



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

1 message

<cognizantHR@cognizant.com>

Thu, Oct 3, 2019 at 13:52

To: pragyachoudhary1137@gmail.com

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

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



TATA CONSULTANCY SERVICES



**SHUBHANGI
DESAI**

Card No 879593
Associate No 1727297
Blood Group B+

Tata Consultancy Services Ltd.
TCS House, Raveline Street, Fort
Mumbai 400001, India

Hello Pragya,

Subsequent to our meetings, we are pleased to share this "Letter of Intent" to hire you with us. Kindly go through the details and revert.

You are requested to email me a Confirmation for same .

The full offer letter will be given to you on your first day of joining.

PFB the Offer Break up for your reference :

Employee Name	Pragya Gligoo	
Date of Joining	21st October 2019	
Designation	Research Associate	
Department	Research	
Components	Amount Per Month	Amount Per Annum
Basic	11535	138420
DA	3500	42000
HRA	6015	72180
Gross	21050	252600
Statutory Benefits		
PF(Employer Contribution)	1800	21600
Fixed CTC	22850	274200
Standard Terms and Conditions:		

* Individual compensation structure is subject to change without affecting emoluments adversely.

* Applicable tax to be borne by the employee.

* It is expected that individual compensation package should not be shared with other employees

Anjali Bhojwani | Hr Manager

| Absolute reports pvt ltd

| phone: 7447401243

| email: hr@absolutereports.com

| site: www.absolutereports.com

| address: Office No.- B, 2nd Floor Icon Tower Baner Road Baner
- Pune 411045.

Absolute Reports Pvt. Ltd. - Letter of Intent

Hello Pragya,

Subsequent to our meetings, we are pleased to share this "Letter of Intent" to hire you with us. Kindly go through the details and revert.

You are requested to email me a Confirmation for same .

The full offer letter will be given to you on your first day of joining.

PFB the Offer Break up for your reference :

Employee Name	Pragya Gligoo	
Date of Joining	21st October 2019	
Designation	Research Associate	
Department	Research	
Components	Amount Per Month	Amount Per Annum
Components		
Basic	11535	138420
DA	3500	42000
HRA	6015	72180
Gross	21050	252600
Statutory Benefits		
PF(Employer Contribution)	1800	21600
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* Individual compensation structure is subject to change without affecting emoluments adversely.

* Applicable tax to be borne by the employee.

* It is expected that individual compensation package should not be shared with other employees

Anjali Bhojwani | Hr Manager

| Absolute reports pvt ltd

| phone: 7447401243

| email: hr@absolutereports.com

| site: www.absolutereports.com

| address: Office No.- B, 2nd Floor Icon Tower Baner Road Baner
- Pune 411045.

To,
Vaibhav Sandip Isaye
Ghar no 84, Navshanti Niketan society,
Khadki Pune
7588102639
vaibhvisaye786@gmail.com

Date: 24-Aug-2019

Dear Vaibhav,

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

Sy

CADILA PHARMACEUTICALS LTD.

Compensation Break Up

NAME	Vaibhav Sandip Isaye		
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:	

ITCube Solutions Pvt Ltd.		
New Salary Structure		
Employee Name	Prajakta Kamble	
Department	BPO	
A Monthly Due on 7th : On Salary slip	Monthly	Yearly
Basic	10,254	123,048
House Rent Allowance (HRA)	513	6,156
TOTAL GROSS SALARY (A)	10,767	129,204
B Benefits from Company :		
PF contribution by company	1,333	15,996
Total Cost To Company (CTC)	12,100	145,200

Note :

1. PF, PT & ESI deduction from Section A as per structure.
2. Medclaim, PA, Gratuity & Leave Encashments are applicable as per Company Policy

Pooleshkale

Date: 01-Oct-2019

To,
Prajakta Kamble,
Pune

Subject: Offer of Employment

Dear Prajakta,

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

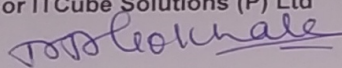
You shall be paid a CTC of **Rs.12100/-p.m.** (Twelve Thousand One Hundred Per Month Only) subject to PF, ESI, Professional Tax and any other applicable deduction of tax at the prevailing rates.

