

Date: 10-12-2018

To

**MISS. ADDETLA NAVYA SREE
13-4-783/GURATHI GALLI/KARWAN,
ASIFNAGAR, ASIFNAGAR, HYDERABAD.**

Dear Miss: ADDETLA NAVYA SREE,

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. 16,500 /- 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.


Principal

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



Inception Source Pvt. Ltd.

Corporate Office: H. No: 11-13-1427, 2nd Floor, Nirmal Sadan, Kothapet, Hyderabad – 35

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- 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.
- 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 maintaining all the regulatory guidelines 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: 10-12-2018

For **INCEPTION SOURCE PVT.LTD**


Authorized Signature



Laurus Labs Limited
Research & Development Center
Plot No. 25/1 & 2, ITF Knowledge Park, Genome Valley,
Turkapally, Shamshabad, Hyderabad - 500078, Telangana, India.
T: +91 40 2348 0480 F: +91 40 2348 0481



Ref: LL/HR/APP/FEB2020/7754

24th FEB, 2020

Ms. Bhavana Boga
D/o Srinivas B,
H.No: 68-64, Gandhi Nagar, Pochampally (V),
Pochampally (M),
Yadadri (D), 508284.

Dear Ms. Bhavana,
Emp.No.7754

Sub: Letter of Appointment

With reference to your application and the discussions you had with us, we are pleased to appoint you as **Associate - 2** in **Formulations-R&D** Department at our **R & D Center, IKP, Turkapally, Hyderabad** effective from **24.02.2020** as per the following terms and conditions:

1. **Place of Work:** Your place of work is presently at our **R & D Center, IKP, Turkapally, Hyderabad**. You shall be transferred to whichever establishment, subsidiary, branch, unit, section, department or division that now exists or may be set up in future within the Indian Union as the Company considers expedient due to any exigencies. Upon such transfer, you will be governed by the rules and regulations as applicable to that Unit, if any.
2. **Employment Status:**
 - 2.1. You will be on probation for a period of six months from the date of your joining duties, which may be extended, depending upon your performance, conduct, attendance etc.
 - 2.2. During the probationary period, if your performance is found to be not satisfactory, your services are liable for termination without assigning any reasons whatsoever.
3. **Functional Responsibilities:** Subject to superintendence, control and direction of the reporting authority, you will be responsible for all the functions that are allocated to you by your reporting authority from time to time, for which you shall maintain the relevant records and comply with all the statutory requirements, if any, within the stipulated time. You may also be entrusted with any other tasks or assignments from time to time in the exigencies of the Company's business either orally or in writing by your reporting authority or any other higher official.
4. **Remuneration & Perquisites:** Your remuneration and other perquisites shall be regulated as per the Annexure enclosed herewith.
5. **Confidentiality:** You shall owe **total** allegiance to the Company **always** and shall not **disclose** or discuss or divulge or part with any information or our manufacturing process, technical know-how, financial position, marketing strategies, future plans, topography of the Units or any other information related to our Company or associate companies that may become known to you while being associated with the Company, to any third party or an outsider.
6. **Official Status:** You are treated as a member of 'Staff' category. Your status as defined shall remain the same irrespective of any subsequent change in the nature of functional responsibilities and place of work, if such changes are required in the exigencies of the Company's business.
7. **Hours of Work:** Your hours of work will be as notified to you from time to time as applicable to the Unit, where you are posted depending on the nature of business of the Company.
8. **Leaves:** You will be governed by the Leave Rules of the company as applicable and in force from time to time.

Cont...

Registered Office: Plot No 21, Jawaharlagal Nehru Pharma City, Patnawada, Visakhapatnam - 531021, Andhra Pradesh, India; CIN: L24739AP/ABSP/CI/047518
T: +91 891 3061229 F: +91 891 3061270 E: info@lauruslabs.com W: lauruslabs.com

LAURUS Generics
Active Pharmaceutical Ingredients & Intermediates

LAURUS Ingredients
Specialty Ingredients for Pharmaceutical & Allied Industry

LAURUS Synthesis
Contract Development & Manufacturing Services

9. **Notice Pay:** If you intend to leave the services of the company, you have to give **TWO** months prior notice in writing or notice pay in lieu thereof and vice-versa, which may be modified and the same will be notified.

9.1. Upon cessation of your employment, if any, you shall deliver to the Company all documents, tools, plans, drawings, materials, computer floppies and other properties of the Company which may be in your possession or under your control, to the person as nominated by the Company and obtain a 'No Objection Certificate' from all the departments of the Company upon which only you will be relieved from the company and your account will be settled.

10. **Retirement:** Upon attaining fifty eight (58) years of age as per the company records, you shall be retired from the services of the Company.

