidential information concerning the financial arrangements or position of the Company or any of the dealings, transactions or affairs of Company's business. Without prejudice to the generality of this clause, the confidential information of the Company includes information concerning client lists, business, databases, marketing plans and strategies, sales, pricing and margin information, and everything else marked "Confidential" or which is otherwise indicated, explicit or implicit to be subject to an obligation of confidence.

Any commitment given by the Company, to third parties including collaborators, customers, and suppliers regarding confidentiality of information available to an employee will become automatically binding on such employee. Employees will have to give an undertaking to the company to ensure Protection of Intellectual Property Rights and Confidentiality provisions as mentioned above.

An employee may publish any articles or deliver any talk or be associated with any organization pertaining to his / her profession only with a prior written consent of the company.

INTELLECTUAL PROPERTY

It is a condition of the employment that the Company is the owner of all copyright and all other intellectual property rights of whatever nature in work, computer programs, and other projects incorporating intellectual property, which are created or developed by the employees during their employment.

To the extent that, by law, the employee does not have any legal or equitable interest in any work, including any computer program, databases, documents, artwork, film, or sound recording created or developed pursuant to the employment with the Company, the employee hereby irrevocably and unconditionally assigns to the company all intellectual property rights including copyright, in all such works.

RETIREMENT AGE

All employees shall retire from the services of the company on attaining the age of 60 years. Any extension to the employment beyond the age of 60 years shall be with mutual consent and on terms and conditions as agreed.

POLICIES AND PROCEDURES

All employees are liable to conform to Company policies and procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.

CODE OF BUSINESS CONDUCT

All employees are required to adhere to the Code of Business Conduct. The employees are required to sign a declaration in the requisite format undertaking adherence to the Code of Business Conduct.

JURISDICTION

Any disputes arising out of and / or relating your employment with the company shall be subject to the jurisdiction of city of Hyderabad only.



Annexure

Name : Nakka Sandhya
Designation : Technical Trainee
Grade : TT

New Salary Structure	Monthly	Annual
Basic Salary	9,600	115,200
House Rent Allowance	5,555	66,666
Gross Salary (A)	15,155	1,81,866
Employer PF	1,152	13,824
Employer ESI	493	5,916
Bonus	700	8,400
Statutory Payments (B)	2,345	28,140
Fixed Pay (A+B)	17,500	2,10,000

for GRANULES INDIA LIMITED


B. Prabhakar Reddy
General Manager – HR & Admn



BASIC SALARY

Basic Salary is the most important component of the compensation structure. The employer contribution to Provident Fund is calculated based on this amount. This component is also linked to House Rent Allowance, Leave Encashment, Bonus and Gratuity. This amount is credited every month from the date of joining and is fully taxable. This amount is approximately 55% of your monthly fixed pay.

HOUSING RENT ALLOWANCE

Housing Rent Allowance is a salary component that is paid to you to pay your house rent. Employee's eligibility is 40% of the employee's Basic Salary. This amount is subject to tax deduction at source as per the pertinent Income Tax rules and on the rent bills submission.

EMPLOYER PROVIDENT FUND

This amount indicates the employer's contribution to the Employee's Provident Fund account and the Family Pension Scheme. Such an amount is typically 12% on the wage ceiling limit of Rs. 15,000/- i.e. Rs. 1800/-.

BONUS / EX-GRATIA

This is an amount which will be paid during Oct/Nov every year.

Apart from the above remuneration (Annexure), the company provides additional benefits. A few of them are listed below:

1. Coverage under Group Medical Insurance Policy for Self and direct dependents like Spouse, Children (s) & Parents where the premium to be borne by the company as well as the employee
2. Coverage under Group Personal Accident Policy as per your Grade
3. Coverage under Employee Deposit Linked Insurance (for employees under Provident Fund)
4. Coverage under the Future Service Liability for the full anticipated service and also the Gratuity as per the Payment of Gratuity Act, 1972

AMENDMENT TO THE COMPENSATION AND BENEFITS STRUCTURE

The company reserves the right to modify the structure time to time depending on need. The employee shall be intimated about the changes as required.

I have read and understood the terms and conditions mentioned above. I undertake that there would be no breach of this confidentiality agreement. I hereby accept the engagement on the said terms and conditions. By accepting this offer, I authorize Granules India Ltd., to verify the documents from an outside Background Screening Agency, which includes my current/previous Employment history, Educational / Professional Credentials and background verification. If upon investigations, any false or misleading information found may result in dismissal of employment.

Signature : _____
Name : _____
Date : _____



Emp. Name : B. Pushpa Roud

Emp. Code : 7298

Valid From : 11/11/2024

VIRCHOW

P. [Signature]

Issuing Authority

Fact. Survey No. 172, Gagillapur,
Dundigal Mdl., Medchal Dist-500 043.
Ph. : 9700017820, 9700017883.



VIRCHOW BIOTECH DIV.

VIRCHOW BIOTECH

Offer of Employment

Date:21.10.2024

Ref.No: VBPL/HR/2024-2025/Oct/661

Dear Ms. Gajjala Pushpa Goud,

We are pleased to inform you that your application for the position of **Jr. Executive** in the Department of QC at Virchow Biotech Pvt. Ltd Unit-I was reviewed, and you have been selected for the position. We are offering you the position with a CTC of Rs. 2.4 Lakhs Per Annum (Rupees Two Lakhs Forty Thousand Only). A detailed salary break-up will be provided to you at the time of joining.

Please bring with you the following documents on the day of joining.


1. Proof of age (Xerox)
2. Duplicate copies of educational & professional certificates.
3. Relieving certificate from previous employer. (If any)
4. Appointment letter of the previous employer and salary revision letters.
5. Last month pay slip received from the previous employer.
6. 5 Passport size photographs.
7. Medical Reports (As per checklist).
8. Aadhar Card (Xerox)
9. Bank Passbook front paper Xerox copy.

NOTE: Please bring all the originals which will be returned to you after verification. Our company policy is to commence the date of joining on every Monday (based upon the working day).

Please acknowledge receipt of this letter and confirm your acceptance within 20 days of the date of this offer letter. As your acceptance of this offer, print this offer letter, sign, date it and email back to us at your earliest convenience with the expected date of joining.

Regards

For Virchow Biotech Pvt. Ltd.


P. Raghuram Reddy
AGM – HR & Admin



Dear Aspirant,

Please find below the offer confirmation from
Medcode Services!!

Congratulations on your selection in our organization. This refers to your interview with us on **14-Sep-2024**, it gives us great pleasure to welcome you to the MEDCODE Family.

Further to the personal discussion you had with us, we are pleased to offer you the position of " **Consultant – Coding Services**".

As confirmed by you, we request you to join us on or before **16-Sep-2024**. post which this offer will not be valid.

We require your acceptance through email at the earliest (within 24 hours).

You are requested to share the below documents.

1. Mark sheets for 10th, 12th, Degree



▼ Reply all





15/12/2023

Gajjala Meena
Sangareddy, Telangana, India

Reg: Offer of employment

Dear Gajjala,

We are pleased to offer you the position of **Associate Claims (IND)** at **Carelton Global Solutions India LLP** and your work location will **IND-KA-Bengaluru, Manyata Embassy Business Park**. We hope you are as excited about this opportunity as we are to have you on our team.

