



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
M. PHARM
2020-2021

SUMMARY

Sr. No.	Name of the Student	Name of the Company	Offer Letter Page No
1	Roopesh Borse	Cognizant	02-10
2	Dnyanada Vaidya	Wissen	11-12
3	Lalita Joshi	Wissen	13-14
4	Amruta Solanke	Wissen	15- 16
5	Namita Gamare	Advantmed LLP	17-24



Ref No: 17092844
04-Oct-2022



Rupesh Bhagwan Borse

Dear **Rupesh Bhagwan,**

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Voice** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Pune**.

Your annual total compensation will be **INR 249,996**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **31-Oct-2022**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,



Shibu Balakrishnan
AVP – HR

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Dr N S Vyawahare  Digitally signed by Dr N S Vyawahare
Date: 2023.05.20 15:54:07 +05'30'

Compensation and Benefits

Name: Rupesh Bhagwan Borse **Designation:** Process Executive - Voice

Sl. No.	Description	Monthly	Yearly
1	Basic	7300	87,600
2	HRA*	2920	35,040
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	4227	50,724
8	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	536	6,432
	Annual Gross Compensation		249,996
	Annual Total Compensation		249,996
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		269,496

As an associate you are entitled to the following additional benefits:

- Floating medical insurance coverage
- Round-the-clock group personal accident insurance coverage
- Group term life insurance coverage
- Employees' compensation insurance benefit as per the Employee's Compensation Act
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

Leave and vacation:

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

Category of Leave

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days
- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

Provident Fund Wages:

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout."

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

Employee State Insurance (ESI):

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

* Flexible Benefit Plan:

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

1. Choose from an array of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

#* Advance Statutory Bonus is in line with the provisions of the Payment of Bonus Act

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. The Annual Gross Compensation will remain the same
- Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 04-Oct-2022 between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant," which shall, unless counter to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Rupesh Bhagwan Borse, _____(Age) _____, residing _____ at _____ (hereinafter referred to as "you," "your" or "yourself," which shall, unless counter to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party."

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirements. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or

averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such a breach. The obligations imposed upon you under this clause 4 will survive even after cessation of your employment with the Company.
- c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, suppliers or any third parties.
- f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e) you acknowledge and agree that the Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory

bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be communicated to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in accordance with any applicable laws currently in place. Any changes to be made to the above work timing or days shall be made by the Company at its sole discretion and notified to you in advance.

c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference checks in line with Company policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to a satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, if your background verification report is found to be unfavorable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and that are not specifically mentioned in this Agreement. The applicable rules/processes/procedures/policies are available on the Company's intranet and you are expected to go through them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or processes, please reach out to your HR talent manager. It is your responsibility stay informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules,

processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity (ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;
- c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and
- d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/training and up-skilling opportunities. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class

services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of three (3) days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from employment with the Company, the Company may at its sole discretion allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, embezzlement, misappropriation, misuse or causing damage to the Company's assets/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations
- Conduct regarded by the Company as prejudicial to its own interests or to the interests of its client

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation/International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Dr N S
Vyawahare

Digitally signed by Dr
N S Vyawahare
Date: 2023.05.20
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Clauses 4, 5, 9 and 11 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make our best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by the Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning the Company, 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.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof. You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Rupesh Bhagwan Borse



Shibu Balakrishnan

AVP – HR

I have read, understood and accept the above-mentioned terms.

Signature:

Date:

**Dr N S
Vyawahare**

Digitally signed by
Dr N S Vyawahare
Date: 2023.05.20
15:55:39 +05'30'

12-May-22

Ms.Dnyanada Vilas Valdy

LETTER OF OFFER

Dear Dnyanada Vilas,

With reference to your application and subsequent interview with us, we are pleased to offer you a Fixed Term Assignment as " **Junior Regulatory Affairs Specialist**". The Fixed Term Assignment will be for a period of one year, commencing from **30-May-22** . The assignment is to be carried out by you for our client, **Covance India Pharmaceutical Services Pvt. Ltd.**, the same being extendable upon client's request.