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:

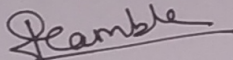
- 1) Mark sheets of Educational Qualification
- 2) Address Proof (Ration Card / Rent Agreement / Electricity Bill)
- 3) Passport size photographs (No. 6)
- 4) Relieving Letters, salary slips and Work Experience letters
- 5) Passport or Election ID card or Driving license
- 6) Aadhar Card (4 copies)(150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

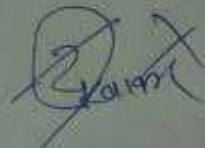
I Prajakta Kamble, accept the above offer of employment .

Signature: 

Date: 01-Oct-2019

Certificate

This is to certify that Mr. Shivkumar
Khirappa Khakare I am working
at Gurukrupa Medical & General
Stores Sawargaon to Hadgaon
Dist. Mandla. I have 6000 payment
per month



GURUKRUPA MEDICAL
& GEN. STORES
SAWARGAON TO. HADGAON



MVG

MAHARASHTRA VIKAS GROUP COMPANY
An - ISO 9001 : 2008 COMPANY

T. 5-77/2019.

Ref. No. /2019-20
Date: /08/2019

Appointment Letter

The General Manager
Haffkine Bio Pharmaceutical Corporation Ltd
Procurement Cell Parel, Mumbai.

**Subject : Job Appointment of Pharmacists in Haffkine Bio
Pharmaceutical Corporation Ltd.**

Ref. No. : 1543/E-1210-Appointment of Agency for providing workforce/
Haffkine/Procurement Cell/2019-20/Date:03/08/2019.

Respected Sir,

With Reference to tender No, 1543/E-1210-Appointment of Agency for providing workforce/Haffkine/Procurement Cell/2019-20/Date:03/08/2019. According to above mentioned reference, we are appointing below named Candidate as a "Pharmacists" in Haffkine Bio Pharmaceutical Corporation Ltd (Procurement Cell) Parel, Mumbai. as contract basis

The Below mentioned "Pharmacists" will be perform their work as per terms and conditions mentioned behind of this Appointment Letter.

Name: Prajakta Yuvraj Kharat

Address: 213, Hirvani Niwas, Godoli, Satara,
Maharashtra.

Mob. No. 9075007761

Signature *Prajakta* Appointed Through

M.V.G. COMPANY

J. Salunkhe

Authorised Signatory

www.mvgc.co.in

mvgcompany@gmail.com

"MVG Empire", 3rd floor, Sea-Wood Tower, Near Khatib Dairy, Old Gangapur Naka, Gangapur Road, Nashik - 422 013.

+91 0253-2579535 | 7720007466 | 7720007465

Agreement of Contractual Pharmacist Post

Name : Mrs. Prajakta Yuvraj Kharat

Address : 2B, Hirkani Niwas, Godali, Satara, Dist-Satara.

I Mr/Miss/Mrs. Prajakta Yuvraj Kharat residence of above mentioned address and I am appointed as "Pharmacist" in Haffkine Bio Pharmaceutical Corporation Ltd (Procurement Cell-Purchase Cell) at Acharya Donde Marg, Parel, Mumbai-400012, from Date-26/08/2019 to Date 25/06/2020 for 11 months period on the contractual basis through Maharashtra vikas Group Company, Nashik.

I am accepting all terms & conditions which mentioned with my appointment letter whereas I do not have any complaint regarding same.

I aware that, I will be discontinued from my services without any pre intimation at the end of 11 month contractual duration.

Name : Prajakta Yuvraj Kharat

Signature : 

Place : Nashik

Date : 24/8/19



CTC

Inhand	12286	
Employee EPF	1421	Employee Deduction Rs. 1729
Professional Tax	200	
ESIC	105	
Lebour Welfare	3	
Total	14015	
Epf 13%	1540	Employeer Contribution Rs.2001
Esic 3.25%	455	
Lebour Welfare	6	
Total CTC	16016	

Pankaj Gandhi's Academy

3rd Floor, Above Hotel Woodland, Near Sharada Center, Nal Stop, Pune.
Contact No. 9850424051, 8600972993

Date: 02/06/2018

Received with thanks Rs 6,700 (Rs Six Thousand Seven Hundred)
Only

From **Ms Akshada Liman**

Towards fees for PGA-APT

For Pankaj Gandhi's Academy



The Admission can be cancelled only within **Three** Days of taking the admission. Rs. 1700 will be deducted and Remaining Rs. 5000 will be refunded if and only if the admission is cancelled within **three** days of taking the admission. No fees refund after **three** days of taking admission.



