

STRICTLY PRIVATE & CONFIDENTIAL

Date: August 26, 2022

Ashwini Dinesh Bhawsar

**Ambika nagar, kotamgaon road, lasalgaon,
Nashik, 422306**

Subject: Offer Letter

Dear Ashwini Dinesh ,

In reference to your application and subsequent discussions, we are pleased to offer you the position of Executive - Underwriting - Central Operations, Operations in Band GB2 A at Bajaj Allianz Life Insurance Company Limited (BALIC) . .

1. You shall be based at **Pune HO** .
2. You will report to **Rupesh Routh**.
3. The proposed compensation details are attached in "Annexure A"

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately upon your joining

We would expect you to join latest by August 30, 2022. In the event of your not being able to join on or before the latest date mentioned, please intimate, failing which this offer will be deemed void. The Company, may, at its sole discretion, extend the period in writing

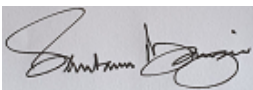
The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BALIC as being suppressed by you.

You are required to submit acceptance email of the offer along with the below mentioned documents at least 48 hours prior to your date of joining.

- Copy of relieving letters of last to last company (In case you have spent less than 6 years in your current company).
- Copy of resignation acceptance / relieving letter of current company.

Thanks again for your interest in being employed with BALIC and we look forward to you joining our organization at the earliest.

For Bajaj Allianz Life Insurance Company Ltd.



Authorized Signatory

309288/186099/Ashwini Dinesh Bhawsar/22010

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789
Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com
CIN: U66010PN2001PLC015959

ANNEXURE A: CTC Break Up**COMPENSATION BREAK UP SHEET**

Date: August 26, 2022

Name:	Ashwini Dinesh Bhawsar	
Department:	Central Operations	
Designation:	Executive	
Band:	GB2 A	
Location Code:	Pune HO	Location: Pune HO

S. No.	Components	Rs. Per Month	Rs. Per Annum
1	Fixed Basic	9,000.00	108,000.00
2	Minimum HRA	4,500.00	54,000.00
3	Statutory Bonus	1,800.00	21,600.00
4	Flexible Benefits	12,467.00	149,604.00
	Sub Total (A)	27,767.00	333,204.00
5	Company's Provident fund contribution	1,800.00	21,600.00
6	Gratuity as per the Act	433.00	5,196.00
7	E.S.I.C	0.00	0.00
	Sub Total (B)	2,233.00	26,796.00
	Total Fixed	30,000.00	360,000.00

Other Benefits:

- Group Term Life Insurance: You will be covered by a life insurance cover, for a sum assured as per company policy. This cover remains only as long as you remain in the service of the Company as per company policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.
- Group Personal Accident: Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.
- You will be covered under the company group Medclaim policy. The company shall subsidize the annual premium as per policy. The balance amount, if any, shall be borne by you and recovered from your salary.
- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

309288/186099/Ashwini Dinesh Bhawsar/22010

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LIFE GOALS. **DONE.**



Bajaj Allianz Life Insurance Co. Ltd.

6. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable*to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company

8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company.

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June 30, 2022

Appointment letter

Ms. Akansha Bhosale
Flat No. 14, Plot No 15, West Wind Society Near Akurdi
Railway Station, Income tax Colony Road, Pradhikaran,
Pune
41044

Dear Ms. Akansha Bhosale,

Congratulations! We are very excited to have you on board!

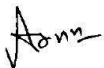
This refers to your application and our subsequent offer, which has been accepted by you. The details of your appointment and the terms and conditions are given here below.

1. Designation / Band : GET - CSV, Tier III, PPL Corporate / TRAINEE
2. Department/Division : Information Technology-QA Compliance/ Corporate
3. Location : Mumbai
4. Commencement Date : July 25, 2022
5. The Salary break-up, benefits and perquisites applicable to your designation are attached as **Appendix-I** to this letter.
6. Training: You will undergo mandatory training for one year. Upon successful completion of the training period and subsequent performance evaluation, your position may be confirmed at **Band 1B** as an **“Executive”**. During the period of your training, if your performance is found to be inadequate or there are deficiencies in your performance, the Management may at its discretion allow you to improve upon your performance by extending your period of training by a letter in writing. Unless confirmed in writing, you will continue to be a trainee.
7. This appointment is further subject to the “General Terms and Conditions of Service for Managerial Personnel” employed by this Company, a copy of which is attached to this letter as **Appendix-II**.

All the annexure mentioned above shall form a part and parcel of this Letter. If the terms and conditions enumerated in this Letter, including its annexure are acceptable to you, please confirm your acceptance by signing on the duplicate copy of this Letter and return it to us.

We sincerely hope that this will be the beginning of a long and mutually beneficial association.

Yours sincerely,
For **PIRAMAL PHARMA LIMITED**



Arun Chaudhary
General Manager, Human Resources

Piramal Pharma Limited

CIN: U24297MH2020PLC338592

Registered Office: Ground Floor, Piramal Ananta, Agastya Corporate Park, Kamani Junction, LBS Marg, Kurla, Mumbai - 400 070 India

T +91 22 3046 6666 F +91 22 2493 6708

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APPENDIX-I: SALARY BREAK-UP

Name : Ms. Akansha Bhosale
Designation / Band : GET - CSV, Tier III, PPL Corporate / TRAINEE
Department/ Division : Information Technology-QA Compliance/ Corporate

Break – up	Salary P.M. (Rs.)	Salary P.A. (Rs.)
Basic	20,667	2,48,000
HRA	12,333	1,47,996
Special Allowance	13667	1,64,004
Bonus	2000	24,000
Health Coverage	1000	12,000
Co. Cont. to P.F.	2000	24,000
Total Fixed Pay (A)		620000
Performance Pay *		30000
Total Gross Salary (B)		650000
* Nominal Value - Computed @ 6% of Total Fixed Pay. Actuals may be more or less, depending upon the performance of individual and/or business performance.		

In addition to the above, you will receive a one-time Joining Bonus of Rs. 75,000/- after 6 months of your joining.

Please note that in case you resign from the services of the Company within 2 years from your date of last pay-out, the amount towards the joining bonus/one time payout will be recovered in full, during the settlement of your full and final dues with the organization. The amount is taxable. This recovery will not be applicable if your services are terminated due to insufficient work in the organisation.

For **Piramal Pharma Limited**



Arun Chaudhary
General Manager, Human Resources

APPENDIX-II

**GENERAL TERMS AND CONDITIONS OF SERVICE FOR PERSONNEL EMPLOYED BY
PIRAMAL PHARMA LIMITED, PIRAMAL TOWER, PENINSULA CORPORATE PARK, GANPATRAO
KADAM MARG, LOWER PAREL - WEST, MUMBAI 400 013**

The following are the broad terms and condition of your employment at the Company. Your employment with the Company shall be subject to the policies of the Company & Piramal Group as applicable from time to time read together with the terms of this Letter.

For the purpose of this Letter “Piramal Group” shall mean Piramal Pharma Limited and all its subsidiaries, associate or group companies.

- 1) **COMPENSATION**: You shall be paid compensation as per the details mentioned in Appendix I of this Letter with effect from the date of your joining.
- 2) **PLACE OF WORK**: Depending on the business needs of the Company, you may be required to undertake a periodic visit to the Company’s other locations within or outside India. In view of the nature of our business, the Company may transfer you to different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or location of Company on a temporary or permanent basis whether within or outside India at its discretion as it may consider necessary from time to time. You may be sent on deputation to any other organization anywhere in the Country or abroad which may be under the same management or under different managements.
- 3) **ROLES AND RESPONSIBILITIES**: You shall properly, diligently and honestly perform all the duties, responsibilities which the Company may assign to you from time to time. For any duties performed by you not in bad faith or in violation of applicable law or breach of this Letter and/or the policies of the Company, you shall be solely liable and shall reimburse the Company for any loss incurred by it as a consequence thereof.
- 4) **LEAVE, WORK HOURS, WEEKLY HOLIDAYS & PAID HOLIDAYS**: You shall be governed by the Company’s policy pertaining to Leave, Work hours and Weekly holidays.
- 5) **INCREMENTS & PROMOTIONS**: Annual increment will be given only to those employees who have joined the organization on or before 30th September of that particular performance year. Increments will be given on Fixed pay only. Increments will be based strictly on individual and business performance and the same shall be at the sole discretion of the Company. In case individual and/or business performance is not satisfactory, you will not be entitled to any increments whatsoever. Your Performance and contribution to the company will be an important consideration for salary increments and promotions. Neither the promotion nor the increment can be claimed as a matter of right.
- 6) **PROVIDENT FUND**: The Company’s contribution to the Provident Fund shall be in line with provisions of The Provident Fund Act, 1952 as applicable from time to time
- 7) **GRATUITY**: You will be entitled to Gratuity as per the provisions of Payment of Gratuity Act, 1972.
- 8) **GROUP MEDICLAIM POLICY**: Group Mediclaim Policy is applicable to all the Management Staff working with PPL for his/her family members (Spouse, two children upto 25 years and parents or parent in-laws). Hospitalization expenses due to accidental injury or sickness will be covered. The limits of coverage and the nominal monthly charge to employees, would be as mentioned in the Company policy and would vary as per the management band in which you are placed at any given time period of your service. The Group Mediclaim Policy is applicable from the date of joining of your commencing work with the company. The policy is liable to change as per the discretion of the management from time to time. Employees should refer to the policy board for changes/revisions/rules, which may take place from time to time.

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- 9) **PERSONAL ACCIDENT:** You will be covered under the Company's Group Personal Accident Policy, as per the rules and regulations governing the said scheme.
- 10) **TAX:** You will be fully liable for the payment of income tax on your total remuneration including bonuses/ variable pay to the income tax authorities including other such statutory dues/taxes and this will be your personal responsibility. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.
- 11) **DEDUCTIONS FROM ANNUAL GROSS REMUNERATION PACKAGE:** You agree that, at any time during your employment or on termination, the Company will deduct from your Annual Gross Remuneration Package any overpayment made or amounts owed by you. This includes but is not limited to any excess holiday/leave, outstanding loans, advances, joining expenses, relocation expenses, and the cost of repairing any damage or loss to Company's property or equipment caused by you.

The Company shall be entitled to retain any and all amounts due to you including salary, remuneration, compensation and other amounts as applicable; and to adjust and deduct there from, any or all amounts due to be recoverable from or payable by you to the Company on any count.

12) NOTICE OF RESIGNATION/TERMINATION:

- a) **DURING TRAINING:** 30 (Thirty) days notice on either side with the Company retaining the right to pay salary in lieu of the notice if so required. The payment in lieu of notice will be calculated on your Basic Salary. However, based on your performance during the training period, the company reserves the right to reduce/dispense with or extend the training period at its sole discretion or terminate your service with immediate effect, without giving any notice or assigning any reasons.
- b) **POST CONFIRMATION:** 45 (Forty Five Days) days notice on either side with the Company retaining the right to pay salary in lieu of the notice. The payment in lieu of notice will be calculated on your Basic Salary.
- c) The Company reserves its right to dispense with the notice period and/or part thereof in its sole discretion by accepting your resignation with immediate effect i.e. even before the last date of working/resignation mentioned in the resignation. In such an event you shall be paid salary calculated on your basic salary for the notice period and/or part thereof.
- d) If at any time, in the opinion of the Management, you are found guilty of indiscipline, dishonesty, disobedience, disorderly behavior, moral turpitude, theft, fraud or violation of the Code of Conduct or withholding of any information in the Application form or any other form of misconduct, in ordinary parlance negligence or acted in a manner detrimental to the interests of the Company, your services are liable for termination with immediate effect and in this case notice pay will not be payable by the company.
- e) Your services can be terminated for loss of confidence. In such an eventuality you will be kept informed in writing the reasons for losing confidence.
- 13) **NON SOLICITATION:** The Employee accepts and agrees not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company. This non-solicitation condition will be binding on the employee for a period of 2 years from the date of cessation/ termination of his / her services from the Company and any breach in the said condition would result in considerable damages/loss to the Company, which cannot be adequately compensable by money damages. The Employee agrees and undertakes that in such an event the Employee shall fully indemnify and reimburse the Company to the extent of such Costs (liquidated damages).

- 14) **RETIREMENT AGE:** You will retire on attaining the age of 58 years. Your date of birth as given by you, with the Company is recorded as June 23, 1999 and the same shall be treated as authoritative and final in the records of the Company. The same will remain unchanged and as a condition of employment you will automatically retire at the end of the month in which you attain the superannuation age and that no further notice whatsoever to you will be necessary in this regard. No request for change in date of birth will be entertained during the period of your service
- 15) **COMPANY PROPERTY:** During the course of employment, company may issue you property/assets required to perform your duties/ roles & responsibilities, i.e. laptop, company material, other promotional material, stationary etc. In case of your resignation/ termination/ retirement, voluntarily or otherwise you will be required to handover/return the said property / assets to the company's designated representative. In event of your failure to return the above referred property/ assets, company reserves the right to recover amount equivalent to the value of the property/ asset from you.

16) INTELLECTUAL PROPERTIES:

You acknowledge that ownership of, and all right, title, and interest in the Intellectual Properties shall at all-time vest in the Company. You expressly agree that all Intellectual Properties created by you during the course of your employment shall be under a contract of service and shall belong to the Company only.

You shall, whenever requested so to do by the Company whether during or after the termination of your employment hereunder, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain Letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.

You may have access to third party intellectual property that has been acquired by the Company by licenses or otherwise in the course of your employment in the Company. Any unauthorised reproduction, transmitting, publishing, adapting, storing, copying, modifying, distributing, displaying, reformatting, editing, excerpting, hosting, broadcasting, routing or any other misuse of the third party intellectual property by you is strictly prohibited and will constitute grounds for immediate termination of employment.

You shall execute and comply with the proprietary information and inventions agreement with the Company, which prohibits unauthorized use or disclosure of Company's inventions and proprietary information.

17) CONFIDENTIALITY:

- a) The Employee by virtue of their employment with the Company may have direct or indirect, access to confidential information under their control, direction, connection, engagement or relationship with the Company.
- b) The Employee agrees and undertakes that he / she shall during their employment and seven years after the cessation / termination of their services with the company, hold such Confidential Information of the Company in strict confidence and not disclose any Confidential Information to any third party, agent or affiliate, whether directly or indirectly, for any purpose whatsoever, without the prior written approval of the Company.
- c) The Employee shall protect the Confidential Information by using the highest degree of care and highest security precautions, to prevent the unauthorized use, dissemination, or publication of the Confidential Information during the tenure of their services.
- d) The Employee shall return all originals, copies, reproductions and summaries of Confidential Information in his / her control at the time of cessation / termination of the services of the Employee.

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- e) Nothing herein shall be construed as prohibiting the Company or its Affiliates from pursuing any other remedies available for such breach or threatened breach of confidentiality including the recovery of damages, specific performance or any injunctive relief.
- 18) **ALTERNATIVE EMPLOYMENT:** As a full time employee of PPL, you are not permitted to undertake any other business, assume any Public office, honorary or remunerative, in any capacity whatsoever without the written permission of the company
- 19) **DATA PRIVACY:** During the course of your employment with us, the Company, as your employer, will collect, store, use and disclose personal information relating to you for a variety of employment related and Company's business purposes, both during and after your employment with the Company. This information may also be shared with third parties within or outside the country for similar purposes. The Company is committed to ensuring that your personal information is handled in accordance with the applicable data privacy laws. By accepting employment with the Company, you consent to Company collecting, storing, processing, using, transferring and disclosing including to third parties (within or outside the country) of personal information relating to you for the aforesaid purposes.
- 20) **MEDICAL EXAMINATION DURING SERVICE PERIOD:** You will undergo such medical examination as the Company may require of you from time to time at the Company's cost by any doctor or doctors nominated by the Company. If, from such examination, the Company is of the opinion that continuance of your service is medically not advisable or that you are not in a position to discharge your duty satisfactorily or you are found to be incapacitated from performing your duties, the Company may terminate your services on the grounds of continued ill-health.
- 21) **CODE OF CONDUCT:** You will be required to sign the Code of Conduct, which requires you to perform your duties with the preview of the Company's policies and procedures without prejudicing the interests of the Company in any manner.
- 22) OTHER TERMS AND CONDITIONS:**
- a) In addition to the terms and conditions of employment hereinabove mentioned, you shall also observe and comply with and shall be bound by any rules, regulations and procedures which the company may from time to time separately frame for observance and compliance by its officers and which would be communicated by the Company to you as and when required.
- b) You will, unless prevented by ill health or accident or on approved leave, devote the whole of your time, attention and abilities to the business of the Company.
- c) You will not at any time hereafter, without the consent of the Company in writing, except under legal duress, divulge or make public any matter relating to the Company's transactions, dealings or plans which are of confidential nature.
- d) You will be true and faithful to the Company in all your accounts, dealings and transactions whatsoever relating to the business of the Company, and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as shall be so authorized by the Company.
- e) This employment has been offered to you based on the information furnished by you about yourself. If during the employment it is found that any of the details and/or information furnished in by you is incorrect/false or is in contravention to the Company's code of conduct or rules of the Company or if it is found that you have concealed/fabricated documents/records/testimonials of your past training/employment, your service shall be liable to be terminated at source without any notice and such cessation of the employment will be for the reasons attributable to you.

- f) You shall not enter into any contract or by any act or make any representation or give any warranties to any third party on behalf of the Company, unless authorized in writing by the Company.
- g) You shall, at all times during the course of your employment in the Company (and even after the termination with respect to the terms contained herein) agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any unauthorized disclosure or use of the Confidential Information by you or any person related to you that may have access to such Confidential Information through you.
- h) If you or your dependent family has a financial /gainful interest in any business firm and such a firm proposes to do business with the Company, then it would be obligatory on your part to make a written declaration to this effect to the Company and obtain its prior approval before any such business deal is entered into with the company.
- i) In case of your overstaying the sanctioned leave or for any absence without permission for more than 10 calendar days, you shall loose lien on your services and it will be considered you have voluntarily abandoned from the service & the company will be entitled to strike off your name from its rolls without any reference to you.
- j) In case you are convicted by Judicial Authority under Civil Procedure code, Criminal Procedure Code or Indian Penal Code it will lead to breach of trust between employer and employee relationship and your services will be terminated on the date of such judicial pronouncement.
- k) The company shall be entitled to retain any and all amounts due to you including salary, remuneration, compensation and other amounts as applicable; and to adjust and deduct there from, any or all amounts due to be recoverable from or payable by you to the company on any count.
- l) The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular.
- m) In case of any dispute, Mumbai will be considered as the place where the cause of action shall be deemed to have arisen. And that the courts, Tribunals and or authorities at Mumbai only shall have exclusive jurisdiction to entertain, try and decide such dispute irrespective of your working headquarter being elsewhere at that time.
- n) As company we give utmost importance to Safety, Quality and Environmental laws. In your area you will be responsible for observance/implementation of the same.
- o) It will be your duty to intimate in writing to HR whenever there is any change of your address.
- p) It is expressly agreed that this Appointment is made on the basis that your services being mainly of a Management and/or Supervisory nature, you will not be entitled to any rights, privileges and benefits as may be or become applicable to employees covered by the Industrial Disputes Act, 1947.

* * * * *

Piramal Pharma Limited

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STRICTLY PRIVATE & CONFIDENTIAL

Date: August 30, 2022

Chittineni Yasaswini

11-2,
Vijayawada, 521108

Subject: Offer Letter

Dear Chittineni ,

In reference to your application and subsequent discussions, we are pleased to offer you the position of Executive - Underwriting - Central Operations, Operations in Band GB2 A at Bajaj Allianz Life Insurance Company Limited (BALIC) . .

1. You shall be based at **Pune HO** .
2. You will report to **Rupesh Routh**.
3. The proposed compensation details are attached in "Annexure A"

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We would expect you to join latest by September 1, 2022. In the event of your not being able to join on or before the latest date mentioned, please intimate, failing which this offer will be deemed void. The Company, may, at its sole discretion, extend the period in writing

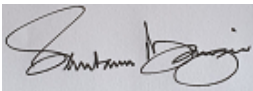
The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BALIC as being suppressed by you.

You are required to submit acceptance email of the offer along with the below mentioned documents at least 48 hours prior to your date of joining.

- Copy of relieving letters of last to last company (In case you have spent less than 6 years in your current company).
- Copy of resignation acceptance / relieving letter of current company.

Thanks again for your interest in being employed with BALIC and we look forward to you joining our organization at the earliest.

For Bajaj Allianz Life Insurance Company Ltd.



Authorized Signatory

309799/186771/Chittineni Yasaswini/39846

Bajaj Allianz Life Insurance Company Limited

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Toll Free no.: 1800 209 7272 | Email: customercare@bajajallianz.co.in | Website: www.bajajallianzlife.com
CIN: U66010PN2001PLC015959

ANNEXURE A: CTC Break Up**COMPENSATION BREAK UP SHEET**

Date: August 30, 2022

Name:	Chittineni Yasaswini	
Department:	Central Operations	
Designation:	Executive	
Band:	GB2 A	
Location Code:	Pune HO	Location: Pune HO

S. No.	Components	Rs. Per Month	Rs. Per Annum
1	Fixed Basic	9,000.00	108,000.00
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	Sub Total (A)	27,767.00	333,204.00
5	Company's Provident fund contribution	1,800.00	21,600.00
6	Gratuity as per the Act	433.00	5,196.00
7	E.S.I.C	0.00	0.00
	Sub Total (B)	2,233.00	26,796.00
	Total Fixed	30,000.00	360,000.00

Other Benefits:

- Group Term Life Insurance: You will be covered by a life insurance cover, for a sum assured as per company policy. This cover remains only as long as you remain in the service of the Company as per company policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.
- Group Personal Accident: Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.
- You will be covered under the company group Mediclaim policy. The company shall subsidize the annual premium as per policy. The balance amount, if any, shall be borne by you and recovered from your salary.
- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

309799/186771/Chittineni Yasaswini/39846

Bajaj Allianz Life Insurance Company Limited

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LIFE GOALS. **DONE.**



Bajaj Allianz Life Insurance Co. Ltd.

6. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable*to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company

8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company.

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CIN: U66010PN2001PLC015959



Date: 18.07.2022

Confidential

To Mr. Abhijeet Mahesh Dongare,

LETTER OF EMPLOYMENT

Dear Mr. Abhijeet Mahesh Dongare,

We are happy to offer you "**Field Medical Associate**" position in the Officer Cadre, subject to the service rules of the Company that are in force and that may be introduced from time to time, in addition to the term and conditions hereinafter set out: -

1. Your employment will commence from 3rd August 2022. You will be inducted with MediSage through Training and Immersion for 6 month and based out of **Solapur** as your Head Quarter. On successful completion of Field assignment, you would be given option of office-based role of "Medical Associate" at Company's office in Noida/Mumbai/Hyderabad/Kolkata as applicable.
2. You shall, during your employment with the Company: -
 - a) Diligently, faithfully and to the best of your abilities serve the Company, use your best endeavours to promote the interests of the Company, perform all the duties entrusted to you from time to time and for the performance of all such duties, use all the knowledge, skill and experience which you possess & achieve KPIs, objectives/ targets assigned to him/her from time to time.
 - b) Observe and comply with all the service rules applicable to you and force for the time being and from time insofar as the same are not inconsistent with the terms and conditions herein contained.
 - c) Attend punctually at such a place or places of work as your duties may require during such hours of work as the Company in its absolute discretion may from time to time specify. Whenever the exigencies of work so require, you shall devote a longer period than the ordinary working hours in the employment of the Company and the Company shall not be liable to pay to you any further or additional remunerations therefor.
 - d) Give and devote the whole of your work day exclusively to your duties with the company and shall not, during the continuance of your employment, engage directly or indirectly without the prior written consent of the Company, with or without remuneration, in any trade, business, service, occupation, employment or calling which is similar or substantially similar to that carried on by the Company, nor shall you undertake any activities which are detrimental to or inconsistent either with your duties or obligations to the company or with the Company's interests & would abide by NDA signed by you during your employment.
 - e) Be required to work at Company's establishment in **Mumbai/Greater Noida/Hyderabad/Kolkata** or at such other places as the Company may direct without being entitled to any extra remuneration. You are also expected to do such other work as may be assigned to you from time to time. You shall be liable to be transferred from one job, department, division or location to another or others anywhere in India as the Company in its sole discretion determines from time to time, and you shall comply with all instructions or directions given by the Company to you in that behalf;

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

Reg. Office: 1103, Lodha Supremus, Saki Vihar Road, Opp MTNL Building, Powai, Mumbai Website:
www.mymedisage.com

- f) At any time, either during the continuance or after the termination of your employment, except as many be required in connection with your employment or as may be previously authorized by the Company in writing, divulge directly or indirectly to any person, firm or Company, or use for yourself or for another or others any knowledge, information or documents which the Company may disclose or divulge to you for or in connection with the proper and proficient performance and discharge of your duties and obligations to the Company or which may otherwise be acquired by you during the course of or incidental to your employment concerning the business, property, contracts, contractors, customers, methods of working, formulae, processes, specifications, know-how, trade secrets, transactions or affairs of the Company or any Company which is or at the material time may be an associate or subsidiary of the Company. You shall, if so required, enter into a separate Confidentiality Agreement with the Company;
- g) Directly or indirectly accept any commission, profits, gifts in cash or kind, presents or gratification of any kind whatsoever from any person, firm or Company having dealings with the Company and in the event of the foregoing being offered, you shall immediately report the same to the company in writing;
- h) During your employment with the Company, wilfully waste, spoil embezzle or destroy any equipment or other property of the Company committed to your care, custody or change;
- i) Without the previous consent of the Company in writing, publish or cause to be published any book, booklet, leaflet, brochure or pamphlet or contribute any article or review to any newspaper, magazine or any publication whether for remuneration or otherwise where such a publication concerns your area of work activity with the Company;
3. You would be obliged to work with the organization for a minimum period of 2 year. In case you leave the organization before 3 months, then you will have to refund the total salary reimbursed to you till that day. And if you leave the organization before 2 years, then you will have to pay 3-month salary to the company.
4. In consideration of the faithful and proper performance by you of your duties and obligations, the Company shall pay to you as per Annexure 'A'.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.


DIRECTOR.

Bhagwat Dhingra
Managing Director

Employee Signature: _____

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

Reg. Office: 1103, Lodha Supremus, Saki Vihar Road, Opp MTNL Building, Powai, Mumbai 400072

Website: www.mymedisage.com

Annexure 'A'

Date: 18.07.2022

Employee Name: Abhijeet Mahesh Dongare **Position:** Field Medical Associate

Compensation: Annual CTC of INR 400004/-

Salary breakup as under: -

CTC breakup		
Particulars	Monthly	Yearly
Basic	11458	137496
HRA		68748
Food Conveyance	1000	12000
Conveyance allowance	1500	18000
Other allowance	1495	17940
Gross salary	21183	254196
PF - Employer cont.	1734	20808
Fixed CTC	22917	275004
Variable		
Particulars	Monthly	Yearly
Performance Incentive	-	50000
Field Travel Allowance	6250	75000
Total Variable		125000
CTC		400004
Deductions		
Particulars	Monthly	Yearly
PF - Employee cont.	1734	20808
PT	200	2500
Deductions	1934	23308
Net Pay	19249	230888

****Field working Allowances:**

You will receive Field Travelling Expenses & Daily Field working allowances as per Company policy applicable to your level.

***Performance Incentive:**

You are entitled to receive INR 50,000 Performance linked incentive depending upon your performance and achievement of KPI targets set by the organization.

Note: The same will be subject to statutory tax deductions.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.



DIRECTOR.

Bhagwat Dhingra
Managing Director

Employee Signature: _____

MediSage e-Learning Private Limited



LEAVE POLICY

(Updated on 1st May 2022)

For All Corporate office/ Outside Corporate Office

The Leave policy has been designed with a view to enable employees to have time off for rest, Recuperation, pursuing other interests and devoting time to family. Leaves are provided as per statutory requirements.

All leaves start as per Calendar year (January to December)

This policy seeks to set up a framework for adoption of uniform leave practices and procedures across the Company.

All employees of MediSage are eligible for 12 (Twelve) Paid leaves in a year over and above 3 (Three) National Holidays & 7 (Seven) mandatory Gazetted Holiday announced for Calendar Year (January – December).

It cannot be forwarded neither encashed. These leaves get lapsed at the end of the year if unutilized.

Eligibility:

All Employees on the rolls of the Company will be eligible for the above leaves guided in this policy.

Guidelines & Procedure:

As per the date of Joining, Leaves are credited to the leave account of a particular employee. All Employees Join before 15th of the month will receive full month credit.

All employees need to put a request for leave/leaves to the immediate superior /Management through HR tools and Management has the right to refuse the pre-approved leave in case of any work at the end moment.

Leave availed without informing/approval of the reporting head will be considered Leave without pay.

1-2 Day leave should be intimated at least 24 Hrs. in advance.

>3 Days leave should be intimated at least 7 days in advance.

All employees going on leave should assign a Colleague – who knows all the details of the projects, should handle the individual's email id (to keep a check on important mails) and who is updated about

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all work developments and requirements during his/her absence of work.

Leave calculations:

Leave will be allocated on pro-rata basis to all the employees but **for first 6 month employee is only entitled to take only 3 (Three) leaves**, After 6 months Employees can take their balance leaves as & when required, Pl note balance will be available on Salary Slip. Any leave taken prefixed or suffixed with weekends should be **avoided** until very pressing. Such leaves if taken habitually then weekend would be clubbed with leaves.

Absenteeism

When an employee absents himself without any prior sanction then such unsanctioned absence from work is regarded as Absenteeism. No leave or salary accrued will be considered during these days of absenteeism and it is regarded as a serious misconduct on the employee's part. And such absenteeism will be deducted from the salary.

Any employee asking for a long leave will be at the discretion of management.

Notice Period

The Company looks forward to many years of a mutually beneficial association hence employees are expected to contribute to the growth of organization for minimum period of 2 year's basis appointment letter.

Employee can resign from the services with a notice period of 3 (Three) months.

While Company has all the rights to terminate the services of employee without any notice mentioned in point 2 (a to i) in appointment letter.

Adjustment against notice period

1. No Leaves can be availed during notice period. However, if any leave taken, then it would become a part of the deduction during full and final settlement.
2. If an employee has taken any extra leaves during the work tenure, the extra leaves will get deducted against salary in the full and final settlement amount.
3. Management in its sole discretion waive off the notice period for an employee if it finds the need to do so.

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4. In case employee is not willing for serve the notice period then he/she has to pay his/her Gross Salary against the notice Period.
5. If an employee wishes to get relieved early, it would be solely at the discretion of the management to relive the employee early without serving Notice period, in case management wants employee to continue to work till notice period in such a case employee has to abide for mutual benefits.
6. Employee will not be entitled to annual Bonus/Performance link Incentive if he/she leaves during the year or before due by the schedule of disbursement of said scheme.
7. F&F will be done within 45 days post leaving & last month salary would only be paid along with F&F

For all employees notice period is 3 months or their 3 months gross salary in Lieu of notice period would be deduct as applicable or recovered as applicable. All legal proceedings will be held out in Mumbai jurisdiction.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

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STRICTLY PRIVATE & CONFIDENTIAL

Date: August 26, 2022

Sayali Raju Hotkar

**B-2, Sushil Nagar,
Solapur, 413004**

Subject: Offer Letter

Dear Sayali Raju ,

In reference to your application and subsequent discussions, we are pleased to offer you the position of Executive - Underwriting - Central Operations, Operations in Band GB2 A at Bajaj Allianz Life Insurance Company Limited (BALIC) .

1. You shall be based at **Pune HO** .
2. You will report to **Rupesh Routh**.
3. The proposed compensation details are attached in "Annexure A"

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately upon your joining

We would expect you to join latest by August 30, 2022. In the event of your not being able to join on or before the latest date mentioned, please intimate, failing which this offer will be deemed void. The Company, may, at its sole discretion, extend the period in writing

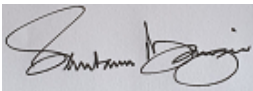
The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BALIC as being suppressed by you.

You are required to submit acceptance email of the offer along with the below mentioned documents at least 48 hours prior to your date of joining.

- Copy of relieving letters of last to last company (In case you have spent less than 6 years in your current company).
- Copy of resignation acceptance / relieving letter of current company.

Thanks again for your interest in being employed with BALIC and we look forward to you joining our organization at the earliest.

For Bajaj Allianz Life Insurance Company Ltd.



Authorized Signatory

309231/186101/Sayali Raju Hotkar/15935

Bajaj Allianz Life Insurance Company Limited

Regd. Office Address: Bajaj Allianz House, Airport Road, Yerawada, Pune - 411006 | Tel: +91-20-66026777 | Fax: +91-20-66026789
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CIN: U66010PN2001PLC015959

ANNEXURE A: CTC Break Up**COMPENSATION BREAK UP SHEET**

Date: August 26, 2022

Name:	Sayali Raju Hotkar	
Department:	Central Operations	
Designation:	Executive	
Band:	GB2 A	
Location Code:	Pune HO	Location: Pune HO

S. No.	Components	Rs. Per Month	Rs. Per Annum
1	Fixed Basic	9,000.00	108,000.00
2	Minimum HRA	4,500.00	54,000.00
3	Statutory Bonus	1,800.00	21,600.00
4	Flexible Benefits	12,467.00	149,604.00
	Sub Total (A)	27,767.00	333,204.00
5	Company's Provident fund contribution	1,800.00	21,600.00
6	Gratuity as per the Act	433.00	5,196.00
7	E.S.I.C	0.00	0.00
	Sub Total (B)	2,233.00	26,796.00
	Total Fixed	30,000.00	360,000.00

Other Benefits:

- Group Term Life Insurance: You will be covered by a life insurance cover, for a sum assured as per company policy. This cover remains only as long as you remain in the service of the Company as per company policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.
- Group Personal Accident: Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.
- You will be covered under the company group Mediclaim policy. The company shall subsidize the annual premium as per policy. The balance amount, if any, shall be borne by you and recovered from your salary.
- Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
- Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

309231/186101/Sayali Raju Hotkar/15935

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LIFE GOALS. **DONE.**



Bajaj Allianz Life Insurance Co. Ltd.

6. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable*to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company

8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company.

309231/186101/Sayali Raju Hotkar/15935

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CIN: U66010PN2001PLC015959

STRICTLY PRIVATE & CONFIDENTIAL

Date: August 26, 2022

AMIT ASHOK JADHAV

**AT POST KARAHATI,
Pune, 412204**

Subject: Offer Letter

Dear AMIT ASHOK ,

In reference to your application and subsequent discussions, we are pleased to offer you the position of Executive - Underwriting - Central Operations, Operations in Band GB2 A at Bajaj Allianz Life Insurance Company Limited (BALIC). .

1. You shall be based at **Pune HO** .
2. You will report to **Rupesh Routh**.
3. The proposed compensation details are attached in "Annexure A"

We would request your confirmation and acceptance within 48 hours through email or by returning us a signed copy of this letter. Please send us a copy of your resignation letter duly accepted by your organization (if applicable). This letter is not to be construed as your appointment letter, which will be issued separately upon your joining

We would expect you to join latest by August 30, 2022. In the event of your not being able to join on or before the latest date mentioned, please intimate, failing which this offer will be deemed void. The Company, may, at its sole discretion, extend the period in writing

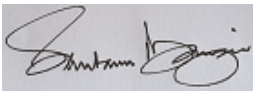
The offer of employment may be withdrawn /modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by BALIC as being suppressed by you.