The following are the terms and conditions of your employment with us:

1. The employment will be effective from 30-May-22. During the term of employment your CTC will be Rs 29602.00 (Twenty Nine Thousand Six Hundred and Two Only) per month. Tax Deducted at Source as applicable.
2. During the tenure of your assignment you are expected to abide by the rules and regulations which will be conveyed to you by your supervisor.
3. During the tenure of your assignment if you are required to work remotely by the client organization, you will be paid a broadband and internet allowance of Rs. 1250 per month for acquiring a high speed broadband connection at your place of work. We recommend a minimum of 40Mbps to 100Mbps (both upload and download) bandwidth with a latency of less than 10 ms. Tax Deducted at Source as applicable.
4. You will be required to observe the normal 8 hours working, 5 days a week based on the shift and weekly off allotted to you, by the client organization.
5. You will be required to execute an agreement of confidentiality and non-disclosure of the confidential information entrusted to you during your assignment.
6. Please note that your employment is subject to your clearing the background verification process at Wissen Infotech Pvt Ltd.
7. Your fixed term assignment may be extended by one or more months depending upon our client's requirement.
8. Leave for sickness and other exigencies will be at the discretion of your supervisor and would have to be sanctioned in advance (not more than 1 day in a month during the entire contract period)
9. You may terminate this Agreement by giving Wissen 60 days' written notice, however in case you resign from your job, during the fixed term contract, Wissen reserves the right to re-claim an equivalent of two months' compensation as a penalty towards break in Fixed Term Contract. Wissen can terminate this Agreement without assigning any reason by giving you 30 days' written

notice or salary in lieu of notice. In addition, in case of breach of any terms and conditions of Agreement, Wissen can terminate this Agreement forthwith.

10. During the period of such deputation to client through this fixed term employment with Wissen Infotech Pvt Ltd, at no point in time will you be considered as an employee of our client.

S No	Particulars	Monthly Amount (in ₹)
1	Basic	12,500.00
2	HRA	5,000.00
3	Conveyance	1,600.00
4	Bonus	1,041.00
5	Allowance	6,460.00
	Gross Pay	26,601.00
6	Company PF	1,800.00
7	Gratuity	601.00
8	Health & Life Insurance	600.00
	CTC	29,602.00

If these terms and conditions are acceptable to you, please do signify your acceptance by signing the duplicate copy of this contract and return the same to us.

We trust we will mutually build a meaningful career for you.

Best wishes sincerely
For Wissen Infotech Pvt Ltd

Bhanumathi's

Bhanumathi Santhosh
Manager - HR

The above terms of employment are agreeable to me.

Full Name:

Signature:

Date:

Ms.Lalita Sandeep Joshi

27-Aug-21

LETTER OF OFFER

Dear Lalita Sandeep,

With reference to your application and subsequent interview with us, we are pleased to offer you a Fixed Term Assignment as " **Junior Regulatory Affairs Specialist**". The Fixed Term Assignment will be for a period of 6 months, commencing from **01-Sep-21** . The assignment is to be carried out by you for our client, **Covance India Pharmaceutical Services Pvt. Ltd.**, the same being extendable upon client's request.

The following are the terms and conditions of your employment with us:

1. The employment will be effective from 01-Sep-21. During the term of employment your CTC will be Rs 29602.00 (Twenty Nine Thousand Six Hundred and Two Only) per month. Tax Deducted at Source as applicable.
2. During the tenure of your assignment you are expected to abide by the rules and regulations which will be conveyed to you by your supervisor.
3. During the tenure of your assignment if you are required to work remotely by the client organization, you will be paid a broadband and internet allowance of Rs. 1250 per month for acquiring a high speed broadband connection at your place of work. We recommend a minimum of 40Mbps to 100Mbps (both upload and download) bandwidth with a latency of less than 10 ms. Tax Deducted at Source as applicable.
4. You will be required to observe the normal 8 hours working, 5 days a week based on the shift and weekly off allotted to you, by the client organization.
5. You will be required to execute an agreement of confidentiality and non-disclosure of the confidential information entrusted to you during your assignment.
6. Please note that your employment is subject to your clearing the background verification process at Wissen Infotech Pvt Ltd.
7. Your fixed term assignment may be extended by one or more months depending upon our client's requirement.
8. Leave for sickness and other exigencies will be at the discretion of your supervisor and would have to be sanctioned in advance (not more than 1 day in a month during the entire contract period)
9. You may terminate this Agreement by giving Wissen 60 days' written notice, however in case you resign from your job, during the fixed term contract, Wissen reserves the right to re-claim an equivalent of two months' compensation as a penalty towards break in Fixed Term Contract. Wissen can terminate this Agreement without assigning any reason by giving you 30 days' written

