




5.2.1.1 Number of outgoing students placed and or progressed to higher education during the academic year 2019-2020

**SUMMARY OF STUDENTS PLACED AND HIGHER EDUCATION ACADEMIC YEAR 2019-2020**

ACADEMIC YEAR	2019-2020
NUMBER OF FINAL YEAR STUDENTS	90
NUMBER OF STUDENTS PLACED	77
NUMBER OF STUDENTS PROGRESSED TO HIGHER EDUCATION	07
TOTAL NUMBER OF STUDENTS PLACED AND HIGHER EDUCATION	84
PERCENTAGE OF PLACEMENT OF OUTGOING STUDENTS AND STUDENTS PROGRESSED TO HIGHER EDUCATION	93.3%

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### PLACEMENT DETAILS: 2019-2020

SNO	YEAR	NAME OF THE STUDENT WHO HAS BEEN PLACED	PROGRAM GRADUATED FROM	YEAR OF GRADUATION	NAME OF THE EMPLOYER WITH CONTACT DETAILS	PAY PACKAGE AT APPOINTMENT	PAGE NUMBER
1	2019-2020	S.AKHIL KUMAR	IV YEAR BPHARM	2020	GLAND PHARMA LIMITED 040 3051 0999	4.5LPA	06-10
2	2019-2020	V.SHYAM SUNDER	IV YEAR BPHARM	2020	ASPIRO PHARMA LIMITED 040 2370 4923	2.6LPA	11
3	2019-2020	R.TARUN KUMAR	IV YEAR BPHARM	2020	OPTIMUS DRUGS PRIVATE LIMITED 040 3388 9898	2LPA	12
4	2019-2020	V.SAI KRISHNA	IV YEAR BPHARM	2020	HETERO LABS LIMITED 9866745201	1.6LPA	13-14
5	2019-2020	C.JHANSI RANI	IV YEAR BPHARM	2020	DEPARTMENT OF POSTS-INDIA 1800 266 6868	3.5LPA	15
6	2019-2020	B.PRAMODH	IV YEAR BPHARM	2020	OPTIMUS DRUGS PRIVATE LIMITED 040 3388 9898	2 LPA	16
7	2019-2020	B.AAKASH	IV YEAR BPHARM	2020	OPTUM GLOBAL SOLUTIONS 040 30852500	3 LPA	17-21
8	2019-2020	B.SWATHI	IV YEAR BPHARM	2020	MEDPLUS HEALTH SERVICES PVT LTD 040 6600 7700	1.8 LPA	22
9	2019-2020	C.SUMALATHA	IV YEAR BPHARM	2020	SDS PATHOLOGY INDIA PRIVATE LIMITED +91-40-2793458	2.16LPA	23
10	2019-2020	D.RAJASHEKAR	IV YEAR BPHARM	2020	OPTUM GLOBAL SOLUTIONS 040 30852500	3 LPA	24-28
11	2019-2020	E.POOJA	IV YEAR BPHARM	2020	MEDPLUS HEALTH SERVICES PVT LTD 040 6600 7700	1.8LPA	29
12	2019-2020	E.ANUSHA	IV YEAR BPHARM	2020	SDS PATHOLOGY INDIA PRIVATE LIMITED +91-40-2793458	2.16LPA	30
13	2019-2020	G.SHANTHI REDDY	IV YEAR BPHARM	2020	SRG PHARMA 040-35625763	2.75 LPA	31
14	2019-2020	G.MADHAN	IV YEAR BPHARM	2020	OPTUM GLOBAL SOLUTIONS 040 30852500	3 LPA	32-35
15	2019-2020	K.KAVITHA	IV YEAR BPHARM	2020	SDS PATHOLOGY INDIA PRIVATE LIMITED +91-40-2793458	2.16LPA	36
16	2019-2020	K.SWATHI	IV YEAR BPHARM	2020	MEDPLUS HEALTH SERVICES PVT LTD 040 6600 7700	1.8LPA	37
17	2019-2020	L.KISHORE	IV YEAR BPHARM	2020	AUROBINDO PHARMA LIMITED 040 6672 5000	1.8LPA	38-41
18	2019-2020	M.ASHWITHA	IV YEAR BPHARM	2020	MEDPLUS HEALTH SERVICES PVT LTD 040 6600 7700	1.8LPA	42
19	2019-2020	M.VOOHITHA	IV YEAR BPHARM	2020	OPTIMUS DRUGS PRIVATE LIMITED 040 3388 9898	2 LPA	43
20	2019-2020	M.PARVATHAMA	IV YEAR BPHARM	2020	SRG PHARMA 040-35625763	2.75 LPA	44



