



Dr. D. Y. Patil Pratishthan's
Dr. D. Y. PATIL COLLEGE OF PHARMACY

Dr. D. Y. Patil Educational Complex, Sector - 29, Pradhikaran, Akurdi, Pune 411 044.
Tel. : 020-27656141, Tel. Fax : 020-27656141
E-mail : info@dyppharmaakurdi.ac.in Web : www.dyppharmaakurdi.ac.in
Approved by : All India Council for Technical Education, New Delhi
Pharmacy Council of India, New Delhi. Recognized by : Government of Maharashtra
Affiliated to Savitribai Phule Pune University, Pune

Dr. Sanjay D. Patil
President

Padmashree Dr. D. Y. Patil
Founder

Shri. Satej D. Patil
Vce-President & Chairman

Dr. N. S. Vyawahare
Principal

Ref. No. : DYPCOP/
Date :

5.2.1
SAMPLE OFFER LETTERS
B. PHARM
2018-2019

SUMMARY

Sr. No.	Name of the Student	Name of the Company	Offer Letter Page No
1	Pragya Choudhary	Cognizant	02-02
2	Gajanan Londhe	Cadila	03-04
3	Pratiksha Pawar	IT Cube	05-05
4	Badal Singh	Cadila	06-09
5	Swapnil Shelar	Alkem	10-13





Action Required: Cognizant Offer – Pre-joining formalities and Background verification process,Bgvtype : Lateral

1 message

<cognizantHR@cognizant.com>

To: pragyachoudhary1137@gmail.com

Cc: Krishnan.Moxmar@cognizant.com, Poppy.Kalita@cognizant.com

Thu, Oct 3, 2019 at 13:52

Cognizant

Dear Pragya Choudhary

CandidateId : 13802266

RecruiterName: Krishnan Moxmar

Congratulations on receiving the offer! We look forward to welcoming you into the Cognizant family.

Please note that we require the documents listed herewith to initiate your background verification (BGV) and for a smooth onboarding formalities.

Please click [here](#) to upload the necessary information/documents.

Please follow below instructions during document upload:

- Please update the accurate information in the BGV application in line with the documents.
- Please upload the clear scanned copies of Education, Employment (if applicable) and Government ID proof documents in PDF Format each within **5MB**
- Please do not upload any password-encrypted documents;
- Please provide all the requested gap details with residential address for the specific period, if any exist.
- Please upload first and last page copy of the ID Proofs (Passport, PAN card, Adhaar copy).
- Letter of authorization has to be duly filled and signed (Template is downloadable in the BGV application in Document upload section)
- Ensure you click on the "Submit" button after uploading all the mandatory documents.

For any assistance, please email us at 1COnboarding-India@cognizant.com

*****THIS IS AN AUTO TRIGGERED MAIL. PLEASE DO NOT REPLY *****

Regards,
BGV Helpdesk

Cognizant

Dr N S

Vyawahare

Digitally signed by

Dr N S Vyawahare

Date: 2023.05.20

15:01:54 +05'30'

To,
Gajanan Devidas Londhe
at utti post, sakhara,
Sec no 29, Ravet, Akurdi, Pune
9923475239
gajananlondhe4@gmail.com

Date: 24-Aug-2019

Dear Gajanan,

We are pleased to offer the position of Business Development Executive subject to the following terms and conditions:

