



April 1, 2019

Kadagala Rithu
khairatabad
Hyderabad Telangana
500004

Dear Kadagala Rithu,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Global Solutions (India) Pvt. Ltd. (formerly known as QSSI Technologies India Pvt. Ltd.) ("the Company") a UnitedHealth Group Company, in the position of **Pharma Benefit Analyst at salary grade 22**. Your work location shall be at Company's office located at **Gachibowli, Hyderabad**. The terms and conditions of your employment are set out hereinafter:

EMPLOYMENT

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than **April 3, 2019**. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the company:

- (i) Highest Degree Certificate
- (ii) PAN Card OR Passport
- (iii) Relieving Letter/ Experience Letter from all the organizations worked in last 5 years, except for the immediate last employer for which you will be granted 45 days from your start date

You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and your employment will be subject to acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

PROBATION

You shall serve a minimum probation period of **90 days** from the date of your joining the Company ("Probation") following which you shall get confirmed into the Company by default unless you receive a letter for confirmation extension. The Company reserves the right to extend the probation period for an additional Ninety (90) days in the event that your performance is not up to expectation.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies which shall be made available to you upon request, but which otherwise are available on the Company's website.

During the period of Probation, either the Company or you may at any time terminate your employment without cause by giving in

writing to the other party, Thirty (30) days notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

PLACE OF POSTING

Your initial place of posting shall be at the Company's office located at **Gachibowli, Hyderabad**. However, your services are transferable and you may be assigned/ transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company whether in India or abroad. In such a case your relocation expenses shall be borne by the Company and your reimbursement shall be as per the relocation policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the relocation policy of the Company.

The Company operates on a 24X7 basis and is open for 365 days in a year.

PERFORMANCE OF DUTIES

You shall be assigned with all the duties and responsibilities of the **Pharma Benefit Analyst** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

COMPENSATION

As compensation for services to be rendered, you shall be paid an annual fixed salary of **Rs.181,130.00, (Rupees One Lakh Eighty One Thousand One Hundred Thirty Only)**. Your cost to the Company (CTC) shall be **Rs.232,694.00, (Rupees Two Lakhs Thirty Two Thousand Six Hundred Ninety Four Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

The salary shall be payable on a monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Please note that your salary details are highly confidential and should not be disclosed inside or outside the Company by you in any manner whatsoever and any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of appointment.

BONUS

You shall be eligible for bonus as per the Company's bonus policy.

TERMINATION OF EMPLOYMENT

During the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, Thirty (30) days notice. Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 30 days notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

However, notwithstanding the above, the Employee must refer to the Company's Separation Policy (as available on Company's intranet link) for the notice period days applicable to them based on their entity, grade and employment status at the time of resignation.

The notice period matrix, as provided under the Company's Separation Policy, shall be applicable with the change in employee job family, job role and employment status. The provisions of the notice period matrix, as provided under the Company's Separation Policy, shall over-ride the notice period as stipulated in the appointment contract or any other document issued before this date.

No separate individual employee consent shall be necessary for applicability of this clause.

In case of any conflict pertaining to the notice period between this Offer letter and the prevalent Separation Policy of the Company, the contents of the Separation Policy shall take precedence over the terms of this offer letter and shall be binding on the employee.

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3 and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of **Optum Global Solutions (India) Pvt. Ltd.**, We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Congratulations and welcome to **Optum Global Solutions (India) Pvt. Ltd.** You shall be receiving an e-mail communication from us shortly for your new hire orientation training. You are requested to attend the same on your first day of reporting along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Kadagala Rithu, we thank you for considering **Optum Global Solutions (India) Pvt. Ltd.** as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do **your life's best work.**SM

For Optum Global Solutions (India) Private Limited



Gayatri Varma
Vice President | Human Capital

I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:

Kadagala Rithu

Date: _____

Appendix 1

Employees shall be entitled to health, personal accident and life insurance benefits as per the Company's policy (over and above CTC)

- i. Gratuity shall be paid as per the Gratuity Act (over and above CTC)
- ii. Employees shall be eligible for provident fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952
- iii. Employees shall be eligible for Employees State Insurance as per the Employees State Insurance Act, 1948
- iv. No payment under the Rewarding Results Plan/ bonus is guaranteed, and is subject to attainment of corporate and business unit's financial performance thresholds as well as individual performance ratings attained for the year as per the Company discretion.
- v. Take home salary shall be net of provident fund & income tax deductions depending on your savings under various schemes. Also, the monthly take home shall be impacted depending on the reimbursements claims every month.
- vi. Leave travel allowance (LTA) shall be payable once in a year as governed by the internal policy of the Company.

Appendix 2

Please come prepared with the following required documents (photocopies & originals) on your first day of joining:

- Highest Degree Certificate OR Highest Qualification Marksheet
- PAN CARD – In case you do not have PAN CARD, please apply for a PAN CARD and submit a copy of 'Acknowledgement of PAN CARD Application'
- Date of Birth Proof – Class Xth Certificate
- 6 passport size photographs
- Relieving letter / Experience letter for your immediate last employment Incase the relieving letter has not been issued as yet, kindly carry a copy of your resignation acceptance
- Copy of UAN CARD or FORM 11 (downloaded from EPFO portal) This is applicable for the employees with prior work experience, if UAN has been issued by the previous employer
- Copy of AADHAAR CARD – In case you do not have AADHAAR, please apply for AADHAAR and submit a copy of 'Acknowledgement of AADHAAR Application'

Your employment with the Company shall be subject to submission of the above documents and required joining forms within 45 (forty five) days of your joining. The Company reserves the right to terminate your employment, in the event the above documents and forms are not submitted within the time stated above.



Appendix 3

STANDARD TERMS AND CONDITIONS OF EMPLOYMENT

This appendix containing the Standard Terms and Conditions of employment is attached to the letter of appointment and shall be deemed to be an integral part thereof. Your employment is conditional upon your acceptance of the standard terms and conditions detailed herein.

1. CONFIDENTIALITY

1.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public/outside at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its employees, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence, and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality Agreement' in this regard, the terms of which shall form an inalienable part of this letter of appointment.

1.2 You undertake not to make copies or duplicates of any tangible Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.

1.3 You shall keep strictly confidential, details of your salary and the employment benefits provided to you, within and outside the Company.

1.4 You agree and confirm that the terms and conditions of this Section 1 shall survive the termination or discontinuation of your Services with the Company.

2. NON-SOLICITATION

You shall not, during the term of your employment and for a period of twelve (12) months immediately following any termination of such employment (regardless of whether such termination is voluntary or involuntary), directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity: (a) interfere with the Company's continuing relationships with its other employees, (b) disparage the Company with such other employees, (c) attempt to induce such other employees to leave their employment with the Company, (d) interfere with the Company's continuing relationships with its suppliers or customers, (e) disparage the Company with suppliers or customers, (f) sell, attempt to sell or solicit the sale of products competitive with those of the Company to the Company's customers, or (g) take any action to discourage or divert any suppliers or customers from doing business with the Company.

3. NON-COMPETITION

3.1 You agree that some restrictions on your activities during and after your employment are necessary to protect the goodwill and other legitimate interests of the Company. During your employment, you agree not to engage yourself for any outside business competitive with the Company. During the employment and for a period of one year after your employment terminates/expires (the "Restriction Period") with the Company, you undertake not to compete, directly or indirectly, with the Company in the Territory described below, whether as an employee, consultant, agent, partner, owner, investor, or otherwise. Specifically, but without limiting the foregoing, you agree not to engage in any manner in any activity that is directly or indirectly competitive or potentially competitive with the business of the Company as conducted or under consideration at any time during your employment. For purposes of this provision, the business of the Company shall include all services and products offered by the Company in any manner or under development, and your undertaking shall encompass all items, products, and services that may be used in substitution for the products. You acknowledge that the Company's business is global in scope and therefore the "Territory" referred to above shall include the entire world.

3.2 Notification Requirement: Until 6 (six) months after the period set forth in Section 3.1, you undertake to notify the Company in

writing of any change in your address and of each new job or other business activity in which you plan to engage, at least 30 days prior to beginning such job or activity. Such notice shall state the name and address of any new employer and the nature of your position/designation.

4. INTELLECTUAL PROPERTY RIGHTS

You shall disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all times belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. If and when required by the Company, you shall at the Company's expense take out or apply for patents, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

You shall not use the name and/or logo of the Company for any purpose whatsoever nor shall you use any copyright, patent, trademark, trade name, registered design or any other like right vested in the Company except for performing services stipulated in the letter of appointment.

5. DISCIPLINARY ACTION PROCEDURE

Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee shall be regarded as a disciplinary or capability matter. Your immediate superior shall normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be dealt in the manner set out under the Company's regulations/policies.

6. COMPANY'S REGULATIONS/POLICIES

You shall abide and be bound by the Company's regulations/policies, and the same shall form part of this letter of appointment. The Company's regulations/policies may be changed / amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You shall also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

7. TERMINATION OF EMPLOYMENT

7.1 During Probation period either the Company or you may at any time terminate your employment with the Company, without cause, by giving in writing to the other party, 1 (one) months' notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition set forth in Section 7.6 below.

7.2 After completion of the Probation period, either the Company or you may at any time terminate your employment, without cause, by giving in writing to the other party, notice of 30 days or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice.