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Bangalore Office
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4th Floor # 178, MADB
EPIP 2nd Phase, Whitefield
Bangalore - 560 080
India T : +91-80-40349600

www.wissen.com

Dr N S Vyawahare
Digitally signed
by Dr N S
Vyawahare
Date: 2023.05.20
15:55:56 +05'30'

notice or salary in lieu of notice. In addition, in case of breach of any terms and conditions of this Agreement, Wissen can terminate this Agreement forthwith.

10. During the period of such deputation to client through this fixed term employment with Wissen Infotech Pvt Ltd, at no point in time will you be considered as an employee of our client.

S No	Particulars	Monthly Amount (in ₹)
1	Basic	12,500.00
2	HRA	5,000.00
3	Conveyance	1,600.00
4	Bonus	1,041.00
5	Allowance	6,460.00
	Gross Pay	26,601.00
6	Company PF	1,800.00
7	Gratuity	601.00
8	Health & Life Insurance	600.00
	CTC	29,602.00

If these terms and conditions are acceptable to you, please do signify your acceptance by signing the duplicate copy of this contract and return the same to us.

We trust we will mutually build a meaningful career for you.

Best wishes sincerely
For Wissen Infotech Pvt Ltd

Bhanumathi S

Bhanumathi Santhosh
Manager - HR

The above terms of employment are agreeable to me.

Full Name:

Signature:

Date:

15-Mar-22

Ms.Amruta Solanke

LETTER OF OFFER

Dear Amruta,

With reference to your application and subsequent interview with us, we are pleased to offer you a Fixed Term Assignment as " **Junior Regulatory Affairs Specialist**". The Fixed Term Assignment will be for a period of 6 months, commencing from **21-Mar-22** . The assignment is to be carried out by you for our client, **Covance India Pharmaceutical Services Pvt. Ltd.**, the same being extendable upon client's request.

The following are the terms and conditions of your employment with us:


1. The employment will be effective from 21-Mar-22. During the term of employment your CTC will be Rs 29602.00 (Twenty Nine Thousand Six Hundred and Two Only) per month. Tax Deducted at Source as applicable.
2. During the tenure of your assignment you are expected to abide by the rules and regulations which will be conveyed to you by your supervisor.
3. During the tenure of your assignment if you are required to work remotely by the client organization, you will be paid a broadband and internet allowance of Rs. 1250 per month for acquiring a high speed broadband connection at your place of work. We recommend a minimum of 40Mbps to 100Mbps (both upload and download) bandwidth with a latency of less than 10 ms. Tax Deducted at Source as applicable.
4. You will be required to observe the normal 8 hours working, 5 days a week based on the shift and weekly off allotted to you, by the client organization.
5. You will be required to execute an agreement of confidentiality and non-disclosure of the confidential information entrusted to you during your assignment.
6. Please note that your employment is subject to your clearing the background verification process at Wissen Infotech Pvt Ltd.
7. Your fixed term assignment may be extended by one or more months depending upon our client's requirement.
8. Leave for sickness and other exigencies will be at the discretion of your supervisor and would have to be sanctioned in advance (not more than 1 day in a month during the entire contract period)
9. You may terminate this Agreement by giving Wissen 60 days' written notice, however in case you resign from your job, during the fixed term contract, Wissen reserves the right to re-claim an equivalent of two months' compensation as a penalty towards break in Fixed Term Contract. Wissen can terminate this Agreement without assigning any reason by giving you 30 days' written