1. You shall be reporting at Cadila Corporate Campus Bhat- Ahmedabad on 19th August 2019.
2. You will be undergoing initial program of induction and training.
3. Post successful completion of training, this position can be based out of any Cadila operating headquarters.
4. You will be paid compensation as mutually discussed and agreed upon during your interview process. Please refer to Annexure 1.
5. This appointment is subject to you being medically fit. You are requested to get examined by a registered medical officer and submit the medical certificate in the enclosed format.
6. This appointment is subject to your timely completion of academics. You are requested to submit a copy of your degree or certificate of successful completion of your course.
7. This appointment is subject to your successfully completing the training organized by our company.
8. You will be on probation for an initial period in accordance to the organization policy. Your terms of employment will be confirmed post successful completion of your probation period.
9. This offer letter is valid for 3 days from today for acceptance, failing which this offer will stand null and void.
10. You are requested to carry below mentioned documents on the date of joining:
 - a. A copy of PAN (Permanent Account Number) Card & Aadhar Card is mandatory. In case of failure to present the same, the term of employment will stand null and void.
 - b. Passport size photographs (5)
 - c. Cancelled Cheque
 - d. Medical Fitness Form (Duly signed in by a registered medical practitioner)
 - e. Copies of educational / professional qualifications and certificate (Attested copies)
 - f. A copy of Driving License / Aadhar Card / Election card / Passport/ Ration card in support of your residential proof
 - g. Certificate in support of Date of Birth
11. We will issue appointment letter on your date of joining.
12. You are requested to revert with the scan copy of this letter as a token of your acceptance.

We are glad to welcome you to be a member of Cadila Pharmaceuticals Limited Family.

With best wishes,


Authorized Signatory

Dr N S

Vyawahar
e

Digitally signed
by Dr N S
Vyawahare
Date: 2023.05.20
15:02:04 +05'30'

CADILA PHARMACEUTICALS LTD.

Compensation Break Up

NAME	Gajanan Devidas Londhe		
DESIGNATION	Business Development Executive		
BUSINESS UNIT	Branded SBU		
DEPARTMENT	HO		
FUNCTION	HO		
SALARY COMPONENTS	AMOUNT	PAYMENT	
Basic	12457	Per Month	
House Rent Allowance	4983	Per Month	
Bonus/Ex gratia (*)	1400	Per Month	Paid Annually
Retirals (16% OF BASIC) *PF- 12% Employer, GRA. - 4%	1993		
CTC Per Month	20833		
CTC Per Annum	250000		

Important Points to be Noted:


Provident fund, Gratuity and other statutory payable as per Act and guideline published by company will be in force time to time. Gratuity will be payable after completion of 5 Years.

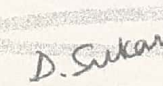
(*) Payable as per rules of the scheme.


Note: Income Tax / Prof. Tax / any other cess / tax levied by Central / State Govt. shall be deducted at source, as applicable for the time being.

Mobile Reimbursements will be applicable as per the Company Policy.

Medical Insurance will be applicable as per the Company Policy.


Prepared by:
Date:


Approved by:
Date:


Accepted by:
Date: 31-07-2019

Dr N S

Vyawahar

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Digitally signed
by Dr N S
Vyawahare
Date: 2023.05.20
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The Care Continues...



ITCube

Making IT Your Competitive Advantage
An ISO 9001-2015 Company

ITCube Solutions Pvt.Ltd

7th Floor, Godrej Castlemaine,
Office # 701 / 702 / 703,
42, Bund Garden Rd, Near Ruby Hall,
Pune, Maharashtra - 411001.
Tel. : + 91 20 - 26164465 / 66.
CIN : U72200PN2003 PTC018713
www.itcube.net

Date: 01-Oct-2019

To,
Pratiksha Pawar,
Pune

Subject: Offer of Employment

Dear Pratiksha,

It is our pleasure to offer you an appointment with ITCube Solutions Pvt. Ltd as a "Data Summary Executive (Medical)" from **09-Oct-2019**.

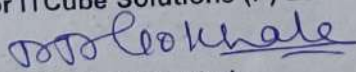
You shall be paid a CTC of **Rs.12100/-p.m.** (Twelve Thousand One Hundred Per Month Only) subject to PF, ESI, Professional Tax and any other applicable deduction of tax at the prevailing rates.

Please report to our Pune office at 9:00 AM on **09-Oct-2019** and bring original as well as one photocopy of the following documents:

- 1) Mark sheets of Educational Qualification
- 2) Address Proof (Ration Card / Rent Agreement / Electricity Bill)
- 3) Passport size photographs (No. 6)
- 4) Relieving Letters, salary slips and Work Experience letters
- 5) Passport or Election ID card or Driving license
- 6) Aadhar Card (4 copies)(150 resolutions)
- 7) Pan Card (4 copies)(150 resolutions)

If any information furnished by you to the Company proves to be false or if you are found to have willfully suppressed or concealed any material information, in such cases, you will be liable to removal from the services without any notice.