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

The Care Continues...



Registered Office :
"Cadila Corporate Campus"
Sarkhej-Dholka Road, Bhat,
Ahmedabad - 382 210, Gujarat, India.

Phone : +91-2718-225001-15
Fax : +91-2718-225039
Website : www.cadilapharma.com
CIN : U24231GJ1991PLC015132

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 guidelines published by company will be in force time to time. Gratuity will be payable after completion of 5 Years.

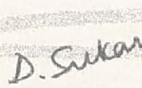
(*) Payable as per rules of the scheme.


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

JHE JAAI



Dear Ashwini Subhasee More

Congratulations!!

As we refer to your application and the subsequent interview you had with us; we are pleased to offer you the **designation of** Jr. Pharmacist at our Thane - 2 store **Temporary Store**

We welcome you to our family at Wellness Forever!!!

We look forward to your joining on 2/12/**2019** and we shall complete the Joining Formalities and Induction training on the same day.

Kindly bring the following while you come for Joining Formalities / Induction.

- ID Proof - Pan Card / Aadhaar Card / Driving License
- Address Proof - Ration Card / Aadhaar Card / Rent Agreement / Passport (In case you are staying with relative, please get it written on legal paper with notary done and attach his Id and Address proof.) light Bill
- Education Proof - SSC, HSC, TY & other educational certificates
- Four passport size photographs with **white background**.
- License PP Card - Original & Xerox (Applicable for Pharmacist only)
- Bank Passbook copy / Cancelled cheque.
- Leaving Certificate
- Relieving Letter (Previous Organization)
- Last 3 Month Salary Slips (Previous Organization)
- Aadhaar Number/Date of Birth(Father/Mother/Spouse/Daughter/Son)

4 Xerox Copies and All Original Documents Are Required for Verification

2/12/2019

9.30 AM

Wellness One Learning Centre

Ground Floor,
Bhartiya Krida Mandir,
Wadala Udyog Bhavan Lane,
Wadala West

Landmark:

Travelling Conv. from Dadar East

Ahead of Reliance Office

Contact: Ms. Anuja Peje - 022-24108022

Mr. Pratik Chavan - 9167392572

Time: 09:30 am sharp to 06:30 pm

For any further queries contact # 022-43541726 /39



Vivo V11Pro
AI Dual Camera



TATA

TATA CONSULTANCY SERVICES



**POOJA
BANGARE**

Emp ID No 511615
Phone No 1813621

Tata Consultancy Services Ltd.
TCS House, Crossings Street Fort
Mumbai 400001, India



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**.

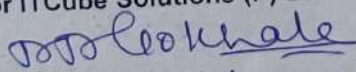
You shall be paid a CTC of **Rs.12100/-p.m.** (Twelve Thousand One Hundred Per Month Only) subject to PF, ESI, Professional Tax and any other applicable deduction of tax at the prevailing rates.

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



ANNEXURE

Employee Name	Prachi Rakshe	
Date of Joining	13 th May 2019	
Designation	Research Associate	
Components	Amount Per Month	Amount Per Annum
Components		
Basic	11535	138420
DA	3500	42000
HRA	6015	72180
Gross	21050	252600
Statutory Benefits		
PF(Employer Contribution)	1800	21600
Fixed CTC	22850	274200
Standard Terms and Conditions:		
* Variable Performance Bonus(Incentives) will depend on Performance and will be paid on actual target annually		
* Individual compensation structure is subject to change without affecting emoluments adversely.		
* Applicable tax to be borne by the employee.		
* It is expected that individual compensation package should not be shared with other employees		

ANNEXURE

Employee Name	Prachi Rakshe	
Date of Joining	10th June 2019	
Designation	Research Associate	
Components	Amount Per Month	Amount Per Annum
Basic		
DA	11535	138420
HRA	3500	42000
Gross	6015	72180
Statutory Benefits	21050	252600
PF(Employer Contribution)		
Fixed CTC	1800	21600
Standard Terms and Conditions:	22850	274200
<ul style="list-style-type: none"> * Variable Performance Bonus(Incentives) will depend on Performance and will be paid on actual target annually * Individual compensation structure is subject to change without affecting emoluments adversely. * Applicable tax to be borne by the employee. * It is expected that individual compensation package should not be shared with other employees 		

Accepted and Acknowledged
EMPLOYEE Name: Ms. Prachi Sanjay Rakshe

Sign: *Prachi*

Permanent Address: A-502, Ganesh krupa, sector-6,
Nerul, Navi Mumbai-400706.