7.3 After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

7.4 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

7.5 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in Section 3 of the letter of appointment, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you shall continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You shall not be entitled to engage in any other employment, work or business during this notice period.

7.6 In addition to all the rights of the Company provided for in this agreement or in any other policies/regulations of the Company or under law, the Company may terminate your employment forthwith in any of the following circumstances:

- i. Breach by you of any of the terms of this letter of appointment ;Breach of any clauses of the Company's regulations/policies as referenced in Section 6 hereinabove;
- ii. Unauthorized absence beyond a period of seven consecutive days;
- iii. Inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
- iv. Physical or mental incapacitation to perform your duties;
- v. Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- vi. Commission of any act detrimental to the interests of the Company;
- vii. Commission of any act of moral turpitude;
- viii. Misconduct;
- ix. Commission of an act of insolvency;
- x. Conviction in any court of law for the commission of any crime; or
- xi. Your performance is continuously measured as below expectation.

Notwithstanding anything contained in Section 7.1, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clauses of clause 7.6 hereinabove.

8. REPRESENTATION

You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking (including but without limitation any non-competition or non-solicitation undertakings) or any other disability of any nature which may in any way restrict or prohibit you from entering into this letter of appointment or from performing your duties and providing services under this agreement of employment on the terms and condition contained herein.

9. INTERPRETATION

If any of the provisions of this letter of appointment shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or un-enforceability shall not affect any other provisions of this letter of appointment, and this letter of appointment shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of appointment. If, moreover, any one or more of the provisions contained in this letter of appointment shall for any reason be held to be excessively broad as to duration, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall the appear.

10. DISPUTES

All disputes or differences whatsoever arising between the Company and you out of or relating to the construction, meaning and operation or effect of this letter of appointment or the breach thereof shall be settled by a senior officer of the Company and the decision made in pursuance thereof shall be binding on you and the Company.

11. WAIVER OF BREACH

Any waiver by the Company of a breach of any provision of this letter of appointment shall not operate or be construed as a waiver of any subsequent breach.

12. EMPLOYEE PERSONAL INFORMATION

12.1. The Company understands that privacy of information is important to you. The Company does not sell or otherwise share personally identifiable information except as provided below.

12.2. You consent to the processing and use of your Personal Data held by the Company for legal, personnel, administrative and/or management purposes. You further consent to the transfer of your Personal Data to other members of the UnitedHealth Group and to other third parties including those who provide products or services to the Company (such as benefit providers,

record maintenance and payroll administrators), legal counsel, regulatory authorities, potential or future employers and potential purchasers of the Company or the business in which you work provided that the transfer is for one of the purposes referred to above, even where the recipient of the data is located in a country or territory which does not maintain adequate data protection standards but where the Company has nevertheless installed reasonable technical safeguards to avoid unauthorized access.

12.3. You further consent to your Personal Data being stored on a central database in the USA or wherever it may be located in the future, which is accessible by persons from the UnitedHealth Group and other third parties mentioned above in a number of different countries or territories, including countries and territories which do not maintain adequate data protection standards. For the purposes of this consent, "Personal Data" includes, but is not limited to: name, address and contact details, date of birth, marital status, educational background, employment application, history with the company, job title, areas of expertise, details of salary and benefits, social security number, bank details, performance appraisals, salary reviews, records relating to holiday and other leave, working time records, details of any shares of common stock or directorships of the Company or any other member of the UnitedHealth Group held by you, details of all stock options, phantom stock options, or any entitlement to shares of common stock of the Company or any other member of the UnitedHealth Group awarded, cancelled, exercised, vested, unvested or outstanding in your favor and other management records. Personal Data also includes Sensitive Personal Data relating to your health (including information in the employee medical questionnaire, records of sickness absence, medical certificates and reports).

13. OTHERS

13.1. You shall be bound by the Company's regulations/policies, and all other rules, instructions, and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Company's regulations/policies, rules, instructions, etc. were part of this letter of appointment. In case of any conflict between this letter of appointment and Company's regulations/policies, the terms and conditions herein shall override/prevail.

13.2. You shall inform the Company as soon as possible about any change in your residential address.

13.3. Survival: Section 1, 2, 3, 4 & 12.3 shall survive the termination of this letter of appointment.

A handwritten signature in blue ink, appearing to read "Jana", is located at the bottom left of the page.

Date: 08-09-2020

To
Ms. K HARIKA

OFFER LETTER

Dear MS. HARIKA,

This has reference to your application and the subsequent interview you had with **HETERO DRUGS LTD - R&D** we are pleased to offer you for the position of "Tr. RESEARCH ASSOCIATE IN AR&D DEPARTMENT" location **SANATHNAGAR** in our organization on a contractual basis.

The brief details of the offer are as below:

Gross Salary : Rs 12,000/-P.M

Your expected Date of Joining : 01/10/2020

You will be issued a detailed 'Appointment Letter' on your joining with HR SQUARE LLP. And this offer letter will be valid till 01-10-2020 and will automatically become void unless it is explicitly extended by the client or HR SQUARE LLP.

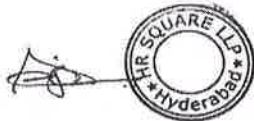
You are requested to sign and return us the copy of the Offer letter as a token of your acceptance.

Please bring the following documents along with you on the day of your joining with HR SQUARE LLP:

1. Copy of relieving letter from previous employer if applicable
2. Latest payslip / proof of salary / Bank statement in which last salary credited
3. Copies of Education certificates
4. Four passport sized colour photographs
5. Proof of House Address (Electricity bill, Rent Agreement, Postal Address proof, etc.,)
6. ADHAAR & PAN card copy
7. Duly filled Standard Application form of HR Square LLP.

We look forward to your joining at the earliest.


For HR Square LLP



(Authorized signatory)

HR SQUARE LLP

D-NO-6-3-347/22/6, Sri Durga Tulasi Apartment 4th Floor
Dwarakapuri Colony Punjagutta Hyderabad 500082- Telangana
Tele: +91 40 66666789 email: info@hrsquare.co.in


Principal
St. Pauls College of Pharmacy
Turkayamjal, R.R. Dist-501 510.

Date: 09-11-2020

TO

**MISS BEERAPPAGARI MOUNIKA
H.NO: 1-14-/A/1, MADANAPET,
HYDERABAD.**

Dear Beerappagari Mounika,

APPOINTMENT ORDER

With reference to the application submitted by you and to the interview you had with us. The company is pleased to offer you appointment as **Quality Assurance Executive** for Company With effects the following terms and conditions:

REMUNERATION & BENEFITS:

Your monthly emoluments and other benefits will be as follows:

Salary: **Rs. 18,500 /-** CTC per month.

Breakup for the Salary will be decided by company. Other benefits included are Leave, (as per company rules) P.F., E.S.I, Gratuity and Bonus. Your entitlements for the same will be as per the Company's current rules and regulations.

- ❖ You will be on probation for a period of six months from the date of joining duty. This period of probation may be extended further by a period of three months at a time, at the sole discretion of the Management, unless your services are confirmed in writing you will be deemed to continue as probationer.
- ❖ During the period of your probation you will not be entitled to any kind of leave except leave with wages, as per the Factories Act, 1948.



Inception Source Pvt. Ltd.

Branch office 1: H. No: 11-13-1427, 2nd Floor, Nirmal Sadan, Kothapet Hyderabad - 35

Branch office 2: H. No: 5-35-164, 2nd floor, Prashanthi nagar, Hyderabad - 500072

☎ www.inceptionsource.in


✉ info@inceptionsource.in


Principal

**St. Pauls College of Pharmacy
Turkayamjal, R.R. Dist-501 510.**

- ❖ At any time during the period of probation or at the end of probation your services may be terminated without any notice and without assigning any reason.
- ❖ After confirmation if the company chooses to terminate your services, the company shall give you one month's notice or one month's salary in lieu of one month's notice. So also, in the event of you're deciding to leave the services of the company at any time after confirmation you will have to give one month's advance notice to the company. In other words your notice of resignation may be treated by the company as resignation itself and you may be relieved from service.
- ❖ The company shall also have the right to transfer you within the company from one department to another department or from one section to another section.
- ❖ The main role of the position includes responsible for maintain g the all the regulatory guide lines Like GMP, USFDA, MHRA, as per our client regulations.
- ❖ You are entitled to leave as per the Factories Act and Rules there under.
- ❖ Other than the above terms, your services are governed by the service Rules & Regulations existing and which may be amended from time to time.

Date: 09-11-2020

For Inception Source PVT.LTD

Authorized Signature



Inception Source Pvt. Ltd.

Branch office 1: H. No: 11-13-1427, 2nd Floor, Nirmal Sadan, Kothapet Hyderabad - 35

Branch office 2: H. No: 5-35-164, 2nd floor, Prashanthi nagar, Hyderabad - 500072

☎ www.inceptionsource.in

✉ info@inceptionsource.in

Date: 09-11-2020

To

**MISS T.CHANDANA
59/731, BALAPUR, ALMASGUDA,
RANGA REDDY.**

Dear Miss T.Chandana

APPOINTMENT ORDER

With reference to the application submitted by you and to the interview you had with us. The company is pleased to offer you appointment as **Formulation Research and Development Executive** for Company With effects the following terms and conditions:

REMUNERATION & BENEFITS:

Your monthly emoluments and other benefits will be as follows:

Salary: **Rs. 18,500 /-** CTC per month.