Thanking you,
For ITCube Solutions (P) Ltd


Mrs. Madhavi Gokhale
Manager HR BPO

I Pratiksha Pawar, accept the above offer of employment .

Signature:

Date: 01-Oct-2019

Dr N S

Vyawahare

Digitally signed

by Dr N S

Vyawahare

Date: 2023.05.20

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Page 1 Of 1

LETTER OF APPOINTMENT**"FORM - A"**

(Rule 22(1) of Sales Promotion Employees (Condition of Service) Act 1976 & Rules 1976)

Emp No. 1102043

Mr. Badal Omprakash Singh

A5/101, Ravindra BLDG, Rajaram Nagar, Chinchpada Road,
Op Katemanivli Tel Ambarnath, Kalyan East, Thane, Maharashtra - 421306

Dear Mr. Badal Omprakash Singh,

This has reference to our offer letter for the position of **Business Development Executive** based at **Thane**. Subsequent to your joining report received through your manager, we are pleased to appoint you as **Business Development Executive** in our **Magna Star Division** with effect from **19-Aug-2019** on the following terms and conditions:

The following compensation structure shall be applicable to you till any further revision:

- 1.0 **Basic Salary** : Rs. 12,457/- p.m.
- 2.0 **House Rent Assistance** : Rs. 4,983/- p.m.
- 3.0 **Field Working Allowances** : Your Daily Allowances During Field Work Shall Be As Under:
 - 4.0 : Rs. 200/- per day for Field Work in your H.Qs
 - 5.0 : Rs. 200/- per day for Field Work in Ex-H.Qs
 - 6.0 : **Outstation Allowance** as per Travel Policy
- 7.0 **Probation** : You will be on probation for a period of **six months** from the date of your joining and shall be confirmed based upon your meeting the performance requirements and progress as defined by the organisation. In case your performance or progress in meeting the performance requirements are not found satisfactory during the probationary period, the probationary period may be further extended further. Alternatively, your services shall be terminated at any point of time either during the probation period including extended probation period in case you are not able to meet the performance standards of the organisation. Please note that during the period of probation your services can be terminated without any notice or compensation.
- 8.0 **Confirmation** : You may be confirmed based on the feedback recommendation received from your supervisors in the form of a structured "Probation Assessment" either during, after completion of probation or extended probation.
- 9.0 **Company Property** : Upon joining the Company, you will be given detailing bag, samples, detailing folder and other promotional material in order to help you to promote the Company's products effectively.
Upon leaving the company services for whatsoever reason, you are required to return the same immediately. In case you fail to do so, the Company shall recover the costs as per following from your full and final settlement legally payable to you:
 - Rs. 3000/- in lieu of samples & promotion materials and Rs. 1000 towards company bag, Sales Diary etc. in case of resignation before completing 12 months of service.
 - Rs. 3000/- in lieu of samples & promotion materials and "Nil Recoverable" toward company bag in case of resignation after completing 12 months of service.You are required to submit **NOC** from stockiest for clearing your **FULL & FINAL** accounts.
- 10.0 **Provident Fund** : You will be made a member of the Provident Fund and Family Pension Fund Schemes.
- 11.0 **Gratuity** : You will be entitled to Gratuity as per the Company's Gratuity Scheme.
- 12.0 **Notice Period In Case of Separation** : You are liable to be terminated from the services of the organization without assigning any reason, by giving **one months' notice** in writing or payment of one month basic salary in lieu of notice period which shall be binding on either side. In case of ceasing the employment by way of resignation, the

The Care Continues...

Management has the sole discretion to either to waive off or to recover your notice period.

