



## MSN Laboratories Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500018. India.

CIN: U24239TG2003PTC041583

Phone: +91-40-30438600 Fax: +91-40-30438798

June 29, 2018

Ms. Donur Mamatha  
D/o Ram Reddy  
3-26 Mekaguda, Kothur mandal  
Nandigaon  
Mahabub Nagar 509228  
Mobile No: 9948518624

Dear Ms. Donur Mamatha,

### Sub: Offer and Appointment Letter

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

#### 1. Designation:

You will be designated as "Junior Executive-Trainee", Grade "G01", in Quality Assurance Department based at MSN Laboratories Private Limited - MSNF-II-Kothur-Osd Location.

#### 2. Remuneration:

Detailed compensation structure as Total Cost to Company Rs.147000/- is mentioned in the Annexure-I.

#### 3. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- All Educational Certificates and any other Certificates related to specific Training and Skills
- Previous employment Service Certificate / Relieving Letter, if any
- Last Six Months Bank Statement
- Aadhaar Cards of self and dependent family members
- PAN Card
- Passport / Driving License
- A cancelled cheque leaf of active bank account
- Medical Certificate with Reports
- Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, stating that, you will work with MSN Group of Companies for a minimum period of three years, from the date of joining.

Page 1 of 2

  
Principal

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



GlaxoSmithKline Pharmaceuticals Ltd.  
GSK House,  
Dr. Annie Besant Road, Worli,  
Mumbai - 400 032

Tel No. : +91 22 2495 9595  
Fax No. : +91 22 2495 9494  
Web : [www.gsk-india.com](http://www.gsk-india.com)  
Email : [askus@gsk.com](mailto:askus@gsk.com)

Date : 4<sup>th</sup> August 2018

Ms. Rasam Mounica  
Namitha palace,  
Siris road,  
L B nagar, Near Bharath petrol bunk,  
Hyderabad. Pin code : 500065

Dear Rasam

We are pleased to appoint you as a Medical Business Associate in Fortier team and the Letter of Appointment is enclosed.

Please sign each page of the duplicate of this letter and return the same to us as a token of your having accepted the terms and conditions mentioned therein.

Yours faithfully,

for GlaxoSmithKline Pharmaceuticals Limited,

Aniruddha Kunte  
General Manager – Employee Relations

Principal

St. Pauls College of Pharmacy  
Turkayamjal, R.R. Dist-501 500

CIN No. L24239MH1924PLC001151



FORM A\*

LETTER OF APPOINTMENT

GlaxoSmithKline Pharmaceuticals Ltd.  
GSK House,  
Dr. Annie Besant Road, Worli,  
Mumbai - 400 030  
Tel No.: +91 22 2495 9595  
Fax No.: +91 22 2495 9494  
Web: www.gsk-india.com  
Email: askus@gsk.com

1. Name of the establishment : GlaxoSmithKline Pharmaceuticals Limited
2. Address : Dr. Annie Besant Road,  
Worli, Mumbai 400 030
3. Name of the employer : GlaxoSmithKline Pharmaceuticals Limited
4. Name & Team of the : **Ms. Rasam Mounica**  
Sales Promotion Employee : Fortier
5. Ms. Rasam Mounica is appointed as a Medical Business Associate in this establishment with effect from 16<sup>th</sup> August 2018.  
His/Her appointment is on probation for 6 months with effect from 16<sup>th</sup> August 2018.  
The said **probationary period may be** extended if **considered** necessary by the Company for a further period of a maximum of 6 months.
7. His/Her scale of wages is Rs.170-15-200-(EB I)-20-240-(EB II)-25-315 plus Dearness Allowance.
  - a) His/Her basic salary during the period of probation will be Rs.170/- p.m. plus Dearness Allowance, and such other allowances as may be sanctioned from time to time. During the period of probation or any extension thereof, his/her services may be terminated by either side at any time, without notice or pay in lieu thereof without assigning any reasons, and in such event, he/she will only be paid the salary and allowances, if any, earned by him/her up to the date of such termination.

2.....



## Aspiro Pharma Limited

H.No. 8-3-166/7/1, 3rd Floor, Erragadda,  
Hyderabad-18, Telangana State, India  
Tel: +91-40-23704925, Fax: +91-40-23704926  
Web: www.aspiropharma.com  
CIN No: U24100TG2014PLC092771

Date: 25-05-2021

To

Mr. RAGHAVANDAR V,  
H No:1-138  
Achampet  
Mahabubnagar(Dist), Telangana.