Corporate Office
Q-4, 9th Floor
Cyber Towers, Hi-tec City
Madhapur, Hyderabad
Telangana - 500 081
India T : +91-40-68237000

U.S. Office
2325 Parklawn Dr. Suite G
Waukesha, WI 53186, USA
T : (262) 510-2900

Bangalore Office
Adarsh Eco Place
4th Floor, #176, KIADB
EPIP 2nd Phase, Whitefield
Bangalore - 560 066
India T : +91-80-40349600

www.wissen.com

Dr N S Vyawahare  Digitally signed by Dr N S Vyawahare
Date: 2023.05.20 15:56:26 +05'30'

notice or salary in lieu of notice. In addition, in case of breach of any terms and conditions of this Agreement, Wissen can terminate this Agreement forthwith.

10. During the period of such deputation to client through this fixed term employment with Wissen Infotech Pvt Ltd, at no point in time will you be considered as an employee of our client.

S No	Particulars	Monthly Amount (in ₹)
1	Basic	12,500.00
2	HRA	5,000.00
3	Conveyance	1,600.00
4	Bonus	1,041.00
5	Allowance	6,460.00
	Gross Pay	26,601.00
6	Company PF	1,800.00
7	Gratuity	601.00
8	Health & Life Insurance	600.00
	CTC	29,602.00

If these terms and conditions are acceptable to you, please do signify your acceptance by signing the duplicate copy of this contract and return the same to us.

We trust we will mutually build a meaningful career for you.

Best wishes sincerely
For Wissen Infotech Pvt Ltd

Bhanumathi's

Bhanumathi Santhosh
Manager - HR

The above terms of employment are agreeable to me.

Full Name: *Amruta Suryakant Solanke*

Amruta
Signature:

Date: *16/03/2022*

To,
Namita Gautam Gamare
Monday, 5 July 2021

Employment Offer Letter- FULL TIME

Dear Namita,
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: **Medical Coder**
2. Department: **Medical Record Review Dept (24_09)**
3. Place of Reporting: 5th Floor, Tower-1, Infocity, Near Indroda Circle, Gandhinagar
4. Date of Reporting: On **Wednesday, 7 July 2021**
5. Working Days : Monday to Saturday (May vary based on business requirement)
6. Time of Reporting: **11:00 AM**
7. Your Current Shift Timings :Morning Shift 1 (8:00 AM - 5:30 PM N/A)
8. Compensation: Fixed compensation of ₹15,000.00 Per Month (CTC). Please refer to Annexure 1.
9. 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,

Page 1 of 8

Dr N S
Vyawahare

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Dr N S Vyawahare
Date: 2023.05.20
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Girish Gopalani
Sr. Manager - HRBP, L&D, & TAG

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. My Allocated Shift is: (Morning Shift 1- 8:00 AM - 5:30 PM)

Signature: _____

Name: Namita Gautam Gamare

Date: Monday, 5 July 2021

Annexure 1
Compensation Details

Name of Employee: **Namita Gautam Gamare**
 Designation: Medical Coder
 Department: Medical Record Review Dept (24_09)

Total Cost To Company - INR 180,000 P.A.

Income Components	Per Month	Per Annum
Basic Salary	10,001	120,012
Leave Encashment	323	3,871
Other Allowance	833	9,997
Total Gross	13,365	160,376
Employer Contribution		
P.F.	1,200	14,401
ESIC	434	5,212
Total Employer Contribution	1,634	19,614
Employee Deduction		
P.F. (EE)	1,200	14,401
ESIC (EE)	100	1,203
P.T.	200	2,400
Total Deduction	1,500	18,004

character, general reputation, personal characteristics, credit standing and/or motor vehicle records ("driving records"), living, credit history, criminal history, motor vehicle records or professional records, verification of your education or employment history, personal or professional records, checks, licensing or certification checks, etc. Including those maintained by both public and private organizations and all public records. The purpose of this authorization is to confirm the information contained on my Application and to obtain other information which may be material to my qualifications for service as an employee now and applicable, during the tenure of my employee service with the company.