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21	2019-2020	N.NEERAJA	IV YEAR BPHARM	2020	SRG PHARMA 040-35625763	2.75 LPA	45
22	2019-2020	P.SANTHOSHI	IV YEAR BPHARM	2020	DR REDDYS LABORATORIES 040-3488 3488	2.76LPA	46
23	2019-2020	S.SWETHA	IV YEAR BPHARM	2020	SDS PATHOLOGY INDIA PRIVATELIMITED +91-40-2793458	2.16LPA	47
24	2019-2020	T.SWETHA	IV YEAR BPHARM	2020	DECATHLON SPORTS INDIA PVT LTD 9513955600	3LPA	48
25	2019-2020	Y.RISHIKESH DEVIDAS	IV YEAR BPHARM	2020	VEE TECHNOLOGIES PRIVATELIMITED 8023085600	2LPA	49-50
26	2019-2020	B.KALYANI	IV YEAR BPHARM	2020	OPTUM GLOBAL SOLUTIONS 040 30852500	3LPA	51-55
27	2019-2020	G.SRAVANI	IV YEAR BPHARM	2020	AUROBINDO PHARMA LIMITED040 6672 5000	1.8LPA	56-59
28	2019-2020	M.SANGAMITHRA	IV YEAR BPHARM	2020	OPTUM GLOBAL SOLUTIONS040 30852500	3LPA	60-64
29	2019-2020	M.SRIKANTH	IV YEAR BPHARM	2020	VEE TECHNOLOGIES PRIVATELIMITED 8023085600	2LPA	65-66
30	2019-2020	N.AMANI ASHOK	IV YEAR BPHARM	2020	OPTIMUS DRUGS PRIVATE LIMITED 040 3388 9898	2LPA	67
31	2019-2020	P.GOUTHAMI	IV YEAR BPHARM	2020	DR REDDYS LABORATORIES 040-3488 3488	2.76LPA	68
32	2019-2020	S.CHANDANA	IV YEAR BPHARM	2020	VEE TECHNOLOGIES PRIVATE LIMITED 8023085600	2LPA	69-70
33	2019-2020	S.MANEESH	IV YEAR BPHARM	2020	OPTIMUS DRUGS PRIVATE LIMITED 040 3388 9898	2LPA	71
34	2019-2020	T.YASHWANTHREDDY	IV YEAR BPHARM	2020	AUROBINDO PHARMA LIMITED040 6672 5000	1.8LPA	72-75
35	2019-2020	N.REVATHI	VI YEAR PHARM-D	2020	BRISTOL MYERS SQUIBB INDIA PVT LTD +912266288600	12LPA	76-77
36	2019-2020	G.HARI KIRAN	VI YEAR PHARM-D	2020	BRISTOL MYERS SQUIBB INDIA PVT LTD +912266288600	12LPA	78
37	2019-2020	SRAVANI GEETHIKA	VI YEAR PHARM-D	2020	GANDHI HOSPITAL 040-2750 5566	3LPA	79
38	2019-2020	K.SOWJANYA	VI YEAR PHARM-D	2020	FAMILY HEALTH PLAN INSURANCE TPA LIMITED 040 2355 2075	3.8LPA	80
39	2019-2020	A.NAVYA	VI YEAR PHARM-D	2020	OPTUM GLOBAL SOLUTIONS 040 30852500	3LPA	81-85
40	2019-2020	CH SUREKHA	VI YEAR PHARM-D	2020	DST WORLDWIDE SERVICES INDIAPRIVATE LIMITED 9866474894	2.5 LPA	86
41	2019-2020	C.SWARNALATHA	VI YEAR PHARM-D	2020	VEE TECHNOLOGIES PRIVATELIMITED 8023085600	2LPA	87-88
42	2019-2020	C.VENKATESH	VI YEAR PHARM-D	2020	ALTRUIST TECHNOLOGIES PRIVATE LTD 9609600192	3.25 LPA	89-93
43	2019-2020	G.MOUNICA	VI YEAR PHARM-D	2020	VEE TECHNOLOGIES PRIVATELIMITED8023085600	2LPA	94-95
44	2019-2020	J.BINDHU PRIYA	VI YEAR PHARM-D	2020	DECATHLON SPORTS INDIA PVT LTD 9513955600	3LPA	96
45	2019-2020	K.SHASIKIRAN	VI YEAR PHARM-D	2020	PRESENIUS KABI INDIA PVT LTD 9158898288	2.3LPA	97