Firm:
Absolute Reports Pvt. Ltd
Authorized person: Rahul Bhandari
Title: CEO

**FORM 21**

[See rule 61(2)]

Licence to sell, stock or exhibit (or offer) for sale or distribute drugs, by retail specified in Schedules C and C (i) [excluding those specified in Schedule X]



VIKAS RAJENDRA BARGAJE

1.

PROPRIETOR of SANTKRUPA MEDICAL AND GENERAL STORES

is hereby licensed to sell, stock, or exhibit (or offer) for sale or distribute by retail the following categories of drugs specified in Schedules C and C(1) [excluding those specified in Sch.X] to the Drugs and Cosmetics Rules, 1945, and to operate a pharmacy on the premises situated at

HOUSE NO.10 B, SHOP NO.1,
AT/POST-KHILAD, , ASHTI,
Tal : ASHTI (BEED)

Pin : 414208 Phone: 414208

Mobile: 7756837584

subject to the conditions specified below and to the provisions of the Drugs and Cosmetics Act, 1940 and Rules thereunder.

2.The licence shall be in force from : **07.Oct-2016** to **06.Oct-2021** Area : 16.72 SqMts

3.Name (s) of R.Ps & Competent Person(s) in charge (C.P NOT authorized to SIGN in Retailer Bills):

RP-147896 - VIKAS RAJENDRA BARGAJE(DPH)

4.Categories of drugs : **All items of schedule C and C1 drugs,[excluding those specified in Sch. X]**

e-Signed on 07/10/2016 08:30:5

TPAV # HQW8E1244

(Organic Authentication on AADHAR from UIDAI Server)



VIKAS RAJENDRA BARGAJE (DPH)

Licence no: **MH-BEE-166605**

On: 07.Oct-2016



DILIP KASHINATH JAGTAP

Licensing Authority & Assistant Commissioner
Food & Drug Administration, BEED**Conditions of Licence**

1. This Licence shall be displayed in a prominent place in a part of the premises open to the public.
2. The licensee shall report to the licensing authority in any change in the qualified staff in charge within one month of such change.
3. Omitted.
4. If the licensee wants to sell, stock or exhibit for sale, or distribute, during the currency of the licence, additional categories of drugs listed in schedules C and C (1) [excluding those specified in Sch.X] but not included in this licence, he should apply to the Licensing Authority for the necessary permission. This licence will be deemed to extend to the categories of drugs in respect of which such permission given. This permission shall be endorsed on the licence by the Licensing Authority.
5. No drug shall be sold unless such drug is purchased under a cash or credit memo from a duly licensed dealer or a duly licensed manufacturer.
6. The licensee shall inform the Licensing Authority in writing in the event of any change in the constitution of the firm operating under the licence. Where any change in the constitution of the firm takes place, the current licence shall be deemed to be valid for a maximum period of three months from the date on which the change take place unless, in the meantime, a fresh licence has been taken from the Licensing authority in the name of the firm with the changed constitution.

Note: Prev Dtls - 37815-SANTKRUPA MEDICAL AND GENERAL STORES-BARGAJE VIKAS RAJENDRA-HOUSE NO.10 B, SHOP

This License/Certificate is eSIGNED with Seeding from AADHAR via UIDAI Server. Physical Signature is NOT Required

District	FDA File No	Type:Fresh License	Form [21] Licence No	Old LIC No
BEED	37815	FRE-447248-03/10/2016	MH-BEE-166605	-

For online Third Party Approval Verification; Go to xlnindia.gov.in & Click TPAV button.

07/10/16

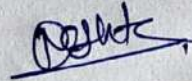


Date - 21/01/2020

TO WHOM-SO-EVER IT MAY CONCERN

This is to certify that, Ms. Sable Raksha vilas previously student of Dr. D y patil college of pharmacy, Akurdi, pune. Working as a trainee pharmacist in our medical store from 16th September to current with our complete satisfaction. During her working period we found her an honest and dedicated employee with professional attitude.

We wish her success in her life.