The annualized salary being offered to you is **₹300,300.00 (Three Lakhs Three Hundred rupees only)** less applicable withholding taxes. The detailed compensation structure is given in Annexure - A.

This offer is contingent upon your acceptance (i) your acceptance of the same within 3 business days; (ii) on confirmation that you are legally authorized and available to work in your position at the agreed location on your start date of **21/12/2023** and at all times thereafter; (iii) the successful verification of your background information; and (iv) you reporting to Carelton Global Solutions India LLP on the Date of Joining. Carelton Global Solutions India LLP reserves the right to withdraw this offer at its sole discretion at any time prior to the Date of Joining with due communication to you, including in case of any failure by you to comply with all conditions mentioned in this offer letter.

At the time of reporting for duty, produce certified true copies of all your credentials as asked for. Your employment with Carelton Global Solutions India LLP will commence from your effective date of joining i.e. **21/12/2023** and subject to completion of all joining formalities. You will be also be required to sign an employment agreement and confidentiality agreement with Carelton Global Solutions India LLP on the Date of Joining. Until the employment agreement is fully executed by you, no relationship (employment, contractual or otherwise) will exist between the parties.

We look forward to you joining the Carelton Global Solutions India LLP team!

Carelton Global Solutions India LLP

Manyata Embassy Business Park, Floors 6-10, Block Banyan (L1), Outer Ring Road, Nagavara, Bengaluru.
Karnataka - 560 045, India.

www.carelonglobal.com | Ph: +91 80 6955 8400 | GSTIN: 29AAHFL3010G2ZL | LLPIN: AAL-0928 | PAN: AAHFL3010G

Annexure – A

Associate Name:	Gajjala Meena		
Designation:	Associate Claims (IND)		
	Component	Per Annum (INR)	Per Month (INR)
Fixed Pay	Basic Salary	₹198,000.00	₹16,500.00
	HRA	₹78,540.00	₹6,545.00
Retirals	Employer's contribution to PF	₹23,760.00	₹1,980.00
	Gross Pay	₹300,300.00	₹25,025.00
	Total Cost	₹300,300.00	₹25,025.00

Note:

- Carelon Global Solutions endeavors to protect the health and safety of its employees and officers at all times. In this regard, the company mandates that all its employees are fully vaccinated before they are offered employment with the company. You must hereby declare and provide proof that you have been fully vaccinated as per the requirements of the Government of India. If you have not been fully vaccinated or have not completed at least the first dose of the vaccination process with the second dose planned, in that case you are mandated to sign an Indemnity-Cum-Undertaking indemnifying Carelon in case of adverse outcome due to your non-vaccination status and providing appropriate reason thereof for not fulfilling the requirements. Concealment of vaccination status, production of false documentation or non-compliance of the mandated Indemnity-Cum-Declaration shall result in immediate termination.
- Employee's contribution to Provident Fund, Professional Tax and Income Tax will be deducted as applicable.
- As per Payment of Gratuity Act, 1972, you will be eligible for gratuity payment that will be over and above your Total Cost.
- Shift Allowance payable based on the shift timing (except general shift).
- Transport deduction is applicable only for associates working in general shifts.
- Medical Insurance cover for Associate including five dependents for a principal amount of INR 3,00,000/-
- Coverage amount for Personal accident and Term Life Insurance would be 5 times of Total Cost each.
- Notice period will be 3 months.
- Employee State Insurance (ESI) deduction applicable as per ESI Act 1948.

Sincerely,

Mosur K Saisekar
 Country Head
 Carelon Global Solutions India LLP

Gajjala Meena
 Date: 15/12/2023

Carelon Global Solutions India LLP

Manyata Embassy Business Park, Floors 6-10, Block Banyan (L1), Outer Ring Road, Nagavara, Bengaluru,
 Karnataka – 560 045, India.

www.carelonglobal.com | Ph: +91 80 6955 8400 | GSTIN: 29AAHFL3010G2ZL | LLPIN: AAL-0928 | PAN: AAHFL3010G

carelon



**Gajjala
Meena**



1. Mark sheets for 10th, 12th, Degree Certificate.
2. Aadhar Card & PAN Card (Mandatory)
3. Resume
4. 2 Pass Photo Size

The documents need to reach the HR department on or before your joining.

We eagerly look forward to your joining. The address of our office is:

Med Code Services : 3rd Floor, Western Dallas Center, Dallas Centre Rd, Silpa Gram Craft Village, Madhapur, Hyderabad, Telangana 500081.

We assure you of an innovative environment where challenging and interesting work is part of daily life. Medcode Services looks for someone like you with not only experience, but also high achievement orientation and ethics.

If you need any clarifications, please feel free to contact the undersigned.



▼ Reply all





If you need any clarifications, please feel free to contact the undersigned.

Hope to see you onboard soon!!

Note: This is valid only if they possess the original appointment letter along with the other required documents.

Thanks & Regards

Bhavesh Markandeya

MEDCODE
Services

Human Resource | MedCode Services

Every Moment is a Learning Opportunity. Let's Enrich Our Lives.

Phone: +91 7339202051 | Email: bhavesh@medcodeservices.com

<https://medcodeservices.com>

Capital Park, Hyderabad, Telangana.



« Reply all



LL/HR/Off/R&D/MRF 1828/Oct 2024/912

November 11, 2024

Mr. Nagula Pally Sai Prakash Reddy
S/O Mr. Bhasker Reddy N P,
H.No: 8-14,
Samalapally Nemtur,
Wargal (Mandal), Medak,
Telangana, 502334.

Dear Mr. Nagula Pally Sai Prakash Reddy,

Sub: Letter of Offer

This has reference to your application and the discussions we had with you. We are pleased to offer you the position of 'Trainee' in "AD-Generics-(R&D)" department at our R&D Center facility at Plot No: DS1&2, IKP Knowledge Park, Genome Valley, Turkapally, Medchal Malkajigiri District, Telangana, India, Pin 500101. on the following terms and conditions:

1. Your gross remuneration will be ₹. 2,40,000 (Two Lakh Forty Thousand Rupees Only) per annum Cost to Company (inclusive of all annual and statutory benefits).
2. You will be under training for a period of one year.
3. A formal letter of appointment will be issued to you at the time of joining.
4. You will be governed by the Rules & Regulations of the company that are in force at present and the changes that take place from time to time.
5. You are required to sign a separate confidentiality agreement with the company, which will form part of the appointment letter.
6. You are required to undergo a pre-employment medical check-up, which is arranged by the company. This Offer of Appointment is subject to your Physical fitness.
7. On clearing M.Pharm Exams in First Attempt, we will revise your Salary to Rs. 2,70,000/- with effect from month of results Submission. In case you are unable to clear your M.Pharm, you will have to continue with the current offered i.e. Rs. 2,40,000/-
8. You are requested to bring the following documents in original at the time of reporting for duty.
 - a. Proof of date of birth /SSC/ HSC certificates stating date of birth
 - b. Original Certificates of your educational qualification and a photocopy of the same
 - c. Five passport photographs
 - d. Two reference letters from acquaintances other than relatives
 - e. Photocopies of Aadhar Card and PAN card
 - f. Two Group Photograph of your family (Self, Parents, Spouse & Children) for coverage under ESI Policy
 - g. Two passport size photographs of dependents (parents, spouse & children) for Group Mediclaim Policy.
 - h.

We request you to join the organization on or before November 7, 2024. Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining us.