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46	2019-2020	K.CHANDRASHEKAR	VI YEAR PHARM-D	2020	THE PHARMA RESEARCH 9985548055	3 LPA	98
47	2019-2020	M.UMASAHITHI	VI YEAR PHARM-D	2020	MULTIPLIER IT SOLUTIONS PVT LTD 9866474752	3.9LPA	99-104
48	2019-2020	P.BHAVANI	VI YEAR PHARM-D	2020	DECATHLON SPORTS INDIA PVT LTD 9513955600	3LPA	105
49	2019-2020	S.RAVI TEJA	VI YEAR PHARM-D	2020	DECATHLON SPORTS INDIA PVT LTD 9513955600	3LPA	106
50	2019-2020	V.VASANTH KUMAR	VI YEAR PHARM-D	2020	DECATHLON SPORTS INDIA PVT LTD 9513955600	3LPA	107
51	2019-2020	Y.SWATHI	VI YEAR PHARM-D	2020	DR REDDYS LABORATORIES 040-3488 3488	2.76LPA	108
52	2019-2020	M.ABHILASH	VI YEAR PHARM-D	2020	DECATHLON SPORTS INDIA PVT LTD 9513955600	3LPA	109
53	2019-2020	CHIRANJEEVI	VI YEAR PHARM-D	2020	FRESENIUS KABI INDIA PVT LTD 9158898288	2.3LPA	110
54	2019-2020	SAI SRIRAM	VI YEAR PHARM-D	2020	THE PHARMA RESEARCH 9985548055	3 LPA	111
55	2019-2020	C.BHARGAVI	VI YEAR PHARM-D	2020	DECATHLON SPORTS INDIA PVT LTD 9513955600	3LPA	112
56	2019-2020	A.ANUSHA	II YEAR MPHARM	2020	DR REDDYS LABORATORIES 040-3488 3488	2.76LPA	113
57	2019-2020	B.ASHWINI	II YEAR MPHARM	2020	AQUITY SOLUTIONS INDIA PRIVATELIMITED 040 46120700	4.2LPA	114
58	2019-2020	K.PRAVALIKA	II YEAR MPHARM	2020	DR REDDYS LABORATORIES 040-3488 3488	2.76LPA	115
59	2019-2020	K.SATHISH	II YEAR MPHARM	2020	ALTRUIST TECHNOLOGIES PRIVATE LTD 9609600192	3.25 LPA	116-120
60	2019-2020	M.MAMATHA	II YEAR MPHARM	2020	AQUITY SOLUTIONS INDIA PRIVATELIMITED 040 46120700	4.2LPA	121
61	2019-2020	M.JYOSTHNA	II YEAR MPHARM	2020	ALTRUIST TECHNOLOGIES PRIVATELTD 9609600192	3.25 LPA	122-126
62	2019-2020	P.NARSIMHA	II YEAR MPHARM	2020	PRIMERA MEDICAL TECHNOLOGIES040 6600 7700	2.75 LPA	127-130
63	2019-2020	K.TARUNIKA	II YEAR MPHARM	2020	ALTRUIST TECHNOLOGIES PRIVATE 9609600192	3.25 LPA	131-135
64	2019-2020	N.SAGAR	II YEAR MPHARM	2020	AQUITY SOLUTIONS INDIA PRIVATELIMITED 040 46120700	4.2LPA	136
65	2019-2020	K.SANDHYA	II YEAR MPHARM	2020	THE PHARMA RESEARCH 9985548055	3 LPA	137
66	2019-2020	A.ANJANA	II YEAR MPHARM	2020	DR REDDYS LABORATORIES 040-3488 3488	2.76LPA	138
67	2019-2020	B.LAL KUMAR	II YEAR MPHARM	2020	AQUITY SOLUTIONS INDIA PRIVATELIMITED 04046120700	4.2LPA	139
68	2019-2020	C.VENKATESH	II YEAR MPHARM	2020	ALTRUIST TECHNOLOGIES PRIVATELTD 9609600192	3.25 LPA	140-144



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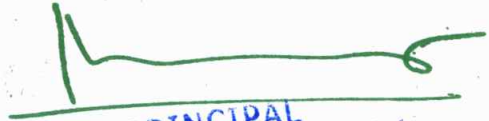
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69	2019-2020	G.SWATH	II YEAR MPHARM	2020	DR REDDYS LABORATORIES 040-3488 3488	2.76LPA	145
70	2019-2020	G.VIJAY	II YEAR MPHARM	2020	PRIMERA MEDICAL TECHNOLOGIES 040 6600 7700	2.75 LPA	146-148
71	2019-2020	J.BIIAVANI	II YEAR MPIIARM	2020	PRIMERA MEDICAL TECIINOLOGIES 040 6600 7700	2.75 LPA	149-151
72	2019-2020	R.HARI KRISHNA	II YEAR MPHARM	2020	THE PHARMA RESEARCH 9985548055	3 LPA	152
73	2019-2020	ASMA SULTANA	II YEAR MPHARM	2020	THE PHARMA RESEARCH 9985548055	3 LPA	153
74	2019-2020	MANTHENA SREEVANI	II YEAR MPHARM	2020	THE PHARMA RESEARCH 9985548055	3 LPA	154
75	2019-2020	NUSTRATH FARAHANA KOUSER	II YEAR MPHARM	2020	PRIMERA MEDICAL TECHNOLOGIES 040 6600 7700	2.75 LPA	155-157
76	2019-2020	MOHAMMED SALMAN	II YEAR MPHARM	2020	MEDPLUS HEALTH SERVICES PVTLTD 040 6600 7700	1.8LPA	158
77	2019-2020	K.ANIL KUMAR	II YEAR MPHARM	2020	MEDPLUS HEALTH SERVICES PVTLTD 040 6600 7700	1.8LPA	159



  
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# GLAND PHARMA LIMITED

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04 July 2020

Mr. Sangishetty Akhil Kumar.

S/o Ravi Kumar  
Flat No. 501  
Swathi Towers,  
Chaitanyapuri,  
HYDERABAD - 500060.