Pravin Medical , Moshi.

PRAVIN MEDICAL
Shop No. 8, Sache Era
Near Modern College,
Dehu Alandi, Road, Borhadewadi,
Moshi, Pune - 412 105.

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: _____



Offer : BUSINESS PROCESS SERVICES

Ref : TCSL/1664539/Mumbai/BPS/BPA

Date : 24-Nov-2021

Ms. Sneha Dilip Sonawane
Sathe Aali, Birwadi, Mahad, Raigad 402302
Mahad, Maharashtra, India

Dear Ms. Sneha Dilip Sonawane,

Sub: Letter of Offer and Terms of Employment

We thank you for exploring career opportunities with **Tata Consultancy Services Ltd.(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of Process Associate in Grade BPO1 and your present posting will be at Mumbai. Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,86,011/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non-submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoke at the sole discretion of the company. Your offer is subject to a positive background check.



COMPENSATION AND BENEFITS

The details of your compensation and benefits are given below:

FIXED COMPENSATION

Basic Salary:

Your Basic Salary will be **Rs. 11,662/-** per month.

Bouquet of Benefits (BoB)

Bouquet of Benefits (BoB) offers you the flexibility to design part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. The components under Bouquet of Benefits are listed below. The amounts given here for each of the components are as per pre-defined structure. However, you may want to split the Bouquet of Benefits amount between the components as per your tax plan. To design your Bouquet of Benefits, you may access the link for BoB in the "Global Employee Self Service" (GESS) on "Ultimatix", the internal portal of TCS.

Taxation will be governed by the Income Tax rules. The Company will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance

Your HRA will be **Rs. 4,082/-** per month.

While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to 8.33% of basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary.

To avail income tax benefits, you need to apply for a minimum of 3 days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be set up to a maximum of **Rs. 3,000/-** per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

Night Shift Allowance

TCSL has agreed to provide its clients 24 X 7 production support environment. Shift working is therefore an incident and condition of service. Failure, refusal or inability to work in the night shift without reasonable cause may lead to severance of employment.

Employee assigned to night shifts on client request in the BPO department, would be eligible for a Night Shift Allowance of **Rs. 200/-** per shift. In order to avail this allowance the associate must work between 11.30p.m. and 6.30 a.m. IST excluding break. All approved claims will be paid post tax deduction along with monthly salary.

Performance Pay

Monthly Performance Pay

You will receive a monthly performance pay of **Rs. 2,300/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.



Monthly performance pay is also linked to your allocation status and will undergo a change in case you are unallocated for a period of one month or more.

CITY ALLOWANCE

You will be eligible for a City Allowance of **Rs. 500/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan. You will be eligible for Domiciliary and Hospitalization covers as per the default plan applicable. These benefits are extended on payment of applicable premium as per the scheme.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax.

- a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.
- b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.
- c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the default plan applicable.

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document.

2. Maternity Benefits:

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer to TCS India Policy- Maternity Leave.

3. Compensation Benefits under ESI Act / Employees' Compensation Act*:

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act.

4. Professional Memberships



You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

5. Tata Sons & Consultancy Services Employees' Welfare Trust (TWT):

You will become a member of the TWT, on completion of continuous service of one year from the date of joining TCSL and a nominal annual membership fee of **Rs. 250/-** will be borne by you. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service

SOCIAL SECURITY / RETIRALS BENEFITS

1. Provident Fund:

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund, as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer or your PF and/or Pension account number with previous employer on the Declaration Form (Form 9) at the time of joining TCSL so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

2. Employees' Pension Scheme:

Your enrolment under the Employees' Pension Scheme will be based on the details you provide under the Declaration Form (Form 9) at the time of joining TCSL.

3. Gratuity:

You will be eligible to gratuity in accordance with the rules applicable.

The company will consider the number of years of service completed for the purpose of calculation of gratuity.

TERMS OF EMPLOYMENT

1. Relevant Experience:

Of your total experience, **1.5** years are considered to be relevant to the company's business.

2. Probation Period:

You will be on probation for 3 Months.

If your services are found to be satisfactory during the period of probation, your confirmation will be communicated to you in writing upon successful completion of your probation period.

3. Working Hours:

You may be required to work in shifts and/or in extended working hours, as permitted by law.

4. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

5. Leave :



You will be eligible for leave as per the Company's Leave Policy.