We look forward to having you in our team.

Yours sincerely,

for Laurus Labs Limited,

I accept to the above terms and conditions.

Signature:



Dr. C. Satyanarayana
Chief Executive Officer

Name:
Date:

Registered Office
Laurus Labs Limited
Laurus Enclave, Plot No. 01, E. Bonangl Village,
Parawade Mandal, Anaparthi District - 531021, Andhra Pradesh, India.
T +91 891 682 1101, 1102, E info@lauruslabs.com
F +91 891 682 1103, W lauruslabs.com

Corporate Office
2nd Floor, SDE Serene Chambers, Road No. 7,
Banjara Hills, Hyderabad - 500034, Telangana, India.
T +91 40 6659 4333, 3980 4333, 2342 0600 / 601
F +91 40 6659 4320 / 3980 4320
CIN : L24239AP2005PLC047518

SOS

Syngene



Vuppula

Syngene

Syngene International Limited
SEZ Unit
Biocon Special Economic Zone
Bommasandra - Jigani Link Road
Bangalore - 560 099, India
T 91 80 2808 2808
F 91 80 2808 3189
www.syngeneintl.com

Ref: S/HR/LET-OFR/56832/195652

Date: 26 July 2024

Dear Vuppula Kavya,

Congratulations and thank you for your interest in Syngene International!

We are delighted to confirm your selection on the below terms and conditions of employment with us:

Position : Application Support Engineer - BBRC-EXP4-INFORMATION TECHNOLOGY

Level : 9-II

Location : Bangalore

Address : Syngene International Limited, SEZ Unit, Biocon Special Economic Zone, Bommasandra - Jigani Link Road,
Bangalore - 560 100

You will be entitled to a Total Cash compensation of Rs. 700,003.00 p.a the detailed break-up is attached as Annexure I. The policy guidelines on benefits and emoluments are enclosed in Annexure II.

This offer of employment is valid subject to confirmation of your medical fitness and satisfactory completion of reference / background verification of your credentials related to your educational and / or professional experience.

The appointment is effective from the date of your joining and we request you to join on or before 01 October 2024.

Please confirm that the terms of this offer are acceptable within three days from the date of offer or this offer shall be deemed to have been withdrawn and consequently you will not have any further claim for employment with us. It is understood that we will mutually keep this offer as **CONFIDENTIAL**, till the time you are on board with us.

We are excited about many ways you will have opportunities to contribute to the success of Syngene and look forward to having a mutually beneficial association.

Best Regards,

for Syngene International Ltd.



Andrew Webster

Chief Human Resources Officer

ANNEXURE - I

Name : Vuppula Kavya
Position : Application Support Engineer - BBRC-EXP4-INFORMATION TECHNOLOGY
Level : 9-II

Salary Components	Annual (Rs.)	Monthly(Rs.)
Basic Salary	236,832.00	19,736.00
House Rent Allowance	118,416.00	9,868.00
Leave Travel Allowance	23,688.00	1,974.00
Flexi Allowance	201,252.00	16,771.00
Advance statutory Bonus / Ex-Gratia	47,364.00	3,947.00
Canteen Cost	9000	750
Gross Salary - (A)	636,552.00	53,046.00
Employer Contribution of PF	28,416.00	2,368.00
Gratuity Fund	11,364.00	947.00
Employer Contribution to ESI	0.00	0.00
Statutory / Retiral Contributions - (B)	39,780.00	3,315.00
Total Fixed Cost - (C = A+B)	676,332.00	56,361.00
Short Term Incentive (STI) at Target - (D)	23,671.00	
Total Cash Compensation - (C+D)	700,003.00	

Benefit Component	Annual Benefit Value	Features
Group Medical Insurance	300000	Covers only for Self, Spouse and two dependent children.
Group Personal Accident Insurance	1,700,000.00	Covers only self, up to a limit of Rs. 17,00,000 or two times of your Annual Fixed Pay whichever is higher

Applicable for STA's (Syngene Training Academy) only: All hires under the STA programme, are bound by the terms and obligations agreed in the **SERVICE AGREEMENT** executed at the time of joining Syngene. The candidate shall undergo training in technical and soft skill enhancement, for a period of six months from the date of joining. After successful completion of 6 months training programme, the candidates will be required to serve the company for a minimum period of 24 months (in total - 30 months). In the event the employee leaves the services of the company before expiry of 30 months, he will be liable to pay a sum of Rs.1,00,000/- (Rupees one lakh only) as liquidated damages.

ANNEXURE - II

Guidelines on Emoluments / Benefits:

Company Transportation: Company transport is provided for all employees, team lease consultants & trainees subject to route and seat availability. It is a paid service at subsidized cost and hence cannot be claimed as a right. Transport team requires 3 days after completing the joining formalities to accommodate a new request subject to route and seat availability. Until such time employees to make their own transport arrangement

- For level 9, 10 & 11: An amount of Rs 1,800/- will be deducted from the monthly salary, if employee avail company transport
- For Level 8 – Car Petrol allowance will not be paid, if employee avail company transport
- For Level 7 & above Car Petrol & Maintenance allowance will not be paid, if employee avail Company transport.

Short Term Incentive: Short Term Incentive (STI) will be payable based on the Company performance versus the Business plan, Departmental performance versus the annual departmental score card and the individual performance versus the objectives in your Individual scorecard for the financial year. Weightages assigned to Company, Department and Individual performance for your level are as follows:

Company	Department	Individual
10%	10%	80%

STI will be paid during the annual appraisal cycle and employees who are onboard at the time of disbursement without serving notice of resignation are only eligible for STI payout. The amount will be prorated for the first year based on date of joining. Employees joining on/after November 1st in a financial year will not be entitled to STI pay-out, which is generally paid-out in June of the subsequent year.

Children Education Reimbursement: The reimbursement will be paid to the confirmed employee on production of school fee receipts at Rs. 20,000/- per child upto maximum of two children. The minimum age should be three and half years. For the first-year claim, the amount will be paid on pro-rated basis for the financial year depending on the date of joining.

Probation: Six (6) months from the date of joining. Probation can be extended on unsatisfactory performance.

Working Days: Five (5) days a week. Some departments function for six (6) days schedule also. For employees in Six day schedule, first Saturday of every month is a declared Holiday.

Office Timings: 8:15 AM to 5:15 PM for General Shift and shift schedules applicable to other employees.

Leave Eligibility: Employees are eligible for combined Casual & Sick Leave of 12 days per annum and Earned leave of 18 days per annum. The CL & SL will be credited on prorated basis from the date of joining and EL will be credited every month on prorated basis from the date of joining. The annual leave credit period is from April till March.

Salary Revision:

A. Employees who joins the organization on or before 31st October of current calendar year shall be eligible for salary review during the month of April of subsequent year. Employees joining later to 31st October of current year are not eligible for salary review during the subsequent year.

B. All other payments / benefits if extended by Company (other than the payment of salary as stated above and other statutory payments or benefits payable in accordance with law from time to time), shall be subject to discretion of the Company and the same shall not be considered as your entitlement.

Syngene

Relocation Policy:

Scope: Applicable to all New Employees who are currently employed outside of their offered location and are relocating to join the Company.

Relocation Travel Reimbursement: Towards travel of Self, Spouse and 2 Children paid at actuals, travel eligibility for Levels 7 to 1: Air -Economy class; Levels 8 to 11: II a/c train fare or bus fare (whichever is lesser). All supporting Ticket / Boarding passes to be submitted for reimbursement.

