



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**  
**2017-2018**

**SUMMARY**

<b>Sr. No.</b>	<b>Name of the Student</b>	<b>Name of the Company</b>	<b>Offer Letter Page No</b>
1	Kavita Mungase	Maven	02-06
2	Ayesha Shaikh	Advatmed LLP	07-08
3	Mahesh Dhekale	6i Pain Healthcare	09-09
4	Rahul Lendave	Fourrts laboratories	10-10
5	Rahul Parmar	Advatmed LLP	11-12





November 20, 2018

Kavita Arjun Mungase  
House No C-3, Balaji nagar  
Indraprasth Society, Medankarwadi  
Chakan, Pune, Maharashtra-410501  
Mobile No: 9139574369

**Subject: Letter of Appointment**

Dear Ms. Kavita Arjun Mungase,

**APPOINTMENT AS: Nursing Home Associate**

We are pleased to appoint you as **Nursing Home Associate** at **Pune** in our organization, effective **November 13, 2018** on the following terms and conditions:

**1. Posting & Transfer**

For the present, you will be located at **Pune**. However, your services are liable to be transferred, at the sole discretion of Management, in same or such other capacity as the company may decide, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

**2. Probation**

You will be on probation for a period of six months. The period of probation can be extended at the sole discretion of the Management and you will be kept informed in writing. You will continue to be on probation till such time you are confirmed in writing to that effect. Any leave taken during the probation and/or extended probation period shall be considered as leave without pay and salary equivalent to number of days absence/leave shall be deducted from your salary. During probationary period, your employment with the Company may be terminated at any time, without notice or assigning any reason thereof at the sole discretion of the Company.

**3. Terms of employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the MD of the Company.

**Maven Marketing Private Limited**

New No.: 33, Old No.: 14, Canal Road , Thiruvanmiyur, Chennai – 600 041.  
T - +91 44 4301 6500 E - info@mavenmr.com CIN : U51109TN2013PTC093638

Dr N S Vyawahare

Digitally signed by Dr N S  
Vyawahare  
Date: 2023.06.11 11:48:29 +05'30'



You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management in writing.

#### **4. Responsibilities & Duties**

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. Since Maven is working with leading MNCs as service provider and is contractually bound by their stringent global compliances. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

#### **5. Compliance**

Apart from the maven code of conduct you are expected to adhere to the various global compliances of the client organization too. Maven in addition has a separate cell; in which the employees are expected to report/register the compliances either through the mail or telephone as given in your welcome kit.

#### **6. Compensation**

The details of your annual compensation package including Basic salary, allowances, benefits, perquisites, reimbursements and other statutory payments (the "Compensation Package") are detailed in **Annexure "A"**. Your compensation will be taxable as per the applicable rules.

#### **7. Leave**

You will be entitled for leaves as per Company's leave policy.

#### **8. Retirement**

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

#### **9. Termination of employment**

During the probationary period and any extension thereof, your services may be determined by either side without any prior notice. After confirmation, your services can be determined and/or terminated by either side by giving one month (30 days) notice or basic salary in lieu thereof.

Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, books, documents, electronic gadgets (provided by the company), or records belonging to the Company or relating to its business and shall not retain or make copies of these items. Upon termination of employment, you will also return all company property, which may be in your possession



## 10. Confidentiality

You will be governed by the company's confidentiality policy and have to sign NDA (Non Disclosure Agreement) as per the attached **Annexure B**.

## 11. Declaration

If any declaration given, or information furnished by you, to the company proves to be untrue, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to be terminated from the services of the company without any notice.

In case of any change in personal details/address, you are required to inform the same to the HR department immediately.

Please confirm your acceptance of the appointment by signing and returning a copy of this letter.

Regards,

**for Maven Marketing Private Limited,**

A handwritten signature in black ink, appearing to read 'V. Anandha', written over a horizontal line.

**Manager-HR**

A handwritten signature in black ink, appearing to read 'Ravi Sankar K.', written over a horizontal line.