6. Mobility :

The Company reserves the right to transfer/utilise your services at its sole discretion at any of its offices, work sites, or associate or affiliate companies, firms in India or outside India which are currently in existence or which may likely to come into existence anywhere in India or abroad, on the terms and conditions as applicable to you at the time of transfer. In case you refuse to join duty at the transferred location within stipulated period, your services are liable to be terminated. This is without prejudice to the company's right to take disciplinary action under the Industrial Employment Standing Orders Act, 1946.

7. Increments and Promotions:

Your merit, performance and contribution to the company will be the primary considerations for annual salary increments and your potential to perform and availability of suitable positions will be considered for promotions. Salary increments and promotions will not be direct and will be based on the company's Compensation and Promotion policy. Increments shall depend on several factors like company's performance, your individual performance, track record and contribution to the company, attendance, behavior and conduct during the period under review as per the Company's policy as may be applicable from time to time.

BPO Z associates will be eligible for promotion and career progression subject to successful completion of graduation as per BPS Policy.

8. Alternate Employment:

As a whole-time associate of TCSL, you are not permitted to undertake any other employment, business, assume any public office or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality, Data and Intellectual Property Protection :

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2.

10. Work in SBWS™ mode:

TCS' Secure Borderless Workspaces™ (SBWS™) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

11. International Deputation Agreement:

You are required to sign the International Assignment Agreement, which requires you to serve TCSL for a minimum of 90 days, on completion of every overseas deputation that exceeds 30 days. International Assignment Agreement is a one-time agreement, applicable for the entire tenure of employment with the company.

This is to ensure that the knowledge and information gained by you during your deputation is shared and available to the company and its employees in India. This transfer of knowledge and information is essential for the company to continue to serve its clients and customers better.

If you are deputed internationally for training, you will be required to sign an agreement to serve the company for a minimum period of 90 days on completion of each such training.



12. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as an employee of TCSL.

13. Retirement:

You will retire from the services of the Company on completion of 60 years of age as per the proof of age submitted by you at the time of joining. .

14. Medical Tests:

You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the company's doctor. This is a pre-condition for employment. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of employment. . The opinion of the doctor appointed by the company shall be final and binding on both parties. The company also reserves the right to get yourself examined by a doctor at any time during your employment to ascertain your medical fitness. Your failure, refusal or inability to appear for such medical examination will result in the determination of your employment contract without any notice or notice pay in lieu of notice.

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

15. Notice Period:

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Background Check:

Your employment will be subject to a background check in line with the company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

The offer of employment is subject to the condition that the person concerned has not been guilty or convicted for any criminal offence in the past.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

17. Submission of Documents:

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.



- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Experience certificate from your previous employer(s) indicating the following :
 - i. Period of employment
 - ii. Technology areas you worked on
 - iii. Certificates for any training provided by your previous employers in various technologies
- Release letter from your current employer indicating the date of release
- Passport
- 6 photographs - passport size
- A photocopy of your Permanent Account Number (PAN) Card
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you

Your original documents will be returned to you after verification

18. Letter of Appointment:

You will be issued a letter of appointment at the time of your joining and completing joining formalities as per the company's policy.

19. Processing of Personal Data

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services. As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

20. Terms and Conditions:

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

21. Employment in India:

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and or any other permissions and / or documentation as prescribed by the Government of India for permanent employment with TCSL.



22. Rules and Regulations of the Company:

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of the company as applicable to you and the changes therein from time to time.

23. Compliance to all clauses

You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and /or condition would entitle TCS in withdrawing this offer letter at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the employment and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Ltd.**

Girish Nandimath
Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits Gross Salary Sheet
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



GROSS SALARY SHEET

Annexure 1

Name	Ms. Sneha Sonawane		
Designation	Process Associate		
Grade	BPO1	Relevant Experience (In Years)	1.5

Table 1: Compensation Details: (All Components are in Rs)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	11,662	1,39,944
Bouquet of Benefits #	6,754	81,042
2) Performance Pay		
Monthly Performance Pay	2,300	27,600
3) City Allowance	500	6,000
4) Annual Components/Retirals		
Health Insurance	NA	7,900
Provident Fund (at 12% of Basic Salary)	1,399	16,793
Gratuity Fund (at 4.81% of Basic Salary)	561	6,731
Total of Annual Components & Retirals	1,960	31,425
TOTAL GROSS	23,176	2,86,011

Refer to Table 2 for TCSL defined Structure

Table 2:TCSL defined structure for BoB (All Components in Rs)

In case, you wish not to opt for the BoB, Defined Structure as given in Table 2 will be applicable.