11. **Medical Examination:** Your appointment in the company is subject to the conditions that you are medically, physically and mentally fit and for that purpose you shall undergo medical examination by the medical officer as nominated by the company. Further, your continuance in the employment is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized medical officer appointed by the company as and when so ordered.

12. **General:**

12.1. During the period of employment with the company, you shall devote your entire attention and work for the company's business always and in any case you shall not be engaged in any other business or activity directly or indirectly, whether on remuneration or otherwise, without taking prior written consent from the company's management. This includes agency for insurance company.

12.2. This appointment is further subject to verification of the particulars submitted by you in your Application Form. In case any particular/s submitted in the application form are found false or incorrect, your employment in the company shall be terminable without any prior notice.

12.3. Any disputes arising out of this appointment will be subjected to the jurisdiction of the Court of Hyderabad.

12.4. Your date of birth as per your secondary school certificate is **08.03.1994** and the same is hereby confirmed.

12.5. You shall inform the company about the changes in personal information, if any, like change in residential address, acquiring higher qualifications etc. from time to time.

12.6. You shall be governed by the standing orders, rules and regulations/practices and other service conditions of the company as applicable and in force from time to time.

12.7. In the event of employee leaving the service of the organization within two years from the date of joining, employee have to repay the entire relocation charges to company.

Please sign the duplicate copy of this Letter of Appointment in token of the acceptance of the above terms and conditions.

We welcome you to our Organization and looking forward for a longer and fruitful association.

With Regards,
For **Laurus Labs Limited,**


Narasimha Rao C
Vice President - HR

I have read and fully understood the terms of my appointment letter. I hereby accept the terms of my appointment letter in full.

Signature :
Name :
Date :

Date: 10-12-2018

TO

**Miss DANDLA SRILATHA
8-3-228/1280/496 JAWAHAR NAGAR,
YOUSUFGUDA, HYDERABAD.**

Dear Miss: DANDLA SRILATHA,

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. 16,500 /-** 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.


Principal

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- 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: 10-12-2018



For INCEPTION SOURCE PVT.LTD



Authorized Signature



Inception Source Pvt. Ltd.

Corporate Office: H. No: 11-13-1427, 2nd Floor, Nirmal Sadan, Kothapet, Hyderabad – 35

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✉ info@inceptionsource.in

APL/API/AL/2020-21/4399
Date: 29th September 2020

To
Mr. P Krupakar.
H No 1-86, Rechapally,
Sarangapur, Jagtial,
Telangana
Ph.No:8328087036.

Sub: - LETTER OF APPOINTMENT

With reference to your application and subsequent interview you had with us, we have pleasure in appointing you for the position of **Assistant – Quality Control**, in the Assistant grade of “S3”, in our company on the following terms and conditions:

1. The place of posting will be at our Unit – VIII, situated at Survey No.13, Gaddapotharam Village, Jinnaram Mandal, Medak District, Telangana.
2. You will be paid Monthly Salary, annual and statutory benefits as per the attached Annexure – I and rules of the company applicable to your cadre periodically.
3. You shall disclose pre-existing ailments voluntarily before joining the Company. However, this appointment and your continuance in the employment are subject to you being found medically, physically and mentally fit, that are required to discharge your functional responsibilities, by the authorized Medical Officer of the Company.
4. You shall be on probation for a period of Twelve months from the date of joining which may be extended at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully. During the probation period if your performance is found to be not satisfactory, your services are liable for termination without assigning any reasons whatsoever.
5. Your appointment is further subject to verification of the particulars furnished by you on the 'Application Form for Employment' and other documents submitted by you. In case any particulars mentioned by you and/or other documents, which you have submitted at the time of interview or joining or thereafter are found to be false or incorrect, your services during probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.
6. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof, after confirmation.
7. The training that will be imparted to you during your service period involves considerable expenditure, both direct, indirect, financial and un-liquidated. The training substantially improves your professional standing, job skill and technology awareness as company offers abundant learning opportunities. Since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company and to recover its expenditure as well as seek penalty for non-fulfilment of the terms of employment. In consideration of the training to be imparted by the Company, you shall agree and undertake irrevocably to serve the Company, by not leaving the services of the Company.
8. Acceptance of this offer also confirms your consent to the Company, to carry out necessary background verification/checks on your academic credentials, previous employment and other records etc by a third party Service Provider/ internal HR team. Submission of inappropriate/false information by you will lead to termination of your employment without any notice followed by appropriate legal proceedings.