Sub: Appointment Letter

Dear Mr. Akhil,

With reference to your application and subsequent to our discussions we are pleased to appoint you in our organization as "**Research Associate**" in the **Research & Development III** Department of our Organization on the following terms and conditions:

- 1) Your place of work will be at Pashamylaram.
- 2) Your duties relate principally to **Research & Development III**. You may be assigned such other duties that will fit with your experience and managerial skills.
- 3) You will report to "**Incharge - Research & Development III**" or any other Officer authorized by him with regard to your service from time to time.
- 4) Your annual remuneration (Cost to Company) is as detailed in Annexure - A.
- 5) Your employment with us will be governed by the terms and conditions referred to in Annexure- B.
- 6) This appointment is effective from the date of your joining the Company i.e on **04 July 2020**. You will be considered as a confirmed employee from the date of joining.

Please sign the duplicate copy of this order and return to HR Department as a token of your acceptance of conditions therein.

We welcome you to Gland Pharma, and look forward to a long and mutually beneficial association.

With best wishes

For Gland Pharma Limited

SHILPI SAHAY  
General Manager - HR



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Dr. Abdul Wahid (V), Abdullapurmet, Hyderabad

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**Mr.Sangishetty Akhil Kumar,  
Research Associate - Research & Development III**

**ANNEXURE - B**

**Terms and Conditions of Employment**

**1. Level and Grade**

You will be under Level – 2 with Grade Junior Management –2

**2. Secrecy**

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential all information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the company.

**3. Conflict of Interest**

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 the 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.

**4. Assignments/ Transfer/ Deputation**

Though you have been engaged for a specific position, the Company reserves the right to send you on training/deputation/transfer/lend assignments to sister companies, associate companies or place of customer anywhere in India or abroad as the new assignment will demand.

**5. Termination of employment**

It is also understood and agreed upon that;

(a) Either party can terminate this employment by serving a notice of 90 days on the other, should the Company desire to terminate your services, the Company may do so by giving three months gross salary or notice as it feels appropriate due to business obligations.

(b) Not withstanding anything to the contrary herein contains, misconduct on your part will entail you to terminate your services without any notice or pay in lieu thereof.

**6. Statement of Facts**

It must be specifically understood that this offer is made based on your proficiency on Technical / Professional skills you have declared to possess as per the application and on the ability to handle any assignment / job independently anywhere in India or Overseas. In case, at a later date, any of your statements or particulars furnished are found to be false or misleading, the Company shall have all the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

Contd...2...



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**7. Restraints**

## (a) Non - Disclosure

You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential any information, instrument, documents, etc., relating to the Company that you may have pursued as an employee of the Company.

## (b) Passwords

Access to our network, development environment is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password

**8. Retirement**

The normal age of retirement shall be 58 years and accordingly it is a condition of employment that you will automatically retire on attaining the age of 58 years.

**9. Identity Cards**

You are required to wear the identity card provided by the Company every day while on duty. You are also required to ensure that all the employees of your section should wear the card while on duty.

**10. Code of Conduct**

Standards are set not to restrict the rights of any individual but to protect the privileges enjoyed by many employees of the Company. The rules of the conduct outlined in this section are not exhaustive; however, they are representative of the types of conduct, which cannot be permitted, in an efficient and harmonious business Organization. As a general rule the following actions are not permitted in the Company premises.

**11. Employment Conduct**

The Company requires *total honesty*. And will not accept:


- Any acts of dishonesty, including, but not limited to, falsification of any Company records, documents or information provided concerning you or other employees.
- Stealing or having in your possession the property of the Company or of other employees without prior permission.

The Company requires a *team effort*. And will not accept:

- Insubordination--Refusal to obey a reasonable direct order from your manager, or any other member of management.
- Deliberately restricting production output, malingering, loitering, or sleeping during working time, or interfering with another employee in the performance of his/her job.
- Excessive tardiness or unauthorized absences from scheduled work. You shall not be absent from your duties without obtaining prior permission or leave from your superiors and in case you are absent from your duties unauthorizedly, action against you will be taken as per the Company's 'Absconding from Work Policy'.

contd.:3...



  
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The Company requires a non-abusive environment. And will not accept:

- Committing an improper, immoral act or any act of violence, such as fighting in the company premises.
- Repeated tardiness or absenteeism.
- Absence without legitimate cause or failure to inform appropriate management of absence within a reasonable time
- Refusal to perform work as directed, willful neglect of duty, malingering or shirking of duties.
- Possession or use of alcoholic beverages, or illegal narcotics or dangerous drugs in the company premises or reporting/returning to work under the influence of same.
- Falsification or omission of pertinent data when completing applications for employment and/or clearance, accounting forms, personnel records or other company records.
- Willful violation or disregard of safety, health, fire, security or employment regulations, signs and notices.
- Disobedience or insubordination.
- Permitting another person to substitute or falsely use an official badge or identification card.

12. General

(a) Upon termination / cessation of your employment you will return to the company all the papers, documents, programs and formulae relating to business that may be in your possession at that time and will not retain any copies or extracts thereof.

(b) The above terms and conditions including those in Annexure - A (Salary Break up) are based on Company Policies, procedures and other rules currently applicable and are subjected to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Retirement, Code of Conduct, etc., you will be governed by the rules of the Company as shall be in force from time to time.