You are required to submit acceptance email of the offer along with the below mentioned documents at least 48 hours prior to your date of joining.

- Copy of relieving letters of last to last company (In case you have spent less than 6 years in your current company).
- Copy of resignation acceptance / relieving letter of current company.

Thanks again for your interest in being employed with BALIC and we look forward to you joining our organization at the earliest.

For Bajaj Allianz Life Insurance Company Ltd.



Authorized Signatory

309797/186146/AMIT ASHOK JADHAV/15135

Bajaj Allianz Life Insurance Company Limited

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CIN: U66010PN2001PLC015959

ANNEXURE A: CTC Break Up**COMPENSATION BREAK UP SHEET**

Date: August 26, 2022

Name:	AMIT ASHOK JADHAV	
Department:	Central Operations	
Designation:	Executive	
Band:	GB2 A	
Location Code:	Pune HO	Location: Pune HO

S. No.	Components	Rs. Per Month	Rs. Per Annum
1	Fixed Basic	9,000.00	108,000.00
2	Minimum HRA	4,500.00	54,000.00
3	Statutory Bonus	1,800.00	21,600.00
4	Flexible Benefits	12,467.00	149,604.00
	Sub Total (A)	27,767.00	333,204.00
5	Company's Provident fund contribution	1,800.00	21,600.00
6	Gratuity as per the Act	433.00	5,196.00
7	E.S.I.C	0.00	0.00
	Sub Total (B)	2,233.00	26,796.00
	Total Fixed	30,000.00	360,000.00

Other Benefits:

1. Group Term Life Insurance: You will be covered by a life insurance cover, for a sum assured as per company policy. This cover remains only as long as you remain in the service of the Company as per company policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC. In addition to this, in case of accidental death the legal heir / nominee would be entitled to an additional death benefit.
2. Group Personal Accident: Under this policy, employees are covered for disability arising out of accidents. It compensates for the employee's loss of pay due to the disability. Death is not covered under this policy. The premium for this sum assured shall be paid by the company directly to the insurance company and this is not a part of your CTC.
3. You will be covered under the company group Medclaim policy. The company shall subsidize the annual premium as per policy. The balance amount, if any, shall be borne by you and recovered from your salary.
4. Gratuity Benefit will be provided as per the provisions Payment of Gratuity Act, 1972.
5. Provident fund will be provided as per the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

309797/186146/AMIT ASHOK JADHAV/15135

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LIFE GOALS. **DONE.**



Bajaj Allianz Life Insurance Co. Ltd.

6. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute (Central Government or State Government) or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC.

7. All future ex-gratia Variable pay/ Performance pay would include prospective/retrospectively increased or additional Statutory payments liable*to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC as mentioned in the offer letter is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] unless specified otherwise in writing by the Company

8. If your employment is terminated by you for any reason prior to completion of 12 months of services, then you will pay back to the Company the entire joining expense incurred by the Company.

309797/186146/AMIT ASHOK JADHAV/15135

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CIN: U66010PN2001PLC015959



Date: 17.06.2022

Confidential

To,

Mr Rushikesh Joshi,

LETTER OF EMPLOYMENT

Dear Mr Rushikesh Joshi,

We are happy to offer you "**Field Medical Associate**" position in the Officer Cadre, subject to the service rules of the Company that are in force and that may be introduced from time to time, in addition to the term and conditions hereinafter set out: -

1. Your employment will commence from 11 July 2022. You will be inducted with MediSage through Training and Immersion for 6 month and based out of Satara as your Head Quarter. On successful completion of Field assignment, you would be given option of office-based role of "Medical Associate" at Company's office in Noida/Mumbai as applicable.
2. You shall, during your employment with the Company: -
 - a) Diligently, faithfully and to the best of your abilities serve the Company, use your best endeavours to promote the interests of the Company, perform all the duties entrusted to you from time to time and for the performance of all such duties, use all the knowledge, skill and experience which you possess & achieve KPIs, objectives/ targets assigned to him/her from time to time.
 - b) Observe and comply with all the service rules applicable to you and force for the time being and from time insofar as the same are not inconsistent with the terms and conditions herein contained.
 - c) Attend punctually at such a place or places of work as your duties may require during such hours of work as the Company in its absolute discretion may from time to time specify. Whenever the exigencies of work so require, you shall devote a longer period than the ordinary working hours in the employment of the Company and the Company shall not be liable to pay to you any further or additional remunerations therefor.
 - d) Give and devote the whole of your work day exclusively to your duties with the company and shall not, during the continuance of your employment, engage directly or indirectly without the prior written consent of the Company, with or without remuneration, in any trade, business, service, occupation, employment or calling which is similar or substantially similar to that carried on by the Company, nor shall you undertake any activities which are detrimental to or inconsistent either with your duties or obligations to the company or with the Company's interests & would abide by NDA signed by you during your employment.
 - e) Be required to work at Company's establishment in **Mumbai/Greater Noida** or at such other places as the Company may direct without being entitled to any extra remuneration. You are also expected to do such other work as may be assigned to you from time to time. You shall be liable to be transferred from one job, department, division or location to another or others anywhere in India as the Company in its sole discretion determines from time to time, and you shall comply with all instructions or directions given by the Company to you in that behalf;

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

Reg. Office: 1103, Lodha Supremus, Saki Vihar Road, Opp MTNL Building, Powai, Mumbai Website:
www.mymedisage.com

- f) At any time, either during the continuance or after the termination of your employment, except as many be required in connection with your employment or as may be previously authorized by the Company in writing, divulge directly or indirectly to any person, firm or Company, or use for yourself or for another or others any knowledge, information or documents which the Company may disclose or divulge to you for or in connection with the proper and proficient performance and discharge of your duties and obligations to the Company or which may otherwise be acquired by you during the course of or incidental to your employment concerning the business, property, contracts, contractors, customers, methods of working, formulae, processes, specifications, know-how, trade secrets, transactions or affairs of the Company or any Company which is or at the material time may be an associate or subsidiary of the Company. You shall, if so required, enter into a separate Confidentiality Agreement with the Company;
- g) Directly or indirectly accept any commission, profits, gifts in cash or kind, presents or gratification of any kind whatsoever from any person, firm or Company having dealings with the Company and in the event of the foregoing being offered, you shall immediately report the same to the company in writing;
- h) During your employment with the Company, wilfully waste, spoil embezzle or destroy any equipment or other property of the Company committed to your care, custody or change;
- i) Without the previous consent of the Company in writing, publish or cause to be published any book, booklet, leaflet, brochure or pamphlet or contribute any article or review to any newspaper, magazine or any publication whether for remuneration or otherwise where such a publication concerns your area of work activity with the Company;
3. You would be obliged to work with the organization for a minimum period of 2 year. In case you leave the organization before 2 year, then you will have to refund the total salary reimbursed to you till that day.
4. In consideration of the faithful and proper performance by you of your duties and obligations, the Company shall pay to you as per Annexure 'A'.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.

DIRECTOR.

Bhagwat Dhingra

Employee Signature: _____

Managing Director

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

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Website: www.mymedisage.com

Annexure 'A'

Date: 17.06.2022

Employee Name: Rushikesh Joshi

Position: Field Medical Associate

Compensation: Annual CTC of INR 400004/-

Salary breakup as under: -

Particulars	Monthly	Annual
Basic	11460	137520
HRA	5730	68760
Food Allowance	1000	12000
Conveyance Allowance	1500	18000
Other Allowance	1427	17124
Sub Total	21117	253404
EPF Employer Contribution	1800	21600
Performance Incentive*		50000
Field Travel Allowance**	6250	75000
CTC	29167	400004

****Field working Allowances:**

You will receive Field Travelling Expenses & Daily Field working allowances as per Company policy applicable to your level.

***Performance Incentive:**

You are entitled to receive INR 50,000 Performance linked incentive depending upon your performance and achievement of KPI targets set by the organization.

Note: The same will be subject to statutory tax deductions.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.

DIRECTOR.

Bhagwat Dhingra
Managing Director

Employee Signature: _____

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

Reg. Office: 1103, Lodha Supremus, Saki Vihar Road, Opp MTNL Building, Powai, Mumbai 400072

Website: www.mymedisage.com



LEAVE POLICY

(Updated on 1st May 2022)

For All Corporate office/ Outside Corporate Office

The Leave policy has been designed with a view to enable employees to have time off for rest, Recuperation, pursuing other interests and devoting time to family. Leaves are provided as per statutory requirements.

All leaves start as per Calendar year (January to December)

This policy seeks to set up a framework for adoption of uniform leave practices and procedures across the Company.

All employees of MediSage are eligible for 12 (Twelve) Paid leaves in a year over and above 3 (Three) National Holidays & 7 (Seven) mandatory Gazetted Holiday announced for Calendar Year (January – December).

It cannot be forwarded neither encashed. These leaves get lapsed at the end of the year if unutilized.

Eligibility:

All Employees on the rolls of the Company will be eligible for the above leaves guided in this policy.

Guidelines & Procedure:

As per the date of Joining, Leaves are credited to the leave account of a particular employee. All Employees Join before 15th of the month will receive full month credit.

All employees need to put a request for leave/leaves to the immediate superior /Management through HR tools and Management has the right to refuse the pre-approved leave in case of any work at the end moment.

Leave availed without informing/approval of the reporting head will be considered Leave without pay.

1-2 Day leave should be intimated at least 24 Hrs. in advance.

>3 Days leave should be intimated at least 7 days in advance.

All employees going on leave should assign a Colleague – who knows all the details of the projects, should handle the individual's email id (to keep a check on important mails) and who is updated about

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all work developments and requirements during his/her absence of work.

Leave calculations:

Leave will be allocated on pro-rata basis to all the employees but **for first 6 month employee is only entitled to take only 3 (Three) leaves**, After 6 months Employees can take their balance leaves as & when required, Pl note balance will be available on Salary Slip. Any leave taken prefixed or suffixed with weekends should be **avoided** until very pressing. Such leaves if taken habitually then weekend would be clubbed with leaves.

Absenteeism

When an employee absents himself without any prior sanction then such unsanctioned absence from work is regarded as Absenteeism. No leave or salary accrued will be considered during these days of absenteeism and it is regarded as a serious misconduct on the employee's part. And such absenteeism will be deducted from the salary.

Any employee asking for a long leave will be at the discretion of management.

Notice Period

The Company looks forward to many years of a mutually beneficial association hence employees are expected to contribute to the growth of organization for minimum period of 2 year's basis appointment letter.

Employee can resign from the services with a notice period of 3 (Three) months.

While Company has all the rights to terminate the services of employee without any notice mentioned in point 2 (a to i) in appointment letter.

Adjustment against notice period

1. No Leaves can be availed during notice period. However, if any leave taken, then it would become a part of the deduction during full and final settlement.
2. If an employee has taken any extra leaves during the work tenure, the extra leaves will get deducted against salary in the full and final settlement amount.
3. Management in its sole discretion waive off the notice period for an employee if it finds the need to do so.

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4. In case employee is not willing for serve the notice period then he/she has to pay his/her Gross Salary against the notice Period.
5. If an employee wishes to get relieved early, it would be solely at the discretion of the management to relive the employee early without serving Notice period, in case management wants employee to continue to work till notice period in such a case employee has to abide for mutual benefits.
6. Employee will not be entitled to annual Bonus/Performance link Incentive if he/she leaves during the year or before due by the schedule of disbursement of said scheme.
7. F&F will be done within 45 days post leaving & last month salary would only be paid along with F&F

For all employees notice period is 3 months or their 3 months gross salary in Lieu of notice period would be deduct as applicable or recovered as applicable. All legal proceedings will be held out in Mumbai jurisdiction.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

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Website: www.mymedisage.com



Date: 17.06.2022

Confidential

To,

Mr. Ranajit Kadam,

LETTER OF EMPLOYMENT

Dear Mr Ranajit Kadam,

We are happy to offer you "**Field Medical Associate**" position in the Officer Cadre, subject to the service rules of the Company that are in force and that may be introduced from time to time, in addition to the term and conditions hereinafter set out: -

1. Your employment will commence from 11 July 2022. You will be inducted with MediSage through Training and Immersion for 6 month and based out of Solapur as your Head Quarter. On successful completion of Field assignment, you would be given option of office-based role of "Medical Associate" at Company's office in Noida/Mumbai as applicable.
2. You shall, during your employment with the Company: -
 - a) Diligently, faithfully and to the best of your abilities serve the Company, use your best endeavours to promote the interests of the Company, perform all the duties entrusted to you from time to time and for the performance of all such duties, use all the knowledge, skill and experience which you possess & achieve KPIs, objectives/ targets assigned to him/her from time to time.
 - b) Observe and comply with all the service rules applicable to you and force for the time being and from time insofar as the same are not inconsistent with the terms and conditions herein contained.
 - c) Attend punctually at such a place or places of work as your duties may require during such hours of work as the Company in its absolute discretion may from time to time specify. Whenever the exigencies of work so require, you shall devote a longer period than the ordinary working hours in the employment of the Company and the Company shall not be liable to pay to you any further or additional remunerations therefor.
 - d) Give and devote the whole of your work day exclusively to your duties with the company and shall not, during the continuance of your employment, engage directly or indirectly without the prior written consent of the Company, with or without remuneration, in any trade, business, service, occupation, employment or calling which is similar or substantially similar to that carried on by the Company, nor shall you undertake any activities which are detrimental to or inconsistent either with your duties or obligations to the company or with the Company's interests & would abide by NDA signed by you during your employment.
 - e) Be required to work at Company's establishment in **Mumbai/Greater Noida** or at such other places as the Company may direct without being entitled to any extra remuneration. You are also expected to do such other work as may be assigned to you from time to time. You shall be liable to be transferred from one job, department, division or location to another or others anywhere in India as the Company in its sole discretion determines from time to time, and you shall comply with all instructions or directions given by the Company to you in that behalf;

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- f) At any time, either during the continuance or after the termination of your employment, except as many be required in connection with your employment or as may be previously authorized by the Company in writing, divulge directly or indirectly to any person, firm or Company, or use for yourself or for another or others any knowledge, information or documents which the Company may disclose or divulge to you for or in connection with the proper and proficient performance and discharge of your duties and obligations to the Company or which may otherwise be acquired by you during the course of or incidental to your employment concerning the business, property, contracts, contractors, customers, methods of working, formulae, processes, specifications, know-how, trade secrets, transactions or affairs of the Company or any Company which is or at the material time may be an associate or subsidiary of the Company. You shall, if so required, enter into a separate Confidentiality Agreement with the Company;
- g) Directly or indirectly accept any commission, profits, gifts in cash or kind, presents or gratification of any kind whatsoever from any person, firm or Company having dealings with the Company and in the event of the foregoing being offered, you shall immediately report the same to the company in writing;
- h) During your employment with the Company, wilfully waste, spoil embezzle or destroy any equipment or other property of the Company committed to your care, custody or change;
- i) Without the previous consent of the Company in writing, publish or cause to be published any book, booklet, leaflet, brochure or pamphlet or contribute any article or review to any newspaper, magazine or any publication whether for remuneration or otherwise where such a publication concerns your area of work activity with the Company;
3. You would be obliged to work with the organization for a minimum period of 2 year. In case you leave the organization before 2 year, then you will have to refund the total salary reimbursed to you till that day.
4. In consideration of the faithful and proper performance by you of your duties and obligations, the Company shall pay to you as per Annexure 'A'.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.

DIRECTOR.

Bhagwat Dhingra

Employee Signature: _____

Managing Director

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

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Website: www.mymedisage.com

Annexure 'A'

Date: 17.06.2022

Employee Name: Ranajit Kadam

Position: Field Medical Associate

Compensation: Annual CTC of INR 400004/-

Salary breakup as under: -

Particulars	Monthly	Annual
Basic	11460	137520
HRA	5730	68760
sFood Allowance	1000	12000
Conveyance Allowance	1500	18000
Other Allowance	1427	17124
Sub Total	21117	253404
EPF Employer Contribution	1800	21600
Performance Incentive*		50000
Field Travel Allowance**	6250	75000
CTC	29167	400004

****Field working Allowances:**

You will receive Field Travelling Expenses & Daily Field working allowances as per Company policy applicable to your level.

***Performance Incentive:**

You are entitled to receive INR 50,000 Performance linked incentive depending upon your performance and achievement of KPI targets set by the organization.

Note: The same will be subject to statutory tax deductions.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.



DIRECTOR.

Bhagwat Dhingra
Managing Director

Employee Signature: _____

MediSage e-Learning Private Limited

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LEAVE POLICY

(Updated on 1st May 2022)

For All Corporate office/ Outside Corporate Office

The Leave policy has been designed with a view to enable employees to have time off for rest, Recuperation, pursuing other interests and devoting time to family. Leaves are provided as per statutory requirements.

All leaves start as per Calendar year (January to December)

This policy seeks to set up a framework for adoption of uniform leave practices and procedures across the Company.

All employees of MediSage are eligible for 12 (Twelve) Paid leaves in a year over and above 3 (Three) National Holidays & 7 (Seven) mandatory Gazetted Holiday announced for Calendar Year (January – December).

It cannot be forwarded neither encashed. These leaves get lapsed at the end of the year if unutilized.

Eligibility:

All Employees on the rolls of the Company will be eligible for the above leaves guided in this policy.

Guidelines & Procedure:

As per the date of Joining, Leaves are credited to the leave account of a particular employee. All Employees Join before 15th of the month will receive full month credit.

All employees need to put a request for leave/leaves to the immediate superior /Management through HR tools and Management has the right to refuse the pre-approved leave in case of any work at the end moment.

Leave availed without informing/approval of the reporting head will be considered Leave without pay.

1-2 Day leave should be intimated at least 24 Hrs. in advance.

>3 Days leave should be intimated at least 7 days in advance.

All employees going on leave should assign a Colleague – who knows all the details of the projects, should handle the individual's email id (to keep a check on important mails) and who is updated about

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all work developments and requirements during his/her absence of work.

Leave calculations:

Leave will be allocated on pro-rata basis to all the employees but **for first 6 month employee is only entitled to take only 3 (Three) leaves**, After 6 months Employees can take their balance leaves as & when required, Pl note balance will be available on Salary Slip. Any leave taken prefixed or suffixed with weekends should be **avoided** until very pressing. Such leaves if taken habitually then weekend would be clubbed with leaves.

Absenteeism

When an employee absents himself without any prior sanction then such unsanctioned absence from work is regarded as Absenteeism. No leave or salary accrued will be considered during these days of absenteeism and it is regarded as a serious misconduct on the employee's part. And such absenteeism will be deducted from the salary.

Any employee asking for a long leave will be at the discretion of management.

Notice Period

The Company looks forward to many years of a mutually beneficial association hence employees are expected to contribute to the growth of organization for minimum period of 2 year's basis appointment letter.

Employee can resign from the services with a notice period of 3 (Three) months.

While Company has all the rights to terminate the services of employee without any notice mentioned in point 2 (a to i) in appointment letter.

Adjustment against notice period

1. No Leaves can be availed during notice period. However, if any leave taken, then it would become a part of the deduction during full and final settlement.
2. If an employee has taken any extra leaves during the work tenure, the extra leaves will get deducted against salary in the full and final settlement amount.
3. Management in its sole discretion waive off the notice period for an employee if it finds the need to do so.

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4. In case employee is not willing for serve the notice period then he/she has to pay his/her Gross Salary against the notice Period.
5. If an employee wishes to get relieved early, it would be solely at the discretion of the management to relive the employee early without serving Notice period, in case management wants employee to continue to work till notice period in such a case employee has to abide for mutual benefits.
6. Employee will not be entitled to annual Bonus/Performance link Incentive if he/she leaves during the year or before due by the schedule of disbursement of said scheme.
7. F&F will be done within 45 days post leaving & last month salary would only be paid along with F&F

For all employees notice period is 3 months or their 3 months gross salary in Lieu of notice period would be deduct as applicable or recovered as applicable. All legal proceedings will be held out in Mumbai jurisdiction.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

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Website: www.mymedisage.com



Date: 17.06.2022

Confidential

To,
Mr. Kapil Narale,

LETTER OF EMPLOYMENT

Dear Mr Kapil Narale,

We are happy to offer you "**Field Medical Associate**" position in the Officer Cadre, subject to the service rules of the Company that are in force and that may be introduced from time to time, in addition to the term and conditions hereinafter set out: -

1. Your employment will commence from 11 July 2022. You will be inducted with MediSage through Training and Immersion for 6 month and based out of Parbhani as your Head Quarter. On successful completion of Field assignment, you would be given option of office-based role of "Medical Associate" at Company's office in Noida/Mumbai as applicable.
2. You shall, during your employment with the Company: -
 - a) Diligently, faithfully and to the best of your abilities serve the Company, use your best endeavours to promote the interests of the Company, perform all the duties entrusted to you from time to time and for the performance of all such duties, use all the knowledge, skill and experience which you possess & achieve KPIs, objectives/ targets assigned to him/her from time to time.
 - b) Observe and comply with all the service rules applicable to you and force for the time being and from time insofar as the same are not inconsistent with the terms and conditions herein contained.
 - c) Attend punctually at such a place or places of work as your duties may require during such hours of work as the Company in its absolute discretion may from time to time specify. Whenever the exigencies of work so require, you shall devote a longer period than the ordinary working hours in the employment of the Company and the Company shall not be liable to pay to you any further or additional remunerations therefor.
 - d) Give and devote the whole of your work day exclusively to your duties with the company and shall not, during the continuance of your employment, engage directly or indirectly without the prior written consent of the Company, with or without remuneration, in any trade, business, service, occupation, employment or calling which is similar or substantially similar to that carried on by the Company, nor shall you undertake any activities which are detrimental to or inconsistent either with your duties or obligations to the company or with the Company's interests & would abide by NDA signed by you during your employment.
 - e) Be required to work at Company's establishment in **Mumbai/Greater Noida** or at such other places as the Company may direct without being entitled to any extra remuneration. You are also expected to do such other work as may be assigned to you from time to time. You shall be liable to be transferred from one job, department, division or location to another or others anywhere in India as the Company in its sole discretion determines from time to time, and you shall comply with all instructions or directions given by the Company to you in that behalf;

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- f) At any time, either during the continuance or after the termination of your employment, except as many be required in connection with your employment or as may be previously authorized by the Company in writing, divulge directly or indirectly to any person, firm or Company, or use for yourself or for another or others any knowledge, information or documents which the Company may disclose or divulge to you for or in connection with the proper and proficient performance and discharge of your duties and obligations to the Company or which may otherwise be acquired by you during the course of or incidental to your employment concerning the business, property, contracts, contractors, customers, methods of working, formulae, processes, specifications, know-how, trade secrets, transactions or affairs of the Company or any Company which is or at the material time may be an associate or subsidiary of the Company. You shall, if so required, enter into a separate Confidentiality Agreement with the Company;
- g) Directly or indirectly accept any commission, profits, gifts in cash or kind, presents or gratification of any kind whatsoever from any person, firm or Company having dealings with the Company and in the event of the foregoing being offered, you shall immediately report the same to the company in writing;
- h) During your employment with the Company, wilfully waste, spoil embezzle or destroy any equipment or other property of the Company committed to your care, custody or change;
- i) Without the previous consent of the Company in writing, publish or cause to be published any book, booklet, leaflet, brochure or pamphlet or contribute any article or review to any newspaper, magazine or any publication whether for remuneration or otherwise where such a publication concerns your area of work activity with the Company;
3. You would be obliged to work with the organization for a minimum period of 2 year. In case you leave the organization before 2 year, then you will have to refund the total salary reimbursed to you till that day.
4. In consideration of the faithful and proper performance by you of your duties and obligations, the Company shall pay to you as per Annexure 'A'.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.

DIRECTOR.

Bhagwat Dhingra

Employee Signature: _____

Managing Director

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

Reg. Office: 1103, Lodha Supremus, Saki Vihar Road, Opp MTNL Building, Powai, Mumbai 400072

Website: www.mymedisage.com

Annexure 'A'

Date: 17.06.2022

Employee Name: Kapil Narale

Position: Field Medical Associate

Compensation: Annual CTC of INR 400004/-

Salary breakup as under: -

Particulars	Monthly	Annual
Basic	11460	137520
HRA	5730	68760
sFood Allowance	1000	12000
Conveyance Allowance	1500	18000
Other Allowance	1427	17124
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EPF Employer Contribution	1800	21600
Performance Incentive*		50000
Field Travel Allowance**	6250	75000
CTC	29167	400004

****Field working Allowances:**

You will receive Field Travelling Expenses & Daily Field working allowances as per Company policy applicable to your level.

***Performance Incentive:**

You are entitled to receive INR 50,000 Performance linked incentive depending upon your performance and achievement of KPI targets set by the organization.

Note: The same will be subject to statutory tax deductions.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.

DIRECTOR.

Bhagwat Dhingra
Managing Director

Employee Signature: _____

MediSage e-Learning Private Limited

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LEAVE POLICY

(Updated on 1st May 2022)

For All Corporate office/ Outside Corporate Office

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All employees need to put a request for leave/leaves to the immediate superior /Management through HR tools and Management has the right to refuse the pre-approved leave in case of any work at the end moment.

Leave availed without informing/approval of the reporting head will be considered Leave without pay.

1-2 Day leave should be intimated at least 24 Hrs. in advance.

>3 Days leave should be intimated at least 7 days in advance.

All employees going on leave should assign a Colleague – who knows all the details of the projects, should handle the individual's email id (to keep a check on important mails) and who is updated about

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Website: www.mymedisage.com



all work developments and requirements during his/her absence of work.

Leave calculations:

Leave will be allocated on pro-rata basis to all the employees but **for first 6 month employee is only entitled to take only 3 (Three) leaves**, After 6 months Employees can take their balance leaves as & when required, Pl note balance will be available on Salary Slip. Any leave taken prefixed or suffixed with weekends should be **avoided** until very pressing. Such leaves if taken habitually then weekend would be clubbed with leaves.

Absenteeism

When an employee absents himself without any prior sanction then such unsanctioned absence from work is regarded as Absenteeism. No leave or salary accrued will be considered during these days of absenteeism and it is regarded as a serious misconduct on the employee's part. And such absenteeism will be deducted from the salary.

Any employee asking for a long leave will be at the discretion of management.

Notice Period

The Company looks forward to many years of a mutually beneficial association hence employees are expected to contribute to the growth of organization for minimum period of 2 year's basis appointment letter.

Employee can resign from the services with a notice period of 3 (Three) months.

While Company has all the rights to terminate the services of employee without any notice mentioned in point 2 (a to i) in appointment letter.

Adjustment against notice period

1. No Leaves can be availed during notice period. However, if any leave taken, then it would become a part of the deduction during full and final settlement.
2. If an employee has taken any extra leaves during the work tenure, the extra leaves will get deducted against salary in the full and final settlement amount.
3. Management in its sole discretion waive off the notice period for an employee if it finds the need to do so.

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4. In case employee is not willing for serve the notice period then he/she has to pay his/her Gross Salary against the notice Period.
5. If an employee wishes to get relieved early, it would be solely at the discretion of the management to relive the employee early without serving Notice period, in case management wants employee to continue to work till notice period in such a case employee has to abide for mutual benefits.
6. Employee will not be entitled to annual Bonus/Performance link Incentive if he/she leaves during the year or before due by the schedule of disbursement of said scheme.
7. F&F will be done within 45 days post leaving & last month salary would only be paid along with F&F

For all employees notice period is 3 months or their 3 months gross salary in Lieu of notice period would be deduct as applicable or recovered as applicable. All legal proceedings will be held out in Mumbai jurisdiction.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

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Website: www.mymedisage.com



Date: 29.07.2022

Confidential

To Mr. Ratnajit Satish Patil

LETTER OF EMPLOYMENT

Dear Ratnajit Satish Patil,

We are happy to offer you "**Field Medical Associate**" position in the Officer Cadre, subject to the service rules of the Company that are in force and that may be introduced from time to time, in addition to the term and conditions hereinafter set out: -

1. Your employment will commence from 16th August 2022. You will be inducted with MediSage through Training and Immersion for 6 month and based out of **Pune** as your Head Quarter. On successful completion of Field assignment, you would be given option of office-based role of "Medical Associate" at Company's office in Noida/Mumbai/Hyderabad/Kolkata as applicable.
2. You shall, during your employment with the Company: -
 - a) Diligently, faithfully and to the best of your abilities serve the Company, use your best endeavours to promote the interests of the Company, perform all the duties entrusted to you from time to time and for the performance of all such duties, use all the knowledge, skill and experience which you possess & achieve KPIs, objectives/ targets assigned to him/her from time to time.
 - b) Observe and comply with all the service rules applicable to you and force for the time being and from time insofar as the same are not inconsistent with the terms and conditions herein contained.
 - c) Attend punctually at such a place or places of work as your duties may require during such hours of work as the Company in its absolute discretion may from time to time specify. Whenever the exigencies of work so require, you shall devote a longer period than the ordinary working hours in the employment of the Company and the Company shall not be liable to pay to you any further or additional remunerations therefor.
 - d) Give and devote the whole of your work day exclusively to your duties with the company and shall not, during the continuance of your employment, engage directly or indirectly without the prior written consent of the Company, with or without remuneration, in any trade, business, service, occupation, employment or calling which is similar or substantially similar to that carried on by the Company, nor shall you undertake any activities which are detrimental to or inconsistent either with your duties or obligations to the company or with the Company's interests & would abide by NDA signed by you during your employment.
 - e) Be required to work at Company's establishment in **Mumbai/Greater Noida/Hyderabad/Kolkata** or at such other places as the Company may direct without being entitled to any extra remuneration. You are also expected to do such other work as may be assigned to you from time to time. You shall be liable to be transferred from one job, department, division or location to another or others anywhere in India as the Company in its sole discretion determines from time to time, and you shall comply with all instructions or directions given by the Company to you in that behalf;

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- f) At any time, either during the continuance or after the termination of your employment, except as many be required in connection with your employment or as may be previously authorized by the Company in writing, divulge directly or indirectly to any person, firm or Company, or use for yourself or for another or others any knowledge, information or documents which the Company may disclose or divulge to you for or in connection with the proper and proficient performance and discharge of your duties and obligations to the Company or which may otherwise be acquired by you during the course of or incidental to your employment concerning the business, property, contracts, contractors, customers, methods of working, formulae, processes, specifications, know-how, trade secrets, transactions or affairs of the Company or any Company which is or at the material time may be an associate or subsidiary of the Company. You shall, if so required, enter into a separate Confidentiality Agreement with the Company;
- g) Directly or indirectly accept any commission, profits, gifts in cash or kind, presents or gratification of any kind whatsoever from any person, firm or Company having dealings with the Company and in the event of the foregoing being offered, you shall immediately report the same to the company in writing;
- h) During your employment with the Company, wilfully waste, spoil embezzle or destroy any equipment or other property of the Company committed to your care, custody or change;
- i) Without the previous consent of the Company in writing, publish or cause to be published any book, booklet, leaflet, brochure or pamphlet or contribute any article or review to any newspaper, magazine or any publication whether for remuneration or otherwise where such a publication concerns your area of work activity with the Company;
3. You would be obliged to work with the organization for a minimum period of 2 year. In case you leave the organization before 3 months, then you will have to refund the total salary reimbursed to you till that day. And if you leave the organization before 2 years, then you will have to pay 3-month salary to the company.
4. In consideration of the faithful and proper performance by you of your duties and obligations, the Company shall pay to you as per Annexure 'A'.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.


DIRECTOR.

Bhagwat Dhingra
Managing Director

Employee Signature: _____

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Annexure 'A'

Date: 29.07.2022

Employee Name: Ratnajit Satish Patil **Position:** Field Medical Associate

Compensation: Annual CTC of INR 400004/-

Salary breakup as under: -

CTC breakup		
Particulars	Monthly	Yearly
Basic	11458	137496
HRA		68748
Food Conveyance	1000	12000
Conveyance allowance	1500	18000
Other allowance	1495	17940
Gross salary	21183	254196
PF - Employer cont.	1734	20808
Fixed CTC	22917	275004
Variable		
Particulars	Monthly	Yearly
Performance Incentive	-	50000
Field Travel Allowance	6250	75000
Total Variable		125000
CTC		400004
Deductions		
Particulars	Monthly	Yearly
PF - Employee cont.	1734	20808
PT	200	2500
Deductions	1934	23308
Net Pay	19249	230888

****Field working Allowances:**

You will receive Field Travelling Expenses & Daily Field working allowances as per Company policy applicable to your level.

***Performance Incentive:**

You are entitled to receive INR 50,000 Performance linked incentive depending upon your performance and achievement of KPI targets set by the organization.

Note: The same will be subject to statutory tax deductions.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.



DIRECTOR.

Bhagwat Dhingra
Managing Director

Employee Signature: _____

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LEAVE POLICY

(Updated on 1st May 2022)

For All Corporate office/ Outside Corporate Office

The Leave policy has been designed with a view to enable employees to have time off for rest, Recuperation, pursuing other interests and devoting time to family. Leaves are provided as per statutory requirements.

All leaves start as per Calendar year (January to December)

This policy seeks to set up a framework for adoption of uniform leave practices and procedures across the Company.

All employees of MediSage are eligible for 12 (Twelve) Paid leaves in a year over and above 3 (Three) National Holidays & 7 (Seven) mandatory Gazetted Holiday announced for Calendar Year (January – December).

It cannot be forwarded neither encashed. These leaves get lapsed at the end of the year if unutilized.

Eligibility:

All Employees on the rolls of the Company will be eligible for the above leaves guided in this policy.

Guidelines & Procedure:

As per the date of Joining, Leaves are credited to the leave account of a particular employee. All Employees Join before 15th of the month will receive full month credit.

All employees need to put a request for leave/leaves to the immediate superior /Management through HR tools and Management has the right to refuse the pre-approved leave in case of any work at the end moment.

Leave availed without informing/approval of the reporting head will be considered Leave without pay.

1-2 Day leave should be intimated at least 24 Hrs. in advance.

>3 Days leave should be intimated at least 7 days in advance.

All employees going on leave should assign a Colleague – who knows all the details of the projects, should handle the individual's email id (to keep a check on important mails) and who is updated about

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all work developments and requirements during his/her absence of work.

Leave calculations:

Leave will be allocated on pro-rata basis to all the employees but **for first 6 month employee is only entitled to take only 3 (Three) leaves**, After 6 months Employees can take their balance leaves as & when required, Pl note balance will be available on Salary Slip. Any leave taken prefixed or suffixed with weekends should be **avoided** until very pressing. Such leaves if taken habitually then weekend would be clubbed with leaves.

Absenteeism

When an employee absents himself without any prior sanction then such unsanctioned absence from work is regarded as Absenteeism. No leave or salary accrued will be considered during these days of absenteeism and it is regarded as a serious misconduct on the employee's part. And such absenteeism will be deducted from the salary.

Any employee asking for a long leave will be at the discretion of management.

Notice Period

The Company looks forward to many years of a mutually beneficial association hence employees are expected to contribute to the growth of organization for minimum period of 2 year's basis appointment letter.

Employee can resign from the services with a notice period of 3 (Three) months.

While Company has all the rights to terminate the services of employee without any notice mentioned in point 2 (a to i) in appointment letter.

Adjustment against notice period

1. No Leaves can be availed during notice period. However, if any leave taken, then it would become a part of the deduction during full and final settlement.
2. If an employee has taken any extra leaves during the work tenure, the extra leaves will get deducted against salary in the full and final settlement amount.
3. Management in its sole discretion waive off the notice period for an employee if it finds the need to do so.