**Ravi Sankar K.  
Chief Executive Officer**

I have read the terms and conditions of the letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**



Annexure A

Table 1

<b>Kavita Arjun Mungase</b>		
<b>Nursing Home Associate</b>		
	<b>Monthly</b>	<b>Annualized</b>
<b>Pay Components:</b>		
Basic	8866	106392
HRA	4428	53136
<b>Gross</b> <i>(Sum of Pay Components)</i>	<b>13294</b>	<b>159528</b>
<b>Deduction:</b>		
PF – 12%	1064	12768
ESI – 1.75%	233	2796
<b>Total Deduction</b>	<b>1297</b>	<b>15564</b>
<b>Net Salary</b> <i>(Gross – Total Deduction)</i>	<b>11997</b>	<b>143964</b>
<b>Company Contribution:</b>		
PF – 12%	1064	12768
ESI – 4.75%	632	7584
GPA	10	120
<b>Total Company Contributions</b>	<b>1706</b>	<b>20472</b>
<b>CTC</b> <i>(Gross + Total Company Contribution)</i>	<b>15000</b>	<b>180000</b>

**Note:** Statutory deductions will be as per the applicable law



**Table 2**

Working Allowances	Amount (in Rs)
Head Quarter	Rs.175/-per day
Ex – head Quarter	Rs.200/- per day
Out station	Rs.500/- per day
Outstation Travel Allowance	To be reimbursed on actuals
Mobile Expenses	Maximum limit of Rs.400/- per month (on submission of bills)

**Note:** Allowances are governed by the company policy.

\* Outstation is a place where you stay overnight and work in the same place or adjoining areas the next day and this outstation is approved by your Manager and a part of SFC





# ADVANTMED

LLP Identification No : AAH - 4598

To Ayesha Shaikh  
14/2/18  
Hinjewadi, Pune

## Employment Offer Letter

Dear Ayesha  
Congratulations!!

We are pleased to extend you an offer of Employment based on the interview discussions you had with us. Details of the terms and conditions of offer are as under:

1. Designation: **Jr. Associate**
2. Department: **Medical Record Review Dept - MRR Operations - 24031**
3. Place of Reporting: **To be notified by a subsequent letter.**
4. Date of Reporting: **On or Before 1<sup>st</sup> June 2018**
5. Time of Reporting: **11:00 AM**
6. Compensation: **Fixed compensation of Rs.17, 500/- Per Month (CTC) please refer to Annexure 1.**
7. Joining Formality: **Please refer to Annexure 2.**

Detail of your employment will be provided in Appointment Letter, which will be issued to you upon joining.

Once you accept the Employment Offer, you will be subject to Employment Background Verification. For details please see Annexure 3.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us.

Yours truly,

Authorized Signatory  
Human Resource

I have read the details mentioned in the Offer letter and Annexure. I accept the employment offer and agree to abide by terms and conditions of the employment with the company. I understand that company operates in a 24x7 environment and that will entail working in different shifts and stretched working hours as per company requirements.

Signature: Ayesha  
Name: Ayesha Shaikh  
Date: 14/2/18

ADVANTMED INDIA LLP

Registered Office : 515, Pinnacle Business Park, Corporate Road, Nr. Prahladnagar Garden, Prahladnagar, Pune - 411005  
www.advantmed.com | Ph. : 079 - 2970 1988

Dr N S

Vyawahare

Digitally signed by  
Dr N S Vyawahare  
Date: 2023.06.11  
14:05:30 - 380 01

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## Annexure 1

## Compensation Details

Name of Employee: Ayesha Shaikh  
Designation: Jr. Associate  
Department: Medical Record Review Dept - MRR Operations - 24031

Total Cost To Company - INR 210,000 P.A.

Income		
Components	Per Month	Per Annum
Basic Salary		
HRA	10,001	120,012
Conveyance Allowance	4,000	48,000
Leave Encashment	1,000	12,000
Medical Allowance	323	3,871.35
Other Allowance	-	-
<b>Total Earning</b>	<b>237</b>	<b>2,844</b>
	<b>15,561</b>	<b>186,727</b>
Contribution		
P.F.		
ESIC	1,200	14,400
<b>Total Employer Contribution</b>	<b>739</b>	<b>8,868</b>
	<b>1,939</b>	<b>23,268</b>
Deduction		
P.F. (EE)		
ESIC (EE)	1,200	14,400
P.T.	272	3,264
<b>Total Deduction</b>	<b>200</b>	<b>2,400</b>
	<b>1,672</b>	<b>20,064</b>
<b>Net Pay</b>	<b>13,889</b>	<b>166,668</b>
<b>Total Fixed compensation</b>	<b>17,500</b>	<b>210,000</b>

\*Certain components as well as other allowance will vary basis your selection of Flexi Reimbursements.