Breakup for the Salary will be decided by company. Other benefits included are Leave, (as per company rules) P.F., E.S.I, Gratuity and Bonus. Your entitlements for the same will be as per the Company's current rules and regulations.

- ❖ You will be on probation for a period of six months from the date of joining duty. This period of probation may be extended further by a period of three months at a time, at the sole discretion of the Management, unless your services are confirmed in writing you will be deemed to continue as probationer.
- ❖ During the period of your probation you will not be entitled to any kind of leave except leave with wages, as per the Factories Act, 1948.



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Turkayamjal, R.R. Dist-501 510.**

- ❖ At any time during the period of probation or at the end of probation your services may be terminated without any notice and without assigning any reason.
- ❖ After confirmation if the company chooses to terminate your services, the company shall give you one month's notice or one month's salary in lieu of one month's notice. So also, in the event of you're deciding to leave the services of the company at any time after confirmation you will have to give one month's advance notice to the company. In other words your notice of resignation may be treated by the company as resignation itself and you may be relieved from service.
- ❖ The company shall also have the right to transfer you within the company from one department to another department or from one section to another section. .
- ❖ The main role of the position includes responsible for maintain g the all the regulatory guide lines Like GMP, USFDA, MHRA, as per our client regulations.
- ❖ You are entitled for leave as per the Factories Act and Rules there under.
- ❖ Other than the above terms, your services are governed by the service Rules & Regulations existing and which may be amended from time to time.

Date: 09-11-2020



For **INCEPTION SOURCE PVT.LTD**
HYDERABAD.



Authorized Signature



Inception Source Pvt. Ltd.

Branch office 1: H. No: 11-13-1427, 2nd Floor, Nirmal Sadan, Kothapet Hyderabad - 35

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✉ info@inceptionsource.in

Date: 09-11-2020

TO

MISS: SAFOORA UZMA
H.NO: 17-2-777/22/A, MADANNAPET,
SADIABAD, HYDERABAD-500059.

Dear Miss Safoora Uzma,

APPOINTMENT ORDER

With reference to the application submitted by you and to the interview you had with us. The company is pleased to offer you appointment as **Formulation Research and Development Executive** for Company With effects the following terms and conditions:

REMUNERATION & BENEFITS:

Your monthly emoluments and other benefits will be as follows:

Salary: **Rs. 18,500** /- CTC per month.

Breakup for the Salary will be decided by company. Other benefits included are Leave, (as per company rules) P.F., E.S.I, Gratuity and Bonus. Your entitlements for the same will be as per the Company's current rules and regulations.

- ❖ You will be on probation for a period of six months from the date of joining duty. This period of probation may be extended further by a period of three months at a time, at the sole discretion of the Management, unless your services are confirmed in writing you will be deemed to continue as probationer.
- ❖ During the period of your probation you will not be entitled to any kind of leave except leave with wages, as per the Factories Act, 1948.



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St. Pauls College of Pharmacy
Turkayamjal, R.R. Dist-501 510

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- ❖ After confirmation if the company chooses to terminate your services, the company shall give you one month's notice or one month's salary in lieu of one month's notice. So also, in the event of you're deciding to leave the services of the company at any time after confirmation you will have to give one month's advance notice to the company. In other words your notice of resignation may be treated by the company as resignation itself and you may be relieved from service.
- ❖ The company shall also have the right to transfer you within the company from one department to another department or from one section to another section.
- ❖ The main role of the position includes responsible for maintain g the all the regulatory guide lines Like GMP, USFDA, MHRA, as per our client regulations.
- ❖ You are entitled for leave as per the Factories Act and Rules there under.
- ❖ Other than the above terms, your services are governed by the service Rules & Regulations existing and which may be amended from time to time.

Date: 09-11-2020



For INCEPTION SOURCE PVT.LTD


Authorized Signature



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BSR ENTERPRISES

H No. 22-23 & 23/A, Flat No.201, Plot No.182 &183, Eenadu Heights,
Eenadu Society, V V Nagar Colony, Kukatpally, Hyderabad-500 072.
E-Mail: bsrenterprises1998@gmail.com

7337308987

Cell: 9849588559



PRE-EMPLOYMENT MEDICAL CHECK-UP

Date 18-02-2021

To
M/s. SRI BALAJEE DIAGNOSTIC & RESEARCH CENTRE
HYDERABAD.

Dear Sir,

Sub: Pre-Employment Medical Check-up

This is to inform you that we have selected MR.M.RAJU as TR RESEARCH ASSOCIATE IN
R&D DEPARTMENT at HETERO DRUGS LTD - R&D, BALANAGAR and issued offer letter.

You are requested to kindly conduct pre employment medical check up (for standard tests as
agreed) and send the reports in a sealed cover confidentially to the following address
BSR ENTERPRISES, H.No.22-23 & 23/A, Flat No.201, Plot No.182 & 183, Eenadu Heights,
Eenadu Society, V V Nagar Colony, Kukatpally, Hyderabad -500 072. The bill may be sent to us
for arranging the payment. The signature of the candidate and his / her photograph are duly
attested by us.

Thanking you,

For BSR Enterprises,

(Authorised Signatory)


Signature of the candidate

Attested by

BSR ENTERPRISES
M/S HETERO LAB'S LTD- R&D

PAYSHEET FOR THE MONTH OF JULY, 2021

NAME	RAJU PRADEEP		
EMPLOYEE ID	155138	PRESENT DAYS	31
DEPARTMENT	R&D		
PF NO.	99991050110000010230	ESI NO	5217219426
UIN	101200062404		
EARNINGS		DEDUCTIONS	
	RS. PS		RS. PS
BASIC	9000	PF	1050
HRA	5000	ESI	313
CONVEYANCE ALLOWANCE		BENEVOLENT FUND	0
MEDICAL ALLOWANCE		CANTEEN	488
EDUCATION ALLOWANCE		TRANSPORT	0
SPECIAL ALLOWANCE		MEDICLAIM	0
		ADVANCE	0
		OTHERS	0
		LIC	0
GROSS SALARY (A)	15000	TOTAL DEDUCTION (B)	1681
NET SALARY C = (A-B)			13320
OTHER PAYMENTS			
			RS. PS
OTHER ALLOWANCE			200
ATTENDANCE BONUS			3000
NIGHT ALLOWANCE			0
LOCAL ALLOWANCE			0
MARRIAGE GRANT			0
ANTICIPATORY PENSION			0
REFUND			1200
TOTAL OTHER PAYMENTS (D)			16500
VAID HOME (D+E)			

BSR ENTERPRISES

M/S. HETERO LAB'S LTD- R&D

PAYSIP FOR THE MONTH OF JUNE, 2021

NAME	RAJU MATAMLA		
EMPLOYEE ID	215434	PRESENT DAYS	30
DEPARTMENT	AR&D		
PF NO	APKKP20590310000010230	ESI NO	5217219426
UAN	101200962444		
EARNINGS		DEDUCTIONS	
	RS.PS.		RS.PS.
BASIC	8100	PF	972
HRA	5400	ESI	101
CONVEYANCE ALLOWANCES		BENEVELOP FUND	0
MEDICAL ALLOWANCE		CANTEEN	146
EDUCATION ALLOWANCE		TRANSPORT	0
SPECIAL ALLOWANCE		MEDICLAIM	0
		ADVANCE	0
		OTHERS	0
		LIC	0
GROSS SALARY (A)	13500	TOTAL DEDUCTION (B)	1219
NET SALARY C = (A-B)			12281
OTHER PAYMENTS			
			RS.PS.
OTHER ALLOWANCE			200
ATTENDANCE BONUS			3000
NIGHT ALLOWANCE			0
LOCAL ALLOWANCE			0
MARRIAGE GIFT			0
ARREARS/STIPEND			0
REFUND			0
TOTAL OTHER PAYMENTS (D)			3200
TAKE HOME (C+D)			15481

Principal

St. Pauls College of Pharmacy
Turkayamjal, R.R. Dist-591 501

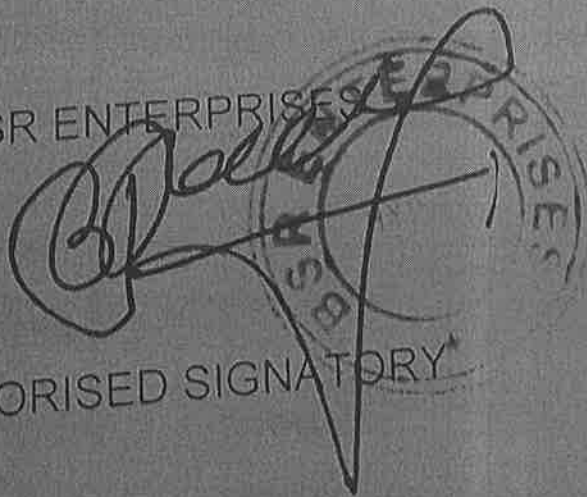
Date: 20/09/20

RELIEVING CUM SERVICE CERTIFICATE

1. Name of the Employee : Mr Raju Matamla
2. Employee Id : 215434
3. Designation : Trainee Research Associate
4. Department : AR&D
5. Date of Joining : 01-03-2021
6. Date of Relieving : 24-08-2021
7. Reason for Leaving :
8. GROSS P/M : Rs.15,000/-
CTC P/A : Rs.2,19,612/-
9. Character & Conduct :

For BSR ENTERPRISES

AUTHORISED SIGNATORY

A circular stamp with the text "BSR ENTERPRISES" around the perimeter. Overlaid on the stamp is a large, stylized handwritten signature in black ink.