Dear Mr. RAGHAVENDAR V,

### Sub: Offer of Employment

We are pleased to offer you the position of **EXECUTIVE** in **QUALITY CONTROL** department basing on your application and interview you had with us. Your place of work will initially at **M/S. ASPIRO PHARMA LIMITED, SURVEY NO.321, BIOTECH PARK PHASE-III, KARKAPATLA (V), MARKOOK (MNDL), SIDDIPET (DIST)-502281, SIDDIPET, TELANGANA, INDIA.**

1. This offer is valid till **25-08-2021** and you should report for joining on or before **25-08-2021**.
2. You will report to the **GENERAL MANAGER** or any other officer authorized by the company, with regard to your day to day activities from time to time.
3. If there are any changes in the conditions of your service, the same will be notified to you.
4. You will be entitled to the gross salary/CTC as discussed and agreed upon mutually.
5. You are required to sign a confidentiality and non-disclosure agreement on your joining.
6. Your appointment order indicating terms and conditions of employment will be issued at the time of joining.
7. Upon receipt of the offer, you are required to undergo medical check-up at the company authorised diagnostic centres. You will be entitled for appointment upon you found to be medically fit.

Please note that you are expected to keep the salary details confidential and not to share the same with anyone.

We look forward to your acceptance of this offer and joining our organization.

We welcome you to **ASPIRO**.

With best wishes,  
For Aspiro Pharma Limited

Authorised Signatory

Offer Acceptance:

I received original offer letter dated \_\_\_\_\_ for the position of \_\_\_\_\_ in \_\_\_\_\_ department and I hereby accept the terms and conditions set out in the offer letter. I further confirm that I will be joining on or before \_\_\_\_\_

(Date)

(Signature of the Candidate)

Principal

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



**ASPIRO PHARMA LIMITED**  
**Salary Structure**

Name	V Raghavender
Designation	Executive
Department	Quality Control

EARNINGS		ANNUAL BENEFITS	
BASIC	20,759	LTA	5,000
HRA	8,304	Employer PF	21,600
Conveyance Allowance	8,304	Exgratia	16,800
Medical	1,730		-
Education Allowance	2,000		-
Special Allowance	1,121		-
GROSS (PM)	42,218	TOTAL ANNUAL BENEFITS	43,400

DEDUCTIONS (Per Month)		Vehicle Lease From	
	-	Vehicle Lease From	OTHERS
P.F	2,491		
P.T	200		
	-		
	-		
TOTAL DEDUCTIONS	2,691		
NET SALARY	39,527	CTC Per Annum	550,016

Apart from above, you are entitled for the following additional benefits:

- Ø Group Term Life insurance coverage up to 10 times on CTC and up to Maximum of 25 Lakhs.
- Ø Group Personal Accident Insurance coverage up to minimum of 25 Lakhs and Maximum of 50 Lakhs.
- Ø Gratuity as per payment of Gratuity Act, 1972.





Animal Health Products  
Feed Supplements - Premixes  
Aquaculture Products  
Speciality Chemicals

# NEOSPARK

Drugs and Chemicals Private Limited

Corporate Centre  
241, B.L. Bagh, Panjagutta, Hyderabad - 500 082, Telangana, India  
Tel: 091-040-40012345 (30 lines) Fax: 091-040-23411606  
E-mail: mail@neospark.co.in URL: www.neospark.com  
Corporate Identity Number: U24230TG1989PTC010189

An ISO 2008:2015 Certified Company

November 05, 2018

Ms Bingi Lakshmi  
D/o Shri Bingi Padigeswar Rao  
House No: 5-4-18, Kamalanagar  
Near Lotus Lap School, L B Nagar  
Rangareddi, Telangana-500070  
Mobile No: 77993 77540  
Mail Id: lakshmibingi21@gmail.com

Dear Madam,

With reference to your application for employment in our organization and the interviews you had with us at Hyderabad on 23.10.2018, we are pleased to offer you the position of a "Trainee Analytical Chemist - Quality Control" on the following terms and conditions and subject to your being found medically fit.

The terms and conditions applicable to the position are as follows:

01. You will be under training for a period of six months from the date of joining. The major part of the training will be on-the-job. During training period, you will be paid a Salary of Rs. 22,000/- (Rupees Twenty Two Thousand Only) per month as detailed below:
  - a. Basic equivalent 50% of your emolument of Rs.11,000/- (Rupees Eleven Thousand Only) per month.
  - b. Dearness Allowance equivalent to 30% of your emolument of Rs.6,600/- (Rupees Six Thousand Six Hundred Only) per month.
  - c. House Rent Allowance equivalent to 20% of your emolument of Rs.4,400/- (Rupees Four Thousand Four Hundred Only) per month.

The training period can be extended / reduced at the discretion of the Management.

02. During training and probationary period you will be eligible for a Conveyance Allowance of Rs. 1050/- (Rupees One Thousand and Fifty Only) and Washing Allowance of Rs. 150/- (Rupees One Hundred Fifty Only) per month.