Relocation Transport Reimbursement: Towards shifting of house hold goods (Packing / Loading / Unloading / Unpacking / Insurance / 1 Four or Two wheeler vehicle), Max of 1 truckload and costs will be on actuals subject to max amounts as per levels. Levels 3 to 1: At Actuals; Levels 7 to 4: Rs. 50,000/-; Levels 8 & 9: Rs. 20,000/-; Levels 10 & 11: Rs. 10,000/-. The employee has to submit quotations to HR department from at least 3 movers / packers (from an approved list of vendors i.e. Prakash Packer & Movers / Leo Packer & Movers / Agarwal Packers & Movers). The final / optimal option would need to be pre-approved by HR and all supporting Bills / Quotations have to be submitted for reimbursement (CASH TRANSACTIONS WILL NOT BE ACCEPTED).

Relocation Allowance: One month's Basic will be paid as relocation allowance towards child's / children's school admissions, estate agent commission, or any miscellaneous costs.

Initial Accommodation: The Company will provide accommodation for outstation candidates in the company-leased guest houses / rooms for a period of 1 week from the date of joining. The new employee would need to inform HR at least 10 days before joining, if he / she would like to avail accommodation facility.

Claim Period: Any claims pertaining to Relocation Expenses / Allowances has to be submitted within 45 days from date of joining. Any bills submitted beyond this period (45 days) will not be eligible for reimbursement. (PLEASE NOTE SYNGENE WILL REQUIRE ONLINE TRANSACTION PROOF FOR ALL EXPENSE/RELOCATION CLAIMS, CASH TRANSACTIONS WILL NOT BE ACCEPTED)

Recovery: If the employee leaves the organization within one year of joining, all relocation expenses related to Travel Reimbursement, Transportation Reimbursement, Relocation Allowance(one month basic pay), Notice Period Buyout paid by the Company will be recovered from the employee in the full and final settlement.

The recovery of Joining Bonus (if any) will happen if the employee is leaving within 2 years from the Date of joining.

Note: The management reserves the right to change any policies at its own discretion and the applicability will be based on new policy. We will issue the formal appointment letter detailing the terms and conditions of employment on your joining our organization. It is understood that such terms and conditions of employment will be binding on you and you will comply with all rules, regulations and code of conduct applicable to employees of the company.

Syngene

Please bring the following certificates / documents (original & copies) at the time of reporting:

CERTIFICATES:

I) EDUCATIONAL

- a) School Leaving- 10th & 12th Certificate
- b) P.U. or Equivalent
- c) Degree Certificate / Marks Sheets - Duly approved by UGC / AICTE.
- d) Post Graduation Certificate / Marks Sheets
- e) Any Other

II) OTHERS

- a) Date of Birth Certificate / Proof
 - b) Experience Letter(s)/ Reliving Letter(s) (any one) – from all previous employments as mentioned in your CV.
 - c) Salary Slips of last 2 months
 - d) Copy of Form-16 & IT Acknowledgement (Last 2 years), if applicable.
 - e) Relieving Letter
 - f) Photographs : Passport Size : 4 numbers, Stamp Size : 2 numbers (Color)
 - g) Pan Card
 - h) Aadhaar Card
 - i) Any one document among following as latest Address Proof
- * Passport, Driving License, Voter's ID card.

Date: 05/05/2023

Employment Offer Letter

Dear Ranjole Poojitha,

Greetings from VMD Tech assist Pvt Ltd.!

We congratulate you for being selected in the interview with VMD, we would like to offer you the employment with us for the position of "Editorial Assistant" with the CTC of 3.2 LPA.

Initial 3 months will be your training period. Based on your performance during this period, we shall intimate you the status of continuation and permanent employment with VMD & eligible for EPF (after training period).

Your joining with VMD will be on 5th June 2023 at 12:00 pm.


In the event of any reason, should you leave the Company within 1 year of your service, then you are liable to payback immediately all expenses incurred by the company. This will be informed to your parents and necessary consent has to be taken.

Note: implemented because of the time our team will pay on your training for 6-12 months.

Please share a signed copy of this offer letter as a token of your acceptance.

For VMD Tech assist Pvt Ltd.

I accept to all the terms and conditions.


Authorized Signature

Ranjole Poojitha

18th November 2024

Ms. Thippavathi V N Jayasree,
D/o. T.Venkata Ramudu,
Plot No. 41, Asian Colony,
Jailakshminagar backside
Beeramguda, Telangana-502032
Mobile No: 9381494528


Sub: Permission for Internship

We are pleased to inform you that we hereby accord permission to you for internship, from **18th November 2024 to 18th August 2025**, in our organization in **Regulatory Affairs Department** at APLRC-I.

1. During the tenure of the internship stipend will be paid Rs. 12,000/- per month.
2. You can avail canteen facility and Transportation facility as per company rules.
3. Your performance shall be evaluated after 3 months.
4. You shall follow the rules and regulations as well as standing orders framed by the management from time to time. You need to obey rules and discipline of the company.
5. If any irregularity is observed during the period of internship, the internship permission may be cancelled on sole decision of the management.
6. You shall not divulge to anyone, particulars or details of the manufacturing/quality processes, technical know-how, product portfolio, on-going projects, future projects, marketing strategies, sales promotions plans, security arrangements, or of administrative and / or organization matters, by any means of communication, whether of confidential or not, that may become known / accessible to you for being associated with the company
7. You shall follow the dress code of the company i.e. formals (No T-shirt)
8. You must follow & comply with all safety rules regulations while in premises. Aurobindo is indemnified of any eventuality that may arise if you fail to adhere to safety norms.

Please sign on the duplicate copy as an acceptance of this letter. You are advised to report at the following address at 9:30 AM on 18th November, 2024.

Aurobindo Pharma Limited Research Centre
HR Department,
Sy. No: 313, Bachupally Village,
Quthbullapur Mandal,
R.R. Dist, Hyderabad-500090, Phone: 040 -66271000.


Susmitha Harkara
Deputy Manager- HR

APL RESEARCH CENTRE
(A Division of Aurobindo Pharma Ltd.)

(CIN : L24239TG1986PLC015190)

PAN No. AABCA7366H

Sy. No. 313 & 314, Bachupally, Bachupally Mandal, Medchal Malkajgiri District, Hyderabad - 500 090, T.S., INDIA, Tel : + 91 40 2304 0261 Fax : + 91 40 2304 2932
Corp. Off. : Galaxy, Floors: 22-24, Plot No. 1, Survey No.83/1, Hyderabad Knowledge City, Raidurg Panmaktha, Ranga Reddy District,
Hyderabad - 500 032, Telangana, India, Tel : +91 40 6672 5000 / 6672 1200, Fax : +91 40 6707 4044



To,

Vineeth Budde,
H no. 3-74, Humnapur (V),
Varni (M), Nizamabad (D)
Telangana - 503206

Sub: Appointment as Research associate trainee - Analytical R&D

Dear Mr Vineet,

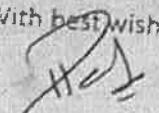
In continuation to your interview & discussion with us, we are pleased to offer you the position of Research associate trainee - Analytical R&D for Prontgen Health Remedies Pvt Ltd with effect from 01 Apr 2024.

