



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**  
**2018-2019**

**SUMMARY**

<b>Sr. No.</b>	<b>Name of the Student</b>	<b>Name of the Company</b>	<b>Offer Letter Page No</b>
1	Vaishali Jamdhade	Cognizant	02-03
2	Vikram Thakare	Vighnaharta Medical	04-04
3	Vinayak Wani	Bharat Serum	05-06
4	Kirti Chandgude	Ascentrix	07-11
5	Salman Latif	Callidus	12-12



Ref No: 14011628

25-Nov-2019

Vaishali Jamdhade



Dear Vaishali,

With reference to the discussions that we had with you, we are pleased to offer you the role of **Trainee - Junior Data Analyst** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Pune**.

Your Annual Total Compensation will be **Rs.205,002**. The other details about your compensation is presented in **Annexure A**. We would like to inform you that Cognizant has considered **0** months of your experience as relevant, which would be updated in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

We request you to join us on or before **26-Nov-2019**.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer **Annexure B** for more details.

Please note:

- This appointment is subject to satisfactory professional reference checks
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request

We look forward to your joining us. Should you have any further questions or clarifications, please feel free to contact us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

Suresh Bethavandu

### Global Head-Talent Acquisition

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

Signature :

Date:

## Annexure A

**Name:** Vaishali Jamdhade **Designation:** Trainee - Junior Data Analyst

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA @60% of basic*	2600	31,200
3	Company's contribution of PF #	1337.5	16,050
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	4213	50,556
6	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	433	5,196
	<b>Annual Gross Compensation</b>		<b>205,002</b>
	<b>Annual Total Compensation</b>		<b>205,002</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	<b>Annual Total Remuneration</b>		<b>221,002</b>

As an associate you are also 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 Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

#### Provident Fund Wages

- For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "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.

#### ESI

- Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month which includes any recurring (or) adhoc special payouts during the month
- Contribution to ESI shall be continued till end of the contribution period, if the Associate contributes even for one month in a contribution period

\* Flexible Benefit Plan: Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet 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 Payment of Bonus Act, 1965.

#### Note:

- Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
- Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate 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 renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details.



महाराष्ट्र दुकाने व आस्थापना (नोकरीचे व सेवाशर्तीचे विनियमन) नियम, २०१८

नमुना "ग"  
(नियम ९ पहा)

सूचना दिल्याबाबत पावती



अर्जदाराने नमूना फ द्वारा व्यवसाय सुरु केल्याबाबतची सूचना खाली नमूद केलेल्या तपशीलासह या कार्यालयास दिलेली आहे. त्याचा तपशील पुढीलप्रमाणे:

१.	पावती क्रमांक	:	२१५३२००३१५५३१०१८						
२.	अर्जाचा (सूचनापत्राचा) आयडी क्रमांक	:	१०७४३६५७२१०३						
३.	आस्थापनेचे नाव	:	विघ्नहर्ता मेडिकल अँड जनरल स्टोर्स VIGHNAHARTA MEDICAL AND GENERAL STORES						
४.	कामगारांची एकूण संख्या	:	२						
			<table border="1"><thead><tr><th>पुरुष</th><th>स्त्री</th><th>इतर</th><th>एकूण</th></tr></thead><tbody><tr><td>२</td><td>०</td><td>०</td><td>२</td></tr></tbody></table>	पुरुष	स्त्री	इतर	एकूण	२	०
पुरुष	स्त्री	इतर	एकूण						
२	०	०	२						
५.	अ) मालकाचे नाव	:	विक्रम अरुण ठाकरे VIKRAM ARUN THAKARE						
	ब) आस्थापनेचा पत्ता	:	१७२, नियर डॉ बुंदे होस्पिटल, चांदे कोलोनी, नांदुरा रोड खामगाव, चांदे कॉलनी, ०१, खामगाव (एम क्ल), खामगाव, बुलडाणा, ४४४३०३						
६.	सदरची पावती ही केवळ अर्जदाराने त्याचा व्यवसाय सुरु केल्याबद्दल कार्यालयास पाठविलेल्या सूचना पत्राची पोच पावती असून व्यवसाय अथवा व्यवसायाची जागा अस्तित्वात असल्याबद्दलचा पुरावा नाही. व्यवसायासाठी व व्यवसायाच्या जागेसाठी आवश्यक असणारी संबंधित सक्षम प्राधिकारी यांच्याकडील पूर्व / पश्चात परवानगी, अनुज्ञप्ती, परवाना धारण करण्याची सर्वस्वी जबाबदारी मालकाची राहिल. ही पोच पावती व्यवसायाच्या जागेचा मालकी हक्क किंवा मालमतेचा मालकी हक्क किंवा ताबा या प्रयोजनार्थ कोणत्याही कायद्यांतर्गत ग्राह्य धरता येणार नाही.								
७.	व्यवसायाचे स्वरूप	:	मेडिकल आणि ड्रगिस्ट स्टोर्स / MEDICAL & DRUGGIST						
८.	पूर्वीचा नोंदणी प्रमाणपत्राचा क्रमांक व दिनांक, लागू असल्यास	:							