13. Your performance revision will be in April 2023.

**SHILPI SAHAY**  
General Manager - HR

ACKNOWLEDGEMENT

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure - B and I hereby accept and agree to abide by them.

Name in Full : **Mr.Sangishetty Akhil Kumar**

Signature :

Address :

Date :

Place :



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**ANNEXURE - A**

Mr.Sangishetty Akhil Kumar

Research Associate - Research & Development III

S.NO.	PARTICULARS :	AMOUNT RS.	
		PER MONTH	PER ANNUM
<b>A</b>	<b>Monthly Salary:</b>		
1	Basic	17299	207588
2	House Rent Allowance	17299	207588
	<b>TOTAL A</b>	<b>34598</b>	<b>415176</b>
<b>B</b>	<b>Annual Benefits :</b>		
1	PF Contributions	2076	24912
2	Gratuity (15 days Basic per year on last salary drawn)	832	9984
	<b>TOTAL B</b>	<b>2908</b>	<b>34896</b>
	<b>TOTAL (A+B)</b>	<b>37506</b>	<b>450072</b>

*Shilpi Sahay*  
**SHILPI SAHAY**  
 General Manager - HR

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 Gunthapally (V), Abdullapurmet  
 R.P. ...

(11)

**ANNEXURE**

Ref No : 410453  
 Name : SHYAM SUNDER VASAM  
 Designation : JR OFFICER  
 Department : QUALITY ASSURANCE

Unit : ASPIRO PHARMA LIMITED  
 Location : SIDDIPET  
 Reporting to : AGM

**MONTHLY EARNINGS (A)**

Salary Components	Monthly(Rs.)	Annual(Rs.)
Basic	9000.00	108000.00
HRA	3600.00	43200.00
Conveyance Allowance	3600.00	43200.00
Medical Allowance	750.00	9000.00
Education Allowance	500.00	6000.00
Special Allowance	550.00	6600.00
<b>GROSS SALARY</b>	<b>18000.00</b>	<b>216000.00</b>

**STATUTORY & ANNUAL BENEFITS (B)**

Salary Components	Monthly(Rs.)	Annual(Rs.)
LTA	333.00	4000.00
PF	1080.00	12960.00
ESI	855.00	10260.00
Bonus	1400.00	16800.00
<b>TOTAL</b>	<b>3668.00</b>	<b>44020.00</b>
<b>Total CTC(A+B)</b>	<b>21668.00</b>	<b>260020.00</b>

( Two Lakh Sixty Thousand Twenty Only )


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

1. Group Term Life insurance coverage up to 10 times on CTC and up to Maximum of 25 Lakhs.
2. Group Personal Accident Insurance coverage up to minimum of 25 Lakhs and maximum of 50 Lakhs.
3. Gratuity as per payment of Gratuity Act, 1972.
4. All costs related to Relocation Expenses, Notice Pay and Joining Bonus will be recovered in case you desire to leave the company within 2 years from DOJ

**VERIFIED BY**

**APPROVED BY**



  
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 R.R. Dist. Telangana.

Date: 10<sup>th</sup> August, 2020

Confidential...

Mr. R.Tarun kumar

## Letter of Offer

Dear Mr.Tarun,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Trainee Junior Chemist – Production** in **M/s Optimus Drugs (P) Ltd.**, Survey No.: 239 & 240, Dothigudem (V), Pochampally (M), Yadadri (D), Telangana - 508 254.

The detailed appointment letter will be given to you at the time of joining. You have to Join **on or before 12<sup>st</sup> Aug, 2020** otherwise this offer will stand withdrawn automatically.

You will be paid salary as discussed with the undersigned.

You are required to carry the following documents at the time of joining.

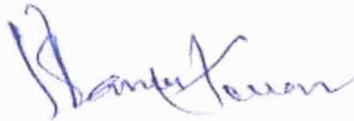
1. Copy of Offer Letter.
2. Proof of date of birth SSC/ SSLC / HSC certificate stating date of birth.
3. All Educational Qualification Certificates (Originals & Xerox Copies).
4. Six Photographs (Passport size – Colour).
5. Copy of PAN & AADHAR (2 Copies Each Mandatory).
6. Pre-employment Medical Examination-You need to undergo medical tests and submit the form along with the reports on day of joining.

This letter of offer is being sent in duplicate. Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining with us.

We sincerely welcome you to our **OPTIMUS** family.

With best wishes,

For **OPTIMUS DRUGS (P) LTD,**



**AUTHORIZED SIGNATORY**

I accept the above terms.

Signature:

Name:

Date:



**PRINCIPAL**  
**AVANTHI INSTITUTE OF**  
**PHARMACEUTICAL SCIENCES**  
Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.