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4. In case employee is not willing for serve the notice period then he/she has to pay his/her Gross Salary against the notice Period.
5. If an employee wishes to get relieved early, it would be solely at the discretion of the management to relive the employee early without serving Notice period, in case management wants employee to continue to work till notice period in such a case employee has to abide for mutual benefits.
6. Employee will not be entitled to annual Bonus/Performance link Incentive if he/she leaves during the year or before due by the schedule of disbursement of said scheme.
7. F&F will be done within 45 days post leaving & last month salary would only be paid along with F&F

For all employees notice period is 3 months or their 3 months gross salary in Lieu of notice period would be deduct as applicable or recovered as applicable. All legal proceedings will be held out in Mumbai jurisdiction.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

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Website: www.mymedisage.com



Date: 17.06.2022

Confidential

To,
Mr. Satyajeet Patil,

LETTER OF EMPLOYMENT

Dear Mr Satyajeet Patil,

We are happy to offer you "**Field Medical Associate**" position in the Officer Cadre, subject to the service rules of the Company that are in force and that may be introduced from time to time, in addition to the term and conditions hereinafter set out: -

1. Your employment will commence from 11 July 2022. You will be inducted with MediSage through Training and Immersion for 6 month and based out of Sangli as your Head Quarter. On successful completion of Field assignment, you would be given option of office-based role of "Medical Associate" at Company's office in Noida/Mumbai as applicable.
2. You shall, during your employment with the Company: -
 - a) Diligently, faithfully and to the best of your abilities serve the Company, use your best endeavours to promote the interests of the Company, perform all the duties entrusted to you from time to time and for the performance of all such duties, use all the knowledge, skill and experience which you possess & achieve KPIs, objectives/ targets assigned to him/her from time to time.
 - b) Observe and comply with all the service rules applicable to you and force for the time being and from time insofar as the same are not inconsistent with the terms and conditions herein contained.
 - c) Attend punctually at such a place or places of work as your duties may require during such hours of work as the Company in its absolute discretion may from time to time specify. Whenever the exigencies of work so require, you shall devote a longer period than the ordinary working hours in the employment of the Company and the Company shall not be liable to pay to you any further or additional remunerations therefor.
 - d) Give and devote the whole of your work day exclusively to your duties with the company and shall not, during the continuance of your employment, engage directly or indirectly without the prior written consent of the Company, with or without remuneration, in any trade, business, service, occupation, employment or calling which is similar or substantially similar to that carried on by the Company, nor shall you undertake any activities which are detrimental to or inconsistent either with your duties or obligations to the company or with the Company's interests & would abide by NDA signed by you during your employment.
 - e) Be required to work at Company's establishment in **Mumbai/Greater Noida** or at such other places as the Company may direct without being entitled to any extra remuneration. You are also expected to do such other work as may be assigned to you from time to time. You shall be liable to be transferred from one job, department, division or location to another or others anywhere in India as the Company in its sole discretion determines from time to time, and you shall comply with all instructions or directions given by the Company to you in that behalf;

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- f) At any time, either during the continuance or after the termination of your employment, except as many be required in connection with your employment or as may be previously authorized by the Company in writing, divulge directly or indirectly to any person, firm or Company, or use for yourself or for another or others any knowledge, information or documents which the Company may disclose or divulge to you for or in connection with the proper and proficient performance and discharge of your duties and obligations to the Company or which may otherwise be acquired by you during the course of or incidental to your employment concerning the business, property, contracts, contractors, customers, methods of working, formulae, processes, specifications, know-how, trade secrets, transactions or affairs of the Company or any Company which is or at the material time may be an associate or subsidiary of the Company. You shall, if so required, enter into a separate Confidentiality Agreement with the Company;
- g) Directly or indirectly accept any commission, profits, gifts in cash or kind, presents or gratification of any kind whatsoever from any person, firm or Company having dealings with the Company and in the event of the foregoing being offered, you shall immediately report the same to the company in writing;
- h) During your employment with the Company, wilfully waste, spoil embezzle or destroy any equipment or other property of the Company committed to your care, custody or change;
- i) Without the previous consent of the Company in writing, publish or cause to be published any book, booklet, leaflet, brochure or pamphlet or contribute any article or review to any newspaper, magazine or any publication whether for remuneration or otherwise where such a publication concerns your area of work activity with the Company;
3. You would be obliged to work with the organization for a minimum period of 2 year. In case you leave the organization before 2 year, then you will have to refund the total salary reimbursed to you till that day.
4. In consideration of the faithful and proper performance by you of your duties and obligations, the Company shall pay to you as per Annexure 'A'.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.

DIRECTOR.

Bhagwat Dhingra

Employee Signature: _____

Managing Director

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

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Website: www.mymedisage.com

Annexure 'A'

Date: 17.06.2022

Employee Name: Satyajeet Patil

Position: Field Medical Associate

Compensation: Annual CTC of INR 400004/-

Salary breakup as under: -

Particulars	Monthly	Annual
Basic	11460	137520
HRA	5730	68760
sFood Allowance	1000	12000
Conveyance Allowance	1500	18000
Other Allowance	1427	17124
Sub Total	21117	253404
EPF Employer Contribution	1800	21600
Performance Incentive*		50000
Field Travel Allowance**	6250	75000
CTC	29167	400004

****Field working Allowances:**

You will receive Field Travelling Expenses & Daily Field working allowances as per Company policy applicable to your level.

***Performance Incentive:**

You are entitled to receive INR 50,000 Performance linked incentive depending upon your performance and achievement of KPI targets set by the organization.

Note: The same will be subject to statutory tax deductions.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.

DIRECTOR.

Bhagwat Dhingra
Managing Director

Employee Signature: _____

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LEAVE POLICY

(Updated on 1st May 2022)

For All Corporate office/ Outside Corporate Office

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All leaves start as per Calendar year (January to December)

This policy seeks to set up a framework for adoption of uniform leave practices and procedures across the Company.

All employees of MediSage are eligible for 12 (Twelve) Paid leaves in a year over and above 3 (Three) National Holidays & 7 (Seven) mandatory Gazetted Holiday announced for Calendar Year (January – December).

It cannot be forwarded neither encashed. These leaves get lapsed at the end of the year if unutilized.

Eligibility:

All Employees on the rolls of the Company will be eligible for the above leaves guided in this policy.

Guidelines & Procedure:

As per the date of Joining, Leaves are credited to the leave account of a particular employee. All Employees Join before 15th of the month will receive full month credit.

All employees need to put a request for leave/leaves to the immediate superior /Management through HR tools and Management has the right to refuse the pre-approved leave in case of any work at the end moment.

Leave availed without informing/approval of the reporting head will be considered Leave without pay.

1-2 Day leave should be intimated at least 24 Hrs. in advance.

>3 Days leave should be intimated at least 7 days in advance.

All employees going on leave should assign a Colleague – who knows all the details of the projects, should handle the individual's email id (to keep a check on important mails) and who is updated about

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all work developments and requirements during his/her absence of work.

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Absenteeism

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Any employee asking for a long leave will be at the discretion of management.

Notice Period

The Company looks forward to many years of a mutually beneficial association hence employees are expected to contribute to the growth of organization for minimum period of 2 year's basis appointment letter.

Employee can resign from the services with a notice period of 3 (Three) months.

While Company has all the rights to terminate the services of employee without any notice mentioned in point 2 (a to i) in appointment letter.

Adjustment against notice period

1. No Leaves can be availed during notice period. However, if any leave taken, then it would become a part of the deduction during full and final settlement.
2. If an employee has taken any extra leaves during the work tenure, the extra leaves will get deducted against salary in the full and final settlement amount.
3. Management in its sole discretion waive off the notice period for an employee if it finds the need to do so.

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4. In case employee is not willing for serve the notice period then he/she has to pay his/her Gross Salary against the notice Period.
5. If an employee wishes to get relieved early, it would be solely at the discretion of the management to relive the employee early without serving Notice period, in case management wants employee to continue to work till notice period in such a case employee has to abide for mutual benefits.
6. Employee will not be entitled to annual Bonus/Performance link Incentive if he/she leaves during the year or before due by the schedule of disbursement of said scheme.
7. F&F will be done within 45 days post leaving & last month salary would only be paid along with F&F

For all employees notice period is 3 months or their 3 months gross salary in Lieu of notice period would be deduct as applicable or recovered as applicable. All legal proceedings will be held out in Mumbai jurisdiction.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

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Website: www.mymedisage.com



Date: 18.07.2022

Confidential

To Mr. Kishor Ramdas Payghan,

LETTER OF EMPLOYMENT

Dear Mr. Kishor Ramdas Payghan,

We are happy to offer you "**Field Medical Associate**" position in the Officer Cadre, subject to the service rules of the Company that are in force and that may be introduced from time to time, in addition to the term and conditions hereinafter set out: -

1. Your employment will commence from 3rd August 2022. You will be inducted with MediSage through Training and Immersion for 6 month and based out of **Buldhana** as your Head Quarter. On successful completion of Field assignment, you would be given option of office-based role of "Medical Associate" at Company's office in Noida/Mumbai/Hyderabad/Kolkata as applicable.
2. You shall, during your employment with the Company: -
 - a) Diligently, faithfully and to the best of your abilities serve the Company, use your best endeavours to promote the interests of the Company, perform all the duties entrusted to you from time to time and for the performance of all such duties, use all the knowledge, skill and experience which you possess & achieve KPIs, objectives/ targets assigned to him/her from time to time.
 - b) Observe and comply with all the service rules applicable to you and force for the time being and from time insofar as the same are not inconsistent with the terms and conditions herein contained.
 - c) Attend punctually at such a place or places of work as your duties may require during such hours of work as the Company in its absolute discretion may from time to time specify. Whenever the exigencies of work so require, you shall devote a longer period than the ordinary working hours in the employment of the Company and the Company shall not be liable to pay to you any further or additional remunerations therefor.
 - d) Give and devote the whole of your work day exclusively to your duties with the company and shall not, during the continuance of your employment, engage directly or indirectly without the prior written consent of the Company, with or without remuneration, in any trade, business, service, occupation, employment or calling which is similar or substantially similar to that carried on by the Company, nor shall you undertake any activities which are detrimental to or inconsistent either with your duties or obligations to the company or with the Company's interests & would abide by NDA signed by you during your employment.
 - e) Be required to work at Company's establishment in **Mumbai/Greater Noida/Hyderabad/Kolkata** or at such other places as the Company may direct without being entitled to any extra remuneration. You are also expected to do such other work as may be assigned to you from time to time. You shall be liable to be transferred from one job, department, division or location to another or others anywhere in India as the Company in its sole discretion determines from time to time, and you shall comply with all instructions or directions given by the Company to you in that behalf;

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- f) At any time, either during the continuance or after the termination of your employment, except as many be required in connection with your employment or as may be previously authorized by the Company in writing, divulge directly or indirectly to any person, firm or Company, or use for yourself or for another or others any knowledge, information or documents which the Company may disclose or divulge to you for or in connection with the proper and proficient performance and discharge of your duties and obligations to the Company or which may otherwise be acquired by you during the course of or incidental to your employment concerning the business, property, contracts, contractors, customers, methods of working, formulae, processes, specifications, know-how, trade secrets, transactions or affairs of the Company or any Company which is or at the material time may be an associate or subsidiary of the Company. You shall, if so required, enter into a separate Confidentiality Agreement with the Company;
- g) Directly or indirectly accept any commission, profits, gifts in cash or kind, presents or gratification of any kind whatsoever from any person, firm or Company having dealings with the Company and in the event of the foregoing being offered, you shall immediately report the same to the company in writing;
- h) During your employment with the Company, wilfully waste, spoil embezzle or destroy any equipment or other property of the Company committed to your care, custody or change;
- i) Without the previous consent of the Company in writing, publish or cause to be published any book, booklet, leaflet, brochure or pamphlet or contribute any article or review to any newspaper, magazine or any publication whether for remuneration or otherwise where such a publication concerns your area of work activity with the Company;
3. You would be obliged to work with the organization for a minimum period of 2 year. In case you leave the organization before 3 months, then you will have to refund the total salary reimbursed to you till that day. And if you leave the organization before 2 years, then you will have to pay 3-month salary to the company.
4. In consideration of the faithful and proper performance by you of your duties and obligations, the Company shall pay to you as per Annexure 'A'.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.



DIRECTOR.

Bhagwat Dhingra
Managing Director

Employee Signature: _____

MediSage e-Learning Private Limited

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Annexure 'A'

Date: 18.07.2022

Employee Name: Kishor Ramdas Payghan **Position:** Field Medical Associate

Compensation: Annual CTC of INR 400004/-

Salary breakup as under: -

CTC breakup		
Particulars	Monthly	Yearly
Basic	11458	137496
HRA		68748
Food Conveyance	1000	12000
Conveyance allowance	1500	18000
Other allowance	1495	17940
Gross salary	21183	254196
PF - Employer cont.	1734	20808
Fixed CTC	22917	275004
Variable		
Particulars	Monthly	Yearly
Performance Incentive	-	50000
Field Travel Allowance	6250	75000
Total Variable		125000
CTC		400004
Deductions		
Particulars	Monthly	Yearly
PF - Employee cont.	1734	20808
PT	200	2500
Deductions	1934	23308
Net Pay	19249	230888

****Field working Allowances:**

You will receive Field Travelling Expenses & Daily Field working allowances as per Company policy applicable to your level.

***Performance Incentive:**

You are entitled to receive INR 50,000 Performance linked incentive depending upon your performance and achievement of KPI targets set by the organization.

Note: The same will be subject to statutory tax deductions.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.



DIRECTOR.

Bhagwat Dhingra
Managing Director

Employee Signature: _____

MediSage e-Learning Private Limited



LEAVE POLICY

(Updated on 1st May 2022)

For All Corporate office/ Outside Corporate Office

The Leave policy has been designed with a view to enable employees to have time off for rest, Recuperation, pursuing other interests and devoting time to family. Leaves are provided as per statutory requirements.

All leaves start as per Calendar year (January to December)

This policy seeks to set up a framework for adoption of uniform leave practices and procedures across the Company.

All employees of MediSage are eligible for 12 (Twelve) Paid leaves in a year over and above 3 (Three) National Holidays & 7 (Seven) mandatory Gazetted Holiday announced for Calendar Year (January – December).

It cannot be forwarded neither encashed. These leaves get lapsed at the end of the year if unutilized.

Eligibility:

All Employees on the rolls of the Company will be eligible for the above leaves guided in this policy.

Guidelines & Procedure:

As per the date of Joining, Leaves are credited to the leave account of a particular employee. All Employees Join before 15th of the month will receive full month credit.

All employees need to put a request for leave/leaves to the immediate superior /Management through HR tools and Management has the right to refuse the pre-approved leave in case of any work at the end moment.

Leave availed without informing/approval of the reporting head will be considered Leave without pay.

1-2 Day leave should be intimated at least 24 Hrs. in advance.

>3 Days leave should be intimated at least 7 days in advance.

All employees going on leave should assign a Colleague – who knows all the details of the projects, should handle the individual's email id (to keep a check on important mails) and who is updated about

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all work developments and requirements during his/her absence of work.

Leave calculations:

Leave will be allocated on pro-rata basis to all the employees but **for first 6 month employee is only entitled to take only 3 (Three) leaves**, After 6 months Employees can take their balance leaves as & when required, Pl note balance will be available on Salary Slip. Any leave taken prefixed or suffixed with weekends should be **avoided** until very pressing. Such leaves if taken habitually then weekend would be clubbed with leaves.

Absenteeism

When an employee absents himself without any prior sanction then such unsanctioned absence from work is regarded as Absenteeism. No leave or salary accrued will be considered during these days of absenteeism and it is regarded as a serious misconduct on the employee's part. And such absenteeism will be deducted from the salary.

Any employee asking for a long leave will be at the discretion of management.

Notice Period

The Company looks forward to many years of a mutually beneficial association hence employees are expected to contribute to the growth of organization for minimum period of 2 year's basis appointment letter.

Employee can resign from the services with a notice period of 3 (Three) months.

While Company has all the rights to terminate the services of employee without any notice mentioned in point 2 (a to i) in appointment letter.

Adjustment against notice period

1. No Leaves can be availed during notice period. However, if any leave taken, then it would become a part of the deduction during full and final settlement.
2. If an employee has taken any extra leaves during the work tenure, the extra leaves will get deducted against salary in the full and final settlement amount.
3. Management in its sole discretion waive off the notice period for an employee if it finds the need to do so.

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4. In case employee is not willing for serve the notice period then he/she has to pay his/her Gross Salary against the notice Period.
5. If an employee wishes to get relieved early, it would be solely at the discretion of the management to relive the employee early without serving Notice period, in case management wants employee to continue to work till notice period in such a case employee has to abide for mutual benefits.
6. Employee will not be entitled to annual Bonus/Performance link Incentive if he/she leaves during the year or before due by the schedule of disbursement of said scheme.
7. F&F will be done within 45 days post leaving & last month salary would only be paid along with F&F

For all employees notice period is 3 months or their 3 months gross salary in Lieu of notice period would be deduct as applicable or recovered as applicable. All legal proceedings will be held out in Mumbai jurisdiction.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

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July 25, 2022

Appointment letter

Mr. Abhijeet Shinde
Plot No 31, Vivek Niwas, Samarth Nagar,
Behind Z.P. office, Ambad Road, Jalna
Jalna
India
431203

Dear Mr. Abhijeet Shinde,

Congratulations! We are very excited to have you on board!

This refers to your application and our subsequent offer, which has been accepted by you. The details of your appointment and the terms and conditions are given here below.

1. Designation / Band : GET - CSV, Tier III, PPL Corporate / TRAINEE
2. Department/Division : Information Technology-QA Compliance/ Corporate
3. Location : Mumbai
4. Commencement Date : July 25, 2022
5. The Salary break-up, benefits and perquisites applicable to your designation are attached as **Appendix-I** to this letter.
6. Training: You will undergo mandatory training for one year. Upon successful completion of the training period and subsequent performance evaluation, your position may be confirmed at **Band 1B** as an **"Executive"**. During the period of your training, if your performance is found to be inadequate or there are deficiencies in your performance, the Management may at its discretion allow you to improve upon your performance by extending your period of training by a letter in writing. Unless confirmed in writing, you will continue to be a trainee.
7. This appointment is further subject to the "General Terms and Conditions of Service for Managerial Personnel" employed by this Company, a copy of which is attached to this letter as **Appendix-II**.

All the annexure mentioned above shall form a part and parcel of this Letter. If the terms and conditions enumerated in this Letter, including its annexure are acceptable to you, please confirm your acceptance by signing on the duplicate copy of this Letter and return it to us.

We sincerely hope that this will be the beginning of a long and mutually beneficial association.

Yours sincerely,
For **PIRAMAL PHARMA LIMITED**



Arun Chaudhary
General Manager, Human Resources



Piramal Pharma Limited

CIN: U24297MH2020PLC338592

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APPENDIX-I: SALARY BREAK-UP

Name : Mr. Abhijeet Shinde
Designation / Band : GET - CSV, Tier III, PPL Corporate / TRAINEE
Department/ Division : Information Technology-QA Compliance/ Corporate

Break – up	Salary P.M. (Rs.)	Salary P.A. (Rs.)
Basic	20,667	2,48,000
HRA	12,333	1,47,996
Special Allowance	13667	1,64,004
Bonus	2000	24,000
Health Coverage	1000	12,000
Co. Cont. to P.F.	2000	24,000
Total Fixed Pay (A)		620000
Performance Pay *		30000
Total Gross Salary (B)		650000
* Nominal Value - Computed @ 6% of Total Fixed Pay. Actuals may be more or less, depending upon the performance of individual and/or business performance.		

In addition to the above, you will receive a one-time Joining Bonus of Rs. 75,000/- after 6 months of your joining.

Please note that in case you resign from the services of the Company within 2 years from your date of last pay-out, the amount towards the joining bonus/one time payout will be recovered in full, during the settlement of your full and final dues with the organization. The amount is taxable. This recovery will not be applicable if your services are terminated due to insufficient work in the organisation.

For **Piramal Pharma Limited**



Arun Chaudhary
General Manager, Human Resources

A. shinde

APPENDIX-II

**GENERAL TERMS AND CONDITIONS OF SERVICE FOR PERSONNEL EMPLOYED BY
PIRAMAL PHARMA LIMITED, PIRAMAL TOWER, PENINSULA CORPORATE PARK, GANPATRAO
KADAM MARG, LOWER PAREL - WEST, MUMBAI 400 013**

The following are the broad terms and condition of your employment at the Company. Your employment with the Company shall be subject to the policies of the Company & Piramal Group as applicable from time to time read together with the terms of this Letter.

For the purpose of this Letter “Piramal Group” shall mean Piramal Pharma Limited and all its subsidiaries, associate or group companies.

- 1) **COMPENSATION**: You shall be paid compensation as per the details mentioned in Appendix I of this Letter with effect from the date of your joining.
- 2) **PLACE OF WORK**: Depending on the business needs of the Company, you may be required to undertake a periodic visit to the Company’s other locations within or outside India. In view of the nature of our business, the Company may transfer you to different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or location of Company on a temporary or permanent basis whether within or outside India at its discretion as it may consider necessary from time to time. You may be sent on deputation to any other organization anywhere in the Country or abroad which may be under the same management or under different managements.
- 3) **ROLES AND RESPONSIBILITIES**: You shall properly, diligently and honestly perform all the duties, responsibilities which the Company may assign to you from time to time. For any duties performed by you not in bad faith or in violation of applicable law or breach of this Letter and/or the policies of the Company, you shall be solely liable and shall reimburse the Company for any loss incurred by it as a consequence thereof.
- 4) **LEAVE, WORK HOURS, WEEKLY HOLIDAYS & PAID HOLIDAYS**: You shall be governed by the Company’s policy pertaining to Leave, Work hours and Weekly holidays.
- 5) **INCREMENTS & PROMOTIONS**: Annual increment will be given only to those employees who have joined the organization on or before 30th September of that particular performance year. Increments will be given on Fixed pay only. Increments will be based strictly on individual and business performance and the same shall be at the sole discretion of the Company. In case individual and/or business performance is not satisfactory, you will not be entitled to any increments whatsoever. Your Performance and contribution to the company will be an important consideration for salary increments and promotions. Neither the promotion nor the increment can be claimed as a matter of right.
- 6) **PROVIDENT FUND**: The Company’s contribution to the Provident Fund shall be in line with provisions of The Provident Fund Act, 1952 as applicable from time to time
- 7) **GRATUITY**: You will be entitled to Gratuity as per the provisions of Payment of Gratuity Act, 1972.
- 8) **GROUP MEDICLAIM POLICY**: Group Mediclaim Policy is applicable to all the Management Staff working with PPL for his/her family members (Spouse, two children upto 25 years and parents or parent in-laws). Hospitalization expenses due to accidental injury or sickness will be covered. The limits of coverage and the nominal monthly charge to employees, would be as mentioned in the Company policy and would vary as per the management band in which you are placed at any given time period of your service. The Group Mediclaim Policy is applicable from the date of joining of your commencing work with the company. The policy is liable to change as per the discretion of the management from time to time. Employees should refer to the policy board for changes/revisions/rules, which may take place from time to time.

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- 9) **PERSONAL ACCIDENT:** You will be covered under the Company's Group Personal Accident Policy, as per the rules and regulations governing the said scheme.
- 10) **TAX:** You will be fully liable for the payment of income tax on your total remuneration including bonuses/ variable pay to the income tax authorities including other such statutory dues/taxes and this will be your personal responsibility. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.
- 11) **DEDUCTIONS FROM ANNUAL GROSS REMUNERATION PACKAGE:** You agree that, at any time during your employment or on termination, the Company will deduct from your Annual Gross Remuneration Package any overpayment made or amounts owed by you. This includes but is not limited to any excess holiday/leave, outstanding loans, advances, joining expenses, relocation expenses, and the cost of repairing any damage or loss to Company's property or equipment caused by you.

The Company shall be entitled to retain any and all amounts due to you including salary, remuneration, compensation and other amounts as applicable; and to adjust and deduct there from, any or all amounts due to be recoverable from or payable by you to the Company on any count.

12) NOTICE OF RESIGNATION/TERMINATION:

- a) **DURING TRAINING:** 30 (Thirty) days notice on either side with the Company retaining the right to pay salary in lieu of the notice if so required. The payment in lieu of notice will be calculated on your Basic Salary. However, based on your performance during the training period, the company reserves the right to reduce/dispense with or extend the training period at its sole discretion or terminate your service with immediate effect, without giving any notice or assigning any reasons.
- b) **POST CONFIRMATION:** 45 (Forty Five Days) days notice on either side with the Company retaining the right to pay salary in lieu of the notice. The payment in lieu of notice will be calculated on your Basic Salary.
- c) The Company reserves its right to dispense with the notice period and/or part thereof in its sole discretion by accepting your resignation with immediate effect i.e. even before the last date of working/resignation mentioned in the resignation. In such an event you shall be paid salary calculated on your basic salary for the notice period and/or part thereof.
- d) If at any time, in the opinion of the Management, you are found guilty of indiscipline, dishonesty, disobedience, disorderly behavior, moral turpitude, theft, fraud or violation of the Code of Conduct or withholding of any information in the Application form or any other form of misconduct, in ordinary parlance negligence or acted in a manner detrimental to the interests of the Company, your services are liable for termination with immediate effect and in this case notice pay will not be payable by the company.
- e) Your services can be terminated for loss of confidence. In such an eventuality you will be kept informed in writing the reasons for losing confidence.
- 13) **NON SOLICITATION:** The Employee accepts and agrees not to solicit any employee of the Company directly or indirectly after cessation or termination of his / her employment from the Company. This non-solicitation condition will be binding on the employee for a period of 2 years from the date of cessation/ termination of his / her services from the Company and any breach in the said condition would result in considerable damages/loss to the Company, which cannot be adequately compensable by money damages. The Employee agrees and undertakes that in such an event the Employee shall fully indemnify and reimburse the Company to the extent of such Costs (liquidated damages).

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- 14) **RETIREMENT AGE:** You will retire on attaining the age of 58 years. Your date of birth as given by you, with the Company is recorded as June 23, 1999 and the same shall be treated as authoritative and final in the records of the Company. The same will remain unchanged and as a condition of employment you will automatically retire at the end of the month in which you attain the superannuation age and that no further notice whatsoever to you will be necessary in this regard. No request for change in date of birth will be entertained during the period of your service
- 15) **COMPANY PROPERTY:** During the course of employment, company may issue you property/assets required to perform your duties/ roles & responsibilities, i.e. laptop, company material, other promotional material, stationary etc. In case of your resignation/ termination/ retirement, voluntarily or otherwise you will be required to handover/return the said property / assets to the company's designated representative. In event of your failure to return the above referred property/ assets, company reserves the right to recover amount equivalent to the value of the property/ asset from you.

16) INTELLECTUAL PROPERTIES:

You acknowledge that ownership of, and all right, title, and interest in the Intellectual Properties shall at all-time vest in the Company. You expressly agree that all Intellectual Properties created by you during the course of your employment shall be under a contract of service and shall belong to the Company only.

You shall, whenever requested so to do by the Company whether during or after the termination of your employment hereunder, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain Letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.

You may have access to third party intellectual property that has been acquired by the Company by licenses or otherwise in the course of your employment in the Company. Any unauthorised reproduction, transmitting, publishing, adapting, storing, copying, modifying, distributing, displaying, reformatting, editing, excerpting, hosting, broadcasting, routing or any other misuse of the third party intellectual property by you is strictly prohibited and will constitute grounds for immediate termination of employment.

You shall execute and comply with the proprietary information and inventions agreement with the Company, which prohibits unauthorized use or disclosure of Company's inventions and proprietary information.

17) CONFIDENTIALITY:

- a) The Employee by virtue of their employment with the Company may have direct or indirect, access to confidential information under their control, direction, connection, engagement or relationship with the Company.
- b) The Employee agrees and undertakes that he / she shall during their employment and seven years after the cessation / termination of their services with the company, hold such Confidential Information of the Company in strict confidence and not disclose any Confidential Information to any third party, agent or affiliate, whether directly or indirectly, for any purpose whatsoever, without the prior written approval of the Company.
- c) The Employee shall protect the Confidential Information by using the highest degree of care and highest security precautions, to prevent the unauthorized use, dissemination, or publication of the Confidential Information during the tenure of their services.
- d) The Employee shall return all originals, copies, reproductions and summaries of Confidential Information in his / her control at the time of cessation / termination of the services of the Employee.

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- e) Nothing herein shall be construed as prohibiting the Company or its Affiliates from pursuing any other remedies available for such breach or threatened breach of confidentiality including the recovery of damages, specific performance or any injunctive relief.
- 18) **ALTERNATIVE EMPLOYMENT:** As a full time employee of PPL, you are not permitted to undertake any other business, assume any Public office, honorary or remunerative, in any capacity whatsoever without the written permission of the company
- 19) **DATA PRIVACY:** During the course of your employment with us, the Company, as your employer, will collect, store, use and disclose personal information relating to you for a variety of employment related and Company's business purposes, both during and after your employment with the Company. This information may also be shared with third parties within or outside the country for similar purposes. The Company is committed to ensuring that your personal information is handled in accordance with the applicable data privacy laws. By accepting employment with the Company, you consent to Company collecting, storing, processing, using, transferring and disclosing including to third parties (within or outside the country) of personal information relating to you for the aforesaid purposes.
- 20) **MEDICAL EXAMINATION DURING SERVICE PERIOD:** You will undergo such medical examination as the Company may require of you from time to time at the Company's cost by any doctor or doctors nominated by the Company. If, from such examination, the Company is of the opinion that continuance of your service is medically not advisable or that you are not in a position to discharge your duty satisfactorily or you are found to be incapacitated from performing your duties, the Company may terminate your services on the grounds of continued ill-health.
- 21) **CODE OF CONDUCT:** You will be required to sign the Code of Conduct, which requires you to perform your duties with the preview of the Company's policies and procedures without prejudicing the interests of the Company in any manner.
- 22) OTHER TERMS AND CONDITIONS:**
- a) In addition to the terms and conditions of employment hereinabove mentioned, you shall also observe and comply with and shall be bound by any rules, regulations and procedures which the company may from time to time separately frame for observance and compliance by its officers and which would be communicated by the Company to you as and when required.
- b) You will, unless prevented by ill health or accident or on approved leave, devote the whole of your time, attention and abilities to the business of the Company.
- c) You will not at any time hereafter, without the consent of the Company in writing, except under legal duress, divulge or make public any matter relating to the Company's transactions, dealings or plans which are of confidential nature.
- d) You will be true and faithful to the Company in all your accounts, dealings and transactions whatsoever relating to the business of the Company, and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as shall be so authorized by the Company.
- e) This employment has been offered to you based on the information furnished by you about yourself. If during the employment it is found that any of the details and/or information furnished in by you is incorrect/false or is in contravention to the Company's code of conduct or rules of the Company or if it is found that you have concealed/fabricated documents/records/testimonials of your past training/employment, your service shall be liable to be terminated at source without any notice and such cessation of the employment will be for the reasons attributable to you.

A. Shinde

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- f) You shall not enter into any contract or by any act or make any representation or give any warranties to any third party on behalf of the Company, unless authorized in writing by the Company.
- g) You shall, at all times during the course of your employment in the Company (and even after the termination with respect to the terms contained herein) agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any unauthorized disclosure or use of the Confidential Information by you or any person related to you that may have access to such Confidential Information through you.
- h) If you or your dependent family has a financial /gainful interest in any business firm and such a firm proposes to do business with the Company, then it would be obligatory on your part to make a written declaration to this effect to the Company and obtain its prior approval before any such business deal is entered into with the company.
- i) In case of your overstaying the sanctioned leave or for any absence without permission for more than 10 calendar days, you shall loose lien on your services and it will be considered you have voluntarily abandoned from the service & the company will be entitled to strike off your name from its rolls without any reference to you.
- j) In case you are convicted by Judicial Authority under Civil Procedure code, Criminal Procedure Code or Indian Penal Code it will lead to breach of trust between employer and employee relationship and your services will be terminated on the date of such judicial pronouncement.
- k) The company shall be entitled to retain any and all amounts due to you including salary, remuneration, compensation and other amounts as applicable; and to adjust and deduct there from, any or all amounts due to be recoverable from or payable by you to the company on any count.
- l) The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular.
- m) In case of any dispute, Mumbai will be considered as the place where the cause of action shall be deemed to have arisen. And that the courts, Tribunals and or authorities at Mumbai only shall have exclusive jurisdiction to entertain, try and decide such dispute irrespective of your working headquarter being elsewhere at that time.
- n) As company we give utmost importance to Safety, Quality and Environmental laws. In your area you will be responsible for observance/implementation of the same.
- o) It will be your duty to intimate in writing to HR whenever there is any change of your address.
- p) It is expressly agreed that this Appointment is made on the basis that your services being mainly of a Management and/or Supervisory nature, you will not be entitled to any rights, privileges and benefits as may be or become applicable to employees covered by the Industrial Disputes Act, 1947.

* * * * *

A. shinde

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OFFER LETTER

03/06/2022

To,

Mr. Shreyash Sunil Shitole,
Roti, Pune,
Maharashtra - 412219

Dear Shreyash Sunil Shitole,

This offer letter ("Offer Letter") confirms our offer to you, **Shreyash Sunil Shitole**, residing at **Roti, Pune, Maharashtra - 412219 ("Employee")** for a position with **RELEX HEALTHCARE SERVICES INDIA PRIVATE LTD ("Company")**. We are pleased to intimate you that you can join us on a full-time basis on **11/07/2022** which has been mutually agreed upon between you and the Company.

On the date of your joining you will be provided the formal Employment Agreement. This Offer Letter together with the Employment Agreements will constitute the entirety of the details of our offer to you.

Subsequent and pursuant to the execution of the Employment Agreement, you will be employed by the Company in the capacity of **HealthCare Advisor** with the job description and on the terms and conditions as detailed in the Agreement.

You are hereby intimated that subsequent to the execution of the Employment Agreement and the fulfillment of the terms and conditions listed therein, you shall be in receipt of an annual base compensation package of **₹ 2,60,000.00/- (Rupees Two Lacs Sixty Thousand Only)** per year payable in equal monthly installments ("Salary"), constituting the totality of the consideration being offered by the Company to you for the conduct of your duties and obligations under the Employment Agreement ("Compensation Package"). You are hereby notified that the Compensation Package is subject to all the statutory deductions for tax and other such deductions that are legally required to be withheld by an employer in India.

You are required to report for duty at the above address, on **11/07/2022**.

You are to further note that you will undergo an initial probationary period of six months ("Probationary Period") from the actual date of commencement of Employment, wherein the Company may terminate the Employment at any time without assigning any reason in relation to the same and at its sole and absolute discretion. Subsequent to the expiry of the Probationary Period, the Employment may be terminated in the manner stipulated in the Employment Agreement.

You are also required to sign the Non - Disclosure Agreement provided for in Annexure to this Offer Letter.



Relex Healthcare Services India Private Ltd

Regd Office: Second Floor, Nish Manor, 25/2, Norris Road, Richmond Town
Bengaluru 560025

Company ID (CIN): U52100KA2019PTC124644

Please confirm your acceptance of this Offer Letter by signing and returning a duplicate copy of this Offer Letter and the Non Disclosure Agreement immediately. This Offer Letter is valid for acceptance for a period of two days following the date of issuance of this Offer Letter.