Aurore Pharmaceuticals Private Limited

Corporate Office : Plot # 68,69, 2nd Floor, Jubilee Heights,
Beside Shilparamam, Madhapur, Hyderabad, T.S. - 500081.
Ph : +91-40-23113211 Fax : 040-23110044
E-mail : info@auorels.com | Web : www.auorels.com
CIN : U24239TG2017PTC117032

Ref: JDM/ HR / Rec/May, 19

06th May 2019
Confidential

Ms. M. SARANYA
D/o. M. Anand Babu
H.No. 1-5-4631/27/71/C,
Jonnabanda, Old Alwal,
Hyderabad

Ph. No. 9848030756

Dear Ms. Saranya

Sub: Letter of Intent.

This is reference to your application and the discussions we had with you, we are pleased to offer you the position of **CHEMIST In QUALITY CONTROL DEPARTMENT** in our organization, on the following terms and conditions:

- Your gross remuneration will be Rs.2,20,000/- (RUPEES TWO LAKHS TWENTY THOUSAND ONLY) per annum (inclusive of all annual and statutory benefits).
- You will be posted at **Unit 1, Jeedimetla**
- You will be under probation for six months.
- A formal letter of appointment will be issued at the time of joining.
- You will be governed by the Rules & Regulations of the Company that will be in force from time to time.
- You are required to sign a separate confidentiality agreement with the company, which will form part of the appointment letter.
- You are requested to undergo pre-employment medical check-up, which will be conducted either by the company or by an individual. **This offer of appointment is subject to your medical fitness.**
- **Notice Period:**
"If you intend to leave the services of the company, you have to give prior notice in writing or notice pay in lieu thereof and vice-versa, which may be modified and the Same will be notified."
- You are requested to bring the photocopies of the following documents for submission and originals of the same for verification at the time of reporting for duty.
 - a. Proof of date of birth / SSLC / HSC certificate stating date of birth.
 - b. Educational Qualification Certificates.
 - c. Relieving letter from the previous employer and all experience certificates.
 - d. Form No.16 (from the previous employer).
 - e. Salary Slips of last 2 months.
 - f. Two reference letters from previous employer.
 - g. Passport / Driving license and PAN card copies.
 - h. Post Card size family Photo along with dependents (depends - Parents, Spouse & Children).

We request you to join the organization at the earliest, however not later than **05TH June, 2019.**

Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining the organization. We look forward to having you in our team.

Please confirm your acceptance on or before 15th May, 2019, otherwise your offer would stand void.

Yours faithfully,
for AUORE PHARMACEUTICALS PVT. LTD.

M. Devendra Kumar
Chief Operating Officer

I accept the above terms.


Principal

St. Pauls College of Pharmacy
Turkayamjal, R.R.

Factory : Unit -1, Plot No. 35, 36, 38 to 40, 49 to 51, Phase IV, IDA Jeedimetla, Hyderabad - 500 055, Telangana. India.
Tel : +91-40-68150333, 23097777, 23095555, Fax : +91-40-23098572

Total Compensation

220000

Name	M. SARANYA	
Designation	CHEMIST	
Compensation Break-up		
Salary Components	Per Month (INR)	Per Annum (INR)
Basic	8648	103774
House Rent Allowance	8648	103774
Base Pay Total (A)	17296	207548
Retirement Benefits (B)		
Provident Fund	1038	12453
Retirement Benefits Total (B)	1038	12453
Total Compensation (A+B)	18334	220001

Note:

- Provident Fund (at 12% of Basic) denotes Management contribution towards Employer's Provident Fund.

Apart from the above, you are also eligible for following Benefits:

- Coverage under Group Personal Accident Policy (24 hours)
- Gratuity as per the provisions of Gratuity Act, 1972.
- Group Term Life Insurance as per Company Policy.

for AUORE PHARMACEUTICALS PVT. LTD.:


M. Devendra Kumar
Chief Operating Officer

Aurore
Pharmaceuticals



Name : M. Sharanya

Emp. ID : 21015

www.aurorels.com

Lr. No. SPCP/Pharm/Acad./2021-22/

Dt: 17.11.2021

To
Ms. Sana Begum
Hyderabad.

Subject: APPOINTMENT ORDER


With reference to your application and the interview you had with us, we are pleased to offer you an provisional appointment as “**Assistant Professor**” at St. Pauls College of Pharmacy on the following terms and conditions.

1. You are appointed as “**Assistant Professor**” with effect from 17th November 2021 and your appointment will become effective from the date of your reporting to duty.
2. You will be on probation for a period of six months that is liable to be extended at the discretion of the College. Your services during the period of your probation are liable to be terminated without any notice and without assigning any reasons.
3. Your total monthly emoluments will be as per norms of AICTE, New Delhi.
4. Upon completion of your probation, your services are terminable at a 3 month's notice if the services provided by you are not satisfactory.
5. On satisfactory completion of your probation and confirmation of your service, you will begin annual increments after evaluation of your overall academic and extra curricular contribution. Your salary will be reviewed yearly (August) and enhancement will depend upon your performance and commitment which will be evaluated by Employee performance Appraisal system.
6. The Management is fair enough to identify the hard work, commitment and dedication of the employee and your emoluments may run in parallel. Faculty must update their knowledge from time to time and must dedicate themselves to train the next generation with high end knowledge.
7. You have agreed to serve the College for a minimum period of one academic year. In case you leave the College within a year, all the expenses incurred on you by the College will be recovered from you.

8. You must prepare the study material (hard or soft copy) slides or script in the field of your specialization the subject handled and must contribute to the library as an effort to make the students understand the subject better which in turn enhances the pass percentage.
9. One casual leave is permitted per month on prior intimation, if you fail to intimate it is considered as absent for which salary of the day may be deducted. Saved leaves may be carried for further months. Even though we understand your personal responsibilities/work we do not entertain more than three late marks or early going permissions or any combination of these for which you may loose one leave.
10. You will work faithfully and conscientiously to the best of your ability devoting your whole time to further the objects of the College. You will maintain regularly, punctuality and discipline and will not do anything that tarnishes the image of the College. You will not engage yourself or interest yourself, accept either directly or indirectly in any trade or business, or take employment with others, while you are in the service of the College.
11. You will maintain absolute secrecy and confidentiality of information. You will not divulge any information relating to this College to any one for any reason.
12. You will comply with all the rules and regulations that the College may prescribe from time to time for its employees.
13. You will be entitled to such benefits as may be offered by the College to its employees from time to time.
14. Your services will be governed by the standing orders, service rules and any other rules framed by the College from time to time.
15. You will retire from the College upon reaching the superannuating age of 60 years.
16. Above all your appointment will be permanent subject to the approval from selection committee of Osmania University.

We welcome you into the College and wish you all success in your career.

If the above terms and conditions are acceptable to you, you are requested to indicate your acceptance in the enclosed duplicate copy of the order of appointment and return the same to this office immediately.


Principal
St. Pauls College of Pharmacy
Turkayemjal, R.R. Dist-501 510

Date: 09-11-2020

TO
MISS RAMYA S
DOOR NO 302, 3RD FLOOR, GT APARTMENT,
BANDLAGUDA, NAGOLE,
HYDERABAD.

Dear Ramya S

APPOINTMENT ORDER

With reference to the application submitted by you and to the interview you had with us. The company is pleased to offer you appointment as **Quality Assurance Executive** for Company With effects the following terms and conditions:

REMUNERATION & BENEFITS:

Your monthly emoluments and other benefits will be as follows:

Salary: **Rs. 18,500 /-** CTC per month.

Breakup for the Salary will be decided by company. Other benefits included are Leave, (as per company rules) P.F., E.S.I, Gratuity and Bonus. Your entitlements for the same will be as per the Company's current rules and regulations.

- ❖ You will be on probation for a period of six months from the date of joining duty. This period of probation may be extended further by a period of three months at a time, at the sole discretion of the Management, unless your services are confirmed in writing you will be deemed to continue as probationer.
- ❖ During the period of your probation you will not be entitled to any kind of leave except leave with wages, as per the Factories Act, 1948.



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St. Pauls College of Pharmacy
Turkayamjal, R.R. Dist-501 5

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- ❖ The company shall also have the right to transfer you within the company from one department to another department or from one section to another section.
- ❖ The main role of the position includes responsible for maintain g the all the regulatory guide lines Like GMP, USFDA, MHRA, as per our client regulations.
- ❖ You are entitled for leave as per the Factories Act and Rules there under.
- ❖ Other than the above terms, your services are governed by the service Rules & Regulations existing and which may be amended from time to time.

Date: 09-11-2020


Authorized Signature



Inception Source Pvt. Ltd.

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Date: 28-Dec-2020

Name: Mohammed Khaled

E.No:12723

Subject: Letter of Appointment

Dear Mr. **Mohammed Khaled**

With reference to your application and subsequent interview you had with us, we are pleased to offer you an appointment in **Arene Life Sciences Private Limited** on the terms and conditions stated hereafter i.e with effect from your date joining.