टीप : सदरची पोच पावती संगणकीय प्रणालीद्वारे तयार करण्यात आलेली असल्याने त्यावर स्वाक्षरीची आवश्यकता नाही. सदरची पोच पावती ही अर्जदाराने सादर केलेल्या स्वयंघोषणापत्र आणि स्वयंसाक्षात्कीत अभिलेखाद्वारे पडताळणी न करता देण्यात आलेले आहे.

सादर पोचपावती ही १० पेक्षा कमी कामगार असलेल्या आस्थापनांना नोंदणी दाखल्या ऐवजी देण्यात येते. त्यांना नमुना - ब मध्ये नोंदणी प्रमाणपत्र अनुज्ञेय होत नाही.

दिनांक : ११-०८-२०२१

ठिकाण : Buldana

कार्यालयाचा पत्ता : Shop Inspector Office, Khamgaon, Address-Amol Vichare Residence, Waman Nagar Chowk, Khamgaon, District-Buldhana





# BHARAT SERUMS AND VACCINES LIMITED

(CIN : U24230MH1971PLC015134)

Registered Office : 17th Floor, Hoechst House, Nariman Point, Mumbai - 400021, India

Tel. : +91-22-6656 0900 / 6656 0980

Fax : +91-22-6656 0933

E-mail : corporate@bharatserums.com

Website : www.bharatserums.com

## APPOINTMENT LETTER

Date: 19.12.2019

Employee Code: 01007138

Mr. Vinayak Wani

/ Barhanpur

Ahmadnagar

Ahmadnagar-414502

Maharashtra

Dear Mr. Vinayak Wani

We are pleased to appoint you as **Officer** in **Quality Assurance** department in our Company with effect from **December 16, 2019** on the following terms and conditions of service.

### LOCATION OF POSTING : AMBERNATH FACTORY

### COMPENSATION PACKAGE:

You will be paid an annual gross compensation package of Rs.238,777.44 /- (Rupees Two Lakh Thirty Eight Thousand Seven Hundred Seventy Seven Forty Four Pa only). The break-up of your compensation is given below:

Monthly Income	Rs	Monthly Deduction	Rs
Consolidated Wages	12,500.00	PF @12% (Employee Cont.)	1,500.00
House Rent Allowance	3,319.00	ESI @ 0.75 % (Employee Cont.)	119.00
		Professional Tax	200.00
		<b>Total Deduction</b>	<b>1,819.00</b>
<b>Monthly Gross</b>	<b>15,819.00</b>	<b>Monthly Take home</b>	<b>14,000.00</b>
<b>Statutory Benefits</b>	<b>Rs</b>	<b>Reimbursements</b>	<b>Rs.</b>
PF @12% (Employer Cont.)	1,500.00		
ESIC	514.12		
<b>Total Statutory Benefits</b>	<b>2,014.12</b>		
<b>Total Monthly CTC</b>	<b>17,833.12</b>		
<b>Annual CTC</b>	<b>213,997.44</b>		
Bonus	24,780.00		
		<b>Total Monthly Reimbursements</b>	<b>0.00</b>
		<b>Total Annual Reimbursements</b>	<b>0.00</b>

**Total Annual CTC (including Bonus and Reimbursements):Rs.238,777.44**

- All Reimbursements will be paid as per prevailing IT rules and company policies in effect from time to time.
- The above compensation package will be subject to Income Tax regulations in force from time to time.

Please sign the duplicate copy of this letter as a token of acceptance.

With best wishes,

For Bharat Serums and Vaccines Limited

Signature valid

Signed by : AKHILESH MISHRA

Date : 19-Dec-2019 12:07 PM

Dr. Akhilesh Mishra

Senior Vice President-Human Resource

I accept

Mr. Vinayak Wani

Corporate Office  
3rd Floor, Liberty Tower,  
Behind Reliable Plaza,  
Airoli, Navi Mumbai,  
Pin - 400 708.  
Tel. : +91-22-4504 3456  
Fax : +91-22-4504 3200

R & D Centre  
3rd Floor, Liberty Tower,  
Behind Reliable Plaza,  
Airoli, Navi Mumbai,  
Pin - 400 708.  
Tel. : +91-22-4504 3000  
Fax : +91-22-4504 3200