Principal

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

PAN No. AABCA7366H

(CIN : L24239TG1986PLC015190)

AUROBINDO PHARMA LIMITED

Corp off.: The Water Mark Building, Plot No.11, Survey No.9, Hi-tech City, Kondapur, Hyderabad - 500 084 T.S., INDIA Tel : +91 40 6672 5000 / 1200 Fax : +91 40 6707 4059

Regd. Off.: Plot No. 2, Maithriviham, Ameerpet, Hyderabad - 500 038. T.S., INDIA Tel : +91 40 2373 6370 Fax : +91 40 2374 7340, Email : info@aurobindo.com

www.aurobindo.com

9. You shall be governed by the Leave Rules of the Company and shall abide by the rules and regulations as well as Certified Standing Orders that are applicable to the establishment.
10. You will be responsible for all the functions that are allocated to you by your reporting authority and any other higher official from time to time and shall discharge your duties up to the best satisfaction level of the management. You shall work with high standards of discipline, initiative, efficiency and economy in the department or section, wherever you are posted and strive for achieving the objectives of the Company.
11. You shall devote your whole time to the business of the Organization and shall not undertake any other business or work, either directly or indirectly, whether on remuneration or not, except with written permission of the Management.
12. You shall not divulge to anyone, particulars or details of the manufacturing/quality processes, technical know-how, product portfolio, on-going projects, future projects, marketing strategies, sales promotions plans, security arrangements, or of administrative and / or organization matters, by any means of communication, whether of confidential or not, that may become known / accessible to you for being associated with the Company.
13. The Company reserves the right to depute you for a limited period or transfer you on permanent basis to any other section / department / unit / location of the Company or its subsidiary companies that exists or may come up in future of your capacity for which you may be found fit and suitable, without any change in your existing benefits.
14. On completion of fifty eight (58) years of age as per the company records, you shall be retired from the services of the company as per the prevailing policy.
15. "Current Good Manufacturing Practices (cGMPs) are regulations (laws), established by respective countries and are being monitored by their agencies, which are similar and applicable across the world. Hence, it is a mandatory responsibility of all the pharmaceutical manufacturers to establish these principles into their routine operations and ensure that a drug is safe, correctly identified, of right strength, has the purity and has the overall Quality it claims. The cGMPs exists to protect patients from dangerous, adulterated and counterfeit drugs. It is important to note that, the product that has not been manufactured according to cGMPs is considered as Adulterated Drug, even it meets all specifications. Failing to comply with cGMPs has severe implications on the Organization with respect to legal compliance, customer/ partner relations, stock holdings, reputation in the global market and in fact its existence in the market.
 - a. Non-compliance of cGMP procedures/ practices knowingly shall be considered as betrayal and breach of integrity.
 - b. Any individual fails to comply with this commitment shall be liable to a very severe disciplinary action by the Company including termination of services, based on the facts and circumstances of the case.
 - c. This clause is applicable to the employees operating in cGMP areas.
16. You shall adhere to Quality Policy and Environment, Health & Safety (EHS) Policy of the Company in true spirit without any deviations.
17. Any absence from the duty without prior written sanction and/or permission from the respective reporting superior/s shall be considered as 'Un-authorized Absence' and attracts appropriate disciplinary action.
18. Any unauthorized absence as per the company standing orders shall be construed that you voluntarily abandoned your services and your name from the Company's muster rolls will be deleted putting an end to the employee and employer relationship and you will lose lien on employment, without prejudice to the rights of the Company.
19. You shall keep the Company informed of your postal address, telephone/mobile number, e-mail or any other means of communication including changes that may occur during the period of your association with the Company. Any communication sent to the last informed address is deemed as final and served.




20. In case you avail any kind of loan / salary advance etc, from the Company and fail to repay the same as agreed during the period of your association with the Company, you along with Sureties, as applicable, shall be liable for appropriate legal proceedings as per the agreements you entered with the Company.
21. Your attention is drawn to the 'Code of Conduct for dealing in shares of the Company' formulated as per the requirements of SEBI (Prohibition of Insider Trading) Regulations, 2015. As per the Code, all types of dealings in the shares of the Company are subject to pre-clearance and violation of the same will lead to imposing of penalties and / or other disciplinary action by the Company and also by SEBI. Further, you are required to disclose your shareholdings in the Company held by you or your immediate relative(s) as soon as you join the Company in Annexure-5 of the said Code. You may please refer to the Code or may contact Compliance Officer at cs@aurobindo.com or ig@aurobindo.com.
22. At the time of leaving the services of the company upon completion of eligible period of service for Gratuity payment, you are required to comply with all requirements prescribed in this regard including Claim Form to be submitted to HR, in order to receive the Gratuity on time.
23. You are required to furnish details of the nominees for payment of statutory benefits (EPF, Gratuity etc.) AND update the said details as may be necessary. All statutory payments shall be made /disbursed to the employee/nominee by the Company as per the said details furnished.
24. You shall require to submit copies of Certificates in proof of your age / copy of Aadhar card / educational qualifications, experience, relieving certificate, Medical fitness certificate, copy of PAN Card and four passport size photographs, as confirmed by HR Department for our records, at the time of your joining.
25. The Courts at Hyderabad alone shall have exclusive jurisdiction to try any disputes arising out of this contract of employment / letter of appointment.