1. Your designation is **Trainee** and posted at **Pashamylaram**, Unit-I, in the department **Quality Control**.
2. You will be on training for a period of one year from the date of joining. On satisfactory completion of your training, your services will be confirmed unless you receive a letter of extension in writing. Your training may be extended at the discretion of the management, due to unsatisfactory performance and feedback from your supervisor, not meeting company expectations.
3. You shall be liable to be transferred or relocated or seconded or assigned from time to time, as the company may deem fit, anywhere in or outside India, to any of the company's department(s) or location (s) or branch (es), to the department (s) or location (s) or branch (es) or rolls of its subsidiaries or associates of Arene Life Sciences Private Limited exigencies. Upon such transfer or secondment or posting, unless otherwise specified in writing at the time of such transfer or secondment or posting (as applicable), you will automatically be governed by the terms and conditions of service applicable at such department or location or branch or subsidiary or associate of the company as the case may be.
4. You may be required to travel on company business as and when required. In such cases. You will be entitled to such travel expenses / allowance as per company policies that are in force from time to time.
5. **Confidentiality:** during your employment, and even thereafter, you will maintain confidentiality of all information pertaining inter alia to the operations, policies, financials of the company or any it's associates that you will have access to or that comes to your knowledge and shall not disclose the same to any one, other than in reference to the business of the company and in the course of your duties, without the express written

CP Bakht
Principal
St. Pauls College of Pharmacy
Turkayana, R.R. Dist-501

Permission of the company. Prior to termination of your employment, by any reason whatsoever, you will return to your supervisor all papers, documents, property etc, pertaining to the accounts, financials, policies, plans, business, affairs, branches, customers or any other aspect of the company, which may be in your possession and will not retain any copies thereof or extracts there from. During employment, as also after leaving the company, you undertake not to solicit, in any way directly or indirectly, any customers or employees of the company or induce them to discontinue or adversely change their relationship / employment with the company. You undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this provision relating to confidentiality.

During your employment with the company, and at least for a period of three years thereafter, you will not transmit, disclose or otherwise use confidential information related to the activities of the company, to an unauthorised person, except as may be required in the course of your duties in connection with the company's business. You will also abide by all confidentiality, safety and security regulations of the company as may be applicable from time to time.

6. During your employment with the company and till the company issues a discharge certificate to you, you shall not take up or continue any other employment or vocation. Violation of this requirement will entail serious consequences including dismissal from service.
7. The position in which you are appointed is one of utmost confidence and trust and requires a high degree of integrity. Your appointment is, therefore, subject to verification and continuity of such confidence. In addition, it is expected that before accepting this letter, you disclose to the company in full any material information relating to your past, which, if known to the company, would be likely to impact the company's decision to employ you.
 - A. Notwithstanding anything contained herein, you will be bound by Arene Life Sciences Private Limited code of conduct and all other rules, regulations, guidelines, instructions, policies, codes and orders framed, issued, enforced or made applicable by the company from time to time, whether in physical or other form or via electronic form from time to time in relation to your conduct, discipline, service conditions such as leave, the compensation and benefit structure, medical and terminal benefits retirement and any other matter relating to your employment or the discharge of your duties, and such rules, regulations guidelines and orders shall be deemed to be an integral part of this contract of employment. Please read them carefully and ensure that you strictly follow the provisions, as amended from time to time. Any violations by you of the codes, guidelines, policies, rules or regulations of or applicable to the company will be viewed very seriously and shall entail strict disciplinary action, which may also include termination from service.

- B. All intellectual property created by you, namely, inventions, whether patentable or not, modifications of existing inventions, documentations, training manuals, & materials, computer codes, software whether copyrightable or not, trade secrets and other proprietary information either alone or in conjunction with others during the course
 - C. of your employment or / and by using any company's resource / time, fully or partially, shall be assigned to the company who will be the sole proprietor thereof without any additional compensation or consideration apart from the remuneration payable to you as per this appointment letter. Any intellectual property, whether partially or fully developed, shall be immediately disclosed by you to the company and all necessary documentation for assigning the same to the company or as directed by the company shall be executed by you as required by the company to perfect the assignment of title therein, the assignment shall be of all your rights and ownership in the intellectual property on a world-wide basis and in perpetuity either to the company or to any of its subsidiaries or to any parent company(ies) or affiliates of the company as may be directed by the company, in case of copyrights, the assignment will also be worldwide rights for the full (including any possible renewals) of the copyright as provided in the Indian copyright Act 1957 or legislations of other jurisdictions. Further, the rights assigned by you shall not lapse at any time notwithstanding any failure or delay by the company to exercise the said rights. You will not oppose or challenge in any manner whatsoever the
 - D. Applications filed by the company to register the said intellectual property in its own name or as may be desired by the company on favour of another person / entity / entities in India or outside India and you will provide all support and execute all documents for the said purpose as directed by the company.
8. This offer of appointment is subject to your being certified fit by the company's doctor. The continuance of your employment will also be subject to your being medical fit. During your service the company will be entitled to require you to undergo such medical tests as may be, in the sole opinion of the company, necessary or advisable to ascertain your being medically fit for service in the position.
9. Your unauthorised absence (or overstay after sanctioned leave) for a continuous period of 10 working days shall be deemed to amount to voluntary abandonment of service and in such an eventuality your employment shall at the option of the company, be deemed to have come to an end.
10. **Retirement Age:** On reaching the age of 58 years, you will retire from the services of the company. Your date of birth as recorded at the time of your appointment with the company will be considered as the authenticated date of birth for all purposes through your service with the company and no changes will be permitted under any circumstance.

The company may however call upon you to furnish such documents / proof in respect thereof as it may deem fit and to make such charges therein as may be deemed appropriate.

11. Your appointment is subject to the following:

- A. Satisfactory verification of your character, antecedents and testimonials.
- B. Submission of all joining documents, certificate & testimonials as required by the company within 30 days of joining, failing which the company at its discretion, can terminate your services.
- C. Authenticity and accuracy of the details provided by you in the company's application form for employment are found to be incorrect or false, then the company at its discretion can terminate your services.

12. Termination:

- A. During the period of your training, this contract may be terminated by either party without assigning any reasons thereof whatsoever.
- B. In case of confirmed employees, either party may terminate this contract by giving three months' notice in writing or payment of salary in lieu thereof.
- C. Provided further that the company reserves the right not to relieve you of your services in the event that all company document / property in your custody has been properly handed over to an authorized representative of the company or in the event that any disciplinary proceedings are either contemplated or pending against you
- D. Company can terminate or relieve you from services forthwith, due to unsatisfactory performance, conviction by any criminal court, disclosure of confidential information, damaging / destroying any property of company / client / customer, unauthorized possession / theft of the company / client / customer / property or assets, any act which is illegal as per laws of the country, on account of any other misconduct including sexual harassment, refusal of transfer, loss of confidence by employer.

13. Other terms & Conditions:


- A. Your appointment is being made in the management cadre and requires from you managerial and supervisory responsibility you should be aware of these responsibilities and will, naturally, conduct yourself accordingly.
- B. The company, through its authorised officers, will allocate duties to you from time to time. Such duties may include responsibility in general for the area of your operations as well as specific assignments that may be given to you from time to time.
- C. You will be covered by the service rules and regulations including attendance, conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time.
- D. You shall apply yourself diligently and faithfully to the work that is assigned to you from time to time and will conform to such directions that shall be given to you by your Managers.
- E. You have the responsibility for efficient, effective, satisfactory and economic operations in the areas of responsibility that are being assigned to you from time to

- time. It is the intention of the company that every employee takes upon him /her the responsibility and is accountable for the work undertaken by him/her.
- F. The Company expects high performance standards and would be pleased to accord due recognition based on merits not only in accordance with specific performance expected from you, but also in your cultivating excellent relations with your colleagues, sub-ordinates, superiors, public and clients.
- G. Upon termination / resignation from your employment, you will return to the company all papers / documents and / or other properties, which may be in your possession at that time releasing from the company and will ensure not to retain any copies or extracts.
- H. The company reserves the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practices which will be binding upon you, whether these are individually notified to you or not.
- I. You will be required to intimate in writing to the management of any change in your residential address during the tenure/duration of your employment with the company, it shall be your duty to intimate the same to the company in writing within three days from the date of change of address. All communications mailed to you by the Establishment to the last address given by you shall be deemed to have been received by you.
14. In the event of any dispute regarding the terms and conditions of your appointment, you will be subject to the exclusive jurisdiction of the appropriate courts of law at Sangareddy, Medak Dist.
15. The company attached considerable importance to a high level of physical fitness and personal grooming.

Place sign the duplicate of this in token of your acceptance of the above terms and conditions as your acceptance of employment.

We welcome you to Arene Life Sciences Pvt Ltd and wish you a successful career with us.

For M/s Arene Life Sciences Pvt Ltd,


M. Seetaram Rao
General Manager
Human Resource.

Date: 28-Dec-2020

Name: Farha Fatima

E.No:12722

Subject: Letter of Appointment

Dear Ms. **Farha Fatima**

With reference to your application and subsequent interview you had with us, we are pleased to offer you an appointment in **Arene Life Sciences Private Limited** on the terms and conditions stated hereafter i.e with effect from your date joining.