Thane Factory  
Plot No. A-371/372, Road No. 27,  
Wagle Industrial Estate,  
Thane (West), Pin - 400 604.  
Tel. : +91-22-2582 2181, 2582 1399  
+91-22-67077696  
Fax : +91-22-2582 3640  
E-mail : factory@bharatserums.com

Ambernath Factory  
Plot No. K-27, Anand Nagar,  
Additional M.I.D.C.,  
Ambernath (East), Pin - 421 501.  
Tel. : 0251-262 7000  
Fax : 0251-262 7008  
E-mail : ambernath@bharatserums.com

Warehouse  
Building No. H-4, Premise No.1  
Survey No. 15, Sonale Village,  
Mumbai - Nasik Highway,  
Taluka - Bhiwandi,  
Dist. Thane, Pin - 421 302.  
Tel. : +91-22-2663 026 / 27

Digitally signed by Dr N S Vyawahare

Date: 2023.05.20 15:37:57 +05'30'



**Vinayak Wani**  
Emp. Code : 1007138  
Blood Group : B+

  
CHRO

## OFFER LETTER

**Date: 02-January-2020**

**Dear Kirti Chandgude,**

**Re: Offer of Employment**

**Dear Kirti,**

**Welcome to Ascentrik Research Pvt Ltd**

This has reference to your application and the subsequent interview you had with us on 30<sup>th</sup> November'19.

Based on our discussions, we are pleased to offer you a full-time employment opportunity with our Company Ascentrik Research Pvt Ltd., Pune, subject to the terms mentioned herein.

This offer is subject to receipt of satisfactory references and proof of your eligibility to work in India.

**1. Position:**

You shall join as a Clinical Research Associate, and you will be located at our office in Pune. You may be transferred in future to any other location, as may be required by the Company at any given point of time.

**2. Compensation:**

You will receive a gross compensation package of Rs. 2,81,580 Per Annum (all inclusive). In addition, you shall be entitled to all statutory benefits provided to you under applicable local laws. You may also be entitled to emoluments or benefits, if any announced by the Company from time to time, and that may be prevailing at any point of time. The Company reserves the right to amend its compensation plans at its sole discretion upon notice. Your compensation is subject to deduction of tax and withholding as applicable

The details of the compensation are detailed in the Annexure-I

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**Mumbai:**  
A-106/107, Rupa Solitaire, Millenium  
Business Park, Mahape, Navi Mumbai-  
400 710, Maharashtra, India

Phone: +91-022-41280700  
<http://www.ascentrik.com>  
info@ascentrik.com

**Pune:**  
G.O. Square, Office No. 406 & 407,  
B-Building, Wakad, Pune - 411 057,  
Phone: +91-020-66537300

Dr N S  
Vyawahare

Digitally signed by Dr N S  
Vyawahare  
Date: 2023.05.20 15:38:12  
+05'30'

### 3. **Joining Date**

You are required to join on 3<sup>rd</sup> January 2020 at 09:30 AM and report to the HR representative, failing which this offer will stand withdrawn and/or be treated as cancelled.

### 4. **Code of Conduct and Disciplinary Action**

Subject to the applicable provisions of laws, your employment will be governed strictly by the policies that may be framed and remain in force from time to time. The employment can be terminated by giving 15 days' notice during probation and 1-month notice in writing after confirmation in the services of the company by either you or the Company.

### 5. **Obligations Towards Previous Employment**

Should you decide to accept this offer of employment, please be advised that the Company's policies require you to honour any agreement you may have with your previous employers. Furthermore, by signing this Offer Letter you confirm that you will not bring to your employment with the Company any information considered confidential and/or trade secret information of another entity, including any prior employer, and that you will not use any such confidential and/or trade secret information of another entity for purposes of your employment with the Company. In the event of any legal action taken or claim made by your previous employer(s) with respect to your employment with the Company, you alone (and not the Company) shall be liable and responsible for any costs or damages resulting from or related to the legal action or claim.

### 6. **Confidentiality**

Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. You are required to keep any and all communication from the Company, including the terms of this Offer Letter, strictly confidential and you shall not disclose the same to any third party. You will be required to sign a separate agreement for Confidentiality at the requirement of the Company.

Dr N S Vyawahare  Digitally signed by Dr N S Vyawahare  
Date: 2023.05.20 15:38:21 +05'30'



## 7. Reference Check:

Ascentrik will conduct reference checks/ background checks and drug test through a third-party agency at its sole discretion to verify and authenticate the details furnished by you during your job application and interview. This offer is subject to your satisfactory completion of background verification. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

## 8. Other terms & conditions:

- i. Your office timing's will be from 10:00 AM to 07:00 PM, with a break of 1 hour, Monday through Saturday in the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> week of the Month and Monday through Friday in the 2<sup>nd</sup> and 4<sup>th</sup> week of the month.
- ii. Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- iii. You will be entitled for an aggregate of 21 days of leave in accordance with the Company's policy as applicable from time to time. (details outlined in the appointment letter and Employee Handbook)
- iv. You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- v. You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- vi. If you are absent for a continuous period of 3 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.