Please inform the exact date of joining to our HRD over phone on 040 - 66725130 / 66725127. If you fail to join within 90 days from the date of this appointment, your letter of appointment stands invalid.

You are required to return the copy of this letter of appointment duly signed by you as a token of your acceptance of all the terms and conditions.

We welcome you to Aurobindo family and wish you a happy and rewarding career with us.
Yours faithfully,

For AUROBINDO PHARMA LIMITED


U N B Raju
Vice President – Corporate HR

DECLARATION BY THE EMPLOYEE

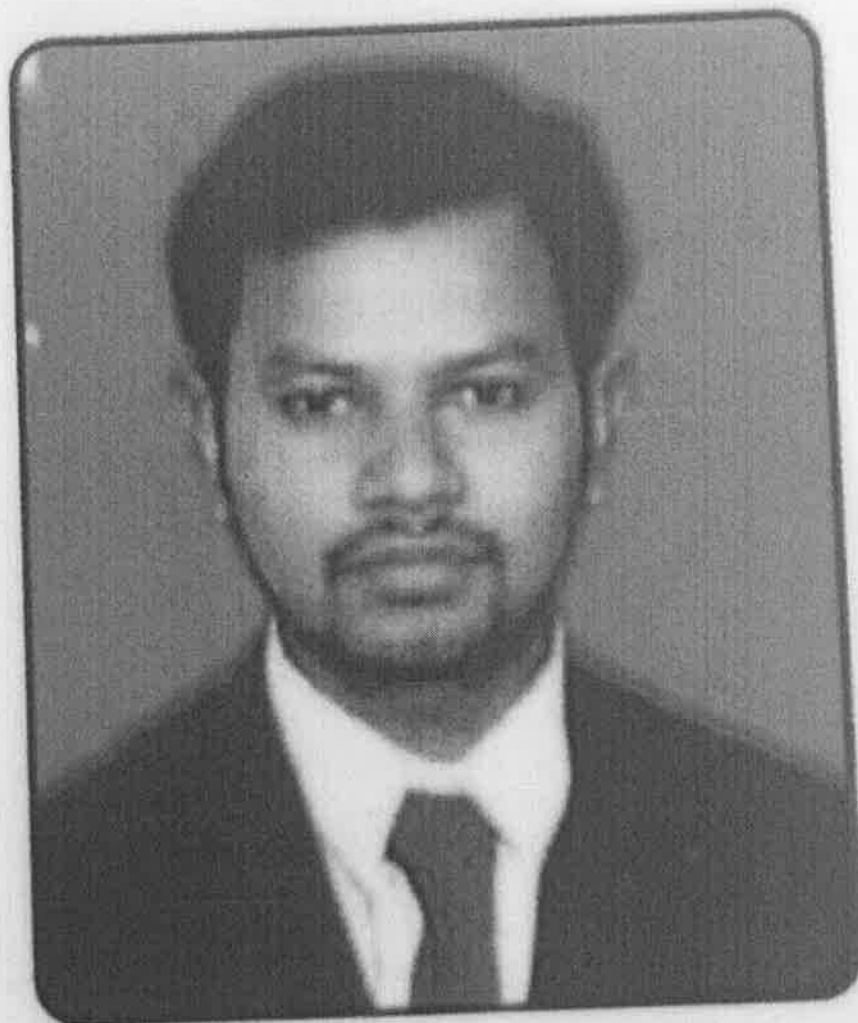
I have understood the terms & conditions of letter of appointment and I accept and undertake to abide by the same.

Signature of the candidate

Name

Date



AUROBINDO



PUPPALA KRUPAKAR

123846

QUALITY CONTROL


Authority

Annexure – I**Name** : Mr. P Krupakar ✓**Designation:** Assistant- S3 ✓**Department:** Quality Control ✓**Location** : Unit VIII ✓

Component	Monthly	Yearly
Basic	11821	141852
HRA	7881	94572
TRA	1600	19200
Medical	985	11821
Gross	22287 ✓	267444
LTA	985	11821
Bonus/Exgratia	1667	20000
PF (Employer Contribution)	1729	20745
Total CTC	26667	320010 ✓

For AUROBINDO PHARMA LIMITED

U N B Raju
Vice President – Corporate HR



RA CHEM PHARMA LTD.