Your total compensation for this employment is enclosed in Annexure 1 as CTC (Cost to Company).

The terms and conditions of the employment as per the Annexure 2.

We welcome you to Prontgen family and look forward to your significant personal and professional growth during your association with us.

With best wishes


Dr K Pavan Kumar
Founder & CEO



Acceptance

I have read and understood the terms and conditions mentioned above and those in Annexure 1 and 2
I hereby accept the employment on the said terms and conditions.

Signature: 

Date: 29/05/2024

PRONTGEN HEALTH REMEDIES PVT LTD

13th Floor, Manjeera Trinity Corporate, JNTU-Hitec City Road, Kukatpally, Hyderabad, Telangana, India, 500072.

✉ info@prontgen.com 🌐 www.prontgen.com ☎ +91 7799552131



Annexure 1

Particulars	Per month	Per annum	Deductions	Per month	Per annum
Total earnings	15,800.00	1,89,600.00	Professional tax	200.00	2,400.00
			Total deduction (B)	200.00	2,400.00
Net salary (A+B)				15,000.00	1,92,000.00



PRONTGEN HEALTH REMEDIES PVT LTD

13th Floor, Manjeera Trinity Corporate, JNTU-Hitec City Road, Kukatpally, Hyderabad, Telangana, India, 500072.

✉ info@prontgen.com 🌐 www.prontgen.com ☎ +91 7799552131



Annexure 2

1. You shall keep all the information about the working of the company confidential and shall not divulge any information to anyone to the detriment of the company under any circumstances.
2. Notice period is 3 months.
3. Please furnish the following certificates at the time of joining.
 - a. Date of birth
 - b. Education qualification certificates
(Provisional or final certificates of all qualifications obtained from SSC)
 - c. Salary slip of previous company (3 months)
 - d. Relieving letter
 - e. Service Certificate/ Experience certificates of previous organisation
 - f. 2 passport size photographs
 - g. Bank account details.
4. Copy of following for opening bank account
 - a. ID proof
 - b. PAN card
 - c. Adhar card
5. Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given as a proof in support of the above, the Company reserves the right to revoke the offer at any time during your service.
6. Training period will be one year. Based on work conduct and character at work place further confirmation will be given.
7. Based on character and conduct at work salary will be revised after 6 months.
8. Work confidentiality to be strictly maintained and company technical and financial information should be safeguarded and should not be disclosed outside. If it is found any untoward involvement of employee in such disclosures, company reserve the rights to take strict action.
9. Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given as a proof in support of the above, the Company reserves the right to revoke the offer at any time during your service.



PRONTGEN HEALTH REMEDIES PVT LTD

13th Floor, Manjeera Trinity Corporate, JNTU-Hitec City Road, Kukatpally, Hyderabad, Telangana, India, 500072.

✉ info@prontgen.com 🌐 www.prontgen.com ☎ +91 7799552131

Date: 01-Jul-2024

Shahwar Fatima

Lucknow

Dear Shahwar,

Sub: Offer letter for the position of Senior Executive-Operations.

With reference to the interview, you had with us, we are pleased to offer you the position **Senior Executive in Band 5**. You will be initially posted at **Lucknow** center.

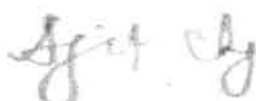
Your position will carry total compensation of **INR 198000/- (One Lakh NinetyEight Thousand Only)** per annum. A model breakup of your total compensation is enclosed as below. The detailed appointment letter will be issued to you at the time of your joining the company.

Compensation Components	Amount (INR Per Month)	Amount (INR Per Annum)
Basic Salary	8433	101200
House Rent Allowance	5622	67466
Sub-Total	14055	168666
Bonus as per Payment of Bonus Act *	976	11708
Sub-Total	976	11708
Provident Fund (Employer Contribution)	1012	12144
Employee State Insurance (Employer Contribution)	457	5482
Sub-Total	1469	17626
Total Cost To Company	16500	198000

* Payable quarterly by 10th July for 1st quarter (April, May & June), by 10th October for 2nd quarter (July, August & September), by 10th January for 3rd quarter (October, November & December), by 10th April for 4th Quarter (January, February & March) towards bonus payment in advance for every Financial Year.

As agreed you will join our organization latest by **01-Jul-2024**. Kindly sign a copy of this letter as a token of your acceptance of the offer and return the same for our records. Kindly also convey the exact date of your joining the company.

You are also requested to bring the below mentioned, at the time of joining, this would facilitate the smooth completion of the joining formalities.



- 5 recent passport size photographs
- Original testimonials with attested photocopies in respect of educational qualifications.
- Service certificates and relieving certificates from previous employers including last three salary slips.
- Proof of date of birth, Aadhar card & PAN card.

Please note that the company has a Background verification process for all new incumbents. The background screening form is attached which may please be filled & returned to us at the earliest so as to facilitate next steps. Any adverse report shall be dealt with as per company rules.

We look forward to your joining our organization and contribute towards a mutual and beneficial association.

Thanking you,

Yours faithfully

For **Aegis Customer Support Services Private Limited**



Ajit Choudhary
Senior Manager-Human Resources

Date: 01-Jul-2024

Name: Shahwar Fatima
Location: Lucknow

Appointment Letter

Dear Shahwar,

It gives us immense pleasure in offering you an appointment in our organization with effect from **01-Jul-2024** on the following terms and conditions:

- Position Details:** You are designated as Senior Executive-Operations in **Band 5** and will be based at **Lucknow** center.
- Compensation & Benefits:** Your compensation shall be as follows:

Compensation Component	Amount (INR Per Month)	Amount (INR Per Annum)
Basic Salary	8433	101200
House Rent Allowance (HRA)	5622	67466
Bonus as per Payment of Bonus Act *	976	11708
Provident Fund (Employer Contribution)	1012	12144
Employee State Insurance (Employer Contribution)	457	5482
Total Cost to Company (TCTC)	16500	198000

* Payable quarterly by 10th July for 1st quarter (April, May & June), by 10th October for 2nd quarter (July, August & September), by 10th January for 3rd quarter (October, November & December), by 10th April for 4th Quarter (January, February & March)

Towards bonus payment in advance for every Financial Year.

Note: Group Personal Accident Insurance, Hospitalization Expenses Reimbursement Scheme are guided by Company rules.

The Company reserves the right to change the structure from time to time. You will be entitled to benefits such as Provident Fund and Gratuity in accordance with the laws of land and / or per company policy. Your remuneration is purely a matter between yourself and the Company and has been arrived on the basis of your job, skills specific background and professional merit. You will be expected to maintain this information and any changes made therein from time to time as personal and confidential. All forms of compensation referred to in this letter are subject to TDS as per law.

- Transferability:** Your services are liable to be transferred to any other Departments / Divisions / Office / Subsidiary of the company, anywhere in India or abroad. Notwithstanding your appointment in this company, your services may be assigned by the Company at its sole discretion to any other associate company. You will be expected to attend the office during the working hours/shifts as may be decided by the Company. The working hours/shift could change periodically, or you may be required to work from home in accordance with "Remote Work Policy" depending on the job requirements.
- Confidentiality, Non-Disclosure etc.:** You are required to maintain the highest order of discipline and secrecy as regards the work of the Company and/or its subsidiaries or Associate Companies and in case of any breach of discipline/trust, your services may be terminated by the Company with immediate effect. All inventions, improvements, discoveries made by you either alone or with any other persons will become the sole property of the Company. You will ensure that patent protections are obtained for such inventions/improvements and discoveries in India or elsewhere and hand over the same to the Company. You shall not, while in the employment of the company be engaged in any other employment, business whatsoever or hold any office of profit or accept any other emoluments without prior consent of the company in writing.