To facilitate the background screening, I agree to provide the company with my name, date of birth, and other personal information requested on the Background Screening Disclosure Form. I understand that my failure to provide this authorization information may result in my ineligibility to serve the organization.

I approve release of any kind of information requested by Advantmed India LLP for verification purpose. I agree that I will not hold any organization accountable for releasing any information about me to Advantmed India LLP. I appeal the organizations to cooperate with the verification details and do the needful.

I have carefully read and understand this Background Check Disclosure, Authorization and Release and, by signing below, I authorize Advantmed India LLP to collect all required information regarding me from all available resources, institutes, and companies.

Full Name: Namita Gautam Gamare

Driving License Number/ Pan Card Number/ Passport Number: _____

Date: _____

Signature: _____

Dr N S
Vyawahare
Digitally signed by Dr
N S Vyawahare
Date: 2023.05.20
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Net Pay	11,864	142,372
Total Fixed compensation	15,000	180,000
Performance Bonus (Monthly)	-	
Total CTC (Fixed + Performance B	15,000	180,000

*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.

Disclaimer: This letter contains confidential information and is intended for the recipient only, as addressed. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this letter is strictly prohibited and you should return the this letter to the HR department immediately.

Annexure 3
BACKGROUND CHECK DISCLOSURE, AUTHORIZATION AND RELEASE

NOTICE

As part of the Company's ongoing security efforts and to ensure a safer environment for our employees, visitors and stakeholders; company policy requires that a background check and drug test be conducted on final candidates for staff appointments, temporary employees, interns and trainees. Current employees who changes jobs due to promotion, lateral transfer or reassignment or who undertakes new duties that permit a background check and drug check may also be subject to such checks. Back ground check and Drug screening check may be conducted in random manner as well.

Current employees must notify the Company within 5 days of receipt of court notice/police summons/ arrests because of any criminal offenses and are subject to the verification.

Any negative Back ground check and Drug screening will lead to cancellation of employment offer or promotion offer or may lead to disciplinary action up to or including separation.

DISCLOSURE

This document, which you should read carefully, has been provided to you because the company may obtain information about you for employment purposes from various agencies. Thus, you may be the subject of a "Verification report" and/or an "investigative verification report" which may include information including but may not be limited to information regarding your character, general reputation, personal characteristics, credit standing and/or mode of living, credit history, criminal history, motor vehicle records ("driving records"), verification of your education or employment history, personal or professional reference checks, licensing or certification checks, etc. The scope of this notice and authorization is all-encompassing, however, allowing the company to obtain from any outside organization all manner of verification reports and investigative verification reports now and throughout the course of your employment.

AUTHORIZATION & RELEASE

I, hereby authorize Advantmed India LLP and/or its agents/employees to make an independent investigation including but may not be limited to information regarding your

Dr N S

Vyawahare

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N S Vyawahare

Date: 2023.05.20

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Annexure 2
Joining Formality Detail

Please note, on the day of Joining:
Please report on time.

Bring all original documents and clear photocopies with you for document verification
purpose, the original documents will be returned to you.

In case of any concern, please contact: +91-9727703396 - Hiren Shah

Sr No	Particulars	Proof
1	Identification & Address Proof(Any one)	Passport Aadhar Card (Mandatory) Driving License Voter ID
2	Bank Formality (all documents compulsory)	PAN Card 2 Photo graphs
	Education Documents	10th Mark sheet 12th Mark sheet School Leaving Certificate

3

(All applicable documents compulsory)

Graduation: Degree / Diploma

Post-Graduation: Degree / Diploma

Others

4

Work Experience Documents
Current/Last Company

Appointment Letter

Relieving Letter

Experience Letter

Last 3 months pay slip/Bank Statement

Work Experience Documents
Previous Company

Appointment Letter

Relieving Letter

Experience Letter

Last 3 months pay slip/Bank Statement

Dr N S
Vyawahare

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