Regd. Off.: Plot No. 26 & 27, 1st Floor, Technocrat Industrial Estate, Balanagar, Hyderabad-500 037, A.P. INDIA
Tel: +91-40-44758595 Fax: +91-40-44758596

03-07-2020 .

To

K Joseph Tresa,

H.NO: 1-29, Kammaguda(Vill), Abdulapurmet(Mdl), Ranga Reddy Dist, Telangana (State) - 501510,
tresa45678@gmail.com,
9177118907.

OFFER LETTER

This has reference to your application and further discussions we had with you, We are pleased to inform you that you are found to be suitable for appointment in *Formulation Division_Quality Assurance Department* in our company *Formulation Division, Nacharam, Hyderabad*. Accordingly we offer the position of *Officer*. The emoluments will be fixed as per the discussions and agreement we had. As agreed by you, you are advised to join us on or before **02-08-2020**.

At the time of joining the company, you will be required to produce the following documents.

- Clear evidence of your resignation and relieving certificate (in original) from your previous employer.
- Proof of age/date of birth.
- Certificates relating to your educational qualifications.
- Proof of past experience.
- Copies of certificate of past experience.
- Five passport Size photographs.
- PAN Card Photo Copy.
- You will be required for undergo medical tests substantiating your health and fitness on joining as per company rules and regulations.
- ADHAR copy must contain the date of birth in DD/MMM/YYYY format. If not presented as DD/MMM/YYYY, please get it done and submit at the time of Joining.

You will have to produce originals of all the above documents for verification and submit copies of the same to HR department.

This offer is issued to you based on the information and credentials furnished by you at the time of our interview and discussions. If the details furnished by you are found wrong or false this offer stands terminated.

A regular appointment order will be issued to you on your joining the company and after verification of the above documents. Please sign and return duplicate copy of this offer letter as token of your acceptance.

Yours faithfully,

For RA Chem Pharma Ltd

Mani Kumar.K

AGM HR & Admin



AN ISO 9001 : 2008 Certified Company

Principal

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



MSN Laboratories Pvt Ltd
Payslip for the Month of January-2022



Employment Information

B PRASHANTH			
Employee Code:	20444	Attendance Days:	27
Designation:	Executive	Location:	F-II-Kothur-ONC
Department:	Quality Assurance	ESI No:	---
PF Number:	AP/PTC/48088/000/1013548	UAN No:	101060771606
PAN No:		Aadhar No:	*****5423
Bank A/c No:	917010014474640	Mode of Payment:	Bank Transfer



Salary Information

Earnings			Deductions	
Particulars	Rate Per Month	Actual Earning	Particulars	Deducted Amount
Basic Pay	15000	13065	Employee PF Contribution	1568
House Rent Allowance	6000	5226	Professional Tax	200
Education Allowance	200	175	Mediclaim Premium	3769
Minimum Guaranteed Bonus	9183	7999		
Total Earnings	30383	26465	Total Deductions	5537
Net Salary :				20928
Net Salary in Words	Twenty Thousand Nine Hundred Twenty Eight Rupees Only .			



Income Tax Information

Gross Salary	358239	Section 80D/80E & Others	
H.R.A Exemptions		Chapter VI	20726
P.Tax	2400	Net Taxable Income	285113
Standard Deduction	50000	Total Tax Payable	
LTA Exemption		Tax Deducted Till Last Month	
Medical Exemption		Balance Tax	


Principal

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

**GOVERNMENT OF TELANGANA
PROCEEDINGS OF THE COLLECTOR (PW) RANGAREDDY DISTRICT**

Present: Sri.D.Amoy Kumar IAS.,

Procs.No. 5366/2018-A1(Pts)-4.

Dated: 07.12.2021.

Sub:- Estt., - Panchayat Secretaries - Appointment of Junior Panchayat Secretaries through Direct Recruitment - Notification No. 2560/CPR&RE/B2/2017, Dt.30.08.2018 - Provisional selection to the post of Junior Panchayat Secretary in Telangana Panchayat Raj & Rural Development Services -on Ad-Hoc basis - Orders Issued.