By affixing your signature to this Offer Letter and the Employment Letter, you affirm your acceptance of the Offer Letter. If you do not join duty this Offer Letter as per the date indicated in this offer letter, or by any extended date agreed in writing, this Offer Letter stands withdrawn.

We look forward to receiving your acceptance of this Offer Letter. In the event that you have any clarifications or queries with regard to the content of this Offer Letter, please contact Mr. K P Shravan, (Director)

Sincerely,

Director

For and on behalf of Relex Healthcare Services India Pvt Ltd.

ANNEXURE -NON-DISCLOSURE AGREEMENT

Non - Disclosure Agreement ("Agreement") is entered into on this, **03/06/2022** ("Effective Date") at Bangalore

BY AND BETWEEN

RELEX HEALTHCARE SERVICES INDIA PRIVATE LTD, a company duly incorporated under the Companies Act 2013, having its registered address at Second Floor, Nish Manor, 25/2, Norris Road, Richmond Town, Bengaluru 560025, and represented by its authorized signatory **Mr K P Shrvan, Director**, (hereinafter referred to as "Disclosing Party", which expression shall unless repugnant to or excluded by the context hereof, be deemed to mean and include its successors, affiliates and permitted assigns), of the FIRST PART;

AND

Shreyash Sunil Shitole, aged about **22 years**, an Indian citizen, residing at **Roti, Pune, Maharashtra - 412219** (hereinafter referred to as "Receiving Party", which expression shall, unless repugnant to the context hereof, be deemed to mean and include his successors in interest, legal heirs and permitted assigns) of the OTHER PART.

For the purposes of this Agreement the Disclosing Party and Receiving Party shall be individually referred to as "**Party**" and collectively as "**Parties**".

WHEREAS:

- A. The Disclosing Party is engaged in the business of distribution of medicines, and personal products and providing healthcare services.
- B. The Receiving Party is being engaged as an employee of the Disclosing Party in the position of **HealthCare Advisor**.
- C. The Parties understand that the Disclosing Party will disclose certain Confidential Information [as defined hereinafter] to the Receiving Party and that the Receiving Party shall have access to Confidential Information of the Disclosing Party on account of the nature of the employment.
- D. The Parties hereto have decided to protect the confidentiality and detail the manner of utilisation of the Confidential Information (defined hereinafter) disclosed by the Disclosing Party to the Receiving Party in accordance with the terms and conditions of

this Agreement.

NOW, THEREFORE, the Parties hereby agree as follows:

Clause 1. **DEFINITIONS AND INTERPRETATION**

1.2. Definitions

1.2.1. **“Agreement”** shall mean this Non - Disclosure Agreement entered into on the Effective Date;

1.2.2. **“Applicable Law”** shall mean all applicable laws, bye-laws, statutes, rules, regulations, orders, ordinances, notifications, codes, guidelines, policies, notices, directions, writs, injunctions, judgments, decrees or other requirements or official directive of any court of competent authority or of any competent governmental authority or person acting under the authority of any court of competent authority or of any competent governmental authority of the Republic of India, whether in effect on the date of this Agreement or thereafter;

1.2.3. **“Business Day”** shall mean any day other than a Saturday, Sunday or a day on which either the state or national banks in India are not open for the conduct of normal banking business;

1.2.4. **“Claim”** shall have the meaning assigned to it in Clause 11.1 of this Agreement;

1.2.5. **“Confidential Information”** shall mean:

- A. All information relating to and concerning any and all algorithms, applications, business operations, products, services, trade secrets, business processes, business methodologies, and any commercial, financial and technical or non-technical detail including without limitation or exception any and all proprietary or non-proprietary information shared regarding analytical reports, studies, software, source code, programs, configuration files, systems, system documentation, user documentation, designs, components, prototypes, specifications, technologies, formulations,

techniques, projects, planned projects, markets, supply chain specifications, customers, employees, agents, investors, investment amounts, potential investors, board composition, details regarding board meetings and resolutions, internal communications and memorandums, shareholders, shareholding patterns, liabilities, loans, debt instruments issued, branding, merchandising, data analysis including revenue projections, cost summaries, pricing formulae, technical know-how and any other Intellectual Property Rights of the Company whether registered or not, irrespective of whether it is written, oral, in the form of audio tapes or video tapes, drawn, transcribed or plotted, through or on any human or machine readable document, disclosed by the Disclosing Party to the Receiving Party;

- B. The existence of a relationship, the nature of relationship and all information associated with such relationship between the Parties;
- C. The content and the existence, negotiations and communications, relating to this Agreement.

1.2.6. **“Effective Date”** shall mean the **03/06/2022**.

1.2.7. **Intellectual Property Rights** includes, irrespective of whether registered or not (i) all copyrightable works, all copyrights including, moral rights, and all applications, registrations and renewals in connection therewith; (ii) all computer software (including data and related documentation) code, machine code, source code, related documentation, graphics, images, designs, logos, programs, layouts and specifications; (iii) all inventions (whether patentable or unpatentable and whether or not reduced to practice), all improvements thereto, and all patents, patent applications, and patent disclosures, together with all re-issuances, continuations, continuations-in-part, revisions, extensions and re-examinations thereof; (iv) all other proprietary rights of whatsoever description whether or not protected and whether or not capable of protection; (v) all designs, including features of shape, configuration, pattern, ornament or composition of lines or colours applied to any article whether in two dimensional or three dimensional or in both forms, and all copies and tangible embodiments thereof regardless of form and medium.

- 1.2.8. “**Term**” shall have the meaning assigned to it under Clause 6.1 of this Agreement.
- 1.3. Interpretation
- 1.3.1. The headings and indices are inserted for reference only and shall not affect the construction/interpretation of this Agreement.
- 1.3.2. This Agreement is divided into Clauses, each Clause consisting of sub-clauses.
- 1.3.3. All schedules and annexures to the Agreement, including those as modified or amended from time to time by the Parties after mutual consent, shall be deemed to be a part of the Agreement.
- 1.3.4. Where the day by which anything is to be done is not a Business Day, that thing must be done by the successive Business Day.
- 1.3.5. References in this Agreement to statutory provisions shall be construed as references to those provisions as modified or re-enacted from time to time (whether before or after the date of this Agreement) and to any subordinate legislation made under such provisions and shall include references to any repealed statutory provision which has been so re-enacted (whether with or without modification).
- 1.3.6. No provisions of this Agreement shall be interpreted in favour of, or against, any Party by reason of the extent to which such Party or its counsel participated in the drafting hereof or by reason of the extent to which any such provision is inconsistent with any prior draft hereof.

Clause 2. **SCOPE**

- 2.1. Notwithstanding any other understanding and/or legally binding contract entered into by the Parties, this Agreement is to govern the rights and obligations of the Parties with respect to the utilisation, disclosure, protection and disposal of the Confidential Information provided to the Receiving Party by the Disclosing Party.

- 2.2. The Parties agree that that the Confidential Information is being provided to the Receiving Party on a good faith basis and that the Receiving Party is to carry out or abstain from carrying out all things necessary to effect the protection of the Confidential Information in accordance with the provisions of this Agreement.

Clause 3. LIMITATIONS ON USE AND DISCLOSURE OF CONFIDENTIAL INFORMATION

- 3.1. The Receiving Party will utilise and maintain any Confidential Information exclusively for any purpose that may be specified by the Disclosing Party at the time of disclosure of the Confidential Information. In the event that the Receiving Party wishes to utilise the Confidential Information for any purpose other than that which is specified by the Disclosing Party it may only do so upon the receipt of written consent of the Disclosing Party.
- 3.2. The Receiving Party will not disclose the Confidential Information, whether directly or indirectly, to any third party without the express written consent of the Disclosing Party.
- 3.3. The Receiving Party will not reproduce, duplicate or replicate any constituent element of the Confidential Information and will not make known, divulge, publish, communicate or intimate in any form or manner the Confidential Information whether through direct means or indirect means, or undertake any action that has the consequence of effecting disclosure of the Confidential Information to any third party.
- 3.4. The Receiving Party will not disclose and disseminate the Confidential Information to its employees unless their role in the Receiving Party's operations necessitates the disclosure of the Confidential Information. In the event that the disclosure of the Confidential Information to the Receiving Part's employee(s) is required for the purpose specified in this sub-clause, such disclosure is to be made to only the extent necessitated for the performance of the employees' duties under the concerned employment contract. Further any such disclosure is only to be made to such an employee who is mandated

and legally obliged to the same standard of confidentiality with regard to the Confidential Information as is stated under Clause 3 of this Agreement;

- 3.5. The Receiving Party will not use, analyse, decompile, disassemble, reverse engineer, tamper or engage in the conduct of any such activities with respect to the Confidential Information, for the purpose of using such activity as the basis for the development or providing any aid to a third party for the development of any solutions, processes or products or other intellectual property;
- 3.6. The Receiving Party will not respond to any request for disclosure by any judicial, quasi-judicial or any other authority under the Applicable Law, without first promptly intimating the Disclosing Party and giving it adequate opportunity to take legal recourse to protect its Confidential Information before the appropriate forum. In the event the protection sought by the Disclosing Party is not provided, the Receiving Party may disclose the relevant information to the appropriate authority to the extent requested and no further.

Clause 4. **STANDARD OF CARE**

- 4.1. The Receiving Party will, over the course of protecting the confidentiality of the Confidential Information as detailed under Clause 3 of this Agreement, implement the same standard of care it employs for the protection of its own Confidential Information.
- 4.2. The Receiving Party will undertake the implementation of its duties and obligations under this Agreement on a good-faith basis and will and undertake its best efforts in implementing the substance and intent of this Agreement as detailed under Clause 2 of this Agreement.
- 4.3. The Receiving Party will retain and not remove any “Confidential” stamps or markings appearing on such Confidential Information.

Clause 5. **EXCEPTIONS AND BURDEN OF PROOF**

- 5.1. Exceptions

5.1.1. The obligations set forth with regard to preserving the confidentiality, utilising and effecting the non-disclosure of Confidential Information are not applicable to any Confidential Information which:

- A. Is or becomes publicly known through no wrongful act of the Receiving Party;
- B. Already exists in the public domain at the time of disclosure;
- C. Is rightfully received from a third party upon whom the restrictions with respect to the utilisation and protection of the Confidential Information detailed under this Agreement are not operative and when such an act is not in breach of this Agreement;
- D. Is disclosed after the receipt of written authorisation from the Disclosing Party signifying the provision of consent for disclosure of the Confidential Information by the Receiving Party;
- E. Is already in the possession of the Receiving Party at the time of disclosure as may be adequately demonstrated from the written records of the Receiving Party to not have been sourced either directly or indirectly from the Disclosing Party;
- F. Is developed by the Receiving Party without any input or use of the Confidential Information as is to be evidenced from the written records kept by the Receiving Party.

5.2. Burden of Proof

5.2.1. The Parties agree that the burden of proof in relation to demonstrating the applicability of any one or more of the exceptions stated under Clause 5.1 of this Agreement to the satisfaction of the Disclosing Party is to lie solely on the Receiving Party.

Clause 6. **TERM**

6.1. This Agreement will commence on the Effective Date and its terms and conditions are to be operative and continue for perpetuity ("**Term**").

6.2. Notwithstanding anything under this Agreement, the Disclosing Party may, at its sole

discretion, choose to terminate this Agreement at any point in time during the Term.

Clause 7. **RECEIPT AND RETURN OF CONFIDENTIAL INFORMATION**

- 7.1. The Parties understand that any information and all constituents of the Confidential Information will remain the property of the Disclosing Party. The Receiving Party will, upon the receipt of any Confidential Information and upon a request by the Disclosing Party, provide a dated receipt duly signed by its authorised signatory indicating the receipt of the concerned Confidential Information.
- 7.2. The Receiving Party will within 30 [thirty] days of the termination of this Agreement as provided for under Clause 6.2 of this Agreement or upon the receipt of a notice to the below-stated effect issued by the Disclosing Party, return or destroy any and all data it possesses that constitutes Confidential Information in addition to any copies or derivatives thereof, irrespective of the form of the data, including, without limitation, data saved on computer disks, CD-ROM or DVD's, flash drives and any other means whereby the data is stored or collected.
- 7.3. Subsequent to the destruction of the Confidential Information as detailed under Clause of this Agreement, the Receiving Party shall provide a dated receipt duly signed by its authorised signatory signifying that the Confidential Information has been destroyed as specified under Clause 7.2 of this Agreement.

Clause 8. **NO FURTHER RIGHTS**

- 8.1. The Parties agree that the Disclosing Party will, by virtue of the disclosure of the Confidential Information to the Receiving Party, neither expressly nor by implication, grant any right or license to the Disclosing Party in respect of the Confidential Information or assign any patent, trade secret, invention, trademark, copyright and any other intellectual property right of the Disclosing Party to the Receiving Party.

Clause 9. **APPLICABLE LAW, JURISDICTION AND DISPUTE RESOLUTION**

- 9.1. This Agreement shall be governed by and interpreted in all respects in accordance with

the laws of the Republic of India.

9.2. Subject to the provisions made in Clause 9.3, the Parties hereby submit to the exclusive jurisdiction of the courts of Bengaluru.

9.3. All disputes arising out of or in relation to this Agreement, shall be settled amicably by the Parties, within a period of 30 [thirty] days from the first initiation of the dispute by either Party. In the event no amicable settlement is arrived at within a period of thirty days from the date of first initiation of the dispute by one Party to other, the Parties shall resolve the dispute by means of arbitration pursuant to the Arbitration and Conciliation Act, 1996, with:

9.3.1. The arbitration conducted by an arbitral tribunal comprising of 1 (one) arbitrator mutually appointed by the Parties.

9.3.2. The arbitration proceedings conducted in English language only and the venue for arbitration located at Bangalore.

9.4. The award of the arbitral tribunal shall be final and binding on the Parties.

Clause 10. **ASSIGNMENT**

10.1. This Agreement shall be non-assignable by the Receiving Party unless prior written consent of the Disclosing Party is received.

10.2. In the event that this Agreement or the duties and obligations of the Receiving Party listed herein, is assigned or otherwise transferred with the written consent of the Disclosing Party as provided under this Clause, it shall be binding on all successors and assigns.

Clause 11. **INDEMNITY**

11.1. The Receiving Party will indemnify and hold harmless the Disclosing Party, its officers, directors, employees, sub-licensees, customers, agents and any other such functionaries from any and all claims, losses, liabilities, damages, expenses and costs (including

attorneys' fees and court costs) which result from a breach or alleged breach of this Agreement by the Receiving Party or any of its agents ("Claim"), provided that the Disclosing Party gives the Receiving Party written notice of any such Claim with the Receiving Party possessing the right to participate in the defence of any such Claim at its own expense.

- 11.1.1. The Receiving Party acknowledges that any unauthorized use or disclosure of the Confidential Information in breach of this Agreement may cause irreparable damage that monetary damages would not adequately remedy. Both Parties therefore agree that the Disclosing Party is entitled to seek injunctive relief to remedy or address any potential or actual disclosure of the Confidential Information before an appropriate forum, in addition to any other remedy that presents itself in law or in equity for addressing such a breach.

Clause 12. **SEVERABILITY**

- 12.1. If any provision or any part of a provision of this Agreement is invalid, unenforceable or prohibited by Applicable Laws, such provision or part of provision if this Agreement shall be severed from this Agreement and shall be considered divisible as to such provision or part thereof and such provision or part thereof shall be inoperative between the Parties hereto and shall not be part of the consideration moving between the Parties hereto and the remainder of this Agreement shall be valid and binding and of like effect as though such provision was not included herein.

Clause 13. **AMENDMENT**

- 13.1. The Agreement may be amended from time to time solely with the mutual consent of the Parties.

Clause 14. **NOTICES**

- 14.1. Any notice or other communication required to be sent under this Agreement shall be sent or delivered to the either Party at the postal address and e-mail set forth below, or at such other address as the Parties may from time to time designate in writing:

In the case of notices to the Disclosing Party	Kind Attention Address	Chandrashekar Kini Relex Healthcare Services India Pvt Ltd, Second Floor, Nish Manor, 25/2, Norris Road, Richmond Town, Bengaluru 560025, 98866-36000
	Tel Number	98866-36000
	E-Mail	mckini@relexhealth.com

In the case of notices to the Receiving Party	Kind Attention Address	Shreyash Sunil Shitole Roti, Pune, Maharashtra - 412219
	Tel Number	9730678593
	E-Mail	shreyash6750@gmail.com

14.2. Any notice or other communication shall be sent by certified or registered mail, email, and facsimile or by hand delivery. All notices referred in this Agreement or other communications shall be deemed to have been duly given or made:

14.2.1. 7 [seven] Business Days after being deposited in the mail with postage pre-paid; and

14.2.2. If delivered by facsimile or e-mail, when the activity report confirms successful transmission.

Clause 15. **COMPLETE UNDERSTANDING**

15.1. This Agreement contains the entire understanding between the Parties, superseding all prior communications, agreements, and understandings between the Parties with respect to the purpose of this Agreement.

[SIGNATURE PAGE FOLLOWS]



Relex Healthcare Services India Private Ltd

Regd Office: Second Floor, Nish Manor, 25/2, Norris Road, Richmond Town
Bengaluru 560025

Company ID (CIN): U52100KA2019PTC124644

IN WITNESS WHEREOF the Parties have executed this agreement on the day, month, and year mentioned above.

Signed and delivered:

For and on behalf of Disclosing Party

For and on behalf of Receiving Party

Name: K P Shravan
Designation: Director

Name: Shreyash Sunil Shitole
Designation: HealthCare Advisor



Date: 17.06.2022

Confidential

To,

Mr. Tanmay Walunj,

LETTER OF EMPLOYMENT

Dear Mr Tanmay Walunj,

We are happy to offer you "**Field Medical Associate**" position in the Officer Cadre, subject to the service rules of the Company that are in force and that may be introduced from time to time, in addition to the term and conditions hereinafter set out: -

1. Your employment will commence from 11 July 2022. You will be inducted with MediSage through Training and Immersion for 6 month and based out of Pune as your Head Quarter. On successful completion of Field assignment, you would be given option of office-based role of "Medical Associate" at Company's office in Noida/Mumbai as applicable.
2. You shall, during your employment with the Company: -
 - a) Diligently, faithfully and to the best of your abilities serve the Company, use your best endeavours to promote the interests of the Company, perform all the duties entrusted to you from time to time and for the performance of all such duties, use all the knowledge, skill and experience which you possess & achieve KPIs, objectives/ targets assigned to him/her from time to time.
 - b) Observe and comply with all the service rules applicable to you and force for the time being and from time insofar as the same are not inconsistent with the terms and conditions herein contained.
 - c) Attend punctually at such a place or places of work as your duties may require during such hours of work as the Company in its absolute discretion may from time to time specify. Whenever the exigencies of work so require, you shall devote a longer period than the ordinary working hours in the employment of the Company and the Company shall not be liable to pay to you any further or additional remunerations therefor.
 - d) Give and devote the whole of your work day exclusively to your duties with the company and shall not, during the continuance of your employment, engage directly or indirectly without the prior written consent of the Company, with or without remuneration, in any trade, business, service, occupation, employment or calling which is similar or substantially similar to that carried on by the Company, nor shall you undertake any activities which are detrimental to or inconsistent either with your duties or obligations to the company or with the Company's interests & would abide by NDA signed by you during your employment.
 - e) Be required to work at Company's establishment in **Mumbai/Greater Noida** or at such other places as the Company may direct without being entitled to any extra remuneration. You are also expected to do such other work as may be assigned to you from time to time. You shall be liable to be transferred from one job, department, division or location to another or others anywhere in India as the Company in its sole discretion determines from time to time, and you shall comply with all instructions or directions given by the Company to you in that behalf;

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

Reg. Office: 1103, Lodha Supremus, Saki Vihar Road, Opp MTNL Building, Powai, Mumbai Website:
www.mymedisage.com

- f) At any time, either during the continuance or after the termination of your employment, except as many be required in connection with your employment or as may be previously authorized by the Company in writing, divulge directly or indirectly to any person, firm or Company, or use for yourself or for another or others any knowledge, information or documents which the Company may disclose or divulge to you for or in connection with the proper and proficient performance and discharge of your duties and obligations to the Company or which may otherwise be acquired by you during the course of or incidental to your employment concerning the business, property, contracts, contractors, customers, methods of working, formulae, processes, specifications, know-how, trade secrets, transactions or affairs of the Company or any Company which is or at the material time may be an associate or subsidiary of the Company. You shall, if so required, enter into a separate Confidentiality Agreement with the Company;
- g) Directly or indirectly accept any commission, profits, gifts in cash or kind, presents or gratification of any kind whatsoever from any person, firm or Company having dealings with the Company and in the event of the foregoing being offered, you shall immediately report the same to the company in writing;
- h) During your employment with the Company, wilfully waste, spoil embezzle or destroy any equipment or other property of the Company committed to your care, custody or change;
- i) Without the previous consent of the Company in writing, publish or cause to be published any book, booklet, leaflet, brochure or pamphlet or contribute any article or review to any newspaper, magazine or any publication whether for remuneration or otherwise where such a publication concerns your area of work activity with the Company;
3. You would be obliged to work with the organization for a minimum period of 2 year. In case you leave the organization before 2 year, then you will have to refund the total salary reimbursed to you till that day.
4. In consideration of the faithful and proper performance by you of your duties and obligations, the Company shall pay to you as per Annexure 'A'.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.

DIRECTOR.

Bhagwat Dhingra

Employee Signature: _____

Managing Director

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

Reg. Office: 1103, Lodha Supremus, Saki Vihar Road, Opp MTNL Building, Powai, Mumbai 400072

Website: www.mymedisage.com

Annexure 'A'

Date: 17.06.2022

Employee Name: Tanmay Walunj

Position: Field Medical Associate

Compensation: Annual CTC of INR 400004/-

Salary breakup as under: -

Particulars	Monthly	Annual
Basic	11460	137520
HRA	5730	68760
sFood Allowance	1000	12000
Conveyance Allowance	1500	18000
Other Allowance	1427	17124
Sub Total	21117	253404
EPF Employer Contribution	1800	21600
Performance Incentive*		50000
Field Travel Allowance**	6250	75000
CTC	29167	400004

****Field working Allowances:**

You will receive Field Travelling Expenses & Daily Field working allowances as per Company policy applicable to your level.

***Performance Incentive:**

You are entitled to receive INR 50,000 Performance linked incentive depending upon your performance and achievement of KPI targets set by the organization.

Note: The same will be subject to statutory tax deductions.

Thanking you,
Your faithfully,
For MediSage E-Learning Pvt. Ltd.

For MEDISAGE E-LEARNING PVT. LTD.

DIRECTOR.

Bhagwat Dhingra
Managing Director

Employee Signature: _____

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

Reg. Office: 1103, Lodha Supremus, Saki Vihar Road, Opp MTNL Building, Powai, Mumbai 400072

Website: www.mymedisage.com



LEAVE POLICY

(Updated on 1st May 2022)

For All Corporate office/ Outside Corporate Office

The Leave policy has been designed with a view to enable employees to have time off for rest, Recuperation, pursuing other interests and devoting time to family. Leaves are provided as per statutory requirements.

All leaves start as per Calendar year (January to December)

This policy seeks to set up a framework for adoption of uniform leave practices and procedures across the Company.

All employees of MediSage are eligible for 12 (Twelve) Paid leaves in a year over and above 3 (Three) National Holidays & 7 (Seven) mandatory Gazetted Holiday announced for Calendar Year (January – December).

It cannot be forwarded neither encashed. These leaves get lapsed at the end of the year if unutilized.

Eligibility:

All Employees on the rolls of the Company will be eligible for the above leaves guided in this policy.

Guidelines & Procedure:

As per the date of Joining, Leaves are credited to the leave account of a particular employee. All Employees Join before 15th of the month will receive full month credit.

All employees need to put a request for leave/leaves to the immediate superior /Management through HR tools and Management has the right to refuse the pre-approved leave in case of any work at the end moment.

Leave availed without informing/approval of the reporting head will be considered Leave without pay.

1-2 Day leave should be intimated at least 24 Hrs. in advance.

>3 Days leave should be intimated at least 7 days in advance.

All employees going on leave should assign a Colleague – who knows all the details of the projects, should handle the individual's email id (to keep a check on important mails) and who is updated about

MediSage e-Learning Private Limited

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Website: www.mymedisage.com



all work developments and requirements during his/her absence of work.

Leave calculations:

Leave will be allocated on pro-rata basis to all the employees but **for first 6 month employee is only entitled to take only 3 (Three) leaves**, After 6 months Employees can take their balance leaves as & when required, Pl note balance will be available on Salary Slip. Any leave taken prefixed or suffixed with weekends should be **avoided** until very pressing. Such leaves if taken habitually then weekend would be clubbed with leaves.

Absenteeism

When an employee absents himself without any prior sanction then such unsanctioned absence from work is regarded as Absenteeism. No leave or salary accrued will be considered during these days of absenteeism and it is regarded as a serious misconduct on the employee's part. And such absenteeism will be deducted from the salary.

Any employee asking for a long leave will be at the discretion of management.

Notice Period

The Company looks forward to many years of a mutually beneficial association hence employees are expected to contribute to the growth of organization for minimum period of 2 year's basis appointment letter.

Employee can resign from the services with a notice period of 3 (Three) months.

While Company has all the rights to terminate the services of employee without any notice mentioned in point 2 (a to i) in appointment letter.

Adjustment against notice period

1. No Leaves can be availed during notice period. However, if any leave taken, then it would become a part of the deduction during full and final settlement.
2. If an employee has taken any extra leaves during the work tenure, the extra leaves will get deducted against salary in the full and final settlement amount.
3. Management in its sole discretion waive off the notice period for an employee if it finds the need to do so.

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4. In case employee is not willing for serve the notice period then he/she has to pay his/her Gross Salary against the notice Period.
5. If an employee wishes to get relieved early, it would be solely at the discretion of the management to relive the employee early without serving Notice period, in case management wants employee to continue to work till notice period in such a case employee has to abide for mutual benefits.
6. Employee will not be entitled to annual Bonus/Performance link Incentive if he/she leaves during the year or before due by the schedule of disbursement of said scheme.
7. F&F will be done within 45 days post leaving & last month salary would only be paid along with F&F

For all employees notice period is 3 months or their 3 months gross salary in Lieu of notice period would be deduct as applicable or recovered as applicable. All legal proceedings will be held out in Mumbai jurisdiction.

The Company extends to you a warm welcome as a member of its organization and looks forward to many years of a mutually beneficial association.

For good orders sake, kindly return to us the duplicate of this letter duly signed by you in acknowledgement of your acceptance of the above terms and conditions of your employment.

MediSage e-Learning Private Limited

CIN: U80904MH2019PTC332821 MSME UAM No. MH18E0191415

Reg. Office: 1103, Lodha Supremus, Saki Vihar Road, Opp MTNL Building, Powai, Mumbai 400072

Website: www.mymedisage.com



Federate Health Solutions Pvt. Ltd.

CIN - U74999MH2020PTC352239

16-D, Atlanta, Cosmos Spring, Ghodbundar road,
Owale, Thane, MH-400615

+91 - 9833581712

achilles.mba@gmail.com

www.federatehealth.com

Internship Offer Letter

30-March-2022

To,
Dilip Behera,
dilip15922@gmail.com

Dear Dilip,

On behalf of Federate Health, I am excited to extend an offer to you for an internship position within our Marketing function. This position is for the title "Intern."

This position is scheduled to begin 1 April-2022 and will be a two-month internship. The schedule and specifics for this position will be communicated to you separately. This internship does not carry any remuneration. Upon successful completion of the internship, you will be awarded a certificate that outlines your contribution and the skills you gained experience in this role. Based on performance in this 2 month internship period and business needs, you may be offered an option to continue engagement on a paid basis. This internship position will report directly to the Marketing Head.

You are hereby intimated that subsequent to the execution of the Employment Agreement and the fulfillment of the terms and conditions listed therein, you shall be in receipt of an internship amount of ₹ 15,000/- (Rupees Fifteen thousand Only) per month payable in equal monthly installments ("Salary"),

During your temporary employment with Federate Health, you may have access to trade secrets and confidential or proprietary business information belonging to Federate Health. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Federate Health. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from Federate Health.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. Please review this letter in full, and email to me your acceptance of the terms of this internship position.

We look forward to having you at Federate Health and wish you a successful internship. Welcome to our team!

Best,
Achilles Pereira

Founder
Federate Health Solutions Pvt. Ltd.



BOARD OF APPRENTICESHIP TRAINING (WESTERN

(An Autonomous Body Under Ministry of Human Resource Development, Department of Higher Education, Government of India)

2nd Floor ,Administrative Building , ATI Campus, V.N.Purav Marg, Sion , Mumbai - 400022


Phone No: 022 - 24055635 / 24053682 Fax No: 022-2405 5923 Email: placement.boatwr@gmail.com

Website: <http://www.mhrdnats.gov.in/>



APPRENTICESHIP CONTRACT REGISTRATION FORM

APPRENTICE INFORMATION

Name	Gender	Date of Birth	Age	
SUPRIT SACHIN CHAVAN	Male	25-May-1998	24	
Father / Mother Name	Enrollment Number	Caste	PWD	
Sunita Sachin Chavan	WMHG149220600043	OTHERS	NO	
Address for Communication		Mobile Number	Email Address	
Bldg - Redwood, A/504, Bhakti Park, Near imax theater, Wadala East MUMBAI CITY, MUMBAI MAHARASHTRA - 400037		8879133944	supritschavan@gmail.com	

EDUCATIONAL QUALIFICATION

Name of the Institution / College / University	Univ. Regn. Number / DOTE / DTE Regn. Number / +2 Regn	Month & Year of passing	Educational Qualification
PADM D.Y. PATIL COLLEGE OF PHARMACY, AKURDI, PUNE	51800043F	Jun-2022	Graduate - PHARMACY

TRAINING DETAILS

Training start date	Period of Training	Stipend Rs. per month	The apprentice would be undergoing training under section 22 (1)
28-Sep-2022	12 Months	15000.0	
Contract Regn. No.	Approved On	Approved By	
NA	NA	NA	

NAME AND ADDRESS OF THE EMPLOYER

SANOFI INDIA LIMITED - WGABPP000073
LNT BUSINESS PARK SAKHI VIHAR ROAD, POWAI, POWAI
SOUTH GOA, GOA - 400072

We, the Employer, Apprentice hereby declare that we have read the contents of the Apprenticeship Contracts as per the Apprenticeship Rules, 1962, as amended from time to time and agree to abide by all the provisions made thereunder. We also declare that all the provisions of the Apprentices Act, 1961, as amended from time to time including those relating to Registration and Termination of Contract are binding on us. However, we declare that the 50% stipendiary reimbursement for this contract shall not be claimed from the Government of India. According to the apprentice, it is inferred, that the apprentice has not undergone apprenticeship training elsewhere or had work. We will impart Apprenticeship training according to the approved training module/programme.

It is requested that the Registration Number may kindly be noted in your records and the claims for the reimbursement of Government share of stipend if any, may please be sent to this office once in a quarter along with Progress Report of the apprentices in the prescribed Form Apprenticeship -3.

NOTE

This is system generated ACRF document. Agreeing to the terms and conditions in the workflow is as good as signing of physical contract form on mutual agreement between Student and Establishment. It has all legal binding as per the law if mutual trust is breached.
IP address of Establishment submitting this request: 172.31.3.254 IP address of student accepting this request: NA

TERMS AND CONDITIONS OF THE CONTRACT OF APPRENTICESHIP FOR GRADUATE AND TECHNICIAN APPRENTICES

1. The period of training shall be one year (In the case of Sandwich students the period of the training shall be as stipulated in curriculum)
 2. It shall not be obligatory on part of the employer to offer any employment to the apprentice on successfully completing the apprenticeship training in their establishment nor shall it be obligatory on part of the apprentice to accept an employment under the employer

NOTE: If, however, there is a condition in the contract of apprenticeship that the apprentice shall after the successful completion of training serve the employer, the employer shall, on such completion be bound to offer suitable employment to the apprentice and the apprentice shall be bound to serve the employer in that capacity for such period and for such remuneration as may be specified in the contract subject to the approval of the Central Apprenticeship Adviser.
 3. Every apprentice undergoing apprenticeship training in an establishment shall be a trainee and not a worker and as such the provisions of any law with respect to labor shall not apply to or in relation to such apprentice
 4. (i) The apprentice shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and safety and carry all lawful order of the employer and superiors in the establishment
ii) The apprentice shall learn his subject field conscientiously and diligently and attend to practical and instructional classes regularly
iii) The apprentice shall maintain a record of his work during the period of apprenticeship training in a proforma approved by the apprenticeship advisor
iv) Where the contract of apprenticeship is terminated for failure on the part of the apprentice of carry out terms of contract, the apprentice shall refund to the employer as cost of training such as amount as may be determined by the apprenticeship adviser. In such event, the apprentice shall not be entitled to enter into another contract of apprenticeship under the act with any other employer
(v) The contract of apprentice can be terminated without compensation payable by the apprentice (a) If he/she secures gainful employment (on production of copy of the appointment order) and (b) If he/she is unable to continue training on medical grounds (on production of a certificate to this effect from a medical officer not below the rank of civil surgeon)
(vi) For breach of contract by the employer, the employer shall pay compensation to the apprentice an amount equivalent to his three months last drawn stipend
(vii) Continuance of payment of stipend shall depend on the satisfactory performance of the apprentice during the period
 5. (i) The employer shall make a suitable arrangement in his establishment for imparting a course of apprenticeship training to the apprentice in accordance with the provisions for the Act and Rules made there under and with the approval of the respective Regional Central Apprentice Adviser
(ii) Every employer is required to formulate a "Training Programme" for the training of Graduate/Technician apprentices and get it approved by the respective Regional Central Apprentice Adviser
(iii) The employer will arrange for suitable person to be placed in charge of training of apprentices as laid down
 6. (i) A Graduate/Technician Apprentice shall work according to the normal hours of work of the department in the establishment to which they are attached for training. Leaves for apprentices will be guided by the training establishments leave policy.
(ii) The stipend of a particular month shall be paid on or before the 10th of the following month
 7. Please preserve copy of the ACRF and Certificate submitted by the candidate for future reference
- * Graduate indicates both Engineering and Non-Engineering

Date: 08-Nov-2022

Mr. Hrishikesh Ramesh Walunj,
kakade nagar E
building flat no 5 nr
talera hospital
Chinchwad pune
411033.

Dear Hrishikesh,

Subject: Employment Letter

We are pleased to inform that you have been selected for employment with **Syntel Pvt Ltd** as **Officer KPO (GCM 1)**. Your total emoluments are **Rs.205000 /- per annum** and are described in "Annexure A". Your salary/emoluments shall be kept strictly confidential and you shall not disclose the same to any third party.

The Company is fully entitled to place you at any of its location/affiliates in India or abroad or at the Company's customer location within India or outside India as the Company deems appropriate based on its business requirements. You shall also be subject to any transfer by the Company on a temporary or permanent basis to other job functions, departments and/or locations or any affiliates of the Group Company, based on the Company's business requirements. Any rejection or non-acceptance by you shall be deemed to be a breach of the Terms of Employment agreement and shall be subject to disciplinary action including but not limited to termination of employment by the Company. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately

Your employment shall be confirmed effective from your date of joining the Company.

Either party can terminate this employment agreement by providing a notice period of 45 Days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company.

For Company Initiated relocation request, relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.

Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

The Company shall conduct reference checks, background checks and/or drug test before your date of joining with the Company through a third party agency at its sole discretion to verify and authenticate details and documents furnished by you to the Company. This offer is subject to your satisfactory completion of all the above verification made by the Company. The Company also reserves the rights to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. Background verification includes but is not limited to verification of your employment history and qualifications. The company reserves the right to make suitable formal/informal checks with the educational institutions and your former employers at its own discretion and you shall be deemed to have consented the Company to do so. Company reserves the right to withdraw this offer of employment or terminate your employment if the result of any background screening check (which may be conducted at any time prior to or during your employment) or any act on your part which demonstrates (at the discretion of the Company) that you will not be able to carry out the inherent requirements of your employment to the Company's standards of integrity and professionalism

The terms and conditions of the employment are listed in "Annexure B".

You are requested to report to duty in our office on **11-Nov-2022**, at **9.30 am** at the following address: **Unit S -4, Training Room No-1, A- Wing, Plot No B-1, Software Technology Park, MIDC Talawade, failing which this employment offer shall be considered null and void.**

Please return the acceptance copy (Annexure C) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

Company is committed to protect your privacy. The Privacy Statement ("Statement") explains how we use and protect your personal data in our human resources systems throughout the course of your employment relationship with the Company. This privacy statement is available on our website portal (<https://www.atos-syntel.net/legal>) for your reference.

We take this opportunity to welcome you to the Company and look forward to a very fruitful association with you.


Yours sincerely,

For Syntel Private Ltd,


Antony Kumar
Deputy General Manager

Encl: Annexure A – Remuneration Details; Annexure B – Terms and Conditions of Employment Annexure C - Acceptance Copy.

I accept the employment offer on the stipulated terms and conditions (including Annexure A and B) and shall join the Company on

10/11/2022 **Date & Signature** 

Block S-5 Plot No. B-1, MIDC Software Technology Park, Talawade, Tal - Haveli, Pune-411062, India, Tel:020-30615000/40701000
Registered Office: 2nd Floor, Building No 4, Raheja Mindspace, Airoli Navi Mumbai – 400708, India. T.: +91 22 6704 6402

Annexure A – Remuneration Details

Name: Mr. Hrishikesh Ramesh Walunj

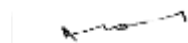
Designation: Officer KPO

GCM Level: GCM 1

Compensation Components	Annual (Rs.)
Salary & Allowances	
Basic Salary	145600
Basket of Allowance	7516
Total Salary & Allowances (A)	153116
Company's Contribution to Provident Fund (PF) (B)	21184
Advance Statutory Bonus (C)	30700
Total Cost to Company (CTC) C = (A+B+C)	205000

Note:

- (1) The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.
- (2) All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.
- (3) As per the Company policy, you will be covered under a company provided Medical Insurance.
- (4) You can opt for Provident Fund @ 12% of basic as your contribution and company contribution towards Provident fund. This is a Scheduled activity you will be communicated in advance to avail this benefit.
- (5) Advance Statutory Bonus amount is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in the future. The frequency of payment of "Bonus" Component is subject to further modification as per Management Discretion



Antony Kumar
Deputy General Manager

EMPLOYMENT – Terms and Conditions

EMPLOYER

Syntel Private Ltd having its Registered Office at Registered Office: 2nd Floor, Building No 4, Raheja Mindspace, Airoli Navi Mumbai – 400708, India. T.: +91 22 6704, a member of Atos Group of companies.

EMPLOYEE

Hrishikesh Ramesh Walunj permanently residing at kakade nagar E building flat no 5 nr talera hospital Chinchwad pune 411033. and presently residing at kakade nagar E building flat no 5 nr talera hospital Chinchwad pune 411033.

1. Date of Joining	:	11-Nov-22
2. Reporting Time on Date of Joining	:	10:00 am
3. Job Title	:	Officer KPO
4. GCM Level	:	GCM 1
5. Location	:	Pune office

You shall be governed by the following Terms and Conditions of Service during the employment with the Company, and these Terms and Conditions will be subject to amendments from time to time. These Terms and conditions of this Employment Contract, any other agreement signed with the Company or with any member of Atos Group of companies and any other Policies and guidelines that are provided by the Company in the Human Resources (herein referred as "HR") Portal or as a part of the HR Policy, Information Security Policy, Policy on non-compete, confidentiality and data protection, and any other directive whether issued by way of emails or written notifications by the Company shall all be termed as "Terms of Employment" and you shall abide by the same at all times during the term of employment and beyond to the extent such terms survive the employment term.

Terms and Conditions

1. Statement of Fact

The appointment is being made on basis of the job application form and is on reliance of the contents of resume and other information provided during the course of interview and other mutual discussions. Any misleading, incorrect or fraudulent information, either written or verbal, provided, shall result in termination of employment forthwith at the sole discretion of the Company (Herein Company would be referred to as either "The Company") and the Employee (herein employee would be referred to as either "the Employee") shall be liable to fully indemnify the Company for any losses suffered in this regard which shall be without prejudice and in addition to any other action/legal proceeding that the Company may take against the Employee. Company reserves the right to make suitable formal/informal checks with the educational institutions and previous employers of an Employee/candidate at its own discretion and the Employee/candidate shall be deemed to have consented the Company to do so.

2. Work Related

- 2.1 The Employee shall devote his/her full time to the work of the Company, and shall not undertake any other direct / indirect business/work/assignment etc. even on part-time basis whether honorary or remunerative, except with the prior written permission of the Company.
- 2.2 The Employee's designation is merely indicative of the responsibilities, which he/ she is required to carry out. Company shall be entitled to require the Employee, at any time, to perform any other administrative, managerial, supervisory, and/ or other functions and the Employee will be bound to carry out such functions by using his/her best efforts and act in good faith and in the best interests of the Company.
- 2.3 The Employee will retire from the Company services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.

- 2.4 The Employee shall not accept any presents, commissions or any kind of gratification in cash or kind from any person, party, firm or company having dealings with the Company or Company's group of companies and if the Employee is offered, the Employee shall report the same immediately to the Company.
- 2.5 The Employee shall maintain and keep in his/her safe custody such books, registers, documents and other papers as may be issued to him/her or may come in the Employee's possession and shall return the same when required by the Company.
- 2.6 The Employee will comply with all rules, regulations and procedures including service rules, practices, policies, etc. established by the Company as may be communicated from time to time, which are subject to modifications at the sole discretion of the Company and the same shall be binding on the Employee.

3. Location

- 3.1 The Company is fully entitled to place the employee at any of its location/affiliates in India or abroad or at the Company's customer location within India or outside India as the Company deems appropriate based on its business requirements. The Employee shall also be subject to any transfer by the Company on a temporary or permanent basis to other job functions, departments and/or locations or any affiliates of the Group Company, based on the Company's business requirements. Any rejection or non-acceptance by the Employee shall be deemed to be a breach of the Terms of Employment agreement and shall be subject to disciplinary action including but not limited to termination of employment by the Company. While every attempt would be made to give the Employee reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately.

For Company Initiated Relocation Request

In the event that you are required by Company to relocate, Company may reimburse the cost (or a proportion) of such relocation (the "Relocation Expenses"). The relocation reimbursement is subject to recovery as below

- Relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation

4. Entitlement to Work

- 4.1 Procurement and timely renewal of relevant work permit in India shall solely be Your responsibility and the Company shall render reasonable assistance and support on documents that You may require for this purpose. Your employment is subject to and conditional on You being legally entitled to live and work (for the Company) in India. You undertake to notify the Company immediately if You cease to be so entitled, in which event Your employment shall be deemed terminated and no compensation (with the exception of statutory dues payable, if any) shall be payable to You by the Company. The Company shall not be responsible for any liability arising thereof.

5. Hours of Work

- 5.1 Details with regards to Hours of work is covered in our Company's Policy which is available in our internal portal for the employees to refer. Further you will be required to work the hours necessary to fulfill the responsibilities of your role.

6. Probation Clause

- 6.1 Probation clause will not be applicable to You, as Your employment with the Company will be confirmed with effect from your date of joining

7. Remuneration

- 7.1 The entitlements of your Total Compensation are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements if any applicable to you are subject to applicable tax provisions which may be applicable including taxation on perquisite value.
- 7.2 Your remuneration package has been shared with you as part of the offer letter issued to you.

8. Deduction from Remuneration

- 8.1 The Company may deduct from your remuneration any overpayment made to you, any benefits including leave taken by you beyond entitlement or amounts owed by you to the Company, to the extent permitted by law.

9. Period of Notice

- 9.1 You or the Company may terminate your employment by giving the other party written notice as follows
- a. Notice period shall be 45 days
 - b. If you have signed any other agreement with the Company or any member of Atos Group of companies that provides for a larger notice period, then that larger notice period shall apply. (The above is collectively referred to as “Notice Period”). The expression like being in the employment of the Company, during your employment term etc., includes Notice Period also.
 - c. The Company reserves the right to make a payment of Basic + Basket of Allowance (BOA) pay in lieu of such Notice Period.
 - d. The Company may terminate Your employment summarily with immediate notice in the event of gross misconduct or a serious breach of Your employment obligations.
 - e. We may, at any time during Your Notice Period (whether notice is given by You or by the Company), and in Our absolute discretion alter Your duties.

10. Retirement

- 10.1 The Employee will retire from the Company services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.

11. Medclaim, Personal Accident Insurance

- 11.1 You will be covered by the Company’s Medclaim and Personal Accident Insurance Policy as per its rules/ regulations.

12. Annual Leave and Public Holiday

- 12.1 Our leave year runs from 1 January to 31 December. Your annual leave entitlement will be 33 days. Additional paid holidays are declared each year for public holidays and the Company will update the list of paid holidays for the calendar year in the internal portal of the Company.
- 12.2 You will be eligible for leave as per the Policy announced by the Company from time to time. All leave applications, approvals, rejections, etc., must be in line with the HR Policy laid down and as applicable from time to time. The Company reserves the right to cancel any approved leave for reasons of business requirements and you are expected to provide full co-operation and adhere to such requests of the Company. The Company is also entitled to, suo moto, ask you to go on leave for such number of days and on such terms and conditions as intimated to you by the HR Department without assigning any reason to you.
- 12.3 Any un-authorized leave or excess leave by you will entitle the Company to terminate your employment.
- 12.4 Full details of the policy regarding annual leave and holidays are available on the Company's internal portal.

13. Receipt of Payments and Benefits from Third Parties

- 13.1 Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Companies for the amount received or the value of the benefit so obtained. Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which You or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of the Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Group of Companies for the amount received or the value of the benefit so obtained.

14. Integrity and Professionalism

- 14.1 The Company shall conduct reference checks, background checks and/or drug test before the Employee's date of joining with the company through a third party agency at its sole discretion to verify and authenticate details and documents furnished by the Employee to the Company. This offer is subject to the Employee's satisfactory completion of all the above verification made by the Company. The Company also reserves the rights to ask the Employee to furnish additional documentation or supporting information in this regard, as and when considered necessary. Background verification includes but is not limited to verification of the Employee's employment history and qualifications. The Company reserves the right to make suitable formal/informal checks with the educational institutions and the Employee's former employers at its own discretion and the Employee shall be deemed to have consented the Company to do so. Company reserves the right to withdraw this offer of employment or terminate the Employee's employment if the result of any background screening check (which may be conducted at any time prior to or during the Employee's employment) or any act on the Employee's part which demonstrates (at the discretion of the Company) that the Employee will not be able to carry out the inherent requirements of the Employee's employment to the Company's standards of integrity and professionalism. The Employee's retention in Company's employment will be subject to the Employee's continued medical fitness. Company reserves the right to ask the Employee to undergo background verification/ medical examination if and when considered necessary.

15. Former Employer

- 15.1 In the event of the Employee becoming party to any proceeding/(s) brought by any former employer at any time during or after the Employee's employment with the Company, the Employee recognizes and agrees that the Employee shall have full and sole responsibility of responding to such action or proceeding and that the Company shall have no responsibility to participate in the Employee's response to such action or proceeding whether at the Employee's own costs or otherwise. The Employee agrees that the Employee is not expected, at any time, to disclose, to the Company and/or any member of Atos group of companies or its directors, officers or agents, the trade secrets or any other confidential information of the Employee's former employer or any other entity.
- 15.2 The Employee represents to the Company that he/she is not subject to party to any restrictive covenant, non-compete, non-solicitation, intellectual property, or confidentiality agreement or any other agreement that would limit or restrict the Employee's scope and ability to work in any way for the Company or any member of the Company's group of Companies.
- 15.3 The Employee represents that he/she is not bound by any previous agreement in any way whatsoever from the Employee's previous employment that would limit or restrict the Employee's scope of ability to work in any way for the Company or Company's group of Companies. In the event of the Employee having any obligation binding from the Employee's previous employer, the Employee undertakes to declare and hold the Company harmless and not responsible thereby releasing the Company from any such dispute related to the Employee's previous employment.
- 15.4 In case of any breach or misrepresentation on the Employee's part in the above, the Company reserves its right to terminate the Employee's services forthwith which will be without prejudice to the right of the Company to be indemnified by the Employee in respect of any litigation/proceedings that the Company or any member of Company's group of Companies may have to face on account of the Employee's breach or misrepresentation as above.

16.Data Protection

- 16.1 The Company may be required to process, transfer and store the Employee's personal and sensitive data in any of the other locations of the Company or any member of Atos group of companies that may not be the Employee's home location (including amongst others, transfers of the Employee's health information to another office of the Company) for inclusion in our central HR system.
- 16.2 By signing this employment contract, the Employee acknowledges and agrees that the Company is permitted to collect and hold personal data about the Employee as part of personnel and other business records and that the Company may use such information for the purpose of conducting background checks, administering the Employee's employment and other purposes directly related to the Employee's employment.
- 16.3 The Employee agrees that the Company may disclose such data to third parties in the event that such disclosure is in our view required for the proper administration of the Employee's employment and other matters directly related to the Employee's employment. This clause applies to information held, used or disclosed in any medium. For further information, please refer to the Information Security Policy, which is available on the Company's internal portal.

17.Return of Property

- 17.1 When the Employee's employment ends (or earlier on demand by the Company), the Employee is required to return all Confidential Information and all the Company property and equipment in an acceptable condition.
- 17.2 Subject to any written regulations issued by the Company which may be applicable, neither the Employee nor any member of the Employee's family, nor any company or business entity in which the Employee or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by the Employee on behalf of the Company and/or any member of Company's group of companies and if the Employee, any member of the Employee's family or any company or business entity in which the Employee or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit, the Employee will forthwith account to the Company or the relevant member of Company's group of companies for the amount received or the value of the benefit so obtained.

18.Conflict of Interest

- 18.1 The Employee undertakes and agrees to mention that he/she would conduct themselves with the highest standards of integrity, honesty and fairness to avoid any conflict between the Employee's personal interests and the interests of the Company. The Employee further states that the Employee does and would not have any direct or indirect interest in a competitor, customer/client or vendor/supplier of the Company or to any member of Company's group of companies to the extent or nature that it affects, or appears to affect, the Employee's responsibilities to the Company. The interest shall also apply in the manner of seeking or accepting any form of benefit, gift, privilege, financial interest, employment with or become directly or indirectly involved as an independent contractor, consultant or otherwise with any competitor/client/vendor of the Company or any member of Company's group of companies. The Employee shall not personally take advantage of a business opportunity rightfully belonging to the Company or any member of Company's group of companies or derive personal profit, gain or advantage (other than rightful compensation from the Company) as a result of any transaction undertaken on behalf of the Company or any member of Company's group of companies.

19.Policies and Procedures

- 19.1 The Company has adopted a number of employment and business policies and procedures. The Employee must comply with the Company's policies and procedures (as amended, removed or replaced from time to time), including the Code of Conduct and or the employee handbook. The Employee will have access to all of the Company policies and procedures including the Code of Conduct, on the Company's internal portal site. The Employee must familiarize himself with them and the Employee agrees to be bound by them as applicable from time to time. No separate agreement is required for the Employee to be bound by such policies and procedures from time to time.
- 19.2 The Company reserves the right to change existing policies and procedures or introduce new ones from time to time. Information about new policies and procedures or changes to existing ones including the Code of Conduct will be communicated through the Company's internal portal and/or employee communications.
- 19.3 Disciplinary procedures or any other applicable procedures in the circumstances may be implemented for failure to comply with the Company's policies and procedures up to and including dismissal.
- 19.4 The Employee also declares that the Employee has not been convicted nor pleaded guilty for violating any central, state or local law, regulation or ordinance nor has any criminal charges presently pending before any court of law.

- 19.5 The Employee understands and agrees that the Employee will not involve/make the Company and/or any member of Company's group of companies, as a party or otherwise, into any disputes/court proceedings/investigations/allegations arising out of or related to any matter which is personal to the Employee. The Employee also agrees and undertakes to keep the Company and/or any member of Company's group of companies indemnified at all times should the Company and/or any member of Company's group of companies suffers or incurs any damages and expenses whatsoever in this regard.
- 19.6 Should the Employee be alleged/convicted in any crime or offence in any country of whatsoever nature, the Employee will immediately inform our HR and adhere to all the disciplinary procedures as the circumstances may demand.

20. Information, Assets and Systems

- 20.1 When the Employee joins the Company, the Employee may have access to phones, e-mail, the Company's internal portal, internet and other equipment and systems. These form part of the Company's IT and communication systems and the Employee will be required to use them in accordance with the policies relating to them. The Company may implement disciplinary procedure if the Employee fails to comply with them and in certain circumstances, this could amount to gross misconduct leading to dismissal. The Employee should refer and adhere to the Code of Conduct and the Company Policy Standards for further information on these policies.

21. Discipline

- 21.1 Details of our disciplinary procedures are available on the Company's internal portal. These procedures do not form part of the Employee's Employment Agreement.
- 21.2 The Company reserves the right to place the Employee on leave of absence ("Suspension") at any time during the Employee's employment, on terms and for periods as the Company determines appropriate pursuant to applicable laws. This includes (but is not limited to) where the Company is carrying out investigation and/or disciplinary procedures against the Employee for breach of Terms of Employment or other allied matters.

22. Taxes

- 22.1 The Employee shall be solely responsible for declaring and paying all taxes to the relevant tax authorities due on payments made and benefits provided to the Employee by the Company and/or any member of Company's group of companies. The Company shall deduct any statutory dues/taxes from amounts paid to the Employee, as per applicable laws.

23. Changes to the employee's Terms of Employment

- 23.1 On matters not specifically covered in the Terms of Employment, the Employee shall be governed by the Company's Policies/ Terms and Conditions/ employee handbook service rules, practices, etc. which are liable for modifications, additions, total or partial withdrawal, suspension/ revocation, etc. from time to time. The Company's decision on all such matters shall be final and binding on the Employee.
- 23.2 In relation to the benefits (not being a statutory benefit) referred to in this Employment Agreement, the Company reserves the right to withdraw and/ or alter their terms without notice at any time. The Company will exercise reasonable discretion if it changes the benefits or exclude the Employee from them.

24. Warranty

- 24.1 The Employee represents and warrants that the Employee is not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits the Employee from fully performing the duties of the Employee's employment, or any of them, in accordance with the terms and conditions of this Employment Agreement.

25. Entire Agreement

- 25.1 These terms and conditions supersede any previous agreement, whether oral or in writing, between the Employee and the Company or any other member of Company's group of companies in relation to the matters dealt herein and represent the entire agreement between the Employee and the Company. This Employment Agreement or any part thereof may be modified in writing and all such modifications shall be effective when signed by both the parties hereto.

25.2 You or the Company may terminate Your employment by giving the other party written notice as follows: -

26. Waiver

26.1 It is hereby agreed that failure of the Company to enforce at any time or for any period of time, the terms and conditions contained herein shall not be construed to be waiver of any of the terms and conditions or of the right thereafter to enforce each and every term and condition of this Employment Agreement.

27. Software Related

27.1 The Employee is strictly prohibited from bringing in the office premises, any unauthorized or infringed copies of software or downloading any infringed or non-patented software in the computer systems (from external sources or otherwise) or copying software from one computer system to another which may include any violation of the provisions of the Copyrights Act or any other intellectual property rights (IPR) laws. Employee shall not introduce or bring into the Company or its clients' systems, any virus, trojan horses, computer code designed to disrupt, disable, harm, or otherwise impede the operation of software or firmware or any computer or network or that would disable the software or firmware or any computer or network or impair in any way their operation. Violation of this clause will be regarded as a serious offence and the Employee will be subjected to appropriate disciplinary action as per the policies of the Company. For the purpose of maintaining confidentiality of data, information, assignment of IP rights, non-solicitation, non-compete, non-diversion the term is deemed to include the Company and all its affiliated group companies.

28. Intellectual Property Rights

28.1 The Employee agrees to inform the Company of full details of all the inventions, discoveries, concepts, ideas, etc. (collectively called "Developments"), whether patentable or not, including but not limited to, hardware and apparatus, products, processes and methods, formulae, computer programs and techniques, as well as any improvements and related knowledge, which the Employee conceives, improves, completes, or puts in to practice (whether alone or jointly with others) while being in the employment of the Company, and which relate to the present or prospective business, work or investigations of the Company; or which result from any work the Employee does, using any equipment, facilities, materials or personnel of the Company; or which has or have been developed by the Employee or under the Employee's supervision, or which results from or are suggested by any work, which the Employee does or may do for the Company.

28.2 The ownership of all "developmental" work and documentation created by the Employee shall from the moment of its creation, vest in the Company. Thus, the Employee agrees to assign and hereby assigns to the Company/ Companies' nominee, Employee's entire right, title and interest in –

- All Developments
- All trademarks, copyrights and mask work rights in the developments; and
- All patent applications filed, patents granted on any development, including those in foreign countries, which the Employee conceives or makes (whether alone or with others) while being in the employment of the Company or within two (2) years of the end of their employment (if conceived as a result of the Employment with the Company).

28.3 The Employee acknowledges existence of the Company's present and future products, know-how, processes, software products, programs, codes, documentation and flowcharts in any form and agree to abide by the procedures of the Copyright Law or any other applicable IPR laws in force, in India and foreign countries, which prohibits the reproduction of such protected works, in whole or in part, or in any form or by any other means, without the prior written permission of the Company.

28.4 The Employee agrees to assign to the Company his/her entire right, title and interest in any invention or improvement that the Employee might make solely or jointly with others, during the course of his/her employment with the Company relating to any and all products, services, software, software tools marketed or manufactured or developed and that the Employee will perform any act and execute such documents, without expenses to the Employee which, in the judgments of the Company or its attorneys may be needful or desirable to secure to the Company, patent protection and any or all rights relating to such invention or improvement.

29. Non-Solicitation / Non-Compete

- 29.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party, solicit business from or perform services for any the Company's client or any prospective client, with whom he/she had any contact with or exposure to pursuant to this Employment Agreement.
- 29.2 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, seek engagement or employment, either full-time or contractually with any organization that is likely to deploy the Employee on project or assignment in Offshore or Onsite client engagement where the Company is already working for the same client and where the Employee had been engaged in a project with the client organization for a period exceeding one month.

30. Non-Diversion of Employees

- 30.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party solicit and/or offer an employment to persons, who are then, or were during the previous six (6) months, employees of the Company or any the Company subsidiary / associate / affiliate.

31. Specialized Training & Knowledge

- 31.1 If the Employee has to undergo any specialized training in the Company or arranged by the Company, the Employee will have to execute a training agreement and an indemnity bond to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond. Any violation of the terms will entitle the Company to recover liquidated damages as mentioned in the said training agreement and an indemnity bond. During employment, Employee agrees to undergo any specialized training as required by the Company.
- 31.2 On deputation to a client site for knowledge acquisition and subsequent knowledge transfer on a client's application, either for development, enhancement, maintenance, support or otherwise, the Employee will be understood to have gathered intellectual property on behalf of the Company. As a consequence, the Employee commits to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond from the date of return to India from the onsite engagement. Any breach of this clause will entitle the Company to recover liquidated damages as mentioned in the training agreement and an indemnity bond.

32. Confidentiality

- 32.1 So long as the Employee is in the employment of the Company, providing certain products and/or services to the Company and/or on behalf of the Company, he/ she will, at all times, observe secrecy and confidentiality in respect of technical, trade or business data or any other information that might come to his/her knowledge or possession (herein collectively referred to as the "Confidential Information"), which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore. The Employee shall use the Confidential Information solely for the purpose of and on behalf of the Company. The Employee will not disclose Confidential Information without authority of the Company to anyone other than the Company's authorized person and even after the Employee has ceased to be in the service of the Company, the Employee shall not disclose Confidential Information to anyone. The Employee hereby acknowledges that the Company and its clients are subject to certain privacy regulations and/or contractual obligations, pursuant to which the Company shall be required to obtain certain undertakings from the Employee with regard to privacy, use and protection of non-public information of the Company and/or its clients (of client's customers) or any prospective clients. Employee agrees that (a) he/she shall not disclose or use any client/customer data except to the extent necessary to carry out its obligations under this Agreement and in accordance with applicable privacy laws; (b) he/she shall not disclose client data to any third party without the prior consent of the Company and/or client (c) he/she shall maintain, effective information security measures, in accordance with the policies of the Company and /or client and as otherwise necessary to protect client data from unauthorized disclosure or use; and (d) he/she shall notify the Company in writing immediately upon becoming aware of any such unauthorized disclosure or use of the Company and/or client data in detail. The obligations set forth in this clause shall survive termination of the Agreement indefinitely.
- 32.2 The term "Confidential Information" does not include information which (i) is already in Employee's possession, or (ii) becomes generally available to the public other than as a result of a disclosure by the Employee or (iii) becomes available to the Employee on a non-confidential basis from a source other than the Company and/or Company's clients. Employee further agrees that disclosure of the same shall be with prior permission of the Company.

- 32.3 The Employee agrees to promptly re-deliver to the Company, upon request/ in the event of his/ her ceasing the employment with the Company, i) all drawing, blue print or other reproductions or other data, tables, calculations, letter or other documents or other writing or copy of writing of any nature whatever pertaining to the business of the Company, ii) Confidential Information including all Intellectual property rights, whether registered or unregistered on any tangible media. The Employee will not retain any copies, extracts or other reproductions in whole or in part of such material. The Employee further agrees that breach of this confidentiality clause could cause irreparable damage to the Company and that the Company shall be entitled to any and all injunctive relief, as well as monetary damages, including reasonable attorney fees, for such breach.
- 32.4 From time to time, Company's customers/clients and other business requirements may require all employees to sign special Non-Disclosure Agreements ("NDA's"). These NDA's may be process/ client specific or could represent a regulatory requirement. The Employee agrees to sign and comply with the terms and conditions of the said NDA's, as and when required.

33. Remedies

- 33.1 The Employee agrees that his/her failure or neglect to perform, keep, or observe any term, provision, condition, covenant, warranty, or representation contained in this Employment Agreement, the confidentiality agreement or any other agreement between the Employee and the Company, will cause the Company immediate and irreparable damage and that the Company is, in addition to all other remedies available to it, entitled to immediate injunctive and equitable relief from a court having jurisdiction to prevent any breach and to secure the enforcement of its rights hereunder.
- 33.2 Remedies for damages procuring prior to the Company's knowledge of breach or until action in breach ends and related in any way to the effects of the breach shall include but not be limited to monetary damage, liquidated damage, attorney's fees and other cause related to the action.

34. Governing Law

- 34.1 The validity, construction, interpretation and performance of this Employment Agreement will be governed by Indian laws and adjudicated upon by a competent court in Pune.

35. Severability

- 35.1 If any clause in this employment agreement is held invalid, illegal or unenforceable for any reason, that provision shall be severed and the remainder of the provisions of this employment agreement will continue in full force and effect as if this employment agreement had been executed without such invalid provision.

36. Clarifications

- 36.1 For any further clarifications about the above clauses or any interpretation of the above clauses, the Employee may approach the HR team.

37. Notices

37.1 All notices under this Employment Agreement shall be sent by post and/or email at the following addresses
kakade nagar E building flat no 5 nr talera hospital Chinchwad pune 411033.

For Syntel Private Ltd



Antony Kumar
Deputy General Manager

Each party shall notify the other about any change in address at least 15 days prior to the change happening. Notice sent to you at the above address or the current communication address as per company records shall be deemed as sufficient service during and after the term of this Employment Contract.

Please indicate your acceptance of these terms and conditions by signing the duplicate copy of this Employment Agreement and returning it to the Company.

I, the undersigned, have read and agree to be bound by the terms and conditions of employment as stated in this Employment Agreement. I understand that the Company may vary the terms and conditions of employment from time to time and I agree to be bound by the same

Employee Name: Hrishikesh Ramesh Walunj

Employee Signature:





Invitation Letter

Name: Snehal Dilip Pawar
Date: Tuesday, August 23, 2022
Dear **Snehal Dilip Pawar**,

We are glad to inform you that you are being invited to undergo a short-term fixed traineeship under the **Applicant Training Program (ATP)** in our organization.

This training program would be in two stages. Stage 1 will be a **classroom training (CRT) of 2 weeks**. Stage 2, will be an **On-the-Job Training (OJT) of 4 weeks**. Furthermore, only on successful clearing the assessments and minimum requirements of the **CRT stage**, you will be moved to the **OJT stage**.

Please note that this invitation does not guarantee you permanent employment at BYJU'S. This Agreement will automatically expire upon the completion of the term of the training program, unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. For example, if you do not clear the CRT (classroom training stage) based on assessments that you go through, your traineeship will be terminated after two weeks and you will be paid a prorated amount for those two weeks. The decision of the Company in this matter shall be final.

1. Training Program Details:

Training Role:	Applicant Trainee - Sales
Trainer:	Rahul Raj (TNL201605108)
Reporting Time:	9:30 AM
Classroom Training Location:	Byjus Pune - 4th floor, Pentagon 5, Magarpatta City Township Hadapsar, Pune - 411028
OJT Training Location:	Work from Home
Role Location:	Pune

2. Date of Enrollment: Your enrollment becomes effective from the date of joining the Applicant Trainee Program, which date shall be no later than **Tuesday, August 30, 2022**.

3. Term: The term of this training program would be for a period of 2+4 weeks, commencing from your date of enrollment. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 13 of this Agreement. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management. The decision of the Company in this matter shall be final.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over and above the 6 weeks) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company in this matter shall be final.

5. Background Check: The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-enrollment screening activities (including background verification and criminal history check).

6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer to you any position/ employment with the company on the expiry of this fixed-term traineeship Agreement. Any offer of employment, after completion of the 6-week training program, will be subject to satisfactory performance during training, qualification of all criteria - as determined by the central management from time to time - and the needs of the company from time to time.

The offer is also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company.

7. Stipend: Your stipend for the entire duration of the training program of 6 weeks is INR 25,000 (Stipend) and per month stipend is INR 16667 (refer to the annexure for break up). For people whose training (CRT) location is different from the current base location (origin of travel to CRT location is different), an additional allowance of INR 6000 will be added to your stipend to defray a certain part of your travel and relocation expenses.

Payment Processing

The stipend shall be paid monthly on a pro-rata basis as per the number of days worked in the previous month. Travel & Relocation Allowance also shall be paid on the pro-rata basis after the joining along with the immediate next monthly payment of the stipend, given you have completed 14 days of classroom training on the date of payment of stipend.

Performance pay (incentives)

You will also be eligible for a performance pay of up to 10% of the total sales (confirmed revenue). In case of partial completion of the training program, the compensation would be adjusted on a pro-rata basis till the date of disqualification or the date of voluntary dropout. The above is subject to audit and any wrong/inappropriate/fake sale revenue will be removed from the calculations and will be excluded from confirmed revenue.

8. Deductions: The Company shall be entitled to deduct from the above stipend payable to you calculated on monthly basis, the following contractual, statutory, and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted taxes
- (c) Dues to Company including loans at source at the rates applicable; or
- (d) Any other applicable statutory deductions
- (e) PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 130/- per month towards Employee PF deduction of INR 1560/- per month), will be included in above mentioned stipend.

The income tax liability with regards to your income and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned stipend, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable for you will be shared post your joining the training program.

10. Company Policies: You will be governed by the Company's policies, regulations, and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policies' tab in your 'Service Platform Account' and/or the 'Applicant Training Program Handout' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. If you join the program from the 1st to the 15th of a month, you are entitled to get the leave credit for that month. If you join the program between the 16th to the end of the month, you are not entitled to the leave credit for that month. You will not be eligible for any other paid leaves during the Applicant Training Program.

12. Absence from duty: During the training program, if you take off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated as loss of pay days. You are expected to report to your department head on rejoining the duty after an absence and provide valid reasons for absence in writing before taking up training again. If you are absent from duty for more than 2* days (including paid and unpaid leaves/consecutive or cumulative), training will be discontinued due to automatic disqualification.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, needs to be read as 3 days, with no change to terms and conditions of Clause 11.)*

13. Termination: Subject to Clause 3, your services may be terminated in the following manner:

a) The Company will be entitled to disqualify your participation in the training program by giving you 48 hours' notice in writing, or by payment of 48 hours' stipend in lieu of such notice with or without cause. In the event you desire to opt-out of the training program, you will be required to give the Company 48 hours' notice in writing or 48 hours' stipend in lieu of such notice.

b) In the event of disqualification on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies or you are found to be absconding from the training program or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your disqualification will be immediate and without any notice or compensation.

c) In the event of your exit from the Training Program, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the corresponding stipend amount in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be a part of the training program of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your association with the Company.

d) Trainee Certificate will be provided only on completion of the training period. If the resignation is initiated by you or you have been relieved as part of the Absenteeism policy, for violating the company policies, or for disciplinary issues during the training, you will not receive the certificate.

14. Confidential Information: During the training program, you may come into possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your traineeship in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents, and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in the company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material, and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free rights in such intellectual property in perpetuity to the Company. You shall not assert any right, title, or interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

- a. You are required to devote your entire time, attention, and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your traineeship with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.
- b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to a breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material, and documents with utmost honesty and professional ethics.
- c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d. During the course of your training program, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit a breach of the terms of your traineeship or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your traineeship forthwith without notice or payment in lieu of notice and deduct from your stipend or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e. During the course of your training, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including, but not limited to warning, suspension or disqualification your candidature forthwith without notice or payment in lieu of notice and deduct from your stipend or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- f. You will keep the Company informed of any change in your residential address, your family status, or any other personal particulars relevant to your traineeship, as and when the change occurs.
- g. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the applicant training program by the Company. Your traineeship with the Company shall be contingent upon you executing the said agreement.
- h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- i. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
- j. This letter constitutes the complete understanding between you and the Company regarding the terms of your association with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your association. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- k. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your training contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining the training program at the earliest. We are certain that as a participant of the training program, you will find challenge, satisfaction, and opportunity in your association with the Company.

You are requested to carry the below-mentioned documents on your joining date

1. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Details of the training program

The training program has two Stages:

Stage1 : Classroom Training Program (CRT)

Duration : 2 Weeks.

Post completion of 2 weeks, you will be assessed on various parameters. Only qualifying training participants will be moved to Stage 2 (OJT stage) of the program.

Stage 2 : 'On-the-job' Training (OJT)

Duration : 4 Weeks.

Post completion of 4 weeks, the training participants will be assessed on various parameters captured during 4 weeks. Only qualifying training participants will become eligible to be offered a role of BDA (Subject to approval from management). There will be additional performance incentives that will be applicable during the training program.

Please note that this invitation does not guarantee you a permanent employment at BYJU'S. The management reserves the sole right to take the decision.