Component Category	Monthly	Annual
House Rent Allowance	4,082	48,980
Leave Travel Allowance	972	11,662
Food Card	1,700	20,400
GROSS BOUQUET OF BENEFITS	6,754	81,042



Confidentiality, *Data and Intellectual Property* Protection Terms

Annexure 2

1. Confidential Information

“Confidential Information” shall mean all Inventions and Know-how, information and material of **TCS and its subsidiaries as applicable (Collectively termed as ‘TCS’)** (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate’s association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate’s Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or



prosecuting any such applications. Associate hereby expressly waives any “artist’s rights” or “moral rights”, which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS’s business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

- (a) Use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorized by TCS or without having proper authorization or license or approval of the respective owner of such intellectual property rights.
- (b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;
 - i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND
 - ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate’s participation in such activity.
- (c) Knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity.

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively “Personal Data and Information”) within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained, acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) Process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) Abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;



- (c) Promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a “Security Breach”);
 - (d) Promptly provide TCS with all information in Associate’s notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS’ prior written consent;
 - (e) Not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
 - (f) Upon expiry or termination of Associate’s engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate’s possession or control; and
 - (g) Promptly bring to TCS’ notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.
- 6.3** Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate’s Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate’s Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor’s compliance with TCS’ obligations hereunder.

7. Working in SBWS™ Framework:

Associate may be required to work in TCS offices or its Client’s premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.
- e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- f) will be using the Company allotted laptop or similar authorized computing device (together called “official asset”) only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- g) will not allow anybody to share the official asset being used.

8. Restriction on Associate’s Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained



by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.
- (e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .
I hereby accept this Offer and intend to join service on _____.

Name: Ms. Sneha Sonawane
Address:

Signature:
Date:

To,
Abhishek Sharanayya Swami
9/7, type A, near Anand Bhavan,
Op Katemanivli Tel Ambarnath, Kalyan East, Thane, Maharashtra
8380897314
abhiswami17@gmail.com

Date: 24-Aug-2019


Dear Abhishek,

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.


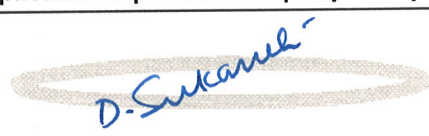
We are glad to welcome you to be a member of Cadila Pharmaceuticals Limited Family.

With best wishes,


Authorized Signatory

CADILA PHARMACEUTICALS LTD.

Compensation Break Up

NAME	Abhishek Sharanayya Swami		
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:	



Dyp placements <placements@dyppharmaakurdi.ac.in>

(no subject)

1 message

bhagyashree tarpade <bhagyatarpade27@gmail.com>
To: placements@dyppharmaakurdi.ac.in

Fri, Jan 17, 2020 at 12:16 PM

Respected mam,
I'm Bhagyashree Chimaji Tarpade. I have worked experience in Shruti Medical, Krishna chowk, new sangvi Pune from 15 July 2019 to 30 Nov 2019.
The monthly salary was Rs.7000.



TATA

TATA CONSULTANCY SERVICES



**VAISHALI
THOMBARE**

Card No 879735

Associate No 1727476

Blood Group A+

Tata Consultancy Services Ltd.

TCS House, Raveline Street, Fort

Mumbai 400001, India



बैंक ऑफ बड़ौदा
Bank of Baroda

शिवाजीनगर, पुणे, शिवाजीनगरे ४११००५
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आवड
असलेल्यांसाठी
सुवर्णसंधी

आमचे येथे आखिल भारतीय गांधर्व महामंडळ व टिळक विद्यापीठ,
पुणे अंतर्गत होणाऱ्या कथक नृत्याच्या सर्व परीक्षा घेतल्या जातात.

हॉबी कोर्सेस व सर्टीफिकेट कोर्सेस

अभिलाषा - 9284649565/9145340020

पदविका (डिप्लोमा) कोर्स

विशारद (डिग्री) कोर्स

**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**



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- 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.



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- 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.

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**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.	