Principal

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



Neospark Drugs and Chemicals Private Limited

D-50, Phase-1, I.D.A, Jeedimetla

Hyderabad - 500055, Telangana, India.

mail@neospark.co.in www.neospark.com

Corporate ID.No.:U24230TG1989PTC010189



**B. Lakshmi**

**Asst. Analytical Chemist**

**Employee Code: 1526**

**Issuing Authority.**

Neospark Drugs and Chemicals Private Limited, Hyderabad.  
PAYSIP FOR THE MONTH OF AUGUST, 2021

Employee No: 1526	UAN :101382468279	Name : BINGI LAKSHMI
Department : Factory Unit-I		Designation: ANALYTICAL CHEMIST- QC

E A R N I N G S		D E D U C T I O N S	
Basic :	14,300	E.S.I. :	Loan Ded. :
D.A. :	8,580	Provi.Fund:	2,746 Income Tax :
H.R.A.:	5,720		
Convey:	1,350	Prof.Tax :	200 Other Ded. :
Washing Allow:	150		

GROSS :	30,100	Total Dedu :	2,946	Net to Pay :	27,154
Mode of Payment: Paid thru' CH No , 759328 Trf Dt. 30/08/2021					

Date : 31/08/2021





**I-Klen Chemicals**  
Cleanliness Redefined

21<sup>st</sup> Apr 2020.

### **Subject: Offer of Employment**

Dear Mrs. Vasavi Sri Thammu,

**Iklen Chemicals.** is pleased to offer you the position of "R&D Associate & Quality Control". Your starting date will be 1<sup>st</sup> May 2020, as per mutual agreement.

The following are the terms of your employment with **Iklen Chemicals.**

#### **Compensation**

Your monthly CTC (cost to the company) would be 15,000.00 Rs. per month and would be calculated from 25<sup>th</sup> to 25<sup>th</sup> and would be paid in between 5<sup>th</sup> to 10<sup>th</sup> of every month . **Iklen Chemicals.** will issue the breakdown of the CTC details. Your probationary period will be 120 days during the term of which you can be terminated without notice for non-performance and/or unethical behavior.

#### **Non-Compete**

- You agree that for a period of five years from your termination of employment, you will not contact or do business with, solicit, or attempt to do business with any clients of **Iklen Chemicals** or its partners for which you have consulted or had significant contact with as an **Iklen Chemicals** employee, in an effort to cause them to move their business to any other company or facility, or in an attempt or effort to cause such clients to cancel their business relationships with **Iklen Chemicals** . This can only be waived by a written consent from **Iklen Chemicals**.
- You also agree that for a period of two years following your termination of employment you will not approach any client **Iklen Chemicals** has done business with and any contact that you have acquired while being employed by **Iklen Chemicals** or had significant contact with as an employee of **Iklen Chemicals** in the twelve months prior to your termination of employment unless you have written approval from **Iklen Chemicals**. And **Iklen Chemicals** has every right to monitor your activities for the security reasons.
- You also agree that customer lists, customer contacts, bidding information database products, lists of clients, software applications, computer programs, and other documentation and knowledge gained by you in the course of your employment are confidential business information and trade secrets of **Iklen Chemicals**. You agree that if you are no longer employed by **Iklen Chemicals**, you shall return all documents and copies thereof, and all equipment and programs to **Iklen Chemicals**, and shall not retain, use, copy, sell, disclose, or otherwise disseminate, whether for profit or otherwise, said confidential information and trade secrets.

  
Principal



**I-Klen Chemicals**  
Cleanliness Redefined

## General

Your term of employment is considered "at will." Termination of employment by an employee will require thirty day notice from the employee. If the company requests, the employee will continue to perform his other duties and be paid his or her regular salary and project allowance up to the date of termination. The company reserves the right to terminate any employee without notice for unethical behavior or violation of company policies.

Please indicate your acceptance of this offer by signing this "Offer of Employment" letter and provide us with one of the two originals and retain the other for your records. Also please be advised that by signing this document you are authorizing **Iklen Chemicals** to conduct a background check and you also accept to furnish us any documents required to establish the same. Please be advised that this offer will be contingent after providing the requested documentation to our satisfaction.

I believe you will be an excellent addition to **Iklen Chemicals**. You have much to offer **Iklen Chemicals** and I am equally sure that **Iklen Chemicals** can provide the right opportunities for you to achieve your career objectives. We are looking forward to having you aboard and working with us to make **Iklen Chemicals**, a successful company.

Pavan Kumar Gadi  
Managing Director

Signature:

Date: 21<sup>st</sup> Apr 2020

Copy to: Employer and Employee.