Yours sincerely,

I have read and understood all the terms and conditions of the Applicant Training Program

Think & Learn Pvt. Ltd.**Accept Job Offer by signing below****Human Resource****Signature:***This is system generated offer letter and does not require an authorized signature.***Annexure****Business Development Associate - Inside Sales (BDA) Profile Details**

Upon satisfying the conditions mentioned above, the offer for the role of BDA will be extended with a compensation of INR 8 LPA (5LPA fixed + 3LPA variable) for the role of BDA - Inside Sales.

Your work location after being offered the role of Business Development Associate (post successful clearance of the training program) would be Pune, or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

If the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to rescind your offer in case the offer has been made or terminate employment if you have joined as an employee.

Breakup of Stipend

Applicant Trainee Program Duration	6 Weeks
Stipend Amount for 6 weeks in INR	25000
Monthly Stipend in INR	16667
Monthly Stipend Breakup (INR)	
Basic	10856
HRA	543
Special Allowance	2148
Statutory Bonus	1084
Employer PF	1560
Employer ESIC	476
Total Monthly Stipend Cost	16667
Deductions	
Employees PF	1560
Employee ESIC	110
Professional Tax	200
Net Take Home (Total Stipend - Employer PF/ESIC - Deductions)	12761

Ref No: 22992305
20-Oct-2022



Saurabh Surendra Chavan

Dear Saurabh,

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

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

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

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

Please note:

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

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

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

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



Shibu Balakrishnan
AVP – HR

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

Signature: Chavan

Date: 20/10/2022

Compensation and Benefits

Name: Saurabh Surendra Chavan

Designation: Process Executive - Data

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

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

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

Leave and vacation:

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

Category of Leave

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

Provident Fund Wages:

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

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

Employee State Insurance (ESI):

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

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

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

* Flexible Benefit Plan:

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

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

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

Note:

- Any statutory revision of Provident Fund/ESI contribution or any other similar statutory benefits will result in a change in the net take-home salary. The Annual Gross Compensation will remain the same
- Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 20-Oct-2022 between:

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

AND

Saurabh Surendra Chavan, 23 (Age), residing at Akardi Pune (hereinafter referred to as "you," "your" or "yourself," which shall, unless counter to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

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

RECITAL:

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

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

1. Duties and Responsibilities

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

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

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

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

4. Confidentiality

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

5. Data Protection

By signing below,

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

bodies/authorities as required under applicable law/requirements.

6. Work Schedule

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

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

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

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

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

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

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

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

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

16. Deputation, Assignment and Transfer

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

17. Survival

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

18. Dispute Resolution and Governing law

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

19. General


This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by the Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without the Company's prior written consent, and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of the Company and its affiliates and their employees, contractors or clients.

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

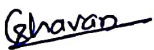
IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Saurabh Surendra Chavan


Shibu Balakrishnan
AVP – HR

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

Signature: 

Date: 20/10/2022

Ref No: 22992308
08-Nov-2022



Shubham Dadarao Shinde

Dear **Shubham Dadarao**,

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

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

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

We request that you join us on or before **08-Nov-2022**.

Please note:

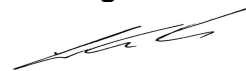
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- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to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

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

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

Best regards,

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



Shibu Balakrishnan

AVP – HR

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

Signature:

Date:

Compensation and Benefits

Name: Shubham Dadarao Shinde **Designation:** Process Executive - Voice

Sl. No.	Description	Monthly	Yearly
1	Basic	7300	87,600
2	HRA*	2920	35,040
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
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Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

Employee State Insurance (ESI):

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

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

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

* Flexible Benefit Plan:

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

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

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

Note:

- Any statutory revision of Provident Fund/ESI contribution or any other similar statutory benefits will result in a change in the net take-home salary. The Annual Gross Compensation will remain the same
- Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 08-Nov-2022 between:

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

AND

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

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

RECITAL:

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

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

1. Duties and Responsibilities

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

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

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

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

4. Confidentiality

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

5. Data Protection

By signing below,

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

bodies/authorities as required under applicable law/requirements.

6. Work Schedule

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

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

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

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

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

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

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

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

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

16. Deputation, Assignment and Transfer

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

17. Survival

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

18. Dispute Resolution and Governing law

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

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by the Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without the Company's prior written consent, and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of the Company and its affiliates and their employees, contractors or clients.

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

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

Cognizant Technology Solutions India Private Limited

Shubham Dadarao Shinde



Shibu Balakrishnan

AVP – HR

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

Signature:

Date:

Ms. BHAGANAGARE KSHITIJA

14-Dec-2022

Sr. No- 122/1. Gurudatta Colony
No.4, Sayli complex,
Walhekarwadi, Chichward,
Pune- 411033

Dear KSHITIJA,

With reference to your application and subsequent interview with us, we are pleased to offer you a Fixed Term Assignment as "*Safety Science Analyst*". The Fixed Term Assignment will be for a period of 6 months, commencing from **24-Dec-2022**. The assignment is to be carried out by you for our client, **Covance India Pharmaceutical Services Pvt. Ltd.**, the same being extendable upon client's request.

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

1. The employment will be effective from **24-Dec-2022**. During the term of employment your CTC will be **Rs 29,602** (Twenty Nine Thousand six hundred and two only) per month. Tax Deducted at Source as applicable.
2. During the tenure of your assignment you are expected to abide by the rules and regulations which will be conveyed to you by your supervisor.
3. During the tenure of your assignment if you are required to work remotely by the client organization, you will be paid a broadband and internet allowance of Rs. 1250 per month for acquiring a high speed broadband connection at your place of work. We recommend a minimum of 40Mbps to 100Mbps (both upload and download) bandwidth with a latency of less than 10 ms. Tax Deducted at Source as applicable.
4. You will be required to observe the normal 8 hours working, 5 days a week based on the shift and weekly off allotted to you, by the client organization.
5. You will be required to execute an agreement of confidentiality and non-disclosure of the confidential information entrusted to you during your assignment.
6. Please note that your employment is subject to your clearing the background verification process at Wissen Infotech Pvt Ltd.
7. Your fixed term assignment may be extended by one or more months depending upon our client's requirement.
8. Leave for sickness and other exigencies will be at the discretion of your supervisor and would have to be sanctioned in advance (not more than 1 day in a month during the entire contract period).

Corporate Office

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

U.S. Office

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

Bangalore Office

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

9. You may terminate this Agreement by giving Wissen 60 days' written notice, however in case you resign from your job, during the fixed term contract, Wissen reserves the right to re-claim an equivalent of two months' compensation as a penalty towards break in Fixed Term Contract. Wissen can terminate this Agreement without assigning any reason by giving you 30 days' written notice or salary in lieu of notice. In addition, in case of breach of any terms and conditions of this Agreement, Wissen can terminate this Agreement forthwith.
10. During the period of such deputation to client through this fixed term employment with Wissen Infotech Pvt Ltd, at no point in time will you be considered as an employee of our client.

CTC Breakup(Monthly)

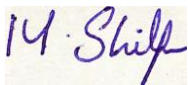
Basic	₹ 12,500.00
HRA	₹ 5,000.00
Conveyance	₹ 1,600.00
Bonus	₹ 1,041.00
Allowance	₹ 6,460.00
Gross Pay(Payslip)	₹ 26,601.00
Deductions	
Provident Fund	₹ 1,800.00
Gratuity	₹ 601.00
Health & Life Insurance	₹ 600.45
CTC	₹ 29,602.45

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

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

Best wishes

Sincerely
For **Wissen Infotech Pvt Ltd**



Silpa Moola
Manager - Talent Acquisition

The above terms of employment are agreeable to me.

Full Name: _____

Signature: _____

Date: _____

Corporate Office

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

U.S. Office

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

Bangalore Office

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

January 05, 2023

Mr. Rohit Bhosale
Pune

Dear Rohit Bhosale,

It gives us great pleasure to extend to you an offer to join our Organization as “**Probationary Field Sales Officer**” based out at **Pune** Head Quarter in the **Gynecology** division.

We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization.

As mutually agreed, your gross remuneration will be **INR 2,75,000/- (INR Two Lacs Seventy Five Thousand Only)** per annum, as per Annexure A

You will be required to carry the following documents for joining.

1. Certified photocopies of educational certificates (10th, 12th, graduation & post-graduation).
2. Proof of Date of Birth.
3. Two passport size photographs.
4. PAN card and AADHAR card copies.
5. One Cancelled Cheque / Passbook copy of the salary account.
6. Certificate for last drawn salary.
7. Employment resignation letter / relieving letter from the previous employer.

Please sign this letter as a token of your acceptance of our offer and return it to the undersigned. You are required to join as early as possible as but not later than **January 15, 2023**.

We are confident about your quickly making a significant contribution to the company’s business.

Kindly respond to this offer at the earliest. Look forward to hearing from you.

Thanking you.

For Integrace Private Ltd.,



Ganesh Jha
Human Resources

I accept

Annexure A		
Salary Components	Salary	
	INR Per Month	INR Per Annum
Basic Salary – A	4,000	48,000
House Rent Allowance	2,000	24,000
Education Allowance	200	2,400
Medical	1,250	15,000
Kit Maintenance Allowance	300	3,600
Soft Furnishing Allowance	300	3,600
Personal Pay	11,145	133,740
Total Allowances – B	15,195	182,340
Total Monthly Salary - C (A+B)	19,195	230,340
Retirement Benefits		
PF {12% of Basic Salary}	1,800	21,600
Gratuity {4.81% of Basic Salary} **	192	2309
Total Retirement Benefits - D	1,992	23,909
Annual Allowances		
LTA		4,000
Annual Bonus*		16,800
Total Annual Allowances - E		20,800
Gross Salary - F (C+D+E)		275,049
** Gratuity will be payable as per Gratuity Act.		
*Annual Bonus is an indicative annualized amount.		

For Integrace Private Ltd.,



Ganesh Jha
Human Resources

I accept



01/02/2023

CHOUDHARY TEJASWINI
8/6/4, 128, Market Road, Sector 23,
Chandigarh, 160023

Dear TEJASWINI,

Welcome to IQVIA™

On behalf of IQVIA, The Human Data Science Company™, we are pleased to extend an offer of employment for you to join our global team.

By accepting this offer, you will join a diverse team of 55,000+ employees in 100+ countries who share a passion to help clients drive healthcare forward. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems. Join IQVIA and be the catalyst for the future of human science.

Your designation will be {Centralized Monitoring Asst - 110}. You will be based in Thane, India (INMUM1, 42.5). Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

ANNUAL GROSS PAY (AGP) - 285,194.00

PROVIDENT FUND - 21600

FIXED COST TO COMPANY (1+2) - 306,794

ANNUAL INCENTIVE PAY TARGET* - 22816

TOTAL COST TO COMPANY (3+4) - 329,610

ANNUAL INCENTIVE PAY TARGET*

You are eligible to participate in IQVIA's Annual Incentive Plan (AIP) subject to the terms and conditions of the applicable AIP in place at the time of any payout. Your manager will communicate performance parameters at a later date. Your start date must occur on or before September 30 to be eligible to participate in the AIP for the year in which you start, and any payout will be prorated based on your start date. Employees are not guaranteed any payout under the AIP. Any payout or achievement is determined by the Company within its sole discretion and not according to any specific formula or calculation.

Detailed break up of salary will be shared separately.

BENEFITS:

- **Gratuity:** The eligibility and amount of this benefit is as per the applicable laws.
- **Leave Eligibility:** All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.
- **Group Medclaim:** Employee and family members are covered as per prevailing Company Policy.
- **Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.**

The next step is to indicate your agreement to these terms by electronically signing this offer. It is important that you accept your offer of employment within 48 hours of receipt. Once accepted the remaining Onboarding documents will become available to you for completion within a further 3 days. Please read and follow the instructions on each of the documents carefully. Failure to complete the tasks may affect the downstream activities of your onboarding process.

We look forward to receiving your acceptance to join our team. We are really excited to welcome you to IQVIA.

Sincerely,

Samit Vinay Raj
Senior Director, Talent Acquisition Team

For IQVIA RDS (India) Private Limited

Joining Date: 11-Jan-2023

Registered Office
IQVIA RDS (India) Private Limited
Omega,
Embassy TechSquare,
Kadubeesanahalli CIN: U74140KA2003PTC032950
Marathahalli-Sarjapur Outer Ring Road.
Bangalore-560103
www.iqvia.com

EXECUTIVE EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement"), dated as of the 11-Jan-2023 is made and entered by IQVIA RDS (India) Private Limited (hereinafter "IQVIA") and TEJASWINI CHOUDHARY, AGED ({ 2} (DOB:23/08/2000), [S-D]/o { Hiramam Choudhary} having Aadhar No. {556762569675} (hereinafter the "Executive").

IQVIA desires to employ this Executive as Centralized Monitoring Asst and provide adequate assurances to this Executive and this Executive desire to accept such employment on the terms set forth below.

In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, IQVIA and Executive agree as follows:

1. EMPLOYMENT. IQVIA employs Executive and Executive accepts employment on the terms and conditions set forth in this Agreement.

2. NATURE OF EMPLOYMENT. This Executive shall serve as a Centralized Monitoring Asst and have such responsibilities and authority as IQVIA may assign from time to time. Additionally, this Executive agrees to perform such other duties consonant with those of an executive at the Executive's level as IQVIA may set from time to time.

2.1 This Executive shall perform all duties and exercise all authority in accordance with, and otherwise comply with, all IQVIA policies, procedures, practices and directions.

2.2 This Executive shall devote all working time, best efforts, knowledge and experience to perform successfully the Executive's duties and advance the Company's and/or its Affiliates' interests. During employment, this Executive shall not engage in any other business activities of any nature whatsoever (including board memberships) for which this Executive receives compensation without the Company's prior written consent; provided, however, this provision does not prohibit this Executive from personally owning and trading in stocks, bonds, securities, real estate, commodities or other investment properties for the Executive's own benefit which do not create actual or potential conflicts of interest with IQVIA and/or its Affiliates. As used in this Agreement, "Affiliates" shall mean: (i) any Company's parent, subsidiary or related entity; and/or (ii) any entity directly or indirectly controlled or beneficially owned in whole or part by IQVIA or Company's parent, subsidiary or related entity.

2.3 This Executive's base of operation shall be Thane, India (INMUM1, 42.5) subject to business travel as may be necessary in the performance of Executive's duties. IQVIA may in its sole discretion reallocate or transfer this Executive to a different location, shift, department or Affiliates at any time during employment.

3. COMPENSATION.

3.1 Base Salary. This Executive's annual salary for all services rendered shall be Indian Rs. 285,194.00 payable in equal monthly installments (less applicable withholdings) in accordance with the Company's policies, procedures and practices as they may exist from time to time. Executive's salary shall be reviewed in accordance with the Company's policies, procedures and practices as they may exist from time to time.

3.2 Other Benefits. This Executive may participate in all medical and disability insurance, pension, personal leave and other employee benefit plans and programs except Executive may not participate in any severance plans which may be made available from time to time to IQVIA executives at Executive's level; provided, however, that this Executive's participation in benefit plans and programs is subject to the applicable terms, conditions and eligibility requirements of these plans and programs, some of which are within the plan administrator's discretion, as they may exist from time to time.

3.3 Business Expenses. This Executive shall be reimbursed for reasonable and necessary expenses actually incurred by this Executive in performing services under this Agreement in accordance with and subject to the terms and conditions of the applicable IQVIA reimbursement policies, procedures and practices as they may exist from time to time. Expenses covered by this provision include but are not limited to travel, entertainment, professional dues, subscriptions and dues, fees and expenses associated with membership in various professional, and business and civic associations of which Executive's participation is in the Company's best interest.

3.4 Nothing in this Agreement shall require IQVIA to create, continue or refrain from amending, modifying, revising or revoking any of the plans, programs or benefits set forth in Sections 3.2 through 3.3. Any amendments, modifications, revisions and revocations of these plans, programs and benefits shall apply to Executive.

3.5 If, at any time during which the Executive is receiving salary or post-termination payments from the Company, the Executive receives payments on account of mental or physical disability from any source, then the Company, at its discretion, may reduce the Executive's salary or post-termination payments by the amount of such disability payments.

4. TERM OF EMPLOYMENT.

4.1 The parties agree that during the first one hundred and eighty (180) days (first and last day, inclusive) of the Executive's employment with IQVIA (the "Probation Period"), either party may terminate this Agreement without Cause (as defined in clause 4.2, below) at any time upon giving the other party thirty (30) days written notice; except:

(a) that IQVIA may by written notification to you extend the said Probation Period by further two (2) months (the "Extended Probation Period"); and

(b) that in the event this Agreement has not been terminated by either party during the Probation Period or the Extended Probation Period (as the case may be); then

(c) for the remainder of the duration of the Executive's employment with IQVIA (i.e. after the Probation Period/ Extended Probation Period), either party may only terminate this Agreement without Cause by providing the other with ninety (90) days written notice.

For the avoidance of doubt the terms applicable to the Probation Period shall be applicable to the Extended Probation Period on a pari pasu basis.

4.2 In addition to termination without cause pursuant to sections 4.1 above, your employment may also be terminated as follows:

(a) IQVIA shall have the right to terminate your employment immediately by written notice for Cause (as defined below), or without notice in the event of your Disability (as defined below), upon attaining Retirement Age (as defined below), Negative Medical Report (as defined below) or death.

As used in this Agreement "Cause" shall mean:

- (i) your performance of your job in an unsatisfactory manner, as determined by the Company;
- (ii) your material breach of any of the terms of this Agreement including but not limited to Sections 2 or 8;
- (iii) your failure to comply with IQVIA policy, procedure, practice or direction by the Company;
- (iv) your misconduct, violation of any law classified as a felony or dishonesty; or
- (v) the Company's dissolution or cessation of business operations.

"Negative Medical Report" as used in this Agreement, means a negative report pursuant to the mandatory annual medical checkups for all IQVIA employees working in laboratories where biomedical waste is handled.

"Disability" as used in this Agreement, means a physical or mental condition that renders you unable to perform the essential functions of your job for a period of one hundred and eighty (180) days or more. Disability shall be determined by a physician satisfactory to the Company.

Subject to the provisions of the foregoing paragraph, for the purposes of this Agreement, you shall be deemed to attain retirement when you attain the age of sixty (60) years (the "Retirement Age").

Without prejudice to the provisions of any agreement and/or arrangement that IQVIA may have with any body-corporate in respect of statutory or other benefits that you may be entitled to, you acknowledge and agree that, the Retirement Age may be varied by IQVIA at its sole discretion (which shall be by way of written notification to you and which may be electronically communicated).

(b) You may terminate your employment upon ninety (90) days written notice in the event IQVIA fails to comply with any material provision of this Agreement; provided, however, IQVIA shall have ninety (90) days from the receipt of such notice to cure any such default. If such default is cured within the initial ninety (90) days period, or if IQVIA takes reasonable steps to cure the default within such period and reasonably expects to cure such default within a reasonable time and in any event within one hundred and twenty (120) days of the original notice of breach, then in either event, you shall have no right to terminate your employment.

4.3 This Agreement shall terminate upon the termination of the employment relationship with the following exceptions: Section 6 (IQVIA Property and Competitive Business Activities), and Section 7 (Release) shall survive the termination of Executive's employment and/or the expiration or termination of this Agreement, regardless of the reasons for such expiration or termination.

5. COMPENSATION AND BENEFITS UPON TERMINATION.

5.1 The Company's obligation to compensate the Executive ceases on the effective termination date except as to: (i) amounts due at that time and (ii) any compensation and/or benefits to which the Executive may be entitled to receive pursuant to Sections 5.2, 5.3, 5.4, 5.7 or 5.8.

5.2 If IQVIA terminates Executive's employment pursuant to Sections 4.1 (without cause), then the Company's sole obligation shall be to pay Executive: (i) amounts due on the effective termination date; (ii) Subject to Executive's compliance with Section 6 and subject to Sections 3.5 and 5.6, an amount equal to this Executive then current monthly base salary (less applicable withholdings) for the three (3) month non-competition period set forth in Section 6.2, payable in equal monthly installments.

5.3 If IQVIA terminates this Executive's employment as provided in Section 4.2 or if the Executive terminates employment pursuant to Section 4.1 (without cause), then the Company's sole obligation shall be to pay Executive amounts due on the effective termination date. Executive, except when employment terminates pursuant to Section 4.2 (a) (death), shall comply with Section 6 of this Agreement upon expiration or termination of this Agreement.

5.4 If Executive terminates the employment relationship as a result of the Company's failure to cure its material breach of this Agreement after the Executive has given IQVIA notice of the material breach and 30 days in which to cure the breach (or such longer period as may be reasonably required to cure the breach as long as IQVIA is making good faith efforts to do so), pursuant to Section 4.2(b) of this Agreement, then the Company's sole obligation to Executive in lieu of any other damages or other relief to which the Executive otherwise may be entitled shall be (i) an amount equal to amounts due at the time of the Executive's termination; and (ii) subject to Executive's compliance with Section 6 and subject to Sections 3.5 and 5.5, liquidated damages in an amount equal to the Executive's then current monthly salary (less applicable withholdings) for the three (3) month non-competition period set forth in Section 6.2, payable in equal monthly installments.

5.5 The Company's obligation to provide the payments under Sections 5.2 and 5.4 is conditioned upon Executive's execution of an enforceable release of all claims and the Executive's compliance with Section 6 of this Agreement. If Executive chooses not to execute such a release or fails to comply with Section 6 then the Company's obligation to compensate the Executive's ceases on the effective termination date.

5.6 Executive is not entitled to receive any compensation or benefits upon the Executive's termination except as: (i) set forth in this Agreement; (ii) otherwise required by law. Moreover, the terms and conditions afforded Executive under this Agreement are in lieu of any severance benefits to which the Executive otherwise might be entitled pursuant to any severance plan, policy and practice of IQVIA and or its Affiliates. Nothing in this Agreement, however, is intended to waive or supplant any death, disability, retirement or pension benefits to which the Executive may be entitled under employee benefit plans in which the Executive participates.

5.7 Without prejudice to the provisions of Section 4.1, 4.2 and 5.2, if the Executive terminates his/her employment pursuant to Section 4.1 (without cause), then IQVIA may at its sole option, either require the Executive to: (a) serve the notice period specified in Section 4.1 (whether such notice period is within the Probation Period or at any time thereafter) in whole or part; or (b) may pay the Executive an amount equivalent to the gross salary that would have been owed to the employee for the duration of the aggregate notice period specified in Section 4.1 in lieu of the Executive serving the said notice period.

5.8 It is expressly acknowledged and agreed that the rights of IQVIA set out in Section 5.7 (a) and (b) may be exercised in whole or in part by IQVIA and where IQVIA requires the Executive to only serve a part of his/her notice period pursuant to Section 5.7 (a), then for the remainder of the notice period IQVIA shall pay amounts in lieu of notice on a pro-rated basis.

6. IQVIA PROPERTY AND COMPETITIVE BUSINESS ACTIVITIES.

6.1 IQVIA Property. Upon termination of the Executive's employment, Executive shall: (i) deliver to IQVIA all records, memoranda, data, documents and other property of any description which refer or relate in any way to Trade Secrets or Confidential Information, including all copies thereof, which are in the Executive's possession, custody or control; (ii) deliver to IQVIA all IQVIA's and/or Affiliates property (including, but not limited to, keys, credit cards, client files, contracts, proposals, work in process, manuals, forms, computer stored work in process and other computer data, research materials, other items of business information concerning any Company and/or Affiliates client, or Company and/or Affiliates business or business methods, including all copies thereof) which is in the Executive's possession, custody or control; (iii) bring all such records, files and other materials up to date before returning them; and (iv) fully cooperate with IQVIA in winding up the Executive's work and transferring that work to other individuals designated by the Company.

6.2 Competitive Business Activities.

(a) Executive will not engage in the following activities:

(1) on Executive's own or another's behalf, whether as an officer, director, stockholder, partner, associate, owner, employee, consultant or otherwise, directly or indirectly:

(i) During the Executive's employment and the three (3) months following the Executive's effective termination date (regardless of the reason for the termination), compete with IQVIA or its Affiliates within the geographical areas set forth in Section 6.2 (b); except that Executive, without violating this provision, may become employed by: (A) any company which is engaged in the integrated development, discovery, manufacture, marketing and sale of pharmaceutical drugs that does not engage in Covered IQVIA Offering; (B) a local, state or federal government; or (C) an academic institution, provided you are not providing services for such institution that competes with IQVIA or its Affiliates.

"Covered IQVIA Offering" means any IQVIA Offering (A) involving without limitation, contract sales, contract research or life-science analytics, (B) with which the Executive was involved in any way, (C) that was offered or supported in any way by the Business Unit of IQVIA for or with which the Executive provided Services, or (D) as to which Executive had access to IQVIA confidential or trade secret information"

(ii) During the Executive's employment and the twelve (12) months following the Executive's effective termination date (regardless of the reason for the termination), within the geographical areas set forth in Section 6.2 (b), solicit or do business which is the same, similar to or otherwise in competition with the business engaged in by IQVIA or its Affiliates, from or with persons or entities: (A) who are customers of IQVIA or its Affiliates; (B) who Executive or someone for whom the Executive was responsible solicited, negotiated, contracted or serviced on the Company's or its Affiliates' behalf; or (C) who were customers of IQVIA or its Affiliates at any time during the last year of Executive's employment with the Company;

(iii) During the Executive's employment and the six (6) months following the Executive's effective termination date (regardless of the reason for the termination), offer employment to or otherwise solicit for employment any employee or other person who had been employed by IQVIA or its Affiliates during the last year of Executive's employment with the Company; or

(2) directly or indirectly take any action which is materially detrimental or otherwise intended to be adverse to the Company's and/or Affiliates' goodwill, name, business relations, prospects and operations.

(b) The restrictions set forth in Section 6.2 apply to the following geographical areas; (i) within a 60-mile radius of IQVIA and/or its Affiliates where the Executive had an office during the Executive's employment with IQVIA and/or its Affiliates; (ii) any city, metropolitan area, state in which Executive's services were provided, or for which Executive had responsibility, or in which Executive worked on IQVIA and/or Affiliates' projects, while employed by IQVIA; and (iii) any city, metropolitan area, state in which IQVIA or its Affiliates is located or does or, during Executive's employment with Company, did business.

(c) Notwithstanding the foregoing, Executive's ownership, directly or indirectly, of not more than one percent of the issued and outstanding stock of a corporation the shares of which are regularly traded on a national securities exchange or in the over-the-counter market shall not violate Section 6.2.

6.3 Remedies. Executive acknowledges that the Executive's failure to abide by IQVIA Property or Competitive Business Activities provisions of this Agreement would cause irreparable harm to IQVIA and/or its Affiliates for which legal remedies would be inadequate. Therefore, in addition to any legal or other relief to which IQVIA and/or its Affiliates may be entitled by virtue of Executive's failure to abide by these provisions: (i) IQVIA will be released of its obligations under this Agreement to make any post-termination payments, including but not limited to those otherwise available pursuant to Sections 5.2 or 5.4; (ii) IQVIA may seek legal and equitable relief, including but not limited to preliminary and permanent injunctive relief, for Executive's actual or threatened failure to abide by these provisions; (iii) Executive will return all post-termination payments received pursuant to this Agreement, including but not limited to those received pursuant to Sections 5.2 or 5.4; (iv) Executive will indemnify IQVIA and/or its Affiliates for all expenses including attorneys' fees in seeking to enforce these provisions; and (v) if, as a result of Executive's failure to abide by IQVIA Property or Competitive Business Activities provisions, any commission or fee becomes payable to Executive or to any person, corporation or other entity with which Executive has become employed or otherwise associated, Executive shall pay IQVIA or cause the person, corporation or other entity with whom the Executive has become employed or otherwise associated to pay IQVIA an amount equal to such commission or fee. If IQVIA exercises its right to discontinue payments under this provision and/or Executive returns all post-termination payments received pursuant to this Agreement, Executive shall remain obligated to abide by IQVIA Property and Competitive Business Activities provisions set forth in this Agreement.

6.4 Tolling. The three (3) month period under Section 6.2 shall be tolled during any period in which Executive fails to abide by these provisions.

6.5 Other Agreements. Nothing in this Agreement shall terminate, revoke or diminish Executive's obligations or the Company's and/or its Affiliates' rights and remedies under law or any agreements relating to trade secrets, confidential information, non-competition and intellectual property which Executive has executed in the past or may execute in the future or contemporaneously with this Agreement.

7. RELEASE. Executive acknowledges that: (i) as a part of the Executive's services, the Executive may provide the Executive's image, likeness, voice or other characteristics; and (ii) IQVIA may use the Executive's image, likeness, voice or other characteristics and expressly releases the Company, its Affiliates and its and/or their agents, employees, licensees and assigns from and against any and all claims which the Executive has or may have for invasion of privacy, right of privacy, defamation, copyright infringement or any other causes of action arising out of the use, adaptation, reproduction, distribution, broadcast or exhibition of such characteristics.

8. EMPLOYEE REPRESENTATIONS.

(a) Executive represents and warrants that the Executive's employment and obligations under this Agreement will not (i) breach any duty or obligation the Executive owes to another or (ii) violate any law, recognized ethics standard or recognized business custom.

(b) Executive hereby expressly agree that he/she shall not either directly or indirectly commit or cause to commit any cybercrime. Cybercrime as mentioned herein means any isolated or concerted act done anywhere by which the originator of such act or associates:

- (i) Gain unauthorized access to the computer system or computer network; or
- (ii) Download, copy or extract any information or data from such system; or
- (iii) Introduce any harmful code; or
- (iv) Cause any damage to the system or network; or
- (v) Cause the non-functioning or malfunctioning of any system or network; or
- (vi) Cause denial of access to any authorized person to the system or network; or
- (vii) Contravene any provision of the Information Technology Act, 2000 and the rules and regulation made there under; or
- (viii) Tamper or manipulate any system or network with the object of operating the account of another person; or
- (ix) Alter or delete any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means; or
- (x) Do anything which has the effect of adversely affecting the performance of a computer network or services.

(c) As a condition of employment, Executive hereby accepts the following non-disclosure requirements:

(i) Except as reasonably required in the performance of his/her duties, Executive shall not at any time during or after his/her employment has been terminated, disclose or reveal to any person or otherwise make use of Confidential Information including any personal information, trade secrets, secret or confidential operations, processes or dealings or any information concerning the Company, its clients or its' clients' customers, or the business, finances, transactions or affairs of the Company.

(ii) Regarding these non-disclosure obligations, Executive fully acknowledge and consent to the Company's ability to monitor and review his/her activities while in employment to the maximum extent permitted by law.

(iii) Executive further agrees to take all reasonable action to prevent unauthorized use or disclosure of any Confidential Information, including any personal information that he/she may view or access during employment.

Confidential Information shall mean without limitation, any information that is not publicly known and relates to business affairs, proprietary products, technology, research, development and trade secrets of IQVIA and its Affiliates and other entities with which IQVIA conducts business and/or are stakeholders in such business.

(d) IQVIA's confidential information shall include, but not limited to:

- (i) IQVIA's data and databases.
- (ii) Statistical methodologies, computer software and documentation.
- (iii) Information about employees (including compensation, benefits and performance reviews).
- (iv) Lists of customers and prospective customers.
- (v) Business plans, including marketing plans, research and development plans, sales plans and strategic plans.
- (vi) Methods of doing business and business processes.
- (vii) Financial information relating to the performance of the Company.
- (viii) Internal policies accessible only to employees during employment.
- (ix) Other information that is not generally known, and that relates to IQVIA.

(e) Confidential Information of others may include:

(i) Information shared by a customer about its business that is not generally known to public (for example, drugs in research & development, potential drug licensing transactions between pharmaceutical companies, direct sales data, sales territory alignments, report parameters selected by the customer, business plans, etc.).

(ii) Information shared by a data supplier about its business that is not generally known to public (for example, computer system specifications, unprocessed supplier data, business plans, etc.)

(iii) Information shared by another company to help IQVIA evaluate whether to enter into a business relationship with that company.

(f) Confidential Information also includes any individually identifiable information about any individual, whether an IQVIA employee, business contact, customer, client or customer or employee of any Company's client. This information may not be used or disclosed by Executive for any purpose except to perform the specific functions or responsibilities assigned to Executive during employment.

(g) Executive shall indemnify IQVIA (including its directors, employees and agents) from and against any and all loss and damage or liability suffered and legal fees and all costs incurred by IQVIA resulting from or related to a breach of any of Executive's obligations and/or representations contained herein for any reason whatsoever.

(h) Executive agrees that he/she shall promptly make full written disclosure to IQVIA, will hold in trust for the sole right and benefit of IQVIA, and hereby assign to IQVIA, or its designee, all of his/her right, title and interest throughout the world in and to any and all IQVIA Inventions. IQVIA inventions ("IQVIA Inventions") shall mean all inventions that Executive may solely or jointly author, discover, develop, conceive, or reduce to practice during the period of employment with IQVIA and all data created or developed by Employee or provided by IQVIA or third parties during his/her employment, wherever located whether electronically or in hard copy, in a computer, mobile device, cloud storage or otherwise ("Data"). Executive further acknowledge that all IQVIA Inventions made by Executive (solely or jointly with others) within the scope of and during the period of the employment, including without limitation the Data, are "works made for hire" (to the greatest extent permitted by applicable law) and are compensated by Executive's salary. Executive hereby waives and irrevocably quits, claims to IQVIA or its designee all claims, of any nature whatsoever, that he/she now have or may hereafter have in respect of any and all IQVIA Inventions, including without limitation claims for infringement thereof. Further Employee hereby irrevocably waive all his/her rights and claims in respect of the Data and any rights to injunctive relief against IQVIA from either accessing such data at any time or prohibiting IQVIA from utilizing IQVIA Inventions or Data in any manner it deems fit in perpetuity.

(i) Executive acknowledge and agree that covenants and obligations with respect to matters set forth in this Section 8 relate to special, unique and extraordinary matters and that a violation of any of the terms of such covenants and obligations will cause IQVIA irreparable injury and IQVIA may seek legal and equitable relief, including but not limited to preliminary and permanent injunctive relief, for Executive's actual or threatened failure to abide by these provisions. These injunctive remedies are cumulative and are in addition to any other rights and remedies that IQVIA may have at law or in equity.

9. NOTICES. All notices, requests, demands and other communications required or permitted to be given in writing pursuant to this Agreement shall be deemed given and received: (a) upon delivery if delivered personally; (b) on the fifth (5th) day after being deposited with the Indian Postal Service if mailed by first class mail, postage prepaid, registered or certified with return receipt requested, at the addresses set forth below; (c) on the next day after being deposited with a reliable overnight delivery service; or (d) upon receipt of an answer back confirmation, if transmitted by telefax, addressed to the below indicated telefax number. Notice given in another manner shall be effective only when received by the addressee. For purposes of notice, the addresses and telefax number (if any) of the parties shall be as follows:

If to the Executive, to: Executive's Residential Address

TEJASWINI CHOUDHARY

Emp 28/801 evershinemillennium Paradise neptune, thakur village kandivali east
mumbai
India
400101

If to the Company, to:
IQVIA
OFFICE OF GENERAL COUNSEL,
Omega Embassy TechSquare
Marathahalli- Sarjapur Outer Ring Road
Kadubeesanahalli
Bangalore 560103
Office: + 91 80 3769 0000/0100
Attn: Legal Department

provided that:

(a) each party shall have the right to change its address for notice, and the person who is to receive notice, by the giving of fifteen (15) days' prior written notice to the other party in the manner set forth above; and

(b) notices shall be effective if given to the other party in the manner set forth above regardless of whether a copy was received by the additional addressee specified above.