- 13.0 **Maintaining Confidentiality of Compensation** : You are advised to maintain confidentiality of your compensation and also refrain from taking cognizance of others' compensation.
- 14.0 **Retirement** : You will retire from the Company's service on attaining the age of **58 years** without any notice.
- 15.0 **Personal Accident Insurance** : You will be covered under the Personal Accident Insurance Scheme of the Company in accordance with the rules applicable to your category.
- 16.0 **Leave** : You will be eligible to paid leave as follows:
- 16.1 **Privilege Leave** : You will be eligible to **01 day Privilege leave for 11 days of working** subject to prior sanction or authorization after confirmation of service, which can be accumulated up to 180 days.
- 16.2 **Sick Leave** : You will be eligible to **01 day Sick leave for every 36 days of working** after confirmation of service. Your sick leave for more than 2 days will be sanctioned on your producing a valid certificate of illness from the Doctor under whom you will be taking treatment. In case of doubt, the Company may arrange for medical examination by Company's Doctor or from amongst the panel of Doctors appointed by the Company, whose decision will be final and binding on you. Upon joining after period of illness, you shall be required to present valid "Fitness Certificate" from company nominated doctors.
- 16.3 **Casual Leave** : You will be eligible to **15 days Casual Leave in a calendar year**, which will be given to you on pro-rata basis after your confirmation.
- 17.0 **Working Hours** : The major objective of your position is to capture market share in your respective territory and hence you shall be required to meet Doctors, Chemists, Hospitals, Paramedical etc. as required by the company from time to time at the convenience of the customer/s to maximize their responses.
- 18.0 **Responsibilities** : You will carry out the duties and responsibilities as assigned to you by your superiors from time to time.
- 19.0 **Transfers** : You are liable to be transferred from one establishment, department or division of the Company to the other anywhere in India or abroad, which is in currently in existence or started after your joining at the discretion of Management.
- 20.0 **Physical Fitness** : Your appointment will be **subject to your medical fitness** as certified by the **Medical Practitioner nominated by the Company**.
- 21.0 **Company's Rights** : The Company reserves the right to terminate your services if your credentials as per the information provided by you at the time of joining or otherwise are found false and fictitious.
- 22.0 **Jurisdiction** : This appointment is subject to Ahmedabad jurisdiction and any dispute arising out of this appointment will be raised and settled in Ahmedabad jurisdiction only.
- 23.0 **Other Service Conditions** : The above mentioned service conditions apart from those others which are in force from time to time shall govern your service conditions with the organization.
- 24.0 **Nomination Of Legal Heirs** : Please fill and return the enclosed Provident Fund Forms and Nomination Form. In case of any change in the nomination due to changes in circumstances or any other reasons, you shall be required to inform the same to the Company.
25. If at any time, in our opinion, which is final in this matter, you are found guilty of dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or in dual employment / business association / full time or part time remunerative services or employment of any other company other than Cadila Pharmaceuticals Ltd. or any other conduct considered by us deterrent to our interests' or of violation of one or more terms of this letter, necessary disciplinary actions will be initiated against you which include claim for compensation damage caused to the company on account of such violations, termination of employment with or without notice depending upon the gravity of the case, as may be.
26. **Your job responsibilities shall include the following**

The Care Continues...

Annexure

You are liable to be transferred on existing terms and conditions to any other place or business / HQ in India which is in existence at present or started hereafter.

Your services are liable to be terminated by either side at any time without any notice and assigning the reason during the period of probation. After confirmation your services shall be terminated by one month's notice in writing on either side or one month's notice in lieu thereof.

You shall adhere to the area of touring allotted and communicated to you from time to time.

You shall achieve the sale of Company products as per target allotted to you from time to time.

You shall adhere to the schedule fixed for the submission of Daily Call Reports (DCR) and Expense Statements. Daily Call Reports should be submitted positively on a daily basis i.e., DCR's should be mailed everyday for the calls made during the day. It will ensure your working in the field and shall make you entitled for the salary and expense reimbursement. You will be marked on duty based on the DCR. Please note in case the DCRs are received in bunch, only the latest DCR shall be considered for attendance and the earlier ones will be treated as void.

You shall not without the prior written consent of your immediate superior work on Sunday nor Holidays indulge in or undertake any private business / additional employment or calling of any nature while in the service of the Company.

You shall be liable to suitable action including summary dismissal without any notice or compensation in lieu thereof if you are found dishonest or guilty of any misdemeanour or misbehaviour during the course of employment.