Contd...

The Employee covenants and agrees that upon the termination of this Agreement for any reason whatsoever, and until the expiry of a period of two years from the date of termination of this Agreement he/she will not except with the prior written consent of the Company, directly or indirectly;

- a. Campaign, solicit or endeavor to entice any Client(s) or Customer(s) of the company, or any person(s) who at any time during the employment were or are Clients or Customers of the company, or were in regular dealing with the company.
 - b. Solicit/coerce or persuade any employee of the company to quit or leave the employment of the company in any manner.
 - c. Counsel or otherwise assist any person to do any of the acts referred to in paragraphs (a) and (b) of this clause or any other similar acts.
5. **Termination of Services:** The notice period for termination of employment, by either party, would be 30 days or basic salary in lieu of notice. However, it will be the discretion of the Company whether to accept the salary in lieu of notice period or direct you to serve the complete notice period. The Company may at its sole discretion disengage your services by giving 30 days basic salary in lieu of notice. The Company may further at its sole discretion in the event of "Force Majeure event" which may include but shall not be limited to acts of God, work stoppages, labour unrest, Biological or Chemical Contamination, Nuclear Risks disaster strikes, wars, acts of terrorism, fires, floods, typhoons, earthquakes, epidemics, pandemics, quarantine, political unrest, government imposed restrictions or orders and similar events etc., terminate your services without any notice or without being liable to pay any compensation/severance pay. In the event of an "Event of Breach" and "Misconduct", which shall include fraud, gross negligence, refusal to discharge duties attributed to you by the Company, insubordination, any act involving moral turpitude, indiscipline, loss of confidence, violation of company policy or breach of the above terms and conditions or any act or omission which may affect the Company or you adversely, the Company shall have the right to forthwith terminate your association with it without being liable to pay any amounts in respect thereof. In case any information furnished by you either in your application for employment or during the selection process is found to be incorrect / false or suppressed, the Company reserves the right to terminate your services anytime without notice or compensation in lieu of notice. If you remain absent from work without authorization or reasonable explanation, for more than eight consecutive days, it will be presumed that you are no longer interested in working for the Company and have abandoned its services.
6. **Retirement:** Retirement from the services of the Company will be on the last day of the month of completion of the age of 62 years. You may be retired earlier if found medically unfit.
7. **General:**
- a. Any terms of employment or revisions including change in benefits, position, perquisites, compensation and entitlements will only be valid and effective by way of a written communication from the appointing authority of the Company. Verbal communication will not have any binding effect on the company and the employee is advised not to act on such verbal communication(s)
 - b. Email communications with respect to employment, though in writing will have binding effect only if they are followed by a formal employment contract, appointment letter or increment letter or a change letter duly signed by the appointing authority of the Company.
 - c. Any stock based compensation like ESOPs, equity options, warrants, phantom options, etc. Will be valid and binding on the Company only if it is as per the plan implemented and approved by Board and Shareholders and communicated to you in writing by the appointing authority.
 - d. This agreement supersedes all prior agreements and understandings, oral or written, if any, between you and the company or any of its officials/representatives. No modification or amendment of any of the terms, conditions, or provisions herein shall be made otherwise than by written agreement signed by the parties hereto.
 - e. All other standard rules and policies of the Company existing as of now and as may be amended from time to time, will be applicable to you.

Kindly sign the copy of this letter in token of your acceptance. We welcome you to our organization and look forward to a mutually rewarding association.

Yours faithfully,

For Aegis Customer Support Services Private Limited



Ajit Choudhary
Senior Manager-Human Resources



YASHODA
HOSPITALS



B. Rajitha

Pharmacist

Pharmacy



[Signature]
Issuing Authority



14th June 2024

Ms. C.Manisha,
Hyderabad.

OFFER OF APPOINTMENT

Dear C . Manisha,

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of " **Trainee – Quality Assurance** " in Laxai Life Sciences Private Limited under the Band "**R0**" in the level "**TT**" in our organization and you will be based at Hyderabad , Jeedimetla.

Your annual CTC will be **Rs. 2,40,000/- pa** (Rupees two lakh and fourty thousand Only Per Annum). A detailed letter of appointment shall be given to you upon joining.

Please note that you are required to join the Organization on **17th June 2024** failing which this offer of appointment stands withdrawn. Kindly note that this offer is confidential.

Please note that your employment will be subject to the following:

1. Clearance in the background verification checks and pre-employment medicals as per Company policy
2. Submission of following documents at the time of joining:
 - a. Certified true copies of all the educational certificates
 - b. Four copies of your latest passport size photographs
 - c. Relieving letter and Service certificate from previous employer/s
 - d. Last 3 months salary slips of previous employer
 - e. PAN and AADHAAR
 - f. FORM 16, if applicable
 - g. Bank Account Copy

Please sign and return the duplicate copy of this letter as a token of your acceptance of this offer.

Yours truly,

For Laxai Life Sciences Private Limited,

Ms Tabitha chintala , Manager -Human Resources

I accept the offer of appointment on the above terms.

Signature

Date



LAXAI

Enriching life through innovation

ANNEXURE

SALARY STRUCTURE - Ms. C . Manisha

Salary Components	Per month	Per annum
Basic	11,500	138,000
HRA	4,600	55,200
LTA	958	11,495
Statutory Bonus	583	6,997
Special Allowance	392	4,703
Gross Salary	18,033	216,396
Employer PF *	1,380	16,560
Employer ESI	587	7,044
CTC	20,000	240,000
Employee PF	1,380	16,560
Employee ESI	139	1,668
Net Salary	16,514	198,168

Note: 1. All above payments are subject to deduction of Income Tax as

applicable

In addition to the above you are entitled for Insurance Coverage, Gratuity as per Company policy.

For Laxai Life Sciences Private Limited.,

Ms Tabitha Chintala Manager -Human Resources



Pre - Employment Medical Check Up

Dear lifespan Team,

Kindly conduct the pre-employment medical check- up for Ms. C . Manisha and share soft copy of the report to, praveen.cherukuri@laxai.com, abdulkhadir.jitan@laxai.com and the hard copy to below address:

Laxai Life Sciences Private Limited

Manufacturing Unit 2

Plot No 9/A, IDA, Jeedimetla,

Hyderabad 500055

For Laxai Life Sciences Private Limited.,

Ms Tabitha chintala Manager - Human Resources

Note:

I) All the Candidate are requested to carry below documents for Pre-Employment Medical Checkup:

1. Carry this offer letter .
2. Identity proof Aadhar Card/Pan Card Xerox copy
3. 2 Passport size photos

II) Payment Process:



Candidates will pay the amount of 1050/- to lifespan Labs, then after he/she submits the bill copy to the company, the company reimburses the amount to the employee. 1050/-.

Below are the instructions to be followed while going for medical examination:

- Avoid Heavy Meals on Previous day.
- No late Nights.
- Do not consume alcohol prior to your appointment.
- Please bring previous medical reports, if any.
- You may take usual medications before the blood test except those for **diabetes**.
- Associates wearing lenses/glasses should bring them along.
- Female candidates are advised not to undergo the medicals during their menstruation period.
- Do not eat anything on the day of appointment

Please revert for queries...