Deductions - Professional Tax, PF, ESIC and TDS will be as per Govt. Rules and Regulations, applicable from time to time.

Dr N S  
Vyawahare

Digitally signed by Dr N S Vyawahare

Date: 2023.06.11 11:49:16 +05'30'



Dated: August, 27<sup>th</sup>, 2018

Kind Attn:

Mr. MAHESH CHATRABHUJ DHEKLE  
PUNE

Subject: Offer Letter

Dear Mr. MAHESH CHATRABHUJ DHEKLE,

This has reference to the interview you had with us, we are pleased to offer you the position of "Territory Sales Manager" based at "Headquarter – PUNE"



The CTC (Cost to The Company) will be Rs. 1.80 Lakhs per year. The exact salary break-up will be sent to you in due course. As discussed with you, we expect you to join immediately.

A detailed appointment letter outlining the employment terms and conditions will be issued to you on joining the company.

We look forward to your joining and having a long association with the company. Kindly sign and send the duplicate copy of this letter as a token of your acceptance.

With our best Wishes.....!!!!

With Warmest Regards,  
For M/s 6iPAIN HEALTHCARE PRIVATE LIMITED,

  
  
DEVENDER KUMAR BHARDWAJ  
DIRECTOR – SALES & MARKETING  
Office Number - 202, Second Floor  
Property Number - 49, Khasra Number - 53/2/1  
Hasanpur, I.P. Extension  
Near Vidhi Apartment, New Delhi – 110092  
PH: +91-011-49099823, +91-9999498561, +91-7859823450  
EMAIL ID: [6ipainhealthcare@gmail.com](mailto:6ipainhealthcare@gmail.com)

Seven Days Transdermal Buprenorphine Patch

  
MuTrans  
Buprenorphine EP 5/10/20

Accepted  
Mr. MAHESH CHATRABHUJ DHEKLE

Dr N S  
Vyawahare

Digitally signed by Dr N S  
Vyawahare  
Date: 2023.06.11 11:49:25  
+05'30'

**6iPAIN HEALTHCARE PRIVATE LIMITED**

CIN NO.: U24304DL2016PTC306119

Registered Office : C-3/600, Street No. 27, Khasra No. 25, Harsh Vihar, Delhi-110093

Branch Office : 202, Second Floor, Plot No.49, Khasra No.53/2/1, Hasanpur Village, I.P. Extension, Delhi - 110092

Email : [6ipainhealthcare@gmail.com](mailto:6ipainhealthcare@gmail.com) | Web.: [www.6ipain.com](http://www.6ipain.com) Tel.: 011-49099823 Cell.: +91-7859823450, 9999498561

## OFFER LETTER

Page 1 of 2

FIN/HR&GA/2018  
DATE: 04-10-2018.

Dear Mr. RAHUL SHIVAJI LENDAVE,

Further to your application and subsequent interview[s] you had with us, we are pleased to offer you employment as "TRAINEE PROFESSIONAL SERVICE REPRESENTATIVE" in our organization for GASTRO DIVISION with effect from 04<sup>th</sup> OCTOBER 2018. We welcome you to the family of fourrts.

We request you to undergo Medical test organized by us and after receiving fitness report from the doctor and on successful completion of Basic training at our Corporate Office, you shall be appointed in our organization.