You shall put in your efforts solely and wholly to the furtherance of the Company's interests and objectives and shall not indulge in any act which may injure or cause loss to the Company's goodwill / reputation / image in the market place.

In case you commit any misconduct or violate the service condition or any fact as given by you in your bio data is found incorrect, then your services can be terminated without any notice or compensation.

During your period of employment with the Company you shall not join any educational / technical or any other institutions without permissions / sanctions given by the Management.

You shall loose lien on the appointment in case you remain absent unauthorisedly after expiry of the leave originally granted or after the expiry of extended leave if any or if you remain absent without any information or authorisation. Unless you return within 9 days and give an explanation to the satisfaction of the employer, you will be deemed to have left the employment by yourself without notice from the date of commencement of your unauthorised absence of ten days or more.

Your travelling expenses will be reimbursed as per Company's rules, which are in force now or which may be amended from time-to-time in future.

That upon termination from either side, you shall return all Company's property namely; bag, visual aid, diary, literatures, stationary, samples or any other property or material belonging to the Company. You shall also clear all your accounts of your stockiest and will furnish "No dues / No objection" certificate from your stockiest, distributor and Area Manager respectively.

You will not be entitled to any salary and / or allowances if you indulge in any of the following restrictive practices:

1. Refusal of work (for the period of refusal)
2. No work (for reason attributed to the employees)
3. Remaining away from the assigned place of work. (for the period of remaining away)
4. Refusal to go on transfer / deputation / assignments (for the period of refusal)
5. Disregarding work / operational norms including delayed submission or non-submission of Daily reports, monthly reports and any other reports required from time-to-time.
6. You will adhere to the leave rules of the Company which are as under:
7. For availing Casual leave you need to inform to your superior on the same day.
8. For availing Sick Leave more than 2 days you need to submit Medical Certificate on the day you resume for duty after availing the leave.
9. Privilege Leave needs to be sanctioned by your Superior 30 days in advance.
10. Any leave availed without proper authorization /sanction from the will be treated as loss of pay leave.

The Care Continues...

Enclosure

Name	Badal Omprakash Singh
Business Unit	Branded
Department	Vertical II
Function	Magna Star
Grade	P6
Band	Para Professionals
Designation	Field Officer
Location	Thane

Compensation Break Up	Per Month	Per Annum
▪ Basic	12,457	149,484
▪ House Rent Allowance	4,983	59,796
▪ Bonus / Exgratia	1,400	16,800
▪ Employer PF Contribution*	1,495	17,940
▪ Gratuity	498	5,976
Total Fixed Pay	20,833	250,000

Important Points to be Noted:

- Provident fund, Gratuity and other statutory benefits payable as per Act and guidelines published by company will be in force from time to time. Superannuation will be payable on completion of continuous service and contribution of 5 years.
- Mobile Reimbursements will be applicable as per the Company Policy.
- Medical Insurance will be applicable as per the Company Policy.
- Income Tax / Prof. Tax / any other cess / tax levied by Central / State Govt. shall be deducted at source, as applicable for the time being.
- *Payable as per rules of the scheme.
- ** Medical Reimbursement, Maintenance & Running Cost of Vehicle and Driver Salary are Taxable if the original bills / Receipts are not produced.

Prepared by: _____

Discussed by: _____

Accepted by: _____

Date: _____

Place: _____

 Dr N S
 Vyawahare

 Digitally signed by Dr N S
 Vyawahare
 Date: 2023.05.20 15:02:57
 +05'30'

Scanned with CamScanner

**ALKEM LABORATORIES LTD.**

Regd. Office : ALKEM HOUSE, Senapati Bapat Marg,
Lower Parel (West), Mumbai - 400 013, Maharashtra, India.