10. WAIVER OF BREACH. The Company's or Executive's waiver of any breach of a provision of this Agreement shall not waive any subsequent breach by the other party.

11. ENTIRE AGREEMENT. Except as expressly provided in this Agreement, this Agreement: (i) supersedes all other understandings and agreements, oral or written, between the parties with respect to the subject matter of this Agreement; and (ii) constitutes the sole agreement between the parties with respect to this subject matter. Each party acknowledges that: (i) no representations, inducements, promises or agreements, oral or written, have been made by any party or by anyone acting on behalf of any party, which are not embodied in this Agreement; and (ii) no agreement, statement or promise not contained in this Agreement shall be valid. No change or modification of this Agreement shall be valid or binding upon the parties unless such change or modification is in writing and is signed by the parties.

12. SEVERABILITY. If a court of competent jurisdiction holds that any provision or sub-part thereof contained in this Agreement is invalid, illegal or unenforceable, that invalidity, illegality or unenforceability shall not affect any other provision in this Agreement. Additionally, if any of the provisions, clauses or phrases in the Trade Secrets, Confidential Information or Competitive Business Activities provisions set forth in this Agreement are held unenforceable by a court of competent jurisdiction, then the parties desire that they be "blue-penciled" or rewritten by the court to the extent necessary to render them enforceable.

13. PARTIES BOUND. The terms, provisions, covenants and agreements contained in this Agreement shall apply to, be binding upon and inure to the benefit of the Company's successors and assigns. The Company, at its discretion, may assign this Agreement to Affiliates. Because this Agreement is personal to Executive, Executive may not assign this Agreement.

14. GOVERNING LAW. This Agreement and the employment relationship created by it shall be governed by laws of the Republic of India. The parties hereby consent to jurisdiction in Bangalore for any litigation relating to this Agreement and agree that any litigation by or involving them relating to this Agreement shall be conducted in the courts of Bangalore.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the day, month and year first written above.

TEJASWINI CHOUDHARY

For and on behalf of
IQVIA RDS (India) Private Limited

Samit Vinay Raj
Senior Director, Talent Acquisition Team

December 23, 2022

Mr. Satyajeet Gade
Pune

Dear Satyajeet Gade,

It gives us great pleasure to extend to you an offer to join our Organization as “**Probationary Field Sales Officer**” based out at **Pune** Head Quarter in the **Gynecology** division.

We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization.

As mutually agreed, your gross remuneration will be **INR 2,75,000/- (INR Two Lacs Seventy Five Thousand Only)** per annum, as per Annexure A

You will be required to carry the following documents for joining.

1. Certified photocopies of educational certificates (10th, 12th, graduation & post-graduation).
2. Proof of Date of Birth.
3. Two passport size photographs.
4. PAN card and AADHAR card copies.
5. One Cancelled Cheque / Passbook copy of the salary account.
6. Certificate for last drawn salary.
7. Employment resignation letter / relieving letter from the previous employer.

Please sign this letter as a token of your acceptance of our offer and return it to the undersigned. You are required to join as early as possible as but not later than **December 27, 2022**.

We are confident about your quickly making a significant contribution to the company’s business.

Kindly respond to this offer at the earliest. Look forward to hearing from you.

Thanking you.

For Integrace Private Ltd.,



Ganesh Jha
Human Resources

I accept

Annexure A		
Salary Components	Salary	
	INR Per Month	INR Per Annum
Basic Salary – A	4,000	48,000
House Rent Allowance	2,000	24,000
Education Allowance	200	2,400
Medical	1,250	15,000
Kit Maintenance Allowance	300	3,600
Soft Furnishing Allowance	300	3,600
Personal Pay	11,145	133,740
Total Allowances – B	15,195	182,340
Total Monthly Salary - C (A+B)	19,195	230,340
Retirement Benefits		
PF {12% of Basic Salary}	1,800	21,600
Gratuity {4.81% of Basic Salary} **	192	2309
Total Retirement Benefits - D	1,992	23,909
Annual Allowances		
LTA		4,000
Annual Bonus*		16,800
Total Annual Allowances - E		20,800
Gross Salary - F (C+D+E)		275,049
** Gratuity will be payable as per Gratuity Act.		
*Annual Bonus is an indicative annualized amount.		

For Integrace Private Ltd.,



Ganesh Jha
Human Resources

I accept

Ms. GHODAKE POOJA SURESH

14-Dec-2022

**Sr. No- 122/1. Gurudatta Colony
No.4, Sayli complex,
Walhekarwadi, Chichward,
Pune- 411033**

Dear **Pooja**,

With reference to your application and subsequent interview with us, we are pleased to offer you a Fixed Term Assignment as "*Safety Science Analyst*". The Fixed Term Assignment will be for a period of 6 months, commencing from **24-Dec-2022**. The assignment is to be carried out by you for our client, **Covance India Pharmaceutical Services Pvt. Ltd.**, the same being extendable upon client's request.

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

1. The employment will be effective from **24-Dec-2022**. During the term of employment your CTC will be **Rs 29,602** (Twenty Nine Thousand six hundred and two only) per month. Tax Deducted at Source as applicable.
2. During the tenure of your assignment you are expected to abide by the rules and regulations which will be conveyed to you by your supervisor.
3. During the tenure of your assignment if you are required to work remotely by the client organization, you will be paid a broadband and internet allowance of Rs. 1250 per month for acquiring a high speed broadband connection at your place of work. We recommend a minimum of 40Mbps to 100Mbps (both upload and download) bandwidth with a latency of less than 10 ms. Tax Deducted at Source as applicable.
4. You will be required to observe the normal 8 hours working, 5 days a week based on the shift and weekly off allotted to you, by the client organization.
5. You will be required to execute an agreement of confidentiality and non-disclosure of the confidential information entrusted to you during your assignment.
6. Please note that your employment is subject to your clearing the background verification process at Wissen Infotech Pvt Ltd.
7. Your fixed term assignment may be extended by one or more months depending upon our client's requirement.
8. Leave for sickness and other exigencies will be at the discretion of your supervisor and would have to be sanctioned in advance (not more than 1 day in a month during the entire contract period).

Corporate Office

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

U.S. Office

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

Bangalore Office

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

9. You may terminate this Agreement by giving Wissen 60 days' written notice, however in case you resign from your job, during the fixed term contract, Wissen reserves the right to re-claim an equivalent of two months' compensation as a penalty towards break in Fixed Term Contract. Wissen can terminate this Agreement without assigning any reason by giving you 30 days' written notice or salary in lieu of notice. In addition, in case of breach of any terms and conditions of this Agreement, Wissen can terminate this Agreement forthwith.
10. During the period of such deputation to client through this fixed term employment with Wissen Infotech Pvt Ltd, at no point in time will you be considered as an employee of our client.

CTC Breakup(Monthly)

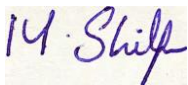
Basic	₹ 12,500.00
HRA	₹ 5,000.00
Conveyance	₹ 1,600.00
Bonus	₹ 1,041.00
Allowance	₹ 6,460.00
Gross Pay(Payslip)	₹ 26,601.00
Deductions	
Provident Fund	₹ 1,800.00
Gratuity	₹ 601.00
Health & Life Insurance	₹ 600.45
CTC	₹ 29,602.45

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

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

Best wishes

Sincerely
For **Wissen Infotech Pvt Ltd**



Silpa Moola
Manager - Talent Acquisition

The above terms of employment are agreeable to me.

Full Name: _____

Signature: _____

Date: _____

Corporate Office

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

U.S. Office

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

Bangalore Office

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

Dear Shivam Pandey,

Congratulations! We are pleased to confirm that you have been selected to work for Assetscout Private Limited. We are delighted to make you the following job offer.

The position we are offering you is that of Sales Executive at a monthly salary of [Salary Rs. 15,000/- month] with an annual cost to company Annual CTC Of Rs. 1,80,000/- . Your working hours will be from [10AM to 7PM].

Benefits for the position include:

- Benefit A (Casual Leave of 12 days per annum)

We would like you to start work on 04-09-2022 at 10 AM. Please report to Mr. Rugved Umbarkar, for documentation and orientation. If this date is not acceptable, please contact me immediately. We are confident you will be able to make a significant contribution to the success of our Assetscout Private Limited and look forward to working with you.

Sincerely,

Rugved Umbarkar
Director
Assetscout Private Limited

Accepted – Shivam Pandey
Date: 03/09/2022



Ms. LANDGE NEHA NANDU

14-Dec-2022

Sr. No- 122/1. Gurudatta Colony
No.4, Sayli complex,
Walhekarwadi, Chichward,
Pune- 411033

Dear **Neha**,

With reference to your application and subsequent interview with us, we are pleased to offer you a Fixed Term Assignment as "*Safety Science Analyst*". The Fixed Term Assignment will be for a period of 6 months, commencing from **24-Dec-2022**. The assignment is to be carried out by you for our client, **Covance India Pharmaceutical Services Pvt. Ltd.**, the same being extendable upon client's request.

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

1. The employment will be effective from **24-Dec-2022**. During the term of employment your CTC will be **Rs 29,602** (Twenty Nine Thousand six hundred and two only) per month. Tax Deducted at Source as applicable.
2. During the tenure of your assignment you are expected to abide by the rules and regulations which will be conveyed to you by your supervisor.
3. During the tenure of your assignment if you are required to work remotely by the client organization, you will be paid a broadband and internet allowance of Rs. 1250 per month for acquiring a high speed broadband connection at your place of work. We recommend a minimum of 40Mbps to 100Mbps (both upload and download) bandwidth with a latency of less than 10 ms. Tax Deducted at Source as applicable.
4. You will be required to observe the normal 8 hours working, 5 days a week based on the shift and weekly off allotted to you, by the client organization.
5. You will be required to execute an agreement of confidentiality and non-disclosure of the confidential information entrusted to you during your assignment.
6. Please note that your employment is subject to your clearing the background verification process at Wissen Infotech Pvt Ltd.
7. Your fixed term assignment may be extended by one or more months depending upon our client's requirement.
8. Leave for sickness and other exigencies will be at the discretion of your supervisor and would have to be sanctioned in advance (not more than 1 day in a month during the entire contract period).

Corporate Office

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

U.S. Office

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

Bangalore Office

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

9. You may terminate this Agreement by giving Wissen 60 days' written notice, however in case you resign from your job, during the fixed term contract, Wissen reserves the right to re-claim an equivalent of two months' compensation as a penalty towards break in Fixed Term Contract. Wissen can terminate this Agreement without assigning any reason by giving you 30 days' written notice or salary in lieu of notice. In addition, in case of breach of any terms and conditions of this Agreement, Wissen can terminate this Agreement forthwith.
10. During the period of such deputation to client through this fixed term employment with Wissen Infotech Pvt Ltd, at no point in time will you be considered as an employee of our client.

CTC Breakup(Monthly)

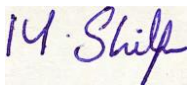
Basic	₹ 12,500.00
HRA	₹ 5,000.00
Conveyance	₹ 1,600.00
Bonus	₹ 1,041.00
Allowance	₹ 6,460.00
Gross Pay(Payslip)	₹ 26,601.00
Deductions	
Provident Fund	₹ 1,800.00
Gratuity	₹ 601.00
Health & Life Insurance	₹ 600.45
CTC	₹ 29,602.45

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

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

Best wishes

Sincerely
For **Wissen Infotech Pvt Ltd**



Silpa Moola
Manager - Talent Acquisition

The above terms of employment are agreeable to me.

Full Name: _____

Signature: _____

Date: _____

Corporate Office

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

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EPIP 2nd Phase, Whitefield
Bangalore - 560 066
India T : +91-80-40349600



01/02/2023

TEJASHREE MOTE

Emp 28/801 evershinemillennium Paradise neptune, thakur village kandivali east
mumbai
400101

Dear TEJASHREE,

Welcome to IQVIA™

On behalf of IQVIA, The Human Data Science Company™, we are pleased to extend an offer of employment for you to join our global team.

By accepting this offer, you will join a diverse team of 55,000+ employees in 100+ countries who share a passion to help clients drive healthcare forward. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems. Join IQVIA and be the catalyst for the future of human science.

Your designation will be {Centralized Monitoring Asst - 110}. You will be based in Thane, India (INMUM1, 42.5). Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.

ANNUAL GROSS PAY (AGP) - 285,194.00

PROVIDENT FUND - 21600

FIXED COST TO COMPANY (1+2) - 306,794

ANNUAL INCENTIVE PAY TARGET* - 22816

TOTAL COST TO COMPANY (3+4) - 329,610

ANNUAL INCENTIVE PAY TARGET*

You are eligible to participate in IQVIA's Annual Incentive Plan (AIP) subject to the terms and conditions of the applicable AIP in place at the time of any payout. Your manager will communicate performance parameters at a later date. Your start date must occur on or before September 30 to be eligible to participate in the AIP for the year in which you start, and any payout will be prorated based on your start date. Employees are not guaranteed any payout under the AIP. Any payout or achievement is determined by the Company within its sole discretion and not according to any specific formula or calculation.

Detailed break up of salary will be shared separately.

BENEFITS:

- Gratuity: The eligibility and amount of this benefit is as per the applicable laws.
- Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.
- Group Medclaim: Employee and family members are covered as per prevailing Company Policy.
- Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.

The next step is to indicate your agreement to these terms by electronically signing this offer. It is important that you accept your offer of employment within 48 hours of receipt. Once accepted the remaining Onboarding documents will become available to you for completion within a further 3 days. Please read and follow the instructions on each of the documents carefully. Failure to complete the tasks may affect the downstream activities of your onboarding process.

We look forward to receiving your acceptance to join our team. We are really excited to welcome you to IQVIA.

Sincerely,

Samit Vinay Raj
Senior Director, Talent Acquisition Team

For IQVIA RDS (India) Private Limited

Joining Date: 11-Jan-2023

Registered Office
IQVIA RDS (India) Private Limited
Omega,
Embassy TechSquare,
Kadubeesanahalli CIN: U74140KA2003PTC032950
Marathahalli-Sarjapur Outer Ring Road.
Bangalore-560103
www.iqvia.com

EXECUTIVE EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement"), dated as of the 11-Jan-2023 is made and entered by IQVIA RDS (India) Private Limited (hereinafter "IQVIA") and TEJASHREE MOTE, AGED ({ 2} (DOB:12/08/2001), [S-D]/o { Nandkumar Mote} having Aadhar No. {429866697010} (hereinafter the "Executive").

IQVIA desires to employ this Executive as Centralized Monitoring Asst and provide adequate assurances to this Executive and this Executive desire to accept such employment on the terms set forth below.

In consideration of the mutual promises set forth below and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, IQVIA and Executive agree as follows:

1. EMPLOYMENT. IQVIA employs Executive and Executive accepts employment on the terms and conditions set forth in this Agreement.

2. NATURE OF EMPLOYMENT. This Executive shall serve as a Centralized Monitoring Asst and have such responsibilities and authority as IQVIA may assign from time to time. Additionally, this Executive agrees to perform such other duties consonant with those of an executive at the Executive's level as IQVIA may set from time to time.

2.1 This Executive shall perform all duties and exercise all authority in accordance with, and otherwise comply with, all IQVIA policies, procedures, practices and directions.

2.2 This Executive shall devote all working time, best efforts, knowledge and experience to perform successfully the Executive's duties and advance the Company's and/or its Affiliates' interests. During employment, this Executive shall not engage in any other business activities of any nature whatsoever (including board memberships) for which this Executive receives compensation without the Company's prior written consent; provided, however, this provision does not prohibit this Executive from personally owning and trading in stocks, bonds, securities, real estate, commodities or other investment properties for the Executive's own benefit which do not create actual or potential conflicts of interest with IQVIA and/or its Affiliates. As used in this Agreement, "Affiliates" shall mean: (i) any Company's parent, subsidiary or related entity; and/or (ii) any entity directly or indirectly controlled or beneficially owned in whole or part by IQVIA or Company's parent, subsidiary or related entity.

2.3 This Executive's base of operation shall be Thane, India (INMUM1, 42.5) subject to business travel as may be necessary in the performance of Executive's duties. IQVIA may in its sole discretion reallocate or transfer this Executive to a different location, shift, department or Affiliates at any time during employment.

3. COMPENSATION.

3.1 Base Salary. This Executive's annual salary for all services rendered shall be Indian Rs. 285,194.00 payable in equal monthly installments (less applicable withholdings) in accordance with the Company's policies, procedures and practices as they may exist from time to time. Executive's salary shall be reviewed in accordance with the Company's policies, procedures and practices as they may exist from time to time.

3.2 Other Benefits. This Executive may participate in all medical and disability insurance, pension, personal leave and other employee benefit plans and programs except Executive may not participate in any severance plans which may be made available from time to time to IQVIA executives at Executive's level; provided, however, that this Executive's participation in benefit plans and programs is subject to the applicable terms, conditions and eligibility requirements of these plans and programs, some of which are within the plan administrator's discretion, as they may exist from time to time.

3.3 Business Expenses. This Executive shall be reimbursed for reasonable and necessary expenses actually incurred by this Executive in performing services under this Agreement in accordance with and subject to the terms and conditions of the applicable IQVIA reimbursement policies, procedures and practices as they may exist from time to time. Expenses covered by this provision include but are not limited to travel, entertainment, professional dues, subscriptions and dues, fees and expenses associated with membership in various professional, and business and civic associations of which Executive's participation is in the Company's best interest.

3.4 Nothing in this Agreement shall require IQVIA to create, continue or refrain from amending, modifying, revising or revoking any of the plans, programs or benefits set forth in Sections 3.2 through 3.3. Any amendments, modifications, revisions and revocations of these plans, programs and benefits shall apply to Executive.

3.5 If, at any time during which the Executive is receiving salary or post-termination payments from the Company, the Executive receives payments on account of mental or physical disability from any source, then the Company, at its discretion, may reduce the Executive's salary or post-termination payments by the amount of such disability payments.

4. TERM OF EMPLOYMENT.

4.1 The parties agree that during the first one hundred and eighty (180) days (first and last day, inclusive) of the Executive's employment with IQVIA (the "Probation Period"), either party may terminate this Agreement without Cause (as defined in clause 4.2, below) at any time upon giving the other party thirty (30) days written notice; except:

(a) that IQVIA may by written notification to you extend the said Probation Period by further two (2) months (the "Extended Probation Period"); and

(b) that in the event this Agreement has not been terminated by either party during the Probation Period or the Extended Probation Period (as the case may be); then

(c) for the remainder of the duration of the Executive's employment with IQVIA (i.e. after the Probation Period/ Extended Probation Period), either party may only terminate this Agreement without Cause by providing the other with ninety (90) days written notice.

For the avoidance of doubt the terms applicable to the Probation Period shall be applicable to the Extended Probation Period on a pari pasu basis.

4.2 In addition to termination without cause pursuant to sections 4.1 above, your employment may also be terminated as follows:

(a) IQVIA shall have the right to terminate your employment immediately by written notice for Cause (as defined below), or without notice in the event of your Disability (as defined below), upon attaining Retirement Age (as defined below), Negative Medical Report (as defined below) or death.

As used in this Agreement "Cause" shall mean:

- (i) your performance of your job in an unsatisfactory manner, as determined by the Company;
- (ii) your material breach of any of the terms of this Agreement including but not limited to Sections 2 or 8;
- (iii) your failure to comply with IQVIA policy, procedure, practice or direction by the Company;
- (iv) your misconduct, violation of any law classified as a felony or dishonesty; or
- (v) the Company's dissolution or cessation of business operations.

"Negative Medical Report" as used in this Agreement, means a negative report pursuant to the mandatory annual medical checkups for all IQVIA employees working in laboratories where biomedical waste is handled.

"Disability" as used in this Agreement, means a physical or mental condition that renders you unable to perform the essential functions of your job for a period of one hundred and eighty (180) days or more. Disability shall be determined by a physician satisfactory to the Company.

Subject to the provisions of the foregoing paragraph, for the purposes of this Agreement, you shall be deemed to attain retirement when you attain the age of sixty (60) years (the "Retirement Age").

Without prejudice to the provisions of any agreement and/or arrangement that IQVIA may have with any body-corporate in respect of statutory or other benefits that you may be entitled to, you acknowledge and agree that, the Retirement Age may be varied by IQVIA at its sole discretion (which shall be by way of written notification to you and which may be electronically communicated).

(b) You may terminate your employment upon ninety (90) days written notice in the event IQVIA fails to comply with any material provision of this Agreement; provided, however, IQVIA shall have ninety (90) days from the receipt of such notice to cure any such default. If such default is cured within the initial ninety (90) days period, or if IQVIA takes reasonable steps to cure the default within such period and reasonably expects to cure such default within a reasonable time and in any event within one hundred and twenty (120) days of the original notice of breach, then in either event, you shall have no right to terminate your employment.

4.3 This Agreement shall terminate upon the termination of the employment relationship with the following exceptions: Section 6 (IQVIA Property and Competitive Business Activities), and Section 7 (Release) shall survive the termination of Executive's employment and/or the expiration or termination of this Agreement, regardless of the reasons for such expiration or termination.

5. COMPENSATION AND BENEFITS UPON TERMINATION.

5.1 The Company's obligation to compensate the Executive ceases on the effective termination date except as to: (i) amounts due at that time and (ii) any compensation and/or benefits to which the Executive may be entitled to receive pursuant to Sections 5.2, 5.3, 5.4, 5.7 or 5.8.

5.2 If IQVIA terminates Executive's employment pursuant to Sections 4.1 (without cause), then the Company's sole obligation shall be to pay Executive: (i) amounts due on the effective termination date; (ii) Subject to Executive's compliance with Section 6 and subject to Sections 3.5 and 5.6, an amount equal to this Executive then current monthly base salary (less applicable withholdings) for the three (3) month non-competition period set forth in Section 6.2, payable in equal monthly installments.

5.3 If IQVIA terminates this Executive's employment as provided in Section 4.2 or if the Executive terminates employment pursuant to Section 4.1 (without cause), then the Company's sole obligation shall be to pay Executive amounts due on the effective termination date. Executive, except when employment terminates pursuant to Section 4.2 (a) (death), shall comply with Section 6 of this Agreement upon expiration or termination of this Agreement.

5.4 If Executive terminates the employment relationship as a result of the Company's failure to cure its material breach of this Agreement after the Executive has given IQVIA notice of the material breach and 30 days in which to cure the breach (or such longer period as may be reasonably required to cure the breach as long as IQVIA is making good faith efforts to do so), pursuant to Section 4.2(b) of this Agreement, then the Company's sole obligation to Executive in lieu of any other damages or other relief to which the Executive otherwise may be entitled shall be (i) an amount equal to amounts due at the time of the Executive's termination; and (ii) subject to Executive's compliance with Section 6 and subject to Sections 3.5 and 5.5, liquidated damages in an amount equal to the Executive's then current monthly salary (less applicable withholdings) for the three (3) month non-competition period set forth in Section 6.2, payable in equal monthly installments.

5.5 The Company's obligation to provide the payments under Sections 5.2 and 5.4 is conditioned upon Executive's execution of an enforceable release of all claims and the Executive's compliance with Section 6 of this Agreement. If Executive chooses not to execute such a release or fails to comply with Section 6 then the Company's obligation to compensate the Executive's ceases on the effective termination date.

5.6 Executive is not entitled to receive any compensation or benefits upon the Executive's termination except as: (i) set forth in this Agreement; (ii) otherwise required by law. Moreover, the terms and conditions afforded Executive under this Agreement are in lieu of any severance benefits to which the Executive otherwise might be entitled pursuant to any severance plan, policy and practice of IQVIA and or its Affiliates. Nothing in this Agreement, however, is intended to waive or supplant any death, disability, retirement or pension benefits to which the Executive may be entitled under employee benefit plans in which the Executive participates.

5.7 Without prejudice to the provisions of Section 4.1, 4.2 and 5.2, if the Executive terminates his/her employment pursuant to Section 4.1 (without cause), then IQVIA may at its sole option, either require the Executive to: (a) serve the notice period specified in Section 4.1 (whether such notice period is within the Probation Period or at any time thereafter) in whole or part; or (b) may pay the Executive an amount equivalent to the gross salary that would have been owed to the employee for the duration of the aggregate notice period specified in Section 4.1 in lieu of the Executive serving the said notice period.

5.8 It is expressly acknowledged and agreed that the rights of IQVIA set out in Section 5.7 (a) and (b) may be exercised in whole or in part by IQVIA and where IQVIA requires the Executive to only serve a part of his/her notice period pursuant to Section 5.7 (a), then for the remainder of the notice period IQVIA shall pay amounts in lieu of notice on a pro-rated basis.

6. IQVIA PROPERTY AND COMPETITIVE BUSINESS ACTIVITIES.

6.1 IQVIA Property. Upon termination of the Executive's employment, Executive shall: (i) deliver to IQVIA all records, memoranda, data, documents and other property of any description which refer or relate in any way to Trade Secrets or Confidential Information, including all copies thereof, which are in the Executive's possession, custody or control; (ii) deliver to IQVIA all IQVIA's and/or Affiliates property (including, but not limited to, keys, credit cards, client files, contracts, proposals, work in process, manuals, forms, computer stored work in process and other computer data, research materials, other items of business information concerning any Company and/or Affiliates client, or Company and/or Affiliates business or business methods, including all copies thereof) which is in the Executive's possession, custody or control; (iii) bring all such records, files and other materials up to date before returning them; and (iv) fully cooperate with IQVIA in winding up the Executive's work and transferring that work to other individuals designated by the Company.

6.2 Competitive Business Activities.

(a) Executive will not engage in the following activities:

(1) on Executive's own or another's behalf, whether as an officer, director, stockholder, partner, associate, owner, employee, consultant or otherwise, directly or indirectly:

(i) During the Executive's employment and the three (3) months following the Executive's effective termination date (regardless of the reason for the termination), compete with IQVIA or its Affiliates within the geographical areas set forth in Section 6.2 (b); except that Executive, without violating this provision, may become employed by: (A) any company which is engaged in the integrated development, discovery, manufacture, marketing and sale of pharmaceutical drugs that does not engage in Covered IQVIA Offering; (B) a local, state or federal government; or (C) an academic institution, provided you are not providing services for such institution that competes with IQVIA or its Affiliates.

"Covered IQVIA Offering" means any IQVIA Offering (A) involving without limitation, contract sales, contract research or life-science analytics, (B) with which the Executive was involved in any way, (C) that was offered or supported in any way by the Business Unit of IQVIA for or with which the Executive provided Services, or (D) as to which Executive had access to IQVIA confidential or trade secret information"

(ii) During the Executive's employment and the twelve (12) months following the Executive's effective termination date (regardless of the reason for the termination), within the geographical areas set forth in Section 6.2 (b), solicit or do business which is the same, similar to or otherwise in competition with the business engaged in by IQVIA or its Affiliates, from or with persons or entities: (A) who are customers of IQVIA or its Affiliates; (B) who Executive or someone for whom the Executive was responsible solicited, negotiated, contracted or serviced on the Company's or its Affiliates' behalf; or (C) who were customers of IQVIA or its Affiliates at any time during the last year of Executive's employment with the Company;

(iii) During the Executive's employment and the six (6) months following the Executive's effective termination date (regardless of the reason for the termination), offer employment to or otherwise solicit for employment any employee or other person who had been employed by IQVIA or its Affiliates during the last year of Executive's employment with the Company; or

(2) directly or indirectly take any action which is materially detrimental or otherwise intended to be adverse to the Company's and/or Affiliates' goodwill, name, business relations, prospects and operations.

(b) The restrictions set forth in Section 6.2 apply to the following geographical areas; (i) within a 60-mile radius of IQVIA and/or its Affiliates where the Executive had an office during the Executive's employment with IQVIA and/or its Affiliates; (ii) any city, metropolitan area, state in which Executive's services were provided, or for which Executive had responsibility, or in which Executive worked on IQVIA and/or Affiliates' projects, while employed by IQVIA; and (iii) any city, metropolitan area, state in which IQVIA or its Affiliates is located or does or, during Executive's employment with Company, did business.

(c) Notwithstanding the foregoing, Executive's ownership, directly or indirectly, of not more than one percent of the issued and outstanding stock of a corporation the shares of which are regularly traded on a national securities exchange or in the over-the-counter market shall not violate Section 6.2.

6.3 Remedies. Executive acknowledges that the Executive's failure to abide by IQVIA Property or Competitive Business Activities provisions of this Agreement would cause irreparable harm to IQVIA and/or its Affiliates for which legal remedies would be inadequate. Therefore, in addition to any legal or other relief to which IQVIA and/or its Affiliates may be entitled by virtue of Executive's failure to abide by these provisions: (i) IQVIA will be released of its obligations under this Agreement to make any post-termination payments, including but not limited to those otherwise available pursuant to Sections 5.2 or 5.4; (ii) IQVIA may seek legal and equitable relief, including but not limited to preliminary and permanent injunctive relief, for Executive's actual or threatened failure to abide by these provisions; (iii) Executive will return all post-termination payments received pursuant to this Agreement, including but not limited to those received pursuant to Sections 5.2 or 5.4; (iv) Executive will indemnify IQVIA and/or its Affiliates for all expenses including attorneys' fees in seeking to enforce these provisions; and (v) if, as a result of Executive's failure to abide by IQVIA Property or Competitive Business Activities provisions, any commission or fee becomes payable to Executive or to any person, corporation or other entity with which Executive has become employed or otherwise associated, Executive shall pay IQVIA or cause the person, corporation or other entity with whom the Executive has become employed or otherwise associated to pay IQVIA an amount equal to such commission or fee. If IQVIA exercises its right to discontinue payments under this provision and/or Executive returns all post-termination payments received pursuant to this Agreement, Executive shall remain obligated to abide by IQVIA Property and Competitive Business Activities provisions set forth in this Agreement.

6.4 Tolling. The three (3) month period under Section 6.2 shall be tolled during any period in which Executive fails to abide by these provisions.

6.5 Other Agreements. Nothing in this Agreement shall terminate, revoke or diminish Executive's obligations or the Company's and/or its Affiliates' rights and remedies under law or any agreements relating to trade secrets, confidential information, non-competition and intellectual property which Executive has executed in the past or may execute in the future or contemporaneously with this Agreement.

7. RELEASE. Executive acknowledges that: (i) as a part of the Executive's services, the Executive may provide the Executive's image, likeness, voice or other characteristics; and (ii) IQVIA may use the Executive's image, likeness, voice or other characteristics and expressly releases the Company, its Affiliates and its and/or their agents, employees, licensees and assigns from and against any and all claims which the Executive has or may have for invasion of privacy, right of privacy, defamation, copyright infringement or any other causes of action arising out of the use, adaptation, reproduction, distribution, broadcast or exhibition of such characteristics.

8. EMPLOYEE REPRESENTATIONS.

(a) Executive represents and warrants that the Executive's employment and obligations under this Agreement will not (i) breach any duty or obligation the Executive owes to another or (ii) violate any law, recognized ethics standard or recognized business custom.

(b) Executive hereby expressly agree that he/she shall not either directly or indirectly commit or cause to commit any cybercrime. Cybercrime as mentioned herein means any isolated or concerted act done anywhere by which the originator of such act or associates:

- (i) Gain unauthorized access to the computer system or computer network; or
- (ii) Download, copy or extract any information or data from such system; or
- (iii) Introduce any harmful code; or
- (iv) Cause any damage to the system or network; or
- (v) Cause the non-functioning or malfunctioning of any system or network; or
- (vi) Cause denial of access to any authorized person to the system or network; or
- (vii) Contravene any provision of the Information Technology Act, 2000 and the rules and regulation made there under; or
- (viii) Tamper or manipulate any system or network with the object of operating the account of another person; or
- (ix) Alter or delete any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means; or
- (x) Do anything which has the effect of adversely affecting the performance of a computer network or services.

(c) As a condition of employment, Executive hereby accepts the following non-disclosure requirements:

(i) Except as reasonably required in the performance of his/her duties, Executive shall not at any time during or after his/her employment has been terminated, disclose or reveal to any person or otherwise make use of Confidential Information including any personal information, trade secrets, secret or confidential operations, processes or dealings or any information concerning the Company, its clients or its' clients' customers, or the business, finances, transactions or affairs of the Company.

(ii) Regarding these non-disclosure obligations, Executive fully acknowledge and consent to the Company's ability to monitor and review his/her activities while in employment to the maximum extent permitted by law.

(iii) Executive further agrees to take all reasonable action to prevent unauthorized use or disclosure of any Confidential Information, including any personal information that he/she may view or access during employment.

Confidential Information shall mean without limitation, any information that is not publicly known and relates to business affairs, proprietary products, technology, research, development and trade secrets of IQVIA and its Affiliates and other entities with which IQVIA conducts business and/or are stakeholders in such business.

(d) IQVIA's confidential information shall include, but not limited to:

- (i) IQVIA's data and databases.
- (ii) Statistical methodologies, computer software and documentation.
- (iii) Information about employees (including compensation, benefits and performance reviews).
- (iv) Lists of customers and prospective customers.
- (v) Business plans, including marketing plans, research and development plans, sales plans and strategic plans.
- (vi) Methods of doing business and business processes.
- (vii) Financial information relating to the performance of the Company.
- (viii) Internal policies accessible only to employees during employment.
- (ix) Other information that is not generally known, and that relates to IQVIA.

(e) Confidential Information of others may include:

(i) Information shared by a customer about its business that is not generally known to public (for example, drugs in research & development, potential drug licensing transactions between pharmaceutical companies, direct sales data, sales territory alignments, report parameters selected by the customer, business plans, etc.).

(ii) Information shared by a data supplier about its business that is not generally known to public (for example, computer system specifications, unprocessed supplier data, business plans, etc.)

(iii) Information shared by another company to help IQVIA evaluate whether to enter into a business relationship with that company.

(f) Confidential Information also includes any individually identifiable information about any individual, whether an IQVIA employee, business contact, customer, client or customer or employee of any Company's client. This information may not be used or disclosed by Executive for any purpose except to perform the specific functions or responsibilities assigned to Executive during employment.

(g) Executive shall indemnify IQVIA (including its directors, employees and agents) from and against any and all loss and damage or liability suffered and legal fees and all costs incurred by IQVIA resulting from or related to a breach of any of Executive's obligations and/or representations contained herein for any reason whatsoever.

(h) Executive agrees that he/she shall promptly make full written disclosure to IQVIA, will hold in trust for the sole right and benefit of IQVIA, and hereby assign to IQVIA, or its designee, all of his/her right, title and interest throughout the world in and to any and all IQVIA Inventions. IQVIA inventions ("IQVIA Inventions") shall mean all inventions that Executive may solely or jointly author, discover, develop, conceive, or reduce to practice during the period of employment with IQVIA and all data created or developed by Employee or provided by IQVIA or third parties during his/her employment, wherever located whether electronically or in hard copy, in a computer, mobile device, cloud storage or otherwise ("Data"). Executive further acknowledge that all IQVIA Inventions made by Executive (solely or jointly with others) within the scope of and during the period of the employment, including without limitation the Data, are "works made for hire" (to the greatest extent permitted by applicable law) and are compensated by Executive's salary. Executive hereby waives and irrevocably quits, claims to IQVIA or its designee all claims, of any nature whatsoever, that he/she now have or may hereafter have in respect of any and all IQVIA Inventions, including without limitation claims for infringement thereof. Further Employee hereby irrevocably waive all his/her rights and claims in respect of the Data and any rights to injunctive relief against IQVIA from either accessing such data at any time or prohibiting IQVIA from utilizing IQVIA Inventions or Data in any manner it deems fit in perpetuity.