Read:-

46. G.O.Ms.No.117, Fin. (HRM.I) Dept., Dt.10.08.2018.
47. G.O.Ms.No.126, Fin. (HRM.VII) Dept., Dt.23.08.2018.
48. G.O.Ms.No.77, PR&RD (Pts.VI) Dept., dt.27.08.2018.
49. G.O.Ms.No.82, PR&RD (Pts.VI) Dept., dt.30.08.2018.
50. G.O.Rt.No.617, PR&RD (Pts.VI) Dept., Dt.30.08.2018.
51. G.O.Ms.No.108, PR&RD (Pts.VI) Dept., Dt.26.09.2018.
52. Notification No.2560/CPR&RE/B2/2017, Dt.31.08.2018.
53. Govt. Memo No.7631/Pts.VI/A2/2018, Dt.12.11.2018.
54. Lr.No.2560/CPR&RE/B2/2017, Dt.17.12.2018 of the CPR&RE, Hyd.
55. Lr.No.2560/CPR&RE/B2/2017, Dt.11.04.2019 of the CPR&RE, Hyd.
56. G.O.Rt.No.495, PR&RD (Pts.VI) Dept., dt.28.08.2019
57. Memo.No.2560/ CPR&RE/B2/2017, Dt.29.08.2019 of the CPR&RE, Hyd
58. Govt. Memo No.7591/Pts.VI/A1/2019, Dt:14.10.2019.
59. Lr.No.2560/CPR&RE/B2/2017, Dt:21.05.2020 of the CPR&RE, Hyd
60. G.O.Ms.No.26, PR&RD(MPP&ZPP ADMN.) Dept., Dt:15.07.2021.

<<<>>

ORDER:

The Government have accorded permission for the recruitment of Junior Panchayat Secretary Posts vide reference 2nd cited above. A written examination was conducted to select the candidates as per the guidelines issued by the Government. In the references 11th read above, the Government have permitted to fill up the vacant posts of Junior Panchayat Secretaries from the existing merit list of candidates. Commissioner PR & RE has issued instructions to all the District Collectors to fill the vacancies in Junior Panchayath Secretary posts on Ad-Hoc basis vide reference 14th cited.

Accordingly through the reference 12th cited The Commissioner, PR&RE, Hyderabad has communicated the Merit list of provisionally selected candidates for the post of Junior Panchayat Secretary.

Keeping in view of the above, Sri/Smt./Kum.**MALREDDY MANISHA REDDY**, HT.No:**5203274** is provisionally selected to the post of Junior Panchayat Secretary with the consolidated remuneration of Rs.28,719/- only per month subject to following conditions.

Basic Service Conditions:

22. This is a district cadre post as defined in G.O.Ms.No.124 GAD (SPF-MC) Department. Dated:30-08-2018.
23. The Junior Panchayat Secretary shall have to work on consolidated remuneration basis for 4 Years
24. The Junior Panchayat Secretary shall execute an agreement bond on Rs.100/- stamp paper.
25. The agreement is renewable every year based on annual evaluation of performance.
26. The services of those Junior Panchayat Secretaries who show satisfactory performance will be regularized after completion of 4 years as Panchayat Secretary Grade-IV.
27. The performance will be assessed in accordance with the guidelines issued by the Government on the basis of Telangana Panchayat Raj Act, 2018 & G.O.Ms.No.108, PR&RD (Pts.VI) Dept., Dt.26.09.2018.
28. The Junior Panchayat Secretary shall perform Other Duties and discharge responsibilities entrusted by the Government, Commissioner, PR&RE and District Collector from time to time.

Accordingly, the candidate who is provisionally selected for the post of Junior Panchayat Secretary is hereby posted in the Gram Panchayat **Gollur** of **Maheshwaram** Mandal. If the certificates submitted by the candidates claiming any relaxation / reservation / qualification etc. are found to be not genuine at any point of time, then their appointment is shall be cancelled without giving any reasons thereof.

The candidate who is provisionally selected to the post of Junior Panchayat Secretary is directed to report before the Mandal Parishad Development Officer concerned within (15) days from the date of receipt of this order. If any candidate is failed to join within the stipulated time, the selection will be deemed to be cancelled.

To
The Individual concerned
The Mandal Parishad Development Officer concerned for necessary action.
Copy submitted to the Commissioner, PR&RE, T.S., Hyderabad for information.

District Collector (PW)
Ranga Reddy District.


Principal

St. Pauls College of Pharmacy
Turkayamjal, R.R. Dist-501 001



April 25, 2019

A SRAVANI
C240, NGO'S COLONY, VANSTHALIPURAM
HYDERABAD Telangana
500070

Dear A SRAVANI,

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 **Clinical Appeals Reviewer at salary grade 23**. 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 29, 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


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St. Pauls College of Pharmacy
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July 31, 2018

MIRZA MUZAFFER BAIG

H-No:11-1-702, NEAR FRIENDS CAFE, OLD MALLEPALY, SEETRAMBAGH TEMPLE, HYDERABAD
HYDERABAD Andhra Pradesh
500001

Dear MIRZA MUZAFFER BAIG,

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 **Medical Coding Analyst at salary grade 23**. Your work location shall be at Company's office located at **Raheja, 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 **August 1, 2018**. 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 **3 months** 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 three (3) months 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, One Month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would


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OPTUM™



Valid thru:
8/6/2022

Mirza

Baig

Employee

DATE: 10-12-2018

To

**Miss. T RATHNA KUMARI
H NO 18-13-182/14 ABDULLAH COLONY,
BANDLAGUDA, HYDERABAD.**

Dear Miss: T RATHNA KUMARI,

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.16, 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.**



Inception Source Pvt. Ltd.