- Phone: +91-22-3982 9999 • Fax: 022-2495 2955
- Email: contact@alkem.com • Website: www.alkemlabs.com
- CIN: L00305MH1973PLC174201



Date : 24-Feb-2022

MR. SWAPNIL SUNIL SHELAR
NIRVANA BEYOND B WING FLAT NO.1003 KIWALE RAVET,
LANDMARK SAMIR LAWNS,
MAVAL / PUNE 412101
MAHARASHTRA
M:7715901890

Dear **MR. SWAPNIL SUNIL SHELAR,**

Subject: Offer cum Appointment letter for the post of MARKETING EXECUTIVE

On behalf of the Management, I take great pleasure in offering you appointment as **MARKETING EXECUTIVE** in grade **ME** in our **BERGEN CRISTA** Division.

The terms and conditions of the employment are as per ANNEXURE – I.

Your posting will be presently at **PUNE**.

Your Basic Salary will be **Rs. 2,70,000/- per annum (Rupees Two Lakh Seventy Thousand Only)**. In addition to this you will be entitled to benefits as indicated in. **ANNEXURE II.**

Your appointment is subject to you being found medically fit and on the understanding that all the details mentioned by yourself in the job application form are correct and complete in all respect.

Your tentative date of joining will be **28-Feb-2022**. In case you do not join on or before this date, the offer cum appointment letter shall stand cancelled. Should there be any change in date of joining, please keep us informed in advance.

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

With Best Wishes,

For Alkem Laboratories Limited

HIMANSHU RATHI
SENIOR MANAGER

Dr N S
Vyawahare

Digitally signed by
Dr N S Vyawahare
Date: 2023.05.20
15:03:06 +05'30'



ALKEM LABORATORIES LTD.

Regd. Office : ALKEM HOUSE, Senapati Bapat Marg,
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- Phone: +91-22-3982 9999 • Fax: 022-2495 2955
- Email: contact@alkem.com • Website: www.alkemlabs.com
- CIN: L00305MH1973PLC174201



ANNEXURE – I

1. LIST OF DOCUMENTS :

Please bring the originals and a copy of the following documents at the time of your joining. These documents are mandatory for activation of joining process.

- Educational Qualifications
(Provisional or final certificates of S.S.C, H.S.C, Graduation, Post-Graduation etc till date)
- Proof of Date of Birth
(Certificate obtained from SSC / Aadhaar with date of birth mentioned)
- Permanent Account Number (PAN Card)
- Aadhaar Card
- Offer Letter, Relieving letter and Salary Slips (last 3 months) of previous employer.
- Cancelled Cheque of your saving's account.
- One Latest Passport size photograph of yourself in white background.

2. PROBATION / CONFIRMATION:

You will initially be on probation for period of six months from date of joining the Company, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable either by the company or by you without assigning any reason whatsoever. On completion of probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation.

3. TRANSFER:

Divisions / SBUs / Subsidiary Companies / Associated Companies / Affiliated Companies etc, which are in existence or which may be set up in future, will be automatically governed by the terms & conditions, to which you are transferred.

4. CESSATION OF EMPLOYMENT:

On the basis of documents / certificates submitted by you, your date of birth is recorded as **01-Sep-1995**

- As per the policy of the company the age of superannuation is on completion of 58 years
- On satisfactory completion of the probation period and / or after you have received your confirmation in writing except for the reason mentioned in this appointment letter, your services can be terminated by the company at any time or you can choose to leave the company by giving 1 MONTH notice in writing or fixed gross salary (basic + allowances) in lieu of notice at the discretion of the management.
- If you absent yourself without 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:
 - Return to work within 8 days from the commencement of such absence and
 - Give an explanation to the satisfaction of the Management regarding such absence.

Dr N S
Vyawahare

Digitally signed by Dr N
S Vyawahare
Date: 2023.05.20
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ALKEM LABORATORIES LTD.

Regd. Office : ALKEM HOUSE, Senapati Bapat Marg,
Lower Parel (West), Mumbai - 400 013, Maharashtra, India.

- Phone: +91-22-3982 9999 • Fax: 022-2495 2955
- Email: contact@alkem.com • Website: www.alkemlabs.com
- CIN: L00305MH1973PLC174201



- d. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.