GOVERNMENT OF TELANGANA  
DISTRICT MEDICAL & HEALTH DEPARTMENT  
IDENTITY CARD

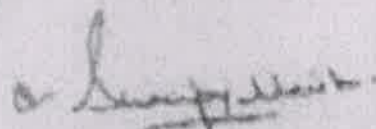


ID No. 5571

Name of the Employee : M. Anusha  
Husband Name : Rajesh  
Designation : Pharmacist  
Place of Work : UPHC Shivarampally  
Date of Birth : 14-10-1992  
Blood Group : O-ve

  
Principal

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



Authorised Signatory  
Dist. Medical & Health Officer

Address: UPHC Shivarampally,

Dist. Medical & Health Officer, Dist. Hyderabad-500052

# PROCEEDINGS OF THE DISTRICT MEDICAL & HEALTH OFFICER::R.R.DISTRICT

Present:Dr.B.Bhanuprakash, MBBS,DPH.,

Rc.No.1436/E8/NUHM/DMHO/RR/2016

Dated:19.07.2016.

Subj: DM&HO, R.R.District - NUHM- Appointment for the post of **Pharmacist Gr-II** on Contract Basis and posted at UPHC Shivarampally, Ranga Reddy District -under NUHM - Orders - Issued.

- Ref:- 1. G.O.Ms.No.7, HM&FW (D1) Dept., Dt.19.02.2016  
2. Pr.No.123/NUHM/2015, of the CH&FW and Mission Director(NHM), TS, Hyderabad, Dt.28.04.2016.  
3. Notification published in the daily in the News Paper, Dated: 05.05.2016.  
4. List approved by the District selection committee, Dated:15.07.2016.  
5. Counseling Conducted on Dated:19.07.2016.

**&&&&&**

## ORDER

In pursuance of the orders vide reference 1<sup>st</sup> to 3<sup>rd</sup> cited, this office has published notification in the daily newspaper for recruitment under NUHM on Contract Basis for a period of (1) year and accordingly merit list is prepared and displayed on website, the same was approved by the District Selection Committee. As per the note orders issued the District Selection committee Chairman (District Collector), Ranga Reddy District in the reference 4<sup>th</sup> cited.

Accordingly, the selection have been made on the basis of total aggregated marks obtained as per the guidelines issued in the reference 1<sup>st</sup> to 4<sup>th</sup> cited, and the appointment orders issued duly following the rule of reservation to the following post of **Pharmacist Gr-II** for a period of (1) year initially from the date of reporting at the place of posting.

As per the orders of the District Selection Committee Chairman (District Collector), Ranga Reddy District. The District Medical & Health Officer, Ranga Reddy District, is hereby appointing the below mentioned candidate for the post on purely temporarily on Contract basis for a period of (1) year with consolidate pay of **Rs 10,000/- (Rupees Ten Thousand Only)** for the post of **Pharmacist Gr-II** and the contract will be renewed subjected to the satisfaction of job performance from time to time by the higher authorities and the post will be continued till of the NUHM scheme only.

Reg.No.	Merit No	Name of the Candidate	Caste	Opted place
83	171	M.Anusha,D/o.Edukondalu	BC-A	Shivarampally

The above individual is directed to report before the SPHO of concerned UPHC for duty within (7) working days from the date of receipt of this orders, if he / she does not report for duty with in stipulated period the appointment orders will be automatically cancelled.





olive  
HOSPITAL



Shaik Khadeer

Employee Code - 3502

Incharge - OT Pharmacy

Pharmacy

*CBK*  
Principal

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

**DEVOTED TO SAVING LIVES**



November 16, 2021

Kapati Gayathri  
H.no 4-97, Balapur, Near ARCI, (M), Rangareddy, Telangana  
Hyderabad Telangana  
500005

Dear Kapati Gayathri,

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

#### EMPLOYMENT

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than **November 24, 2021**. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the company:

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

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

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

#### PROBATION

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

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

During the period of Probation, either the Company or you may at any time terminate your employment without cause by giving in writing to the other party, Thirty (30) days notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

#### PLACE OF POSTING

  
Principal

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



Your initial place of posting shall be at the Company's office located at **Gachibowli, Hyderabad**. The Company works across different geographies providing services to its clients and you may be required to go through appropriate induction and orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by the Company on a worldwide basis. However, your services are transferable and you may be assigned/ transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

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

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

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

#### **PERFORMANCE OF DUTIES**

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

#### **COMPENSATION**

As compensation for services to be rendered, you shall be paid an annual fixed salary of **Rs.196,000.00, (Rupees One Lakh Ninety Six Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.255,766.00, (Rupees Two Lakh Fifty Five Thousand Seven Hundred Sixty Six Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

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

#### **BONUS**

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

#### **TERMINATION OF EMPLOYMENT**

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

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

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

The notice period matrix, as provided under the Company's Separation Policy, shall be applicable with the change in employee job family, job role and employment status. The provisions of the notice period matrix, as provided under the Company's Separation Policy, shall override the notice period as stipulated in the appointment contract or any other document issued before this date. No separate individual employee consent shall be necessary for applicability of this clause.