Corporate Office: H. No: 11-13-1427, 2nd Floor, Nirmal Sadan, Kothapet, Hyderabad – 35

© www.inceptionsource.in

✉ info@inceptionsource.in

- 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 this 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: 10-12-2018

 **INCEPTION SOURCE PVT.LTD**

Authorized Signature





Zenasia Life Sciences Pvt. Ltd.

CIN : U02929TG2016PTC112021

Medicines for Life

05/11/2020

E.ID: 016

B. Mahesh,
H.No: 3-87,
Vattipally village ,
Jagadevpur mandal,
Siddipet district,
Telangana.
Pin: 502312.

Subject: Letter of Appointment

Dear Mr. Mahesh.

This has reference to your application and subsequent interviews you have had with Zenasia Life Sciences. We are pleased to appoint you as Executive in its Manufacturing Department function based at Pashamylaram. Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid a monthly gross salary of **Rs. 42,000/- (Rupees Forty two Thousand Rupees Only)**.

2. Working Hours

Your working hours will be 9 am to 5:30 pm as per the current company policy. The company observes a 6-day work week.

3. Date of Appointment

Your date of appointment as per company records is 01/01/2021.

4. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

5. Probation Period

You will be on probation for a period of six months from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

6. Leave

You will be governed by the current Leave Policy of the company for permanent employees

Principal

Corporate Office : Flat No. 603, Block - A, Sri Sairam Towers, Near Allwyn Colony Water Tank,
Hafeezpet, Hyd - 500049, Telangana. Ph.No: 9849210116, 8008262686
Mail : bhanuprakash@zenasia.in, vijay@zenasia.in Web : www.zenasia.in



Zenasia Life Sciences Pvt. Ltd.

CIN : U02929TG2016PTC112021

Medicines for Life

7. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

8. Responsibilities

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

9. Retirement Age

The normal retirement age for all employees is **60 years**.

10. Notice Period

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days' salary in lieu of notice period**.

On confirmation, this appointment may be terminated by either side by giving **Three months' notice** or **Three months' salary in lieu of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you **three months' salary in lieu of notice period** or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

11. Transfer

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

12. Other work

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

13. Conflict of Interest

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

14. Confidential Information

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.



Zenasia Life Sciences Pvt. Ltd.

CIN : U02929TG2016PTC112021

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15. Contract/Bond with Previous Employers.

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

16. On termination

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

17. General

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the Zenasia family and trust we will have a long and mutually rewarding association.

Yours faithfully,

For Zenasia Life Sciences PVT.LTD.



Kindly communicate your acceptance of this contract by signing a copy of this letter and returning it to us.

Date:.....

Name:.....

Signature:.....

Date: 10-12-2018

To

MISS. KOMMERA SAI KISHORE REDDY,
H.NO: 18-13/A/2, BADANGPET,
BISHMA NAGAR COLONY,
HYDERABAD.

Dear Miss.Kommerer Sai Kishore Reddy

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. 16,500** /- 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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- 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: 10-12-2018




Authorized Signature





**Arene Lifesciences
Limited**

3 - 58, S R Chambers, Ramachandrapuram
Hyderabad - 502 032, Telangana, India.
Tel : + 91 8455 - 241148, 285730, 244489
E-mail: info@arenelife.com
CIN : U 24 239 TG 2004 PLCO 44199

Date: 19-July-2018

Name: SARA BEGUM

E.No: 12536

Subject: Letter of Appointment

Dear Ms. Sara Begum

With reference to your application and subsequent interview you had with us, we are pleased to offer you an appointment in **Arene Life Sciences 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 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

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 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 be 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 there off 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 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 Limited and wish you a successful career with us.

For M/s Arene Life Sciences Ltd,



K. Satyanarayana Reddy
Managing Director.

HEALING TOUCH HOSPITAL

19, Market Street, Opp.
Secunderabad - 500 6



Name

Mrs. NEHA SABAR

Designation

PHARMACEUT

Department

PHARMACEUT

Emp. No.

PHM: 0015

Handwritten signature

Principal

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



HEALING TOUCH HOSPITAL & INSTITUTE OF CHILD HEALTH PVT LTD.