1. Your designation is **Trainee** and posted at **Pashamylaram**, Unit-I, in the department **Quality Assurance**.
2. You will be on training for a period of one year from the date of joining. On satisfactory completion of your training, your services will be confirmed unless you receive a letter of extension in writing. Your training may be extended at the discretion of the management, due to unsatisfactory performance and feedback from your supervisor, not meeting company expectations.
3. You shall be liable to be transferred or relocated or seconded or assigned from time to time, as the company may deem fit, anywhere in or outside India, to any of the company's department(s) or location (s) or branch (es), to the department (s) or location (s) or branch (es) or rolls of its subsidiaries or associates of Arene Life Sciences Private Limited exigencies. Upon such transfer or secondment or posting, unless otherwise specified in writing at the time of such transfer or secondment or posting (as applicable), you will automatically be governed by the terms and conditions of service applicable at such department or location or branch or subsidiary or associate of the company as the case may be.
4. You may be required to travel on company business as and when required. In such cases. You will be entitled to such travel expenses / allowance as per company policies that are in force from time to time.
5. **Confidentiality:** during your employment, and even thereafter, you will maintain confidentiality of all information pertaining inter alia to the operations, policies, financials of the company or any it's associates that you will have access to or that comes to your knowledge and shall not disclose the same to any one, other than in reference to the business of the company and in the course of your duties, without the express written

Prabir
Principal
St. Pauls College of Pharmacy
Turkayamjal, R.R. Dist-50

Permission of the company. Prior to termination of your employment, by any reason whatsoever, you will return to your supervisor all papers, documents, property etc, pertaining to the accounts, financials, policies, plans, business, affairs, branches, customers or any other aspect of the company, which may be in your possession and will not retain any copies thereof or extracts there from. During employment, as also after leaving the company, you undertake not to solicit, in any way directly or indirectly, any customers or employees of the company or induce them to discontinue or adversely change their relationship / employment with the company. You undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this provision relating to confidentiality.

During your employment with the company, and at least for a period of three years thereafter, you will not transmit, disclose or otherwise use confidential information related to the activities of the company, to an unauthorised person, except as may be required in the course of your duties in connection with the company's business. You will also abide by all confidentiality, safety and security regulations of the company as may be applicable from time to time.

6. During your employment with the company and till the company issues a discharge certificate to you, you shall not take up or continue any other employment or vocation. Violation of this requirement will entail serious consequences including dismissal from service.
7. The position in which you are appointed is one of utmost confidence and trust and requires a high degree of integrity. Your appointment is, therefore, subject to verification and continuity of such confidence. In addition, it is expected that before accepting this letter, you disclose to the company in full any material information relating to your past, which, if known to the company, would be likely to impact the company's decision to employ you.
 - A. Notwithstanding anything contained herein, you will be bound by Arene Life Sciences Private Limited code of conduct and all other rules, regulations, guidelines, instructions, policies, codes and orders framed, issued, enforced or made applicable by the company from time to time, whether in physical or other form or via electronic form from time to time in relation to your conduct, discipline, service conditions such as leave, the compensation and benefit structure, medical and terminal benefits retirement and any other matter relating to your employment or the discharge of your duties, and such rules, regulations guidelines and orders shall be deemed to be an integral part of this contract of employment. Please read them carefully and ensure that you strictly follow the provisions, as amended from time to time. Any violations by you of the codes, guidelines, policies, rules or regulations of or applicable to the company will be viewed very seriously and shall entail strict disciplinary action, which may also include termination from service.

- B. All intellectual property created by you, namely, inventions, whether patentable or not, modifications of existing inventions, documentations, training manuals, & materials, computer codes, software whether copyrightable or not, trade secrets and other proprietary information either alone or in conjunction with others during the course
 - C. of your employment or / and by using any company's resource / time, fully or partially, shall be assigned to the company who will be the sole proprietor thereof without any additional compensation or consideration apart from the remuneration payable to you as per this appointment letter. Any intellectual property, whether partially or fully developed, shall be immediately disclosed by you to the company and all necessary documentation for assigning the same to the company or as directed by the company shall be executed by you as required by the company to perfect the assignment of title therein, the assignment shall be of all your rights and ownership in the intellectual property on a world-wide basis and in perpetuity either to the company or to any of its subsidiaries or to any parent company(ies) or affiliates of the company as may be directed by the company, in case of copyrights, the assignment will also be worldwide rights for the full (including any possible renewals) of the copyright as provided in the Indian copyright Act 1957 or legislations of other jurisdictions. Further, the rights assigned by you shall not lapse at any time notwithstanding any failure or delay by the company to exercise the said rights. You will not oppose or challenge in any manner whatsoever the
 - D. Applications filed by the company to register the said intellectual property in its own name or as may be desired by the company on favour of another person / entity /entities in India or outside India and you will provide all support and execute all documents for the said purpose as directed by the company.
8. This offer of appointment is subject to your being certified fit by the company's doctor. The continuance of your employment will also be subject to your being medical fit. During your service the company will be entitled to require you to undergo such medical tests as may be, in the sole opinion of the company, necessary or advisable to ascertain your being medically fit for service in the position.
9. Your unauthorised absence (or overstay after sanctioned leave) for a continuous period of 10 working days shall be deemed to amount to voluntary abandonment of service and in such an eventuality your employment shall at the option of the company, be deemed to have come to an end.
10. **Retirement Age:** On reaching the age of 58 years, you will retire from the services of the company. Your date of birth as recorded at the time of your appointment with the company will be considered as the authenticated date of birth for all purposes through your service with the company and no changes will be permitted under any circumstance. The company may however call upon you to furnish such documents / proof in respect thereof as it may deem fit and to make such charges therein as may be deemed appropriate.


expected from you, but also in your cultivating excellent relations with your colleagues, sub-ordinates, superiors, public and clients.

- G. Upon termination / resignation from your employment, you will return to the company all papers / documents and / or other properties, which may be in your possession at that time releasing form the company and will ensure not to retain any copies or extracts.
 - H. The company reserves the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practices which will be binding upon you, whether these are individually notified to you or not.
 - I. You will be required to intimate in writing to the management of any change in your residential address during the tenure/duration of your employment with the company, it shall be your duty to intimate the same to the company in writing within three days from the date of change of address. All communications mailed to you by the Establishment to the last address given by you shall be deemed to have been received by you.
14. In the event of any dispute regarding the terms and conditions of your appointment, you will be subject to the exclusive jurisdiction of the appropriate courts of law at Sangareddy, Medak Dist.
15. The company attached considerable importance to a high level of physical fitness and personal grooming.

Place sign the duplicate of this in token of your acceptance of the above terms and conditions as your acceptance of employment.

We welcome you to Arene Life Sciences Pvt Ltd and wish you a successful career with us.

For M/s Arene Life Sciences Pvt Ltd,


M. Sektaram Rao
General Manager
Human Resource.

Date: 28-Dec-2020

Name: Mohd Nayeem Uddin Qureshi


E.No:12721

Subject: Letter of Appointment

Dear Mr. Mohd Nayeem Uddin Qureshi

With reference to your application and subsequent interview you had with us, we are pleased to offer you an appointment in **Arene Life Sciences Private Limited** on the terms and conditions stated hereafter i.e with effect from your date joining.

1. Your designation is **Trainee** and posted at **Pashamylaram**, Unit-I, in the department **Quality Control**.
2. You will be on training for a period of one year from the date of joining. On satisfactory completion of your training, your services will be confirmed unless you receive a letter of extension in writing. Your training may be extended at the discretion of the management, due to unsatisfactory performance and feedback from your supervisor, not meeting company expectations.
3. You shall be liable to be transferred or relocated or seconded or assigned from time to time, as the company may deem fit, anywhere in or outside India, to any of the company's department(s) or location (s) or branch (es), to the department (s) or location (s) or branch (es) or rolls of its subsidiaries or associates of Arene Life Sciences Private Limited exigencies. Upon such transfer or secondment or posting, unless otherwise specified in writing at the time of such transfer or secondment or posting (as applicable), you will automatically be governed by the terms and conditions of service applicable at such department or location or branch or subsidiary or associate of the company as the case may be.
4. You may be required to travel on company business as and when required. In such cases. You will be entitled to such travel expenses / allowance as per company policies that are in force from time to time.
5. **Confidentiality:** during your employment, and even thereafter, you will maintain confidentiality of all information pertaining inter alia to the operations, policies, financials of the company or any it's associates that you will have access to or that comes to your knowledge and shall not disclose the same to any one, other than in reference to the business of the company and in the course of your duties, without the express written


Principal,
St. Pauls College of Pharmacy
Turkayamjal, R.R. Dist-501501

Permission of the company. Prior to termination of your employment, by any reason whatsoever, you will return to your supervisor all papers, documents, property etc, pertaining to the accounts, financials, policies, plans, business, affairs, branches, customers or any other aspect of the company, which may be in your possession and will not retain any copies thereof or extracts there from. During employment, as also after leaving the company, you undertake not to solicit, in any way directly or indirectly, any customers or employees of the company or induce them to discontinue or adversely change their relationship / employment with the company. You undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this provision relating to confidentiality.

During your employment with the company, and at least for a period of three years thereafter, you will not transmit, disclose or otherwise use confidential information related to the activities of the company, to an unauthorised person, except as may be required in the course of your duties in connection with the company's business. You will also abide by all confidentiality, safety and security regulations of the company as may be applicable from time to time.