**Date :22-10-2020**

**V. Sai Krishna**

LB Nagar, Hyderabad, Telangana

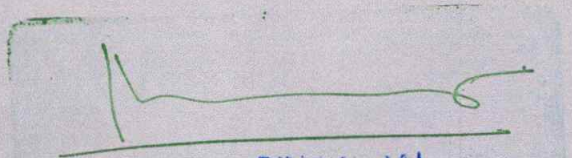
9573472235

Email Id vadnalasaikrishna@gmail.com

Dear **V. Sai Krishna**

With reference to your application and subsequent interview with us, we have pleasure in offering you an appointment on the following terms and conditions with effect from 01-11-2020

1. **Designation & Place of work** - You will be designated as "**Jr. Officer**" "**Production**" and assigned to work on Project with our client **Hetero Labs Limited Jeedimetla, Unit - III**.
2. **Basic Salary** - You will be paid a basic salary of **Rs 7000** /- per month.
3. **House Rent Allowance** - You will be paid HRA of **Rs. 2800** /- per month.
4. **Conveyance Reimbursement** - You will be reimbursed an amount of **Rs. 2800** /- per month.
5. **Other Allowance** - You will be entitled to an amount of **Rs. 1400** /- per month other Allowance.
6. You are eligible for **Provident Fund & ESIC** in accordance with the existing statutes and the rules and regulations of the Company.
7. The rules and regulations of the client organization will govern you and you shall abide by it.
8. The firm reserves the right to terminate your services on giving you a notice of Three month or payment in lieu thereof. Similarly, you shall be at liberty to resign from services after giving three-months notice or salary in lieu thereof.



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# 410 Life Style Building, 4<sup>th</sup> Floor,  
My Home Tycoon, Kundanbagh,  
Begumpet, Hyderabad - 500 016.  
Phone : 040 - 2340 0339  
email: mailadmin@cruxmanagement.com  
email : crux\_backend@gmail.com



ANNEXURE			
Salary Break up of			
Earnings	Rs.	Deductions	Rs
Basic	7000	PF @ 12%	840
HRA	2800	ESIC @ 0.75%	105
Conveyance	2800	PT	0
Other Allowance	1400		
<b>Total Gross</b>	<b>14000</b>	<b>Total Deductions</b>	<b>945</b>
		<b>Net salary</b>	<b>13055</b>
	<b>Employer Contribution</b>	PF @ 13%	1666
		ESIC @ 3.25%	455
		<b>CTC ( Cost to company) @ Permonth</b>	<b>16121</b>



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No.

Department of Posts - India  
IDENTITY CARD



Supdt. of Post Offices  
नलगोंडा मंडल/Nalgonda  
नलगोंडा/NALGONDA-508 001  
Designation  
Stamp of issuing authority

- 1. Name of the holder Ch. Jhansi Rani
- 2. Father's Name Baburao
- 3. Appointment held CRSMC  
Sunkishala BO, Valigonda So
- 4. Identification marks A mole on  
the left hand
- 5. Height 5'2"
- 6. Date of Birth 17.01.1999
- 7. Signature of holder
- 8. Signature of Issuing authority [Signature]  
अधीक्षक डाकघर
- 9. Designation of Issuing authority Supdt. of Post Offices  
नलगोंडा मंडल/Nalgonda Divn  
नलगोंडा/NALGONDA-508 001

(Place)

(Date) 09.07.19



[Signature]  
PRINCIPAL  
AVANTHI INSTITUTE OF  
PHARMACEUTICAL SCIENCES  
Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.

Date: 10<sup>th</sup> August, 2020

Confidential...

Mr. B.Pramodh

## Letter of Offer

Dear Mr.Pramodh,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Trainee Junior Chemist – Production** in **M/s Optimus Drugs (P) Ltd.**, Survey No.: 239 & 240, Dothigudem (V), Pochampally (M), Yadadri (D), Telangana - 508 254.

The detailed appointment letter will be given to you at the time of joining. You have to Join **on or before 12<sup>st</sup> Aug, 2020** otherwise this offer will stand withdrawn automatically.

You will be paid salary as discussed with the undersigned.

You are required to carry the following documents at the time of joining.

1. Copy of Offer Letter.
2. Proof of date of birth SSC/ SSLC / HSC certificate stating date of birth.
3. All Educational Qualification Certificates (Originals & Xerox Copies).
4. Six Photographs (Passport size – Colour).
5. Copy of PAN & AADHAR (2 Copies Each Mandatory).
6. Pre-employment Medical Examination-You need to undergo medical tests and submit the form along with the reports on day of joining.

This letter of offer is being sent in duplicate. Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining with us.

We sincerely welcome you to our **OPTIMUS** family.

With best wishes,

For **OPTIMUS DRUGS (P) LTD,**



**AUTHORIZED SIGNATORY**

I accept the above terms.

Signature:

Name:

Date:



**PRINCIPAL**  
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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.





August 12, 2020

Bhoyar Aakash  
5-241/2 RK Puram road  
LB nagar Hyderabad  
Telangana-500056

Dear Bhoyar Aakash,

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 **Customer Service Representative** at **salary grade 22**. Your work location shall be at Company's office located at **Building No 12B, Mindspace, 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 14, 2020**. 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**



  
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R.R. Dist. Telangana.