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

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

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

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

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

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

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

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

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

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

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

**For Optum Global Solutions (India) Private Limited**



**Sumek Gopal**  
Vice President – Human Capital

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

**ACKNOWLEDGEMENT:**

\_\_\_\_\_  
Gayathri Kapati

Date: 16/11/2021

## Appendix 1

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

- i. Gratuity shall be paid as per the Gratuity Act (over and above CTC)
- ii. Employees shall be eligible for provident fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952
- iii. Employees shall be eligible for Employees State Insurance as per the Employees State Insurance Act, 1948
- iv. No payment under the Rewarding Results Plan/ bonus is guaranteed, and is subject to attainment of corporate and business unit's financial performance thresholds as well as individual performance ratings attained for the year as per the Company discretion.
- v. Take home salary shall be net of provident fund & income tax deductions depending on your savings under various schemes. Also, the monthly take home shall be impacted depending on the reimbursements claims every month.
- vi. Leave travel allowance (LTA) shall be payable once in a year as governed by the internal policy of the Company.
- vii. In case of female employee, key maternity benefits as available under Maternity Benefit Act, 1961, read along with amendments/ state rules, as amended from time to time, are detailed out under the relevant Company's policy and same are further summarized under Appendix 1 of this letter for your reference.

You shall be entitled to avail maternity leave as per your eligibility\*, as shown in the table below. The maternity leave is inclusive of weekly offs, and public and national holidays.

\*Eligibility: All women employees who have worked for a minimum of 80 (eighty) days of service with the company in the period of twelve months immediately preceding the date of her expected delivery or child is handed over to the commissioning/adopting mother, or date of miscarriage/medical termination are eligible for paid maternity leave.

### Types of Maternity Leaves – Leave Entitlement (in Weeks)

- i. Maternity Leave up to two (2) surviving children 26
- ii. Maternity Leave in case of two (2) or more children 12
- iii. Commissioning Mother 12
- iv. Adopting Mother 12
- v. Leave for miscarriage/medical termination 6
- vi. Tubectomy Operation 2

### Additional Benefits:

In case the nature of work permits, the reporting manager at his/her own discretion may approve work from home option for you after the maternity leaves have exhausted. However, the duration has to be mutually agreed by you and your manager.

"You shall be entitled to avail crèche facility as per daycare benefit policy."

viii. Company shall review and change the salary structure in case there is an impact to CTC due to any reasons, including but not limited to any change in law.

## Appendix 2

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

- Highest Degree Certificate OR Highest Qualification Marksheet
- PAN CARD – In case you do not have PAN CARD, please apply for a PAN CARD and submit a copy of 'Acknowledgement of PAN CARD Application'
- Date of Birth Proof – Class Xth Certificate
- 6 passport size photographs
- Relieving letter / Experience letter for your immediate last employment In case the relieving letter has not been issued as yet, kindly carry a copy of your resignation acceptance
- Copy of UAN CARD or FORM 11 (downloaded from EPFO portal) This is applicable for the employees with prior work experience, if UAN has been issued by the previous employer
- Copy of AADHAAR CARD – In case you do not have AADHAAR, please apply for AADHAAR and submit a copy of 'Acknowledgement of AADHAAR Application'
- Cancelled Cheque Leaf if monthly fixed salary is INR 21000 or less.

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

A handwritten signature in black ink, appearing to be 'C. S. R. S.', with a long horizontal stroke extending from the bottom of the signature.

## Appendix 3

### STANDARD TERMS AND CONDITIONS OF EMPLOYMENT

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

#### 1. CONFIDENTIALITY

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

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

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

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

#### 2. NON-SOLICITATION

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

#### 3. NON-COMPETITION

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

Notification Requirement: Until 6 (six) months after the period set forth in Section 3.1, you undertake to notify the Company in writing of any change in your address and of each new job or other business activity in which you plan to engage, at least 30 days prior to beginning such job or activity. Such notice shall state the name and address of any new employer and the nature of your position/designation.