8-1-9, Market Street, Opp. Clock Tower, Secunderabad - 500 003.
For Enquiry & Appointments 040 - 44760600 (32 Lines), Tel : 66339333, 27802761 / 62

Regd : PEH

Date 20th May 2021

TO WHOMSOEVER IT MAY CONCERN

This is to inform that the bearer of this letter Mr Abdul Rehman is the kin of our staff Ms Neha Tabassum, Pharmacist, R / O H No 11-3-366/4/14 Srinivas Nagar, Secunderabad, is working in our hospital. He may be permitted to pick and drop her for duty.

FOR

C. Mangraiah

HEALING TOUCH HOSPITAL

& INSTITUTE OF CHILD HEALTH PVT LTD.



Abdul Rehman

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



**Arene Lifesciences
Limited**

3 - 58, S R Chambers, Ramachandrapuram
Hyderabad - 502 032, Telangana, India.
Tel : + 91 8455 - 241148, 285730, 244489
E-mail: info@arenelife.com
CIN: U 24239TG 2004 PLCO 44199

Date: 19-July-2018

Name: Zahabiya Parveen

E.No:12539

Subject: Letter of Appointment

Dear Ms. **Zahabiya Parveen**

With reference to your application and subsequent interview you had with us, we are pleased to offer you an appointment in **Arene Life Sciences 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 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

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Principal

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

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 branch 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 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 emended 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 Limited and wish you a successful career with us.

For M/s Arene Life Sciences Ltd,



K. Satyanarayana Reddy'
Managing Director.



**Arene Lifesciences
Limited**

3 - 58, S R Chambers, Ramachandrapuram
Hyderabad - 502 032, Telangana, India.
Tel : + 91 8455 - 241148, 285730, 244489
E-mail: info@arenelife.com
CIN : U 24 239 TG 2004 PLC 044199

Date: 19-July-2018

Name: Afshan Nazneen

E.No:12537

Subject: Letter of Appointment

Dear Ms. **Afshan Nazneen**

With reference to your application and subsequent interview you had with us, we are pleased to offer you an appointment in **Arene Life Sciences 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 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
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Turkayamjal, 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 branch 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 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 emended 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.

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- 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.

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- 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.
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- 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.

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- 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 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 Limited and wish you a successful career with us.

For M/s Arene Life Sciences Ltd,



K. Satyanarayana Reddy
Managing Director.



**Arene Lifesciences
Limited**

3 - 58, S R Chambers, Ramachandrapuram
Hyderabad - 502 032, Telangana, India.
Tel : + 91 8455 - 241148, 285730, 244489
E-mail: info@arenelife.com
CIN : U 2 4 2 3 9 T G 2 0 0 4 P L C O 4 4 1 9 9

Date: 19-July-2018

Name: L.Shiva Kumar

E.No:12538

Subject: Letter of Appointment

Dear Mr. **L Shiva Kumar**

With reference to your application and subsequent interview you had with us, we are pleased to offer you an appointment in **Arene Life Sciences 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 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

CPB/KG

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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.

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 - A. Notwithstanding anything contained herein, you will be bound by Arene Life Sciences 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.

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- 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.

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- 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.
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- 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.
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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 Limited and wish you a successful career with us.

For M/s Arene Life Sciences Ltd,



K. Satyanarayana Reddy
Managing Director.

WE
CAPTURE
WHAT
MOVES



MIPL/HR/2018-19
02.01.2019

Ms. Gadepally Shailaja,
H.No : 2-26,
Mandal Nandipet,
Dist: Nizamabad,
Pin code -503212

Dear Ms. Shailaja,

LETTER OF APPOINTMENT

We thank you for your interest in our organization. With reference to your acceptance of our offer dated. 31.12.2018, you are appointed as 'R&D Chemist' in Flavour Department. Your place of work will be based at our Hyderabad Office. Your appointment is effective from your Date of joining 02.01.2019" Effective date"

You will be on probation for a period of (6) six months from the Effective date. As per assessment and on satisfactory completion of probation, you will be considered for confirmation and till such time you will be on probation only until confirmed in writing.

You will be reporting to Head of the Department - Flavour. Your duties and responsibilities are as communicated through your due course of employment from time to time.

You are in S-02 Grade as per the company Grade system and your salary emoluments will be as per the attached salary sheet. Please note that some of the salary components/heads may change according to IT rules and company policy.

You will abide by the rules and regulations of the company as may be in force from time to time.

From the date of joining your duties, you will be paid monthly basic salary of Rs. 6,950/- (Rupees Six Thousand Nine Hundred Fifty only) and other components as detailed in the following personal policies sheet and salary sheet as annexed.



Principal
St. Pauls College of Pharmacy
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