At present your Headquarter will be PUNE(PIMPRI) You will be under probation for a period of one year and during probation your ANNUAL COST TO COMPANY is as follows,

FIXED COST	MONTHLY COST	ANNUAL COST
BASIC	Rs. 3000-00	
HOUSE RENT ALLOWANCE	Rs. 4300-00	
MEDICAL ALLOWANCE	Rs. 200-00	
KIT ALLOWANCE	Rs. 300-00	
TELEPHONE ALLOWANCE	Rs. 500-00	
CCA	Rs. 2000-00	
OTHER ALLOWANCE	Rs. 700-00	
COMPANY CONTRIBUTION* TO PF	Rs. 804-00	
TOTAL FIXED COST	Rs. 11804-00	Rs.1,41,648-00
BONUS**		Rs. 7,200-00
METRO CITY COMPENSATION AND VEHICLE MAINTENANCE ALLOWANCES***	Rs.2850-00	Rs. 34,200-00
ANNUAL FIXED COST		Rs.1,83,048-00
VARIABLE COST		
DAILY ALLOWANCE & TRAVEL EXPENSES REIMBURSEMENT~	Rs. 5,000-00	
MONTHLY INCENTIVE****	Rs. 4,000-00	
TOTAL VARIABLE COST	Rs. 9,000-00	Rs.1,08,000-00
PERFORMANCE INCENTIVE*****		Rs.2,00,000-00
ANNUAL VARIABLE COST		Rs.3,08,000-00
ANNUAL TOTAL COST TO COMPANY		Rs.4,91,048-00

TOTAL COST TO COMPANY IS RUPEES FOUR LAKH NINTY ONE THOUSAND AND FOURTY EIGHT ONLY, PER ANNUM.

~ STANDS FOR APPROXIMATE COST.

Dr N S  
Vyawahare

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Vyawahare  
Date: 2023.06.11 11:49:32  
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**ADVANTMED**

LLP Identification No : AAH - 4598

To, Rahul Parmar

14/2/18

Hinjewadi, Pune

**Employment Offer Letter**

Dear Rahul Parmar  
Congratulations!!

We are pleased to extend you an offer of Employment based on the interview discussions you had with us. Details of the terms and conditions of offer are as under:

1. Designation: **Jr. Associate**
2. Department: **Medical Record Review Dept - MRR Operations - 24031**
3. Place of Reporting: **To be notified by a subsequent letter.**
4. Date of Reporting: **On or Before 1<sup>st</sup> June 2018**
5. Time of Reporting: **11:00 AM**
6. Compensation: **Fixed compensation of Rs.17, 500/- Per Month (CTC) please refer to Annexure 1.**
7. Joining Formality: **Please refer to Annexure 2.**

Detail of your employment will be provided in Appointment Letter, which will be issued to you upon joining

Once you accept the Employment Offer, you will be subject to Employment Background Verification. For details please see Annexure 3.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us.

Yours truly,

Authorized Signatory  
Human Resource

I have read the details mentioned in the Offer letter and Annexure. I accept the employment offer and agree to abide by terms and conditions of the employment with the company. I understand that company operates in a 24x7 environment and that will entail working in different shifts and stretched working hours as per company requirements.

Signature:

Rahul Parmar

Date: 14/2/18

Dr N S  
Vyawahare

Digitally signed by Dr N  
S Vyawahare  
Date: 2023.06.11  
11:49:39 +05'30'

**ADVANTMED INDIA LLP**

Registered Office : 515, Pinnacle Business Park, Corporate Road, Nr. Prahladnagar Garden, Prahladnagar, Ahmedabad  
www.advantmed.com | Ph. : 079 - 2970 1988

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Annexure 1

Compensation Details

Name of Employee: Rahul Parmar  
Designation: Jr. Associate  
Department: Medical Record Review Dept - MRR Operations - 24031

Total Cost To Company - INR 210,000 P.A.

Income		
Components	Per Month	Per Annum
Basic Salary	10,001	120,012
HRA	4,000	48,000
Conveyance Allowance	1,000	12,000
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Medical Allowance		
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\*Certain components as well as other allowance will vary basis your selection of Flexi Reimbursements.

Deductions - Professional Tax, PF, ESIC and TDS will be as per Govt. Rules and Regulations, applicable from time to time.

*VE*

*Rahul*

Dr N S

Vyawahare

Digitally signed by Dr N  
S Vyawahare  
Date: 2023.06.11  
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