#### 4. INTELLECTUAL PROPERTY RIGHTS



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

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

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

#### **5. DISCIPLINARY ACTION PROCEDURE**

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

#### **6. COMPANY'S REGULATIONS/POLICIES**

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

#### **7. TERMINATION OF EMPLOYMENT**

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

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

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

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

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

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

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

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

## **8. REPRESENTATION**

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

## **9. INTERPRETATION**

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

## **10. DISPUTES**

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

## **11. WAIVER OF BREACH**

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

## **12. EMPLOYEE PERSONAL INFORMATION**

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

You consent to the processing and use of your Personal Data held by the Company for legal, personnel, administrative and/or management purposes. You further consent to the transfer of your Personal Data to other members of the UnitedHealth Group and to other third parties including those who provide products or services to the Company (such as benefit providers, record maintenance and payroll administrators), legal counsel, regulatory authorities, potential or future employers and potential purchasers of the Company or the business in which you work provided that the transfer is for one of the purposes referred to above, even where the recipient of the data is located in a country or territory which does not maintain adequate data protection standards but where the Company has nevertheless installed reasonable technical safeguards to avoid unauthorized access.

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

### 13. OTHERS

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

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

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

A handwritten signature in dark ink, appearing to read "C. S. Murphy", with a horizontal line drawn underneath the name.



March 26, 2019

**Poojitha Gumte Shree**  
**Hyderabad**

**Reg: Offer of Employment**

Dear Poojitha

We are pleased to offer you the position of **Associate – Claims** at **Legato Health Technologies LLP** (hereinafter referred to as “Legato”) reporting to the **Team Lead – Claims**. We hope you are as excited about this opportunity as we are to have you on our team.

The annualized salary being offered to you is **INR. 230,000 /- (Rupees Two Lakhs Thirty Thousand Only)** less applicable withholding taxes. The detailed compensation structure is given in Annexure - A.

This offer is contingent upon your acceptance within 3 business day and on confirmation that you are legally authorized to work in your position on your start date and at all times thereafter, the successful verification of your background information. Legato reserves the right to withdraw this offer at its sole discretion at any time prior to the Date of Joining with due communication to you.

At the time of reporting for duty, produce certified true copies of all your credentials as asked for.

Your employment with Legato will commence from your effective date of joining i.e. **1<sup>st</sup> April 2019** and subject to completion of all joining formalities. You will be also be required to sign an employment agreement and confidentiality agreement with Legato on the Date of Joining. Till such time as the employment agreement is fully executed by you, no relationship (employment, contractual or otherwise) will exist between the parties.

We look forward to you joining the Legato team!

Sincerely,

**Anilesh Seth**  
Country Head & Designated Partner  
Legato Health Technologies LLP

**Poojitha Gumte Shree**  
Date:

---

**Legato Health Technologies, LLP | [www.legatohealth.com](http://www.legatohealth.com)**

Tower 1, 2nd Floor, GAR Corp - Laxmi Infobahn SEZ, ORR Service Road, Kokapet Village, Gandipet Mandal, Ranga Reddy District, Kokapet, Hyderabad- 500075

LLPIN: AAL-0928 | PAN : AAHFL3010G | GSTIN : 36AAHFL3010G1ZR

  
Principal

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



**Annexure – A**

<b>Associate Name: Poojitha Gumte Shree</b>		
<b>Designation: Associate – Claims</b>		
<b>Component</b>	<b>Per annum (INR)</b>	<b>Per month (INR)</b>
Basic Salary	186,000	15,500
HRA	12,263	1,022
Gross Salary	198,263	16,522
Employer's contribution to PF	22,320	1,860
ESI	9,417	785
<b>Cost to Company (CTC)</b>	<b>230,000</b>	<b>19,167</b>

**Note:**

- Employee's contribution to Provident Fund, Professional Tax and Income Tax will be deducted as applicable.
- As per Payment of Gratuity Act, 1972, you will be eligible for gratuity payment which will be over and above your CTC.
- Shift Allowance payable based on the shift timing (except general shift)
- Associates in general shift who avail transport will not be eligible for Conveyance allowance.
- Medical Insurance cover for Associate including five dependents for a principal amount of INR 3,00,000 /-
- Coverage amount for Personal accident and Term Life Insurance would be 3 times of CTC each
- Notice period will be 3 months
- Employee State Insurance (ESI) deduction applicable as per ESI Act 1948.

Sincerely,

**Anilesh Seth**  
Country Head & Designated Partner  
Legato Health Technologies LLP

**Poojitha Gumte Shree**  
Date:



Legato  
Health Technologies



Name : Poojitha Gumte Shree  
ID No : 102471  
SEZ Code : 677  
Date of issue : 9/9/2019  
Valid up to : 8/9/2023

Authorized Signatory

SEZ Authorized Office

Floors 8 & 9, Towers- 1 and 2, M/S Laxmi Infobahn  
Pvt. Lt. IT/ITES SEZ,

Sy. No.107, Kokapet Village, Gandipet Mandal,  
Ranga Reddy Dist., Hyderabad, Telangana - 500075





**LN LABORATORIES®**  
— PRIVATE LIMITED —

Regd. Office & Works:  
8<sup>th</sup> Floor, SAMANA Estate, Plot No. 2 & 3, Block-2,  
Phase-V, IIA Cherlapally, Hyderabad - 500051  
Telangana State, INDIA. Contact: +91 40 29990189  
CN: U24239TG2020PTC139193

Date- 16th Nov 2021.