5. GENERAL:

- a. You will not engage yourself in any other business, occupation, employment, part time or otherwise, while in the company's services.
- b. You will be entitled to privilege leave, sick leave and casual leave as per company's rule.
- c. You are expected to maintain strict secrecy regarding the business affairs of the company and are responsible for the safe custody of the company's property lying with you which you are expected to return to us in the event of cessation of employer employee relationship for any reason whatsoever.
- d. You are liable to use the E-detailer in the Form of TABLET for promoting the company's product in the Doctor's chambers along with the accessories. You are expected to carry out the detailing through the same device and also need to maintain the complete confidentiality and secrecy which has been incorporated in the TABLET and you will be sole custodian for the same. You are also liable to handover the TABLET along with the accessories on your last field working day in the event of cessation of employment of whatsoever reason to your immediate Reporting manager &/or the person nominated by him &/or Depot Manager nearest to your HQ. If you fail to do so, Management reserve the rights to recover the appropriate amounts as deemed fit based on the valuations and usage
- e. You will be governed by the rules & regulations of the company as applicable to you currently and as may be varied by the company from time to time, including but not limited to the services rules, which is an integral part of your letter of offer cum appointment, a copy of which is enclosed herewith.
- f. You are required to keep us informed of any changes in your personal details (residential address, marital status, educational qualifications, dependant details etc.) or in your civil status.
- g. You are also liable to return reimbursements if any form done like joining bonus, relocation expenses, notice period of previous employer or any other reimbursements subject to conditions discussed during the time of joining if you resign from service of the company prior to first anniversary of employment.
- h. In the event of any dispute regarding the terms and conditions of your appointment, you will be subject to the jurisdiction of the relevant courts of law at the headquarters of the company viz. Mumbai.
- i. Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not to share information regarding the same with anyone.
- j. Collection of Adverse Drugs Reaction (ADR) incidences including lack of efficacy related to 'Alkem Lab's' any drug product/medicinal product, in company specified format up to the maximum possible level of completeness and forwarding the same to the company's assigned person(s) in your PV-system by putting their signature / date even in absence of the doctor's signature for any reasons. The Preliminary report should reach to PV -head within 24-hrs. and if required, the Final Report shall be submitted within 7-working days.

Dr N S

Vyawahare

Digitally signed by Dr
N S Vyawahare
Date: 2023.05.20
15:03:22 +05'30'

**ALKEM LABORATORIES LTD.**

Regd. Office : ALKEM HOUSE, Senapati Bapat Marg,
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- Email: contact@alkem.com • Website: www.alkemlabs.com
- CIN: L00305MH1973PLC174201

**ANNEXURE – II**

Salary	Monthly Amount	Yearly Amount
Basic	13,062	1,56,744
HRA	1,959	23,508
Vehicle Maintenance Allowance	150	1,800
KIT Allowance	50	600
Metro Allowance*	1,200	14,400
LTA	100	1,200
Special Allowance	2,151	25,812
Total (A)	18,672	2,24,064
Benefits		
Provident Fund**	1,800	21,600
Bonus***	1,400	16,800
Gratuity****	628	7,536
Total (B)	3,828	45,936
Total (A+B)	22,500	2,70,000

*Payable monthly through Payroll	
**Company Contribution as per EPF & MP Act	
***Payable annually as per Payment of Bonus Act	
****Payable as per Payment of Gratuity Act	
Note : Above payments are subject to Income Tax, as applicable	
In addition to the above you will be covered under the following schemes as per company policy :	
You are eligible for sales incentives as per the company policy.	
Daily Allowances :	Per Day(Rs.)
Daily Head Quarter Allowances :	245
Daily Ex-Head Quarter Allowances :	270
Outstation Allowances :	550
a) MEDICLAIM : HOSPITALISATION COVERAGE : The policy covers self, spouse and two children subject to the over all limit of Rs 2.00 Lac per annum	
b) Accident Insurance Benefit incase of disablement upto Rs 4.00 Lacs and incase of Death Benefit to Rs. 16.00 Lacs.	
c) Term Life Insurance Benefit in case of Death of Rs.10.00 Lacs.	

Dr N S
Vyawahare

Digitally signed by Dr
N S Vyawahare
Date: 2023.05.20
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