Address:

LIFESPAN Hospitals LLP
TSIC Colony,
Beside State Bank of India,
Opp Sub Station Shapur
Nagar, Jeedimetla,
Hyderabad.

Contact for Appointment: 9515151274, 95151276, 8977030661, 8977020416.

Aster
PHARMACY
Your Friendly Neighborhood Pharmacy

Store Posting

From:

To:

Aster Pharmacy
Human Resources
AP&TG

Aster Pharmacy (NSO / Existing)

Store Name Apurva Jeevanetha

Store Contact :

Please note that Mr./Ms. P. Biji joined with us as
Pharmacy Aide on Date: 15/04/21 and he/she will be
reporting for duties at Aster Pharmacy Store Name : Store
code :

OT Allocation Store: For Employees hired for NSO Locations

Store Name :

Store Contact :

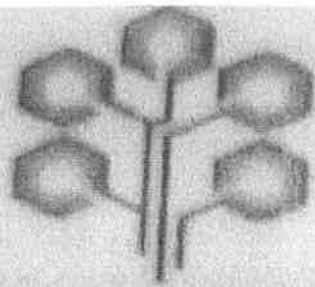
**** Note: New Employee has to submit one copy of this to store during his reporting.**

****Please extend all the necessary support to the new employee for a mutually rewarding association.**

M. G. Ishwara
Human Resources

Signature of Store Executive

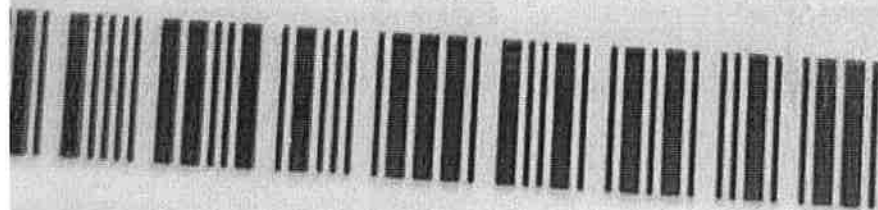
****Note: In case of any Deviation please do inform me immediately.**



thryve
DIGITAL



**TAMMALI
AKHILA**



Employee

5097581



13-Feb-2023

Akhila Tammali
Emp Code:5097581
Hyderabad

Dear Akhila,

Welcome to Thryve Digital Health LLP!"

Thryve Digital Health LLP (hereinafter referred to as "Thryve" or "the Company") is in the business of enabling Healthcare through technology and business process with core objectives of Innovative Solutions, Service Excellence, Client Value Realization, Scalability and Insourcing of Key activities. As you step into Thryve, you will help create an Organization where your ideas matter, where you lead and drive Change, and where you are free to innovate and create value for our Customers every day. You will step into a team which celebrates diversity across people, nationalities, cultures and ideas.

We confirm our offer of employment to you subject to the terms and conditions of this Appointment Letter. This appointment will be contingent upon completion of pre-employment activities (if not completed already) to include necessary paperwork, background verification and drug screen.

Position : Trainee
Annual Compensation : INR 2,36,374

1. Date of Appointment: Your appointment will be effective **13-Feb-2023**.

2. Annual Compensation: Your per annum Cost To Company is **INR 2,36,374**, the breakup of which is shown in Annexure A. Your individual remuneration is purely between yourself and the Company and has been arrived at on the basis of your job, skill, specific education background, and professional merit. We expect you to treat this information and any changes made therein from time to time as Personal and Confidential. Unless otherwise provided by the Company, your salary shall be paid on a monthly basis. The total amount paid will be your salary less any statutory, standard, permissible, or elected deductions or set-offs applicable to your employment. In addition to your salary, you may receive other benefits, as applicable under the Company's benefits or similar Policies. Company may, upon notice to you, at any time and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or Policies. The compensation and/or benefits offered to you by the Company may be pro-rated depending on your effective start or effective termination date. In case you have any queries in this regard, you may discuss the matter with your immediate reporting manager or your designated HR business partner.

3. Training & Evaluation: You will be on a training and evaluation for a period of 6 (six) months from the date of joining the company, on the completion of this period you will be automatically confirmed in your post provided your work and conduct are found to be satisfactory. The company has the right to extend your evaluation period upto another 3 (three) months if need be. If you are absent from work due to leave of absence for more than 14 calendar days, your training and evaluation period shall be extended by a period equal to the duration of such absence.

During this period, you will be eligible for Sick Leave only and any other leave will be solely at the discretion of the Manager. Your Annual leave will accumulate for the evaluation period and be credited to you at the end of the said period.

During the training and evaluation period, or any extension thereof, you may be required to undergo training courses, instructions and to pass certifications and tests (either internal or external), as a condition for the satisfactory completion of probation.

During evaluation phase, the period of notice required for cessation of employment is 14 calendar days on either side.

THRYVE DIGITAL HEALTH LLP

Registered Office: 8th Floor (Module 1 to 4), Cambridge Tower, Ramanujan IT City, Taramani, Rajiv Gandhi Salai, OMR, Chennai 600113

Ph: 044 66511000 | Fax: 044 66511001

LLPIN: AAG-3313. THRYVE DIGITAL HEALTH LLP is registered with limited liability under the Limited Liability Partnership Act of 2008.

Thryve Confidential

Version 2.0



3. Posting: Your location of position is **Hyderabad**. Your services are transferable to any other place or office of the Company or Subsidiary or Associate Company, whether now existing or still to be formed whether in India or abroad.

4. Employee Benefits Program: You will be covered by the Company sponsored Employee Benefit Program as applicable to your Position from time to time.

5. Salary Review: Your compensation will be reviewed as per the Company's Performance Appraisal Policy and your salary may be adjusted depending upon various factors, including your performance during the preceding performance period.

6. Leave: You are eligible for 12 days of Sick Leaves per annum during the Probation period on monthly pro-rata basis. After confirmation of services, you will be eligible for 27 days of Annual leave per annum accounted on monthly pro-rata basis. Company's leave policy shall apply to your employment and may be modified by the Company at any time, in its sole discretion, upon notice to you.

7. Leave without Approval: If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.

8. Working Hours: You will be governed by the normal working hours as existing in the Company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Non-Disclosure agreement (NDA): You will be required to sign necessary agreements with the Company or any other client as required and you are bound to complete various formalities as per the agreements at the time of joining and during the tenure with the Company.

You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

10. Notice Period/Separation: Your employment with the Company can be terminated either by the Company or by you by giving the other party **90 days advance notice**. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance of the notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance of the notice period. However, accepting any such early relieving request would be entirely at the discretion of the Company.

Upon termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all the Company properties. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

Full & Final Settlement dues (if any) shall be settled upon due receipt of clearance from concerned departments.

Retirement: You will retire from the services of the Company on your attaining the age of 60 (sixty) years.

11. Notice: Any notice required to be given to you shall be deemed to be duly and properly given if delivered to you personally or sent by registered post or by courier to you at your address in India or by e-mail to your last personal e-mail address as recorded with the Company.