Dear,

**Ms. Damarla Srinivas,**

**Sub: Offer Letter**

With reference to your application for employment and subsequent interview had with us, we are pleased to confirm your appointment at our **LN Laboratories Pvt Ltd, Hyderabad** as a **Executive in Formulation Research and Development Department**. You will be reporting to **Manager-FRD** from time to time.

Your CTC fixed at Rs.3.3 Lakh/year (Rupees Three Lakhs Thirty Thousand only) Detailed Terms & Conditions will be intimated to shortly or on the time of joining. We welcome you to LN Laboratories Pvt Ltd and wish you best of luck.

Your date of joining will be on or before 15<sup>th</sup> December 2021.

Kindly, sign a copy of the letter and send it to us back as early as possible. With Best Wishes,

From LN Laboratories Pvt Ltd.,

Dr.R.G.S.V.Prasad (Director)

Authorized Signatory

I accept this offer of \_\_\_\_\_ Executive \_\_\_\_\_ Position described above, with the understanding that this offer is conditional.

**Damarla Srinivas.**

  
Principal

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



Name : Damarla Srinivasulu

Emp. ID : 1027

Department : Formulation R&D

Designation : Executive

Blood Group : B +ve

Emergency : 7660975901

A handwritten signature in dark ink, appearing to read 'D. Srinivasulu', is written over the printed name.

Authorised Signatory

# GD Research Center »

## Strictly Private and Confidential

Date: 30 April 2021

To,  
**K. Ajith**  
Hyderabad

Dear K. Ajith,

Thank you for the keen interest you have shown in joining our organisation. Consequent to your application, interviews and subsequent discussions with us, we are pleased to offer you a career at **GD Research Center Private Limited**, Hyderabad. Please accept our heartiest congratulations and a warm Welcome to the **GDRC** Family.

You would be designated as **Analyst**. Your employment start date is **31-May-2021**. Your annual emoluments will be **Rs.517359 (Rupees Five Lakhs Seventeen Thousand Three Hundred Fifty Nine Only)** Total Cost to Company (CTC) basis. Please refer to **Annexure A** for the break-up.

You will be governed by the Company's Rules and Regulations in force from time to time and as applicable to you.

### Terms and Conditions:-

#### 1. **Working Hours:-**

Your working hours will be regulated from time to time purely at the discretion of the management of the establishment to which you are attached. You should be flexible to work in shifts as per business needs.

#### 2. Please note if the information and supporting documents provided by you, based on which this offer is being extended, is found to be incorrect or unauthentic, your services will be terminated with immediate effect, without any notice or notice pay.

#### 3. You will devote whole time attention to the business of the company and will not be interested or engaged directly or indirectly in other trade or business or as principal agent or servant for any person, firm or company

#### 4. Your employment is transferable to any of the group companies in India or abroad.

#### 5. **Leaves :-**

You shall be entitled to avail leave and other benefits applicable to you as per the company policy, in force and/or which may be revised from time to time. Leave of any type can be taken, in excess of this would be treated as leave without pay. Leave will have to be pre-approved by your manager. Refer to leave policy in the HR Handbook.

#### 6. **Performance Appraisals :-**

Your performance and promotion readiness will be assessed on the basis of your competency and skills, the results of your work, the value you contribute to successful project delivery and client development efforts, and your demonstrated stewardship and commitment to the Company.

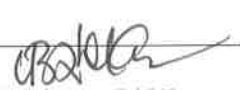
You will be eligible for a promotion and salary review assessment in the next appraisal cycle as per company policies. Your emoluments will be reviewed on an annual basis. Please note that eligibility for promotion assessment does not automatically qualify you for promotion but only makes you entitled to be evaluated for a possible selection to the next level.

#### 7. **Probation and Notice Period:-** ( depending on designation)

Employees at the level of **Analyst** will be on probation for a period of six months. During this time the notice period will be **Thirty** days or salary in lieu thereof, on either side. On the completion of probation period, the notice period will be **Sixty** days or salary in lieu thereof, on either side.

GD Research Center Private Limited

3rd Floor, Jyothi Pinnacle, Survey No.11, Kondapur Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad-500081 Telangana Tel:040-67426700. Email: hrindia@globaldata.com, Fax: +91-40-67426709 Reg No: U74130TG2006PTC050526, Website: www.gdresearchcenter.com

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

**8. Provident Fund:-**

You will be entitled to become a member of PF scheme, which is governed under the Employee Provident Fund Act, 1952. The current rate of contribution is 12% of basic per month (however, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance) and equal contribution will be made by the company, which will be a part of gross emoluments.