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Your initial place of posting shall be at the Company's office located at **Building No 12B, Mindspace, 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 **Customer Service Representative** 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.234,000.00, (Rupees Two Lakh Thirty Four Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.297,975.00, (Rupees Two Lakh Ninety Seven Thousand Nine Hundred Seventy Five Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

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

### BONUS

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

### TERMINATION OF EMPLOYMENT

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

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

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

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

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



*[Handwritten signature in green ink]*

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**PHARMACEUTICAL SCIENCES**  
Gunthapally (V), Abdullahapurmet (M),  
R.R. Dist. Telangana.

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.



  
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Gunthapally (V), Abdullapuram



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.

Bhoyar Aakash, 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**

**Ashish Garg**  
**Senior Director - Recruitment**

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

**ACKNOWLEDGEMENT:**

\_\_\_\_\_

Date: \_\_\_\_\_

Bhoyar Aakash



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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.



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Please find below the salary annexure for your reference:

<b>Optum Global Solutions (India) Private Limited</b>		
<b>Bhojar Aakash   Customer Service Representative   Grade 22</b>		
	<b>ANNUAL</b>	<b>MONTHLY</b>
BASIC	<b>93,600</b>	<b>7,800</b>
HRA	<b>46,800</b>	<b>3,900</b>
<b>FLEXI</b>	<b>93,600</b>	<b>7,800</b>
MEAL CARD	-	-
FUEL REIMBURSEMENT	-	-
LEAVE TRAVEL ALLOWANCE	-	-
	-	-
	-	-
	-	-
SPECIAL ALLOWANCE	93,600	7,800
<b>TOTAL FIXED SALARY</b>	<b>234,000</b>	<b>19,500</b>
Target QVC (AT 100%)	33,600	2,800
PF (Employer's Contribution)	21,600	1,800
ESI (Employer's Contribution)	8,775	731
<b>CTC</b>	<b>297,975</b>	<b>24,831</b>



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R.R. Dist. Telangana.  
PHARMACEUTICAL SCIENCES  
Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.

25<sup>th</sup> August, 2020

Dear **Byroju Swathi**

Congratulations!

We are pleased to inform you that you have successfully completed our talent hiring process. We are happy to offer you as **Stock Audit Associate**. Your monthly gross salary will be **Rs.15000** per month. You may also receive a bonus on monthly basis and which would be to a maximum of 20.0 % of your monthly gross salary.

We are one of India's leading and fast growing healthcare retail companies, driven by a single minded goal of making healthcare delivery more customers centric. Our over 1350 pharmacies offer a wide selection of genuine medicines, stored under appropriate storage conditions, at best market prices. Our networked stores enable you as a customer to not only chooses from what's on offer in the store you visit but also from the extended range available at our warehouse. You can access our products, your bills and all your health records through our online store, MedPlus Mart.com, or on your mobile through the MedPlus App. We also offer accurate and reliable diagnostic testing through Med plus Lab and a great selection of optical products through MedPlus Lens. We are proud of our team. Risk Taking, Collaboration and entrepreneurial spirit are embedded in organization DNA.

We are confident you will have an excellent opportunity to learn and make a significant impact with your contribution.

**Medplus** is known for its integrity and ethics. It is reflected consistently in all our behaviors. We have a well-defined Code of Business Conduct.

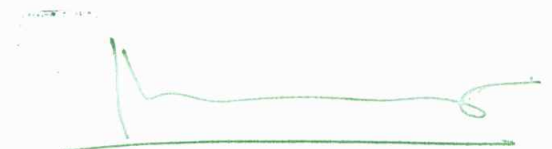
We wish you a rewarding career with us.

Yours Sincerely

**MedPlus Health Services Pvt. Ltd.**

**Sree Gopalam**

**Head – Employee Relations**



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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.



Date: July 18, 2020

To

**Cheemala Sumalatha**

**LETTER OF INTENT**

Dear **Cheemala Sumalatha**

Congratulations!!

After a comprehensive review of your test paper, we are pleased to offer you this letter of intent to join the company as a Junior Process Associate at SDS Pathology Pvt. Ltd, Hyderabad. Your initial annual CTC will be Rs.180000/-. Your date of joining will be on or before 21/07/2020.

You are requested to present a copy of this letter, original SSC certificate, four coloured passport size photographs, and a copy each of your Aadhaar and PAN when you report to the office. Failing to comply with the above would result in automatic cancellation of your offer.

**SDS Pathology India Pvt. Ltd**

**U. V. Narasimha Murthy**

HR- MANAGER



CIN: U61010TG201711042522

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August 12, 2020

Dandi Rajashekar  
8-11 Ravindra nagar  
Habsiguda Hyderabad  
Telangana-500013

Dear Dandi Rajashekar,

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 **Customer Service Representative at salary grade 22**. Your work location shall be at Company's office located at **Building No 12B, Mindspace, 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 14, 2020**. 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.