6. During your employment with the company and till the company issues a discharge certificate to you, you shall not take up or continue any other employment or vocation. Violation of this requirement will entail serious consequences including dismissal from service.
7. The position in which you are appointed is one of utmost confidence and trust and requires a high degree of integrity. Your appointment is, therefore, subject to verification and continuity of such confidence. In addition, it is expected that before accepting this letter, you disclose to the company in full any material information relating to your past, which, if known to the company, would be likely to impact the company's decision to employ you.
 - A. Notwithstanding anything contained herein, you will be bound by Arene Life Sciences Private Limited code of conduct and all other rules, regulations, guidelines, instructions, policies, codes and orders framed, issued, enforced or made applicable by the company from time to time, whether in physical or other form or via electronic form from time to time in relation to your conduct, discipline, service conditions such as leave, the compensation and benefit structure, medical and terminal benefits retirement and any other matter relating to your employment or the discharge of your duties, and such rules, regulations guidelines and orders shall be deemed to be an integral part of this contract of employment. Please read them carefully and ensure that you strictly follow the provisions, as amended from time to time. Any violations by you of the codes, guidelines, policies, rules or regulations of or applicable to the company will be viewed very seriously and shall entail strict disciplinary action, which may also include termination from service.

- B. All intellectual property created by you, namely, inventions, whether patentable or not, modifications of existing inventions, documentations, training manuals, & materials, computer codes, software whether copyrightable or not, trade secrets and other proprietary information either alone or in conjunction with others during the course
 - C. of your employment or / and by using any company's resource / time, fully or partially, shall be assigned to the company who will be the sole proprietor thereof without any additional compensation or consideration apart from the remuneration payable to you as per this appointment letter. Any intellectual property, whether partially or fully developed, shall be immediately disclosed by you to the company and all necessary documentation for assigning the same to the company or as directed by the company shall be executed by you as required by the company to perfect the assignment of title therein, the assignment shall be of all your rights and ownership in the intellectual property on a world-wide basis and in perpetuity either to the company or to any of its subsidiaries or to any parent company(ies) or affiliates of the company as may be directed by the company, in case of copyrights, the assignment will also be worldwide rights for the full (including any possible renewals) of the copyright as provided in the Indian copyright Act 1957 or legislations of other jurisdictions. Further, the rights assigned by you shall not lapse at any time notwithstanding any failure or delay by the company to exercise the said rights. You will not oppose or challenge in any manner whatsoever the
 - D. Applications filed by the company to register the said intellectual property in its own name or as may be desired by the company on favour of another person / entity /entities in India or outside India and you will provide all support and execute all documents for the said purpose as directed by the company.
8. This offer of appointment is subject to your being certified fit by the company's doctor. The continuance of your employment will also be subject to your being medical fit. During your service the company will be entitled to require you to undergo such medical tests as may be, in the sole opinion of the company, necessary or advisable to ascertain your being medically fit for service in the position.
9. Your unauthorised absence (or overstay after sanctioned leave) for a continuous period of 10 working days shall be deemed to amount to voluntary abandonment of service and in such an eventuality your employment shall at the option of the company, be deemed to have come to an end.
10. **Retirement Age:** On reaching the age of 58 years, you will retire from the services of the company. Your date of birth as recorded at the time of your appointment with the company will be considered as the authenticated date of birth for all purposes through your service with the company and no changes will be permitted under any circumstance.

The company may however call upon you to furnish such documents / proof in respect thereof as it may deem fit and to make such charges therein as may be deemed appropriate.

11. Your appointment is subject to the following:

- A. Satisfactory verification of your character, antecedents and testimonials.
- B. Submission of all joining documents, certificate & testimonials as required by the company within 30 days of joining, failing which the company at its discretion, can terminate your services.
- C. Authenticity and accuracy of the details provided by you in the company's application form for employment are found to be incorrect or false, then the company at its discretion can terminate your services.

12. Termination:

- A. During the period of your training, this contract may be terminated by either party without assigning any reasons thereof whatsoever.
- B. In case of confirmed employees, either party may terminate this contract by giving three months' notice in writing or payment of salary in lieu thereof.
- C. Provided further that the company reserves the right not to relieve you of your services in the event that all company document / property in your custody has been properly handed over to an authorized representative of the company or in the event that any disciplinary proceedings are either contemplated or pending against you
- D. Company can terminate or relieve you from services forthwith, due to unsatisfactory performance, conviction by any criminal court, disclosure of confidential information, damaging / destroying any property of company / client / customer, unauthorized possession / theft of the company / client / customer / property or assets, any act which is illegal as per laws of the country, on account of any other misconduct including sexual harassment, refusal of transfer, loss of confidence by employer.

13. Other terms & Conditions:

- A. Your appointment is being made in the management cadre and requires from you managerial and supervisory responsibility you should be aware of these responsibilities and will, naturally, conduct yourself accordingly.
- B. The company, through its authorised officers, will allocate duties to you from time to time. Such duties may include responsibility in general for the area of your operations as well as specific assignments that may be given to you from time to time.
- C. You will be covered by the service rules and regulations including attendance, conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time.
- D. You shall apply yourself diligently and faithfully to the work that is assigned to you from time to time and will conform to such directions that shall be given to you by your Managers.
- E. You have the responsibility for efficient, effective, satisfactory and economic operations in the areas of responsibility that are being assigned to you from time to


time. It is the intention of the company that every employee takes upon him /her the responsibility and is accountable for the work undertaken by him/her.

- F. The Company expects high performance standards and would be pleased to accord due recognition based on merits not only in accordance with specific performance expected from you, but also in your cultivating excellent relations with your colleagues, sub-ordinates, superiors, public and clients.
 - G. Upon termination / resignation from your employment, you will return to the company all papers / documents and / or other properties, which may be in your possession at that time releasing from the company and will ensure not to retain any copies or extracts.
 - H. The company reserves the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practices which will be binding upon you, whether these are individually notified to you or not.
 - I. You will be required to intimate in writing to the management of any change in your residential address during the tenure/duration of your employment with the company, it shall be your duty to intimate the same to the company in writing within three days from the date of change of address. All communications mailed to you by the Establishment to the last address given by you shall be deemed to have been received by you.
14. In the event of any dispute regarding the terms and conditions of your appointment, you will be subject to the exclusive jurisdiction of the appropriate courts of law at Sangareddy, Medak Dist.
15. The company attached considerable importance to a high level of physical fitness and personal grooming.

Place sign the duplicate of this in token of your acceptance of the above terms and conditions as your acceptance of employment.

We welcome you to Arene Life Sciences Pvt Ltd and wish you a successful career with us.

For M/s Arene Life Sciences Pvt Ltd,


M. Seetaram Rao
General Manager
Human Resource.



EMPLOYEE ID: V-085

SYED MAZHER
PHARMACIST

Syed Mazher
Principal

St. Paul's College of Pharmacy
Turkayamjal, R.R. District.



VERASMART HEALTH CARE PRIVATE LIMITED

VR/HR/11/2020

Date: 28th November 2020

To,

Mr. Syed Mazher,
H. No:19_2_18/B/81, Amjadaula Bagh,
Kalapathar, Hyderabad.

Sub: Offer of Employment

Dear Mr. Syed Mazher,

1. VERASMART HEALTH CARE PRIVATE LIMITED (from here called as "Vera") is pleased to offer you the Position of Pharmacist with a Monthly Compensation of INR. 15,000 (Fifteen Thousand per month only). Your joining date with the company will be on or before 30th November 2020.
2. The Remuneration package is strictly confidential between you and Vera and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
3. Your contractual employment with us will be for a period of 6 months and can be extended or terminated based on the business circumstances and your performance.
4. The appointment letter will be given to you on the date of joining.
5. Working days Monday to Saturday (6 days a week). Working hours 09:00 AM to 06:00 PM (General shift). The shift timings may change as per the project requirements & to keep up with the schedules of delivery you may have to extend your work hours. You may also be required to work in shifts.
6. As a part of policy, you need to submit your resignation proof (Hard or Soft copy) to the HR Department within one week's time from the date of acceptance of the offer. In case of non-submission of the resignation proof in the above stipulated time the offer would be withdrawn.
7. Any change in the date of joining should be communicated to the HR Department in writing well in advance.
8. Please sign the acceptance of this offer as a token of your acceptance, mentioning the date of your joining in Vera.

REGISTERED ADDRESS: 8-3-199/F, VENGAL RAO NAGAR, SR NAGAR, HYDERABAD, TG 500038, INDIA


Principal

St. Paul's College of Pharmacy
Turkavamjal, R R District



VERASMART HEALTH CARE PRIVATE LIMITED

We welcome you to Vera and look forward to a long and mutually beneficial association.

We wish you all the best.

For VERASMART HEALTH CARE PRIVATE LIMITED

DocuSigned by:
Srujana Eedunuri
00EE2CEE488648C

Srujana Eedunuri
Senior Human Resource Manager

ACCEPTANCE

I hereby accept the offer of employment as Pharmacist Vide letter No 90081
I will report for duty on or before 30/11/2020.

[Signature]
Ms. Syed Mazher

Principal
St. Paul's College of Pharmacy
Turkayamjal, R.R District.