By accepting this offer, you agree to abide by all Ascentrik policies and procedures as well as the terms and conditions as mentioned in this offer letter. We welcome you to Ascentrik and request your acceptance of these employment terms by signing and dating the offer letter and enclosed Employment Agreement and return the same to my email listed below as soon as possible.

We are pleased to have you join the Ascentrik team as a member of what we feel is an organization that offers each employee an opportunity for personal and professional development. We look forward to working with you in the future and hope you will find your employment at Ascentrik a rewarding experience.

Dr N S  
Vyawahare

Digitally signed by  
Dr N S Vyawahare  
Date: 2023.05.20  
15:38:31 +05'30'

You will be issued a comprehensive Appointment Letter within 15 days from the date of appointment; meanwhile the offer letter will be treated as an official intimation of your appointment.

Before your joining you are required to submit the scan copies of following documents to the HR department.

1. SSC Marksheet.
2. HSC Marksheet/Diploma Marksheet.
3. Graduation Marksheet (Only Final Year required).
4. Post-Graduation Marksheet (If applicable).
5. Degree Certificates.
6. PAN Card.
7. Aadhar Card (Both front and back side).
8. Passport Size Photo.
9. Relieving/Experience Letter (If applicable).
10. Last three month's pay slips (if applicable).
11. Proof of age and address if different from those mentioned in the identity proof.
12. Provident Fund account number and related details (if applicable);
13. A copy of Form 16 (if applicable)

Your final appointment will be subject to the confirmation of the authenticity of the documents provided and all verifications and checks of the documents you have furnished to the Company.

**Please note following rules are applicable once you join the organization.**

- The employee should serve notice period as per policies of role/company.
- We do not work on 2<sup>nd</sup> and 4<sup>th</sup> Saturdays, public holidays (as in company holiday list) and Sundays. However, depending on urgency of project deliveries, if required, you are bound to attend office on these days. You will get over time for that day on such occasions.

The Company looks for a long-term association with all its employees and expects the same from you.

We congratulate and welcome you to **Ascentrik Research Pvt. Ltd.**

Dr N S  
Vyawahare

Digitally signed by Dr N S  
Vyawahare  
Date: 2023.05.20 15:38:39  
+05'30'

Annexure – I

Fixed Pay	
Gross salary	<b>21,767</b>
Basic	13,060
HRA	6,530
LTA	1,088
Travel Reimbursement	1,088
Deductions	
Employee PF	1,567
PT	200
Total Deductions	1,767
Net pay	<b>20,000</b>
Add: Employer PF	1,698
Total CTC	<b>23,465</b>

Dr N S  
Vyawahare

Digitally signed by Dr N  
S Vyawahare  
Date: 2023.05.20  
15:38:45 +05'30'

Date: 14<sup>th</sup> May 2019

**APPOINTMENT LETTER**

Dear **Mr. Salman J. Latif**

We are pleased to appoint you as a **Research Associate in Formulation Research and Development Department** in Our Organization with effect from **14<sup>th</sup> May 2019** on the following terms & conditions.

1. **You present total salary shall be Rs.1.8 lakhs/ annum inclusive of** all allowances.
2. Any Tax liability arising out of your compensation will have to be borne by you.
3. You will be on probation period for a period of 6 months from the date of joining. The probation period can be curtailed or extended at the sole discretion of management depending upon assessment of your overall performance. The extended probationary period would be maximum of three months. Unless confirmed on writing you will continue on probation.
4. Your services may be terminated on either side by giving one-month notice in writing or payment of basic salary in lieu of. The company may immediately terminate your services without any compensation or notice, if you are in any breach of your responsibilities as assigned by the company.
5. Your continuation in employment will be further subject to you remaining medically fit. The management will have the right to get you examined or re-examined from Company's Physician whose decision shall be final and binding on you.
6. You would be entitled to all statutory benefits like Leave, Bonus & Gratuity etc. as applicable to your cadre and in accordance with the Company's policies from time to time.
7. Your services are however, liable to be transferred to any of our offices/units etc. purely at the discretion of the management on account of exigencies of work without any additional remuneration.

**Callidus Research Laboratories Pvt. Ltd.**

Plot no PAP-A-29/1, Chakan Industrial Area Phase IV - Nighoje, Tal. Khed, Dist. Pune, Maharashtra, 410501 (India)

Tel : +91 20-69000144 E-Mail : [info@calliduslabs.com](mailto:info@calliduslabs.com) Website: [www.calliduslabs.com](http://www.calliduslabs.com)