**9. Medical Scheme:-**

You will be eligible to participate in Company's Group Medical & Term Life Insurance Policy as applicable to your category of employees.

**10. Gratuity:-**

Applicable as per the Government Regulation.

**11. Income Tax:-**

Income Tax will be deducted as applicable from your salary. You shall be responsible to the company for all Taxes and obligations. Company shall not be liable for any misstatement or declaration. Permanent Account Number (PAN) is mandatory.

**12. Customary Bonus:-**

The Customary bonus will be payable in the month of your anniversary date and will be based on your prevailing CTC salary as of your anniversary date. This Bonus payment will be subject to prevailing customary bonus policy.

Please note that your compensation is confidential information. Under no circumstance you should divulge your compensation details to anybody within or outside the organisation, without written permission from the organisation. Any non-adherence to this clause will be constituted as indiscipline and could lead to action as per the HR policies of the organisation, including termination from the services of the organisation without any notice or notice pay.

Please ensure that by accepting this offer, you warrant that before your date of Joining with the company you will clear all the pending issues with your previous organisation and GDRC is not liable to make any payments in respect of the same. By accepting this offer, you also accept the terms and conditions of Non disclosure agreement and HR policies of the Company. The full terms and conditions of your employment are as detailed in the GD Research Center Private Limited staff manual which will be provided to you on your commencement date.

Please contact Human Resources (040-67426702) if you have any questions. In the meantime, we look forward to you commencing employment with us and hope that it proves to be the start of a long and successful working relationship.

By accepting this offer, you also hereby declare that you have never indulged in any criminal activity and convicted for any criminal or illegal activities. You also declare that there are no legal cases pending against you as on this date

## Annexure "A"

Date: 30 April 2021

Name: **K. Ajith**

Designation: **Analyst**

Compensation details with effect from **31-May-21** are as given below -

Component	Annual Gross (INR)	Monthly Gross(INR)	Particulars
Basic	153000	12750	Base Pay
HRA	127500	10625	House Rent Allowance (Tax exempted as per prevailing IT Act)
Medical allow/reimbursement	15000	1250	Tax exempted if used for domiciliary medical expenses as per prevailing IT Act.
Conveyance Allowance	19200	1600	Non taxable as per prevailing IT Act.
Provident Fund contribution 12%	21600	1800	Employer contribution towards Provident fund which is payable on Basic. However, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance.
Customary Bonus*	35700	2975	Annual Component & will be paid after completion of each full year of service as per company's Policy
Special Allowance**	27000	2250	This component will be treated as part of customized pool of allowance for tax computation under IT Act
Customized Allowance Pool**	111000	9250	
<b>Gross Compensation</b>	<b>510000</b>	<b>42500</b>	
Gratuity @ 4.81% on Base Salary	7359	613	Paid as per Gratuity Act.
<b>TOTAL CTC</b>	<b>517359</b>	<b>43113</b>	Cost to Company

\* Customary Bonus is a yearly fixed component and will be paid after completion of each full year of service as per company's policy.

\*\* Special Allowance/Customized Allowance Pool

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

Component	Maximum Limit	Remarks
Meal Allowance(Optional, Will be adjusted against Special Allowance/Customized Allowance Pool)	26,400	Tax exempted, if opted for meal vouchers
Gift Coupons	5,000	Tax exempted If opted (Coupons will be issued at the end of each Financial Year)
Children Education Allowance	2400	Can be availed up to 2 Children

\*\* Special allowance/Customized allowance pool components which are opted are exempted as per the prevailing tax regulations and once opted they need to be continued for rest of the financial year.

Yours sincerely

**Praveen Kumar Chanda**  
Head - Human Resources, APAC

---

## Acceptance of offer

I understand and accept all the terms & conditions of employment mentioned in the 'Offer of Appointment'. I confirm that there have been no other commitment made during the hiring process other than those specified in the offer letter. (Example Salary Hike, Promotion, transport facility etc). Please clarify in case any such commitment was made during the offer process.

---

## Candidate's Signature

Date:

Place:





Sherikar Balakrishna

Pharmacist

Pharmacy



Issuing Authority



**Apollo Health City**  
**HYDERABAD**

Jubilee Hills, Hyderabad - 500 033, India

Tel : +91 40 23607777 Fax : +91 40 23608050

E-mail : apollohyd@apollohospital.com

Web : www.apollohealthcity.com

Category H  
Category I  
An error occurred  
Error, No Harm  
No Error