PREMIER HOSPITAL

TRAUMA EMERGENCY CRITICAL CARE

Temporary ID Card



Name: MD. ISMAIL SIDDIQUI

Designation: PHARMACIST

Emp. ID: 6287

Blood Group: O⁺ve

Date of Issue: 3/2/2021

Issuing Authority

12-2-710/1/1, Khader Bagh Rd, Rethibowli
Toll Chowki, Hyderabad-08 (T.S) Phone: 23515

Principal
Principal
St. Paul's College of Pharmac
Turkayamjal, R.R. District



PAGADALA SAI SARASWATHI
Pharmacy Assistant

Employee No : APL41907

Department : Pharmacy

Issuing Authority

Principal

St. Pauls College of Pharmacy
Turkayamjal, R.R. Dist-501 510.

APOLLO PHARMACIES LIMITED

Apollo Health City, AIMS Building, 2nd Floor, Jubilee Hills,
Hyderabad - 500 096, Telangana Ph: 040 2347 1000



HR/AL/10/2020

Date: 23rd October 2020

To,
Mr. Mohd Ahmed
17-3-198/56,
Madina Nagar, yakutpura,
Hyderabad-500023.

Sub: Letter of Appointment

Dear Mr. Mohd Ahmed,

We are pleased to appoint you as Pharmacist at Vera Hospitals Private Limited (hereinafter referred to as "Vera Hospitals or Company or Employer") on the following terms and conditions:

1. Your salary break-up details are enclosed in the Annexure A.
2. You will be working at Vera Hospitals and will report to the Immediate Manager of the respective project and which may be changed from time to time by the Company. You shall also extend your services in any other department or project if required by the company.
3. Your employment with us will be for a minimum period of 6 months and can be extended or terminated based on your performance and will be governed by the terms and conditions as mentioned in your appointment letter.
4. **Place of Position and Transfer:**
Your place of position will be based out of Hyderabad location.

Your service is liable to be transferred from one Team/Department to another or from one unit to other units of company/with the group of companies anywhere in Telangana and Andhra Pradesh.

5. **Working Days:**
The project will be for 6 days a week. Working hours 09:00 AM to 06:00 PM (General shift). The shift timings may change as per the project requirements & to keep up with the schedules of delivery you may have to extend away from your bonafide working hours. You may also be required to work in shifts as and when required by the Management.
6. **Leave and Unauthorised Absence:**
You will be entitled leave as per the Leave Policy of the company alone.


Principal

St. Pauls College of Pharmacy
Turkayamjal, R.R. Dist-501 510.



Your unauthorised absence or absence without permission for work/training for a consecutive period of the three working days can be lead to initiation of disciplinary actions by the Company at the sole discretion of the Management.

7. Confidentiality and Security:

You will not either during your employment or subsequently divulge or utilize any confidential information belonging to the company and shall maintain total secrecy of the company data and Information, which you may come to know during your employment with us.

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

Steps will be taken for revealing the confidentiality and tampering the security of the programs maintained by the employee to the third parties without company permission- action will be initiated in according to cyberlaws.

8. Other Employment

You shall not undertake or engage yourself in any business directly or indirectly in competition with the Company or join the services of any direct competitors to the company immediately and for a period of the five years from the date of your leaving the services of the company for any reason whatsoever.

If any violation of this condition is found by the company stringent action will be taken by the management.

9. Termination Clause:

Your services may be terminated by giving 2 days prior notice in case there is no sufficient workflow or other exigencies that are beyond the control of Management.

The company reserves the rights to terminate the services with immediate effect based on grounds of misconduct or your continuous poor performance in executing the work or breach of terms and conditions of the Non-Disclosure Agreement, as per company's policies.

In all the matters, not mentioned herein, you will be governed by the Service Rules and practices of the Company in force from time to time.

10. Notice Period

In the event of your resignation from the services of Vera Hospitals you are required to give a notice period of two weeks which is mandatory.



The discretion of the Management will be final with respect to the notice period or notice pay to the employee at the time of relieving. Here management reserved their rights which cannot be questioned by the employee.

11. Restrain Information and Personal Use

Information is available on need to know basis for specific groups and the network file server of the company is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

You shall not use any resources of the company for any purposes other than official. If is found that you've been using any of company's resources for personal use, the company had right to initiate appropriate disciplinary action at the sole discretion of the management.

Any violation as per this clause will come under Cyber Laws.

12. Other Conditions

You will be subject to policy rules and regulations of the company in force from time to time and such changes in the rules and regulations which may be made by the company has deemed fit. Violation of rules may be subjected action which may include termination of services at the discretion of the management alone.

You will be bound by the Vera Hospitals HR Handbook with respect to rules and regulations.

Vera Hospitals shall not be responsible for your personal indebtedness or other liabilities incurred by you, during employment with Vera Hospitals. You understand and accept that you shall have no authority to pledge the credit of Vera Hospitals to any person or entity without Vera Hospitals prior written authorization.

The Vera Hospitals will not obliged to represent on behalf of the employee in any court of law if the above condition is violated or forfeited.

- 13. Reference check and pre-employment checks are done for All employees of the organisation.**
In case, it has been found that you've criminal records/indulgence in drug's & Narcotics abuse, the company will terminate the services on grounds of misrepresentation of facts and indiscipline. You will not be eligible for any severance package/separation allowances in this case.

14. Appointment in Good Faith

Your appointment with Vera Hospitals is being made to you in good faith based on the available information furnished by you regarding your qualifications, age, experience etc., in your application for employment. Should any of these be found to be incorrect, your employment is liable for immediate termination without any further opportunity.



We hope your association with our company will be professionally challenging and mutually beneficial. We shall appreciate if you sign and return the duplicate copy of this letter confirming your agreement to the terms and conditions of employment. The above said conditions are framed for upliftment of Vera Hospitals with mutual co-ordination

Vera Hospitals wish you good luck in your new assignment and extend a warm welcome.

On behalf of Vera Hospitals Pvt Ltd,

DocuSigned by:
Srujana Eedunuri
06612CE148B64BC

Srujana Eedunuri
Senior Human Resource Manager

ACCEPTANCE

I understand all the terms and conditions mentioned in the appointment letter since I have read it completely. I agree to the all terms & Conditions mentioned on appointment letter and will follow the policies and procedures of the company hereby accept the Term & Conditions of the Offer appointment to the post of pharmacist vide letter No _____ dated 23rd - Oct - 2020.

(Mr. Mohd Ahmed)



Private & Confidential
Annexure A

Name of the Employee	Mohd Ahmed
Designation	Pharmacist
Subject	CTC Break Up
Date of Joining	23 rd October 2020
CTC (IN INR)	INR 15,000 per month

ANY COMMITMENT MADE OTHER THAN THE ABOVE WILL BE VALID ONLY IF GIVEN IN WRITING BY THE UNDERSIGNED.

For Vera Hospitals Pvt Ltd

DocuSigned by:
Srujana Eedunuri
86EE2CE148B648C

Srujana Eedunuri
Senior Human Resource Manager

Accepted By

Mohd Ahmed



eSPIES FACILITIES PVT LTD

AN ISO 9001 : 2015 CERTIFIED

Spies House, Manju Residency, Plot No. 85 & 88, Flat No. 302, 3rd Floor,
Sardar Patel Nagar, Near Nizampet Cross Road, Kukatpally, Hyderabad - 72.

Phone : 040 - 65740941, Cell : 9160004333, e-mail : isreddy@espies.in

Website : www.espies.in



To,

Oct 7th, 2020

Mr. YARRA MANIKANTA

S/o: YARRA VENKATESWAR RAO

D.No. 1-793, Opp: Santhi Theatre,

Wyras Rao Madhira,

Dist.: Khammam -507203

State : Telangana

Ph No: 80906769444

Email id: kantamani27@gmail.com

Sub: Offer Letter

Dear Mr. YARRA MANIKANTA

With reference to your application and subsequent interview with us, we would like to bring to your notice that you have been selected for the position of **JR OFFICER** in **AR&D** department.

1. You are required to report for duty on or before **Oct 20th, 2020** and the offer stands withdrawn thereafter.
2. You will be initially posted at our client **Annora Pharma Pvt Ltd at Annaram, Hyderabad**
3. Your Appointment letter will be issued after completion of joining formalities process.
4. You will be paid salary (per month) as shown below:
Monthly Gross Salary: Rs. 13500/-
5. Upon receipt of the offer, you are required to undergo medical check-up at the company authorized diagnostic centres. You will be entitled for appointment upon you found to be medically fit.
6. Your Employment will be subject to the Terms & Conditions, mentioned in your Appointment letter, which will be issued to you on your joining.
7. As substantial cost is being incurred towards your recruitment, training and development, any discontinuance, exit or voluntary separation of your services against the agreed period will attract penalty more fully detailed in the Annexure – I of this offer letter.
8. Please bring the below list of documents for the joining formalities.
 - Original Academic Certificates (all from 10th to Highest)
 - All Educational Certificates Xerox Copies from 10th to Highest Qualification.
 - Address and ID proof on your name.
 - Aadhar Card clear Xerox copy.
 - Xerox copies of all Appointment letter and Reliving letter of previous organizations if any.
 - EPF UAN Number and ESIC Insurance numbers of previous organisation if any.
 - 3 Passport Photographs.
 - 1 Postcard Size family photograph for the ESIC process.
 - Rs. 100/- Stamp Paper for making the Agreement.

Thank you,

For eSPIES FACILITIES PVT LTD



Authorised Signatory

Principat
Principal

St. Pauls College of Pharmacy
Turkayamjal, R.R. Dist-501 510.