(i) Executive acknowledge and agree that covenants and obligations with respect to matters set forth in this Section 8 relate to special, unique and extraordinary matters and that a violation of any of the terms of such covenants and obligations will cause IQVIA irreparable injury and IQVIA may seek legal and equitable relief, including but not limited to preliminary and permanent injunctive relief, for Executive's actual or threatened failure to abide by these provisions. These injunctive remedies are cumulative and are in addition to any other rights and remedies that IQVIA may have at law or in equity.

9. NOTICES. All notices, requests, demands and other communications required or permitted to be given in writing pursuant to this Agreement shall be deemed given and received: (a) upon delivery if delivered personally; (b) on the fifth (5th) day after being deposited with the Indian Postal Service if mailed by first class mail, postage prepaid, registered or certified with return receipt requested, at the addresses set forth below; (c) on the next day after being deposited with a reliable overnight delivery service; or (d) upon receipt of an answer back confirmation, if transmitted by telefax, addressed to the below indicated telefax number. Notice given in another manner shall be effective only when received by the addressee. For purposes of notice, the addresses and telefax number (if any) of the parties shall be as follows:

If to the Executive, to: Executive's Residential Address

TEJASHREE MOTE

Emp 28/801 evershinemillennium Paradise neptune, thakur village kandivali east
mumbai
India
400101

If to the Company, to:
IQVIA
OFFICE OF GENERAL COUNSEL,
Omega Embassy TechSquare
Marathahalli- Sarjapur Outer Ring Road
Kadubeesanahalli
Bangalore 560103
Office: + 91 80 3769 0000/0100
Attn: Legal Department

provided that:

(a) each party shall have the right to change its address for notice, and the person who is to receive notice, by the giving of fifteen (15) days' prior written notice to the other party in the manner set forth above; and

(b) notices shall be effective if given to the other party in the manner set forth above regardless of whether a copy was received by the additional addressee specified above.

10. WAIVER OF BREACH. The Company's or Executive's waiver of any breach of a provision of this Agreement shall not waive any subsequent breach by the other party.

11. ENTIRE AGREEMENT. Except as expressly provided in this Agreement, this Agreement: (i) supersedes all other understandings and agreements, oral or written, between the parties with respect to the subject matter of this Agreement; and (ii) constitutes the sole agreement between the parties with respect to this subject matter. Each party acknowledges that: (i) no representations, inducements, promises or agreements, oral or written, have been made by any party or by anyone acting on behalf of any party, which are not embodied in this Agreement; and (ii) no agreement, statement or promise not contained in this Agreement shall be valid. No change or modification of this Agreement shall be valid or binding upon the parties unless such change or modification is in writing and is signed by the parties.

12. SEVERABILITY. If a court of competent jurisdiction holds that any provision or sub-part thereof contained in this Agreement is invalid, illegal or unenforceable, that invalidity, illegality or unenforceability shall not affect any other provision in this Agreement. Additionally, if any of the provisions, clauses or phrases in the Trade Secrets, Confidential Information or Competitive Business Activities provisions set forth in this Agreement are held unenforceable by a court of competent jurisdiction, then the parties desire that they be "blue-penciled" or rewritten by the court to the extent necessary to render them enforceable.

13. PARTIES BOUND. The terms, provisions, covenants and agreements contained in this Agreement shall apply to, be binding upon and inure to the benefit of the Company's successors and assigns. The Company, at its discretion, may assign this Agreement to Affiliates. Because this Agreement is personal to Executive, Executive may not assign this Agreement.

14. GOVERNING LAW. This Agreement and the employment relationship created by it shall be governed by laws of the Republic of India. The parties hereby consent to jurisdiction in Bangalore for any litigation relating to this Agreement and agree that any litigation by or involving them relating to this Agreement shall be conducted in the courts of Bangalore.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the day, month and year first written above.

TEJASHREE MOTE

For and on behalf of
IQVIA RDS (India) Private Limited

Samit Vinay Raj
Senior Director, Talent Acquisition Team

January 05, 2023

Mr. Omkar Neharkar
Pune

Dear Omkar Neharkar,

It gives us great pleasure to extend to you an offer to join our Organization as “**Probationary Field Sales Officer**” based out at **Pune** Head Quarter in the **Gynecology** division.

We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization.

As mutually agreed, your gross remuneration will be **INR 2,75,000/- (INR Two Lacs Seventy Five Thousand Only)** per annum, as per Annexure A

You will be required to carry the following documents for joining.

1. Certified photocopies of educational certificates (10th, 12th, graduation & post-graduation).
2. Proof of Date of Birth.
3. Two passport size photographs.
4. PAN card and AADHAR card copies.
5. One Cancelled Cheque / Passbook copy of the salary account.
6. Certificate for last drawn salary.
7. Employment resignation letter / relieving letter from the previous employer.

Please sign this letter as a token of your acceptance of our offer and return it to the undersigned. You are required to join as early as possible as but not later than **January 15, 2023**.

We are confident about your quickly making a significant contribution to the company’s business.

Kindly respond to this offer at the earliest. Look forward to hearing from you.

Thanking you.

For Integrace Private Ltd.,



Ganesh Jha
Human Resources

I accept

Annexure A		
	Salary	
Salary Components	INR Per Month	INR Per Annum
Basic Salary – A	4,000	48,000
House Rent Allowance	2,000	24,000
Education Allowance	200	2,400
Medical	1,250	15,000
Kit Maintenance Allowance	300	3,600
Soft Furnishing Allowance	300	3,600
Personal Pay	11,145	133,740
Total Allowances – B	15,195	182,340
Total Monthly Salary - C (A+B)	19,195	230,340
Retirement Benefits		
PF {12% of Basic Salary}	1,800	21,600
Gratuity {4.81% of Basic Salary} **	192	2309
Total Retirement Benefits - D	1,992	23,909
Annual Allowances		
LTA		4,000
Annual Bonus*		16,800
Total Annual Allowances - E		20,800
Gross Salary - F (C+D+E)		275,049
** Gratuity will be payable as per Gratuity Act.		
*Annual Bonus is an indicative annualized amount.		

For Integrate Private Ltd.,



Ganesh Jha
 Human Resources

 I accept



01-December-2022

Dear **Shruti M. Patil**,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Market Research Analyst** in our Company. You shall be based out of **Pune** location.

This offer is subject to the following:

1. Your written undertaking to join, not later than **03-December-2022**;
2. Submission of all your required certificates and documents;
3. Satisfactory completion of reference checks.

You shall be on a probation period for initial 3 (Three) months from the date of your joining and the employment shall be confirmed thereafter depending upon Your performance in the initial 3 (Three) months.

A formal Appointment/Employment Letter shall be issued to you on the date of your joining. You are requested to submit copies of the following documents at the time of your joining (please carry the original documents for verification at the time of joining).

1. Address proof (Aadhar card or Driving License);
2. Work experience certificates of all the past employments (if applicable);
3. Resignation letter duly signed & accepted by your last employer (if applicable);
4. Educational certificates – 10th, 12th, Graduation & Post-Graduation.
5. Last drawn salary pay slip (if applicable);
6. Two passport size photographs (white background);
7. PAN card;
8. Bank Proof (Cancelled Cheque/Passbook Front Page).

You are being offered the above position based on authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

Please return the duplicate copy of this Offer Letter, duly signed, in token of your having accepted the same.

Sincerely,
Human Resources
GRG Health

Accepted by
Ms. Shruti M. Patil



Salary Annexure

Annexure A COMPENSATION DETAILS		
Name	Ms. Shruti M. Patil	
Designation	Market Research Analyst	
Effective Date	03-December-2022	
Monthly CTC (Fixed)	24,167 (Before Tax)	
Annual CTC (Fixed)	2,90,000 (Before Tax)	
	Monthly (Rs.)	Annual (Rs.)
Basic	15,000	1,80,000
HRA (50% of Basic)	7,500	90,000
Other Allowance	1,667	20,000
Total Compensation	24,167	2,90,000
Annual Variable	-	40,000
Total Annual CTC	24,167	3,30,000
Deduction		
State wise - PT	200/300	2,500
Net Compensation	23,967	3,27,500

*There shall be PT (Profession tax) deduction of INR 200 (Two Hundred Only) per month and in the month February it shall be INR 300 (Three Hundred Only) such deduction shall be applicable from April, 2022 onwards. Your total PT deduction annually shall amount to INR 2500 (Twenty-Five Hundred Only).

PF Applicability Rule:

1. If an Employee is having Basic salary less than Rs. 15000/-p.m then PF deduction is mandatory as per PF Rules.
2. If an Employee is having PF UAN no. then PF deduction is mandatory as per PF Rules.

(Note: Performance Variable Pay component is based on your performance and KRA percentage. This comes under a Bi-Monthly Performance review Process. It shall be paid according to your performance score and Bi- Monthly review with Your supervisor).

Salary details are to be kept confidential and shall not be disclosed to anyone under any circumstances to anybody except to the designated officials
I have understood the above distribution of salary.

Ms. Shruti M. Patil



Additional Terms of employment:

1. Your employment with the Company shall commence from the date of Your joining in the Company, if You do not join within a months' time or within the communicated time post acceptance of this offer letter by You, we shall revoke this offer.
2. You shall be governed by the rules and regulations as applicable to the employees of the Company, including revisions in such rules as may be affected from time to time. You shall be an employee of the Company and shall devote your professional energies towards the conduct of Your duties during Your employment with the Company.
3. It's a 24*7 work environment, however normal working days are Monday to Friday.
4. In case if the You are unable to join due to notice period limitations, You must inform the Company for the buyout (can be discussed mutually).
5. You shall not disclose any information to anyone including but not limited to Company's customers, prospective customers, people or entities outside the Company or to any Company's employee which is confidential or trade secret under your previous employment contract or disclosure of which is in violation of any law or third-party intellectual property rights. If You disclose any such information, You shall be solely liable at Your own cost and You agree to hold harmless the Company from and against any claims, actions, suits, demands, damages, claims for fees, costs, charges and expenses.
6. The matters pertaining to terms and conditions of your employment including your remuneration are strictly confidential between You and the Company and should be treated as such. You should maintain the confidentiality of information, which would come to your knowledge during execution of your duties and responsibilities. You shall maintain utmost secrecy of the affairs or works of the Company and should not divulge any information of the Company by any mode of communication to any other person or organization during Your employment with the Company or thereafter.
7. For Company initiated relocation request (If communicated & agreed by employer), relocation reimbursement shall be fully covered by the Company, in case of separation due to any default from Your end, including but not limited to neglect of duties, misconduct/misdemeanor or any other reason owing to breach of Your employment agreement within Twelve (12) months You shall fully return the amount of relocation reimbursement offered to You by the Company.



Employee Benefits:

- Medclaim benefits to employee and their dependents (Spouse & Up to 2 children);
- Company Uber account facility;
- Flexible leave policy (as per company standard leave policy);
- Free medical E-Consultation through Tattvan E-Clinics.

GROWMAN GROUP

Ref No: 23900226
22-Dec-2022



Yashashri Pradip Pawar

Dear **Yashashri**,

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

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

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

We request that you join us on or before **02-Jan-2023**.

Please note:

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

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

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

Best regards,

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



Shibu Balakrishnan

AVP – HR

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

Signature:

Date:

Compensation and Benefits

Name: Yashashri Pradip Pawar **Designation:** Process Executive - Voice

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

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

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

Leave and vacation:

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

Category of Leave

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

Provident Fund Wages:

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

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

Employee State Insurance (ESI):

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

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

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

* Flexible Benefit Plan:

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

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

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

Note:

- Any statutory revision of Provident Fund/ESI contribution or any other similar statutory benefits will result in a change in the net take-home salary. The Annual Gross Compensation will remain the same
- Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 22-Dec-2022 between:

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

AND

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

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

RECITAL:

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

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

1. Duties and Responsibilities

a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

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

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

4. Confidentiality

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

5. Data Protection

By signing below,

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

bodies/authorities as required under applicable law/requirements.

6. Work Schedule

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

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

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

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

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

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

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

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

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

16. Deputation, Assignment and Transfer

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

17. Survival

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

18. Dispute Resolution and Governing law

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

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by the Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without the Company's prior written consent, and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of the Company and its affiliates and their employees, contractors or clients.

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

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

Cognizant Technology Solutions India Private Limited

Yashashri Pradip Pawar



Shibu Balakrishnan

AVP – HR

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

Signature:

Date:

09 December 2022

INTERNSHIP AGREEMENT

Dear Riya Sinha Mahapatra,

Parexel is pleased to offer you an Internship Opportunity as an **Intern - Clinical Data Analyst**, for a period of 6 months from **02 January 2023 to 02 July 2023**.

During this period, you shall receive a stipend of INR 20000.00 per month for 6 months.

During your internship, you will have access to confidential information belonging to the organization, which includes, without limitation, trade secrets, processes, formulae, data and know-how, discoveries, developments, designs, improvements, inventions, techniques, marketing plans, strategies, forecasts, new products, software, software documentation, unpublished financial statements, budgets, projections, licenses, prices, costs and customer and supplier lists.

By accepting this offer of internship, you acknowledge that you must keep all these information's strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Organization. In addition, you agree that upon conclusion of your internship, you will immediately return to the Organization all of its property, equipment and documents, including electronically stored information.

Your internship will include training/orientation and gaining a deeper understanding of concepts through hands-on application of the knowledge and applying the same in few projects. During your internship you would be assigned tasks and projects that improve your understandings of the concepts you learned and there for you would be expected to put your best efforts in executing the assignments given to you.

You will be assigned a supervisor who will guide and brief you on your roles and responsibilities. Please note that your internship with the Organization does not constitute employment. The internship relationship with the Organization may be terminated at any time with or without notice, with or without good cause or for any or no cause at the option of Organization and can also be terminated by you by providing 30 days' notice to the organization.

By signing this agreement, you will also comply with all applicable policies and practices governing the conduct of our business and employees. We hope that your association with the Organization will be successful and rewarding. Please indicate your acceptance of this offer by signing below.

Full Name of the Intern: Riya Sinha Mahapatra

Signature of the Candidate: _____



Yours Sincerely,

For **Parexel International (India) Private Limited**,



Ranjit Dadigela
Senior Director, Talent Acquisition

December 23, 2022

Mr. Shoaib Baghwan
Pune

Dear Shoaib Baghwan,

It gives us great pleasure to extend to you an offer to join our Organization as “**Probationary Field Sales Officer**” based out at **Pune** Head Quarter in the **Gynecology** division.

We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization.

As mutually agreed, your gross remuneration will be **INR 2,75,000/- (INR Two Lacs Seventy Five Thousand Only)** per annum, as per Annexure A

You will be required to carry the following documents for joining.

1. Certified photocopies of educational certificates (10th, 12th, graduation & post-graduation).
2. Proof of Date of Birth.
3. Two passport size photographs.
4. PAN card and AADHAR card copies.
5. One Cancelled Cheque / Passbook copy of the salary account.
6. Certificate for last drawn salary.
7. Employment resignation letter / relieving letter from the previous employer.

Please sign this letter as a token of your acceptance of our offer and return it to the undersigned. You are required to join as early as possible as but not later than **December 27, 2022**.

We are confident about your quickly making a significant contribution to the company’s business.

Kindly respond to this offer at the earliest. Look forward to hearing from you.

Thanking you.

For Integrace Private Ltd.,



Ganesh Jha
Human Resources

I accept

Annexure A		
	Salary	
Salary Components	INR Per Month	INR Per Annum
Basic Salary – A	4,000	48,000
House Rent Allowance	2,000	24,000
Education Allowance	200	2,400
Medical	1,250	15,000
Kit Maintenance Allowance	300	3,600
Soft Furnishing Allowance	300	3,600
Personal Pay	11,145	133,740
Total Allowances – B	15,195	182,340
Total Monthly Salary - C (A+B)	19,195	230,340
Retirement Benefits		
PF {12% of Basic Salary}	1,800	21,600
Gratuity {4.81% of Basic Salary} **	192	2309
Total Retirement Benefits - D	1,992	23,909
Annual Allowances		
LTA		4,000
Annual Bonus*		16,800
Total Annual Allowances - E		20,800
Gross Salary - F (C+D+E)		275,049
** Gratuity will be payable as per Gratuity Act.		
*Annual Bonus is an indicative annualized amount.		

For Integrate Private Ltd.,



Ganesh Jha
 Human Resources

 I accept



महाराष्ट्र दुकाने व आस्थापना (नोकरीचे व सेवाशर्तीचे विनियमन) नियम, २०१८
नमुना "ग"
(नियम ९ पहा)

सूचना दिल्याबाबत पावती



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

१.	पावती क्रमांक	:	२२४१५००३९६८९८६७९								
२.	अर्जाचा (सूचनापत्राचा) आयडी क्रमांक	:	१०९५५४०२२२०३								
३.	आस्थापनेचे नाव	:	विशाल मेडिकल अँड जनरल स्टोर VISHAL MEDICAL AND GENERAL STORE								
४.	कामगारांची एकूण संख्या	:	२								
			<table border="1"><thead><tr><th>पुरुष</th><th>स्त्री</th><th>इतर</th><th>एकूण</th></tr></thead><tbody><tr><td>१</td><td>१</td><td>०</td><td>२</td></tr></tbody></table>	पुरुष	स्त्री	इतर	एकूण	१	१	०	२
पुरुष	स्त्री	इतर	एकूण								
१	१	०	२								
५.	अ) मालकाचे नाव	:	पृथ्वीराज गंगाधर गोरे PRUTHVIRAJ GANGADHAR GORE								
	ब) आस्थापनेचा पत्ता	:	शॉप नं-१, वरुन कॉम्प्लेक्स, सूदगीरनी रोड, उल्का नगरी, औरंगाबाद, औरंगाबाद(म.न.पा), औरंगाबाद, औरंगाबाद, ४३१००९								
६.	सदरची पावती ही केवळ अर्जदाराने त्याचा व्यवसाय सुरु केल्याबद्दल कार्यालयास पाठविलेल्या सूचना पत्राची पोच पावती असून व्यवसाय अथवा व्यवसायाची जागा अस्तित्वात असल्याबद्दलचा पुरावा नाही. व्यवसायासाठी व व्यवसायाच्या जागेसाठी आवश्यक असणारी संबंधित सक्षम प्राधिकारी यांच्याकडील पूर्व / पश्चात परवानगी, अनुज्ञप्ती, परवाना धारण करण्याची सर्वस्वी जबाबदारी मालकाची राहिल. ही पोच पावती व्यवसायाच्या जागेचा मालकी हक्क किंवा मालमत्तेचा मालकी हक्क किंवा ताबा या प्रयोजनार्थ कोणत्याही कायद्यांतर्गत ग्राह्य धरता येणार नाही.										
७.	व्यवसायाचे स्वरूप	:	मेडिकल आणि ड्रगिस्ट स्टोर्स / MEDICAL & DRUGGIST								
८.	पूर्वीचा नोंदणी प्रमाणपत्राचा क्रमांक व दिनांक, लागू असल्यास	:									

टीप : सदरची पोच पावती संगणकीय प्रणालीद्वारे तयार करण्यात आलेली असल्याने त्यावर स्वाक्षरीची आवश्यकता नाही. सदरची पोच पावती ही अर्जदाराने सादर केलेल्या स्वयंघोषणापत्र आणि स्वयंसाक्षात्कीत अभिलेखाद्वारे पडताळणी न करता देण्यात आलेले आहे.
सादर पोचपावती ही १० पेक्षा कमी कामगार असलेल्या आस्थापनांना नोंदणी दाखल्या ऐवजी देण्यात येते. त्यांना नमुना - ब मध्ये नोंदणी प्रमाणपत्र अनुज्ञेय होत नाही.

दिनांक : ०२-१०-२०२२

ठिकाण : Aurangabad


कार्यालयाचा पत्ता : Office of the Deputy Commissioner of Labour, Aurangabad, Address- Malajipura, Station Road, Aurangabad.

अर्जाचा आय.डी. क्रमांक	प्रदान केलेले सेवा मूल्य (रुपये)
१०९५५४०२२२०३	२३.६०

महाराष्ट्र दुकाने व आस्थापना (नोकरीचे व सेवाशर्तीचे विनियमन) नियम, २०१८
Form - 'F'

[See Rule 8]

APPLICATION FOR INTIMATION

Application ID	109554022203	
Registration Certificate / Intimation Receipt No. नोंदणी क्रमांक / पावती क्रमांक	2241500316898679	
Division / विभाग	Aurangabad	
District / जिल्हा:	Aurangabad	
Office Name	Office of the Deputy Commissioner of Labour, Aurangabad, Address- Malajipura, Station Road, Aurangabad.	

Name of the establishment / आस्थापनेचे नाव	VISHAL MEDICAL AND GENERAL STORE विशाल मेडिकल अँड जनरल स्टोर			
Previous details of establishment / आस्थापनेची पूर्वीची सविस्तर माहिती	New Registration			
Postal address and situation of the Establishment / (आस्थापनेचा पत्ता)	SHOP NO-1,VARUN COMPLEX, SUDGIRNI ROAD, ULKA NAGARI, AURANGABAD, AURANGABAD (MUNICIPAL CORPORATION.) , AURANGABAD, AURANGABAD, 431009		शॉप नं-1,वरुन कॉम्प्लेक्स,सूदगीरनी रोड,उल्का नगरी,औरंगाबाद,औरंगाबाद(म.न.पा),औरंगाबाद,औरंगाबाद,431009	
Mobile / भ्रमणध्वनी क्र.	9834178393			
Email-id / ई - मेल आय डी	prugore@gmail.com			
Date of commencement of business / व्यवसाय सुरु केल्याचा दिनांक	01/09/2022			
Nature of Business / व्यवसायाचे स्वरूप	MEDICAL AND GENERAL STORE		मेडिकल अँड जनरल स्टोर	
Whether establishment falls under public or private sector / आस्थापना सार्वजनिक क्षेत्रात येते की खाजगी क्षेत्रात येते	Private			
Total No. of Employee	Men	Women	Transgender	Total
	1	1	0	2
Name of the Employer / मालकाचे नाव	PRUTHVIRAJ GANGADHAR GORE		पृथ्वीराज गंगाधर गोरे	
Residential Address of the employer / मालकाच्या निवासस्थानाचा पत्ता	FLAT NO-1,SHRINIVAS APARTMENT,ADITYA NAGAR,ULKA NAGARI,AURANGABAD (MUNICIPAL CORPORATION.),AURANGABAD,AURANGABAD,431009		फ्लॅट नं-1, श्रीनिवास अपार्टमेंट, आदित्य नगर, उल्का नगरी, औरंगाबाद(म.न.पा),औरंगाबाद, औरंगाबाद, 431009	
Resident Since / वास्तव्य	10			
Status / Designation	PROPRIETOR			
Mobile No	9763021153			

E-mail ID	prugore@gmail.com							
Aadhar No	928030029556							
Name of Manager / व्यवस्थापकाचे नाव								
Residential address of Manager / व्यवस्थापकाच्या निवासस्थानाचा पत्ता								
Contact No								
Fax No								
Email-ID / ई - मेल आय डी								
Aadhar No								
Category Of Establishment / आस्थापनेचे वर्गवारी	SHOP (दुकाने)							
Category Of Establishment Type / आस्थापनेचे उपवर्गवारी	मेडिकल आणि ड्रगिस्ट स्टोर्स / MEDICAL & DRUGGIST							
Type of organisation / आस्थापनेचा प्रकार	Self Ownership (Proprietary)							
Name of the member of employer's family employed in the establishment / आस्थापनेत नोकरीत असलेल्या मालकांच्या कुटुंबातील इसमांची नावे	NA ना <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Men / पुरुष</th> <th style="width: 33%;">Women / स्त्रिया</th> <th style="width: 33%;">Transgender / इतर</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>		Men / पुरुष	Women / स्त्रिया	Transgender / इतर	0	0	0
Men / पुरुष	Women / स्त्रिया	Transgender / इतर						
0	0	0						

Self Declaration / स्वघोषणापत्र

I PRUTHVIRAJ GANGADHAR GORE, hereby solemnly affirm and state that the business which I PRUTHVIRAJ GANGADHAR GORE have started is not banned or prohibited by any Act, Rules, Law or Order of any Court of Law or any competent authority and the premises where I PRUTHVIRAJ GANGADHAR GORE, are conducting the said business is free from violation of any Act, Rules, Order of any Court of Law or any Competent Authority.

I PRUTHVIRAJ GANGADHAR GORE, hereby declare that the information provided above is true and correct to the best of my/our personal knowledge, information and belief. I PRUTHVIRAJ GANGADHAR GORE, am/are fully aware about the consequences of giving false information. If the information is found to be false, I PRUTHVIRAJ GANGADHAR GORE, shall be liable for prosecution and punishment under the Indian Penal Code (45 of 1860) and /or any other law applicable thereto.

I PRUTHVIRAJ GANGADHAR GORE, have obtained necessary licenses, permissions, permit for the conduct of this business and the place of business from the appropriate Authority.

I PRUTHVIRAJ GANGADHAR GORE, shall be responsible and liable for legal action if the business is conducted without proper licence, permission, permit from the appropriate Authority. I/We submit and declare that I PRUTHVIRAJ GANGADHAR GORE, will not undertake any illegal activity or any business prohibited in law in force in India.

I PRUTHVIRAJ GANGADHAR GORE, declare that the place of business is not located in any area wherein commencing / running of such business is prohibited by any law or order of any Competent Authority.

I PRUTHVIRAJ GANGADHAR GORE, hereby declare that the copies attested by me are true copies of original documents. I PRUTHVIRAJ GANGADHAR GORE, am/are well aware of the fact that if the copies are found false/forged, I/We shall be liable for prosecution and punishment under the Indian Penal Code (45 of 1860) and /or any other law applicable thereto.

I PRUTHVIRAJ GANGADHAR GORE, undertake to abide by the provisions of the Maharashtra Shops and Establishments (Regulation of Employment and Conditions of Service) Act, 2017 (Mah. LXI of 2017) and the Rules and orders passed thereunder by any Authority.

मी पृथ्वीराज गंगाधर गोरे, याद्वारे गांभीर्यपूर्वक दृढकथन करतो/ करते आणि असे नमूद करतो/ करते की, मी/ आम्ही सुरू केलेल्या व्यवसायावर कोणताही अधिनियम, नियम, कायदा किंवा कोणत्याही विधी न्यायालयाचा अथवा कोणत्याही सक्षम प्राधिकार्याचा आदेश याद्वारे बंदी घालण्यात आलेली नाही किंवा मनाई करण्यात आलेली नाही आणि मी पृथ्वीराज गंगाधर गोरे ज्या जागेत उक्त व्यवसाय करीत आहे/ आहोत तेथे कोणताही अधिनियम, नियम, कोणत्याही न्यायालयाचा अथवा कोणत्याही सक्षम प्राधिकार्याचा आदेश यांचे उल्लंघन झालेले नाही.

मी पृथ्वीराज गंगाधर गोरे, याद्वारे असे घोषित करतो/करते की, वर अर्जांमध्ये नमूद केलेली माहिती, माझ्या आमच्या वैयक्तिक ज्ञानानुसार, माहितीप्रमाणे व विश्वासानुसार खरी व बिनचूक आहे. चुकीची माहिती देण्याच्या परिणामाची मला/आम्हाला पूर्ण जाणीव आहे. दिलेली माहिती चुकीची आढळून आल्यास मी पृथ्वीराज गंगाधर गोरे भारतीय दंड संहिता (1860 चा 45) अन्वये किंवा त्यासंबंधात लागू असलेल्या इतर कोणत्याही कायद्यान्वये खटला भरण्यासाठी व शिक्षेसाठी पात्र आहे/ आहोत.

मी पृथ्वीराज गंगाधर गोरे, अर्जात नमूद केलेल्या जागेत व्यवसाय करण्यासाठी संबंधित समुचित प्राधिकार्याकडून आवश्यक ती अनुज्ञप्ती, परवानगी, परवाना प्राप्त केला आहे.

मी पृथ्वीराज गंगाधर गोरे, अनुज्ञप्ती, परवानगी, परवाना न घेता व्यवसाय करीत असल्यास कायदेशीर कारवाईसाठी पात्र व जबाबदार राहू.

मी पृथ्वीराज गंगाधर गोरे, असे घोषित करतो/करते की, भारतातील लागू असणाऱ्या कायद्यांतर्गत मनाई असलेले बेकायदेशीर कृत्य अथवा व्यवसाय करणार नाही.

मी पृथ्वीराज गंगाधर गोरे, असे घोषित करतो/करते की, जेथे असा व्यवसाय सुरू करण्यास किंवा चालविण्यास कोणत्याही कायद्याद्वारे किंवा कोणत्याही सक्षम प्राधिकार्याच्या आदेशाद्वारे मनाई केलेली आहे त्या कोणत्याही क्षेत्रामध्ये माझे/ आमचे व्यवसायाचे ठिकाण स्थित नाही.

मी पृथ्वीराज गंगाधर गोरे, असे घोषित करतो/करते की, अर्जासोबत सादर केलेल्या स्वयं-साक्षात्कृत दस्तावेजाच्या प्रती या मूळ दस्तऐवजाच्या सत्यप्रती आहेत. या प्रती असत्य किंवा बनावट असल्याचे आढळून आल्यास भारतीय दंड संहिता (1860 चा 45) आणि / किंवा त्यासंबंधात लागू असलेल्या कोणत्याही इतर कायद्यान्वये माझ्या/आमच्या विरुद्ध न्यायालयीन खटला भरण्यासाठी व शिक्षेसाठी मी पृथ्वीराज गंगाधर गोरे पात्र आहे/ आहोत याची मला/आम्हाला पूर्ण जाणीव आहे.

मी पृथ्वीराज गंगाधर गोरे, महाराष्ट्र दुकाने व आस्थापना (नोकरीचे व सेवाशर्तीचे विनियमन) अधिनियम, 2017 (2017 चा 61) व त्यांतर्गत तयार केलेल्या नियमातील तरतुदींचे आणि सक्षम प्राधिकारी यांचेकडून निर्गमित करण्यात आलेले आदेश यांचे पूर्णतः पालन करण्याची हमी देतो/देते.

PRUTHVIRAJ GANGADHAR GORE
Name and Signature of the Employer

January 05, 2023

Mr. Omkar Neharkar
Pune

Dear Omkar Neharkar,

It gives us great pleasure to extend to you an offer to join our Organization as “**Probationary Field Sales Officer**” based out at **Pune** Head Quarter in the **Gynecology** division.

We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization.

As mutually agreed, your gross remuneration will be **INR 2,75,000/- (INR Two Lacs Seventy Five Thousand Only)** per annum, as per Annexure A

You will be required to carry the following documents for joining.

1. Certified photocopies of educational certificates (10th, 12th, graduation & post-graduation).
2. Proof of Date of Birth.
3. Two passport size photographs.
4. PAN card and AADHAR card copies.
5. One Cancelled Cheque / Passbook copy of the salary account.
6. Certificate for last drawn salary.
7. Employment resignation letter / relieving letter from the previous employer.

Please sign this letter as a token of your acceptance of our offer and return it to the undersigned. You are required to join as early as possible as but not later than **January 15, 2023**.

We are confident about your quickly making a significant contribution to the company’s business.

Kindly respond to this offer at the earliest. Look forward to hearing from you.

Thanking you.

For Integrace Private Ltd.,



Ganesh Jha
Human Resources

I accept

Annexure A		
Salary Components	Salary	
	INR Per Month	INR Per Annum
Basic Salary – A	4,000	48,000
House Rent Allowance	2,000	24,000
Education Allowance	200	2,400
Medical	1,250	15,000
Kit Maintenance Allowance	300	3,600
Soft Furnishing Allowance	300	3,600
Personal Pay	11,145	133,740
Total Allowances – B	15,195	182,340
Total Monthly Salary - C (A+B)	19,195	230,340
Retirement Benefits		
PF {12% of Basic Salary}	1,800	21,600
Gratuity {4.81% of Basic Salary} **	192	2309
Total Retirement Benefits - D	1,992	23,909
Annual Allowances		
LTA		4,000
Annual Bonus*		16,800
Total Annual Allowances - E		20,800
Gross Salary - F (C+D+E)		275,049
** Gratuity will be payable as per Gratuity Act.		
*Annual Bonus is an indicative annualized amount.		

For Integrace Private Ltd.,



Ganesh Jha
Human Resources

I accept



tio farm

Plant, Planet, People

tio farmer producer company ltd.

Employee Job Description Letter

1st Day of July, 2022

Eshwari Badakh,

Pune

Dear Eshwari,

Thank you for evincing interest in TIO Farmer Producer Company Limited. Based on our discussions, we are delighted to offer you the position of Executive - Sales and Marketing (B2C) in our organization, based in our office at Pune.

As part of your role in our organization following are your duties and responsibilities

- Assist team with the strategy, planning, development, implementation and management for marketing related activities
- Sourcing and storing information about competition products for market research
- Participating in product development and go-to-market processes
- Conceptualising strategies to market products, generate sales conversions and deliver a superior customer experience

We look forward to your joining us and are confident that you will have an exciting and enriching career with us.

Thanking You,

For **TIO FARMER PRODUCER COMPANY LIMITED**

Nakul Dadaji Khairnar,

Managing Director.

Eshwari Badakh

(Acceptance Signature)



**GLOBAL HOSPITAL
& RESEARCH CENTRE**

DATE: 02/11/2022

GHRC/HR/22/11/001

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Ms Sneha Thite working in this Hospital as 'Trainee Pharmacist' w.e.f. 12th Oct 2022. Her monthly salary is Rs 7000/-

This certificate is issued on his written request for Bank Account opening purpose.

Dinesh Narkar
Manager HR & Operations



December 23, 2022

Mr. Dinesh Rathod
Pune

Dear Dinesh Rathod,

It gives us great pleasure to extend to you an offer to join our Organization as “**Probationary Field Sales Officer**” based out at **Pune** Head Quarter in the **Gynecology** division.

We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization.

As mutually agreed, your gross remuneration will be **INR 2,75,000/- (INR Two Lacs Seventy Five Thousand Only)** per annum, as per Annexure A

You will be required to carry the following documents for joining.

1. Certified photocopies of educational certificates (10th, 12th, graduation & post-graduation).
2. Proof of Date of Birth.
3. Two passport size photographs.
4. PAN card and AADHAR card copies.
5. One Cancelled Cheque / Passbook copy of the salary account.
6. Certificate for last drawn salary.
7. Employment resignation letter / relieving letter from the previous employer.

Please sign this letter as a token of your acceptance of our offer and return it to the undersigned. You are required to join as early as possible as but not later than **December 27, 2022**.

We are confident about your quickly making a significant contribution to the company’s business.

Kindly respond to this offer at the earliest. Look forward to hearing from you.

Thanking you.

For Integrace Private Ltd.,



Ganesh Jha
Human Resources

I accept

Annexure A		
Salary Components	Salary	
	INR Per Month	INR Per Annum
Basic Salary – A	4,000	48,000
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Total Annual Allowances - E		20,800
Gross Salary - F (C+D+E)		275,049
** Gratuity will be payable as per Gratuity Act.		
*Annual Bonus is an indicative annualized amount.		

For Integrace Private Ltd.,



Ganesh Jha
Human Resources

I accept