12. General: These terms of employment and your employment are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. The Company may assign these terms of employment, in whole or in part, upon notice to you. No delay or failure by the Company to exercise any of its powers,

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rights or remedies under these terms of employment will operate as a waiver of such powers, rights or remedies. If any provision of these terms of employment is held by any competent authority to be invalid or unenforceable, the validity of the other provisions and the remainder of these terms of employment shall not be affected. You shall not make any announcement concerning the Company and its affiliates and their employees, contractors or clients without the Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other Intellectual Property of the Company and its affiliates and their employees, contractors or clients. These terms of employment will be construed in Accordance with and governed by the laws of India. Upon your acceptance, these terms of employment, together with the offer letter (and any attachments thereto), are the exclusive and entire agreement between the Company and you relating to this subject matter, and supersedes all prior and contemporaneous discussions, agreements negotiations, representations, and proposals relating to the subject matter hereof.

13. You shall at all times discharge your duties assigned to you in good faith and shall not engage in any other gainful or commercial employment either in full time or part time, directly or indirectly or simultaneously, during the course of your employment with the Company.

14. Rules, Policies, Procedures: You must at all times comply with the Company's rules, policies and procedures relating to equal opportunities, prevention of harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt, such rules, policies and procedures are not incorporated by reference into this letter and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with the Company, you will be required to comply with the Company's Code of Business Ethics & Conduct, Anti-Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle the Company to take appropriate disciplinary action which may lead & include up to termination of your employment.

14. Miscellaneous:

(a) You will notify the Company immediately of every incapacitation from work and its probable duration. Upon request by the Company, reasons for the incapacitation must be given to the Company by you.

(b) You represent and warrant that you have not entered into any previous or contemporaneous agreement which would preclude you from performing your job responsibilities for the Company.

(c) All of the rights, duties and obligations between the Company and you as set forth in this letter are in addition to those provided by applicable law and none of the remedies specifically provided for in this letter will preclude either you or the Company from pursuing additional remedies available to either party.

(d) It is agreed that any dispute of whatsoever nature between you and the Company will be subject to the jurisdiction of Chennai Courts only, whether they be in any other courts or tribunal or authority of whatsoever nature.

(e) If one or more provisions of this letter are held to be illegal or unenforceable under Indian law, such illegal or unenforceable portion(s) shall be limited or excluded from this letter to the minimum extent required so that this letter shall otherwise remain in full force and effect and enforceable in accordance with their terms.

(f) Please note that your employment date with Thryve is as mentioned in this letter of appointment. Your appointment made is subject to you clearing the Background verification and medical tests. You agree and understand that if in any manner the background verification fails or you are found medically unfit to continue in your assigned position, Thryve reserves its right to terminate you with seven days' notice.

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It gives me great pleasure to invite you to join the Thryve family. We will be delighted to have you as part of our growing family and be a key contributor to the success of Thryve.

Sincerely,
For Thryve Digital Health LLP

Shrinivas Ayyagari
Head - Human Resources

Employee's signature

Read and understood the contents of the letter including
Annexures and accept the terms and conditions.

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Annexure A

Name Akhila Tammali
Emp ID 5097581
Band 1
Designation Trainee

Components	Description	Annual (INR)	Monthly (INR)
Basic	30% of Base Pay	97,200	8,100
HRA	50% of Basic	48,600	4,050
Statutory Bonus Advance	As per Bonus Act	22,500	1,875
Special Allowance	Balancing Component	37,800	3,150
PF Employer Contribution	As per PF calc below	18,900	1,575
Total Base Pay (A)		2,25,000	18,750
ESI Employer Contribution (B)	3.25% of Gross	6,699	
Gratuity (C)	4.81% of Basic	4,675	
Total Salary (A+B+C)		2,36,374	

Insurance: Health Insurance, Term Life Insurance, Personal Accident Insurance Premiums) are over and above the Total Salary, which is paid by the Organization currently.

Group Mediclaim Insurance Plan: Your Sum Insured limit: **5,00,000**. You may choose to enhance the limit and opt for a top-up of INR 3/5/7/10 Lakhs at an additional premium.

Group Term Life Insurance Plan: Your Sum Insured limit: **20,00,000**.

Group Personal Accident Insurance Plan: Your Sum Insured limit: **20,00,000**.

Note: All payments made are subject to applicable taxes

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ANNEXURE B

SALARY COMPONENT & BENEFIT EXPLANATION		
COMPONENT	CALCULATION %	EXPLANATION
Basic Salary	30% of Base pay	This is the fundamental component of your salary structure that is linked to several other components (For Eg: Retirals, PF, Gratuity)
House Rent Allowance (HRA)	50% of Basic Salary (Maximum)	Self-explanatory component
Statutory Bonus Advance	As per Payment of Bonus Act, 1965	Until your monthly wages are less than INR 21,000/- or such other amount prescribed by law, you will be covered in line with the provisions of Payment of Bonus Act, 1965.
Provident Fund	<p>Statutory Requirement: 12% of Basic Salary or INR 1800 per Month</p> <p>Note: For Employees drawing Basic less than INR 15000 per month, all the components for contribution (excluding HRA, Bonus, and other variable allowances) shall be included for computation, however the wage ceiling shall be restricted to INR 15,000 Per month for the contribution.</p>	<p>Contributed to Provident Fund. Two options are available:</p> <ol style="list-style-type: none"> Option I: Limit employer and employee Provident Fund equal contribution to 12% of your Basic Salary. This option will give you consistent take home salary, decrease your tax liability and increase your ability to save for retirement Option II: Limit employer and employee Provident Fund to INR 1800. This option will certainly give you a higher take home salary and conversely increase your tax liability and reduce your ability to save for retirement. <p>If Option II is chosen, the difference is adjusted with Special Allowance keeping the Total salary constant. The offer letter will always provide the salary break-up as per the statutory requirement. Option II can be opted at the time of completing the joining formalities.</p> <p>Voluntary Provident Fund (VPF) is also an option you can opt for at the time of completing the joining formalities.</p>
Special Allowance	Balancing amount of Base Salary and Other components provided above	<p>Depending on your special allowance amount, the entire amount or part thereof is eligible for tax benefits as per company guidelines, which you need to declare as per the flexible benefit components listed below.</p> <p><i>Children Education Allowance, Books & Periodicals, Telephone/Data Reimbursement, Professional Development Scheme, Non-Transferable Meal Voucher, Personal car reimbursements OR Car Lease & Provision for use of leased car, Leave Travel Allowance.</i></p>
Gratuity	As per Gratuity Act 1972	Gratuity is payable upon cessation of employment after at least 5 years of continuous service with the company. 4.8% of Basic Salary is paid by the employer
Employee State Insurance Act (ESIC)	As per Employees' State Insurance Act, 1948 (ESIC)	<p>Until your monthly wages are less than INR 21,000 or such other amount prescribed by law.</p> <p>The employer contributes 3.25% and the employee contributes 0.75% of the gross salary towards ESI.</p>
Group Term Life Insurance Plan	Please refer to the Insurance Portal for details	Group Term Life Insurance is a coverage provided to the beneficiaries in the event of individual death during the covered period.
Group Personal Accident Insurance Plan	Please refer to the Insurance Portal for details	Group Personal Accident coverage provided for Disability due to accident. Disability may range from Partial. Temporary to Permanent Total.
Group Mediclaim Insurance Plan	Please refer to the Insurance Portal for details	Group Mediclaim Insurance Plan is a benefit provided to employees for Hospitalization covering Self +7 dependents.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

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