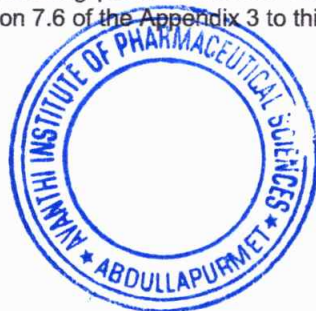
#### PROBATION

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



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Your initial place of posting shall be at the Company's office located at **Building No 12B, Mindspace, 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 **Customer Service Representative** 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.234,000.00, (Rupees Two Lakh Thirty Four Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.297,975.00, (Rupees Two Lakh Ninety Seven Thousand Nine Hundred Seventy Five Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

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

#### **BONUS**

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

#### **TERMINATION OF EMPLOYMENT**

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

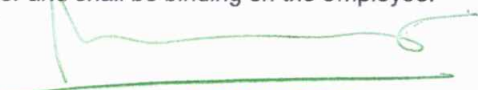
After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 30 days notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for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

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

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

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



  
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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.



A handwritten signature in green ink, consisting of a series of loops and a long horizontal stroke at the end.

**PRINCIPAL**  
**AVANTHI INSTITUTE OF**  
**PHARMACEUTICAL SCIENCES**  
Gunthapally (V), Abdullapurmet (M),  
R R. Dist. Telangana.

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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.

Dandi Rajashekar, 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**



**Ashish Garg**  
**Senior Director - Recruitment**

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

**ACKNOWLEDGEMENT:**

\_\_\_\_\_

Dandi Rajashekar

Date: \_\_\_\_\_



\_\_\_\_\_  
**PRINCIPAL**  
**AVANTHI INSTITUTE OF**  
**PHARMACEUTICAL SCIENCES**  
Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.



Please find below the salary annexure for your reference:

<b>Optum Global Solutions (India) Private Limited</b>		
<b>Dandi Rajashekar   Customer Service Representative   Grade 22</b>		
	<b>ANNUAL</b>	<b>MONTHLY</b>
BASIC	<b>93,600</b>	<b>7,800</b>
HRA	<b>46,800</b>	<b>3,900</b>
<b>FLEXI</b>	<b>93,600</b>	<b>7,800</b>
MEAL CARD	-	-
FUEL REIMBURSEMENT	-	-
LEAVE TRAVEL ALLOWANCE	-	-
	-	-
	-	-
	-	-
SPECIAL ALLOWANCE	93,600	7,800
<b>TOTAL FIXED SALARY</b>	<b>234,000</b>	<b>19,500</b>
Target QVC (AT 100%)	33,600	2,800
PF (Employer's Contribution)	21,600	1,800
ESI (Employer's Contribution)	8,775	731
<b>CTC</b>	<b>297,975</b>	<b>24,831</b>



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 R.R. Dist. Telangana.

25<sup>th</sup> August, 2020

Dear **Eeda Pooja**

Congratulations!

We are pleased to inform you that you have successfully completed our talent hiring process. We are happy to offer you as **Stock Audit Associate**. Your monthly gross salary will be **Rs.15000** per month. You may also receive a bonus on monthly basis and which would be to a maximum of 20.0 % of your monthly gross salary.

We are one of India's leading and fast growing healthcare retail companies, driven by a single minded goal of making healthcare delivery more customers centric. Our over 1350 pharmacies offer a wide selection of genuine medicines, stored under appropriate storage conditions, at best market prices. Our networked stores enable you as a customer to not only chooses from what's on offer in the store you visit but also from the extended range available at our warehouse. You can access our products, your bills and all your health records through our online store, MedPlus Mart.com, or on your mobile through the MedPlus App. We also offer accurate and reliable diagnostic testing through Med plus Lab and a great selection of optical products through MedPlus Lens. We are proud of our team. Risk Taking, Collaboration and entrepreneurial spirit are embedded in organization DNA.

We are confident you will have an excellent opportunity to learn and make a significant impact with your contribution.

**Medplus** is known for its integrity and ethics. It is reflected consistently in all our behaviors. We have a well-defined Code of Business Conduct.


We wish you a rewarding career with us.

Yours Sincerely

**MedPlus Health Services Pvt. Ltd.**

**Sree Gopalam**

**Head – Employee Relations**



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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.



Date: July 18, 2020

To

Eslavath Anusha

**LETTER OF INTENT**

Dear Eslavath Anusha

Congratulations!!

After a comprehensive review of your test paper, we are pleased to offer you this letter of intent to join the company as a Junior Process Associate at SDS Pathology Pvt. Ltd, Hyderabad. Your initial annual CTC will be Rs.180000/-. Your date of joining will be on or before 21/07/2020.


You are requested to present a copy of this letter, original SSC certificate, four coloured passport size photographs, and a copy each of your Aadhaar and PAN when you report to the office. Failing to comply with the above would result in automatic cancellation of your offer.

SDS Pathology India Pvt. Ltd

U. V. Narasimha Murthy

HR- MANAGER



  
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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.



**SRG**  
PHARMA

Date: 05/10/2020

**Ms. G.SHANTHI REDDY,**

Dear Candidate,

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of **Research associate** with us on your mutually agreed employment Terms and condition. Your initial annual CTC will be **Rs.275000/-**. Your date of joining would be on or before date **15/10/2020**.

You are employed in the company full time. You will not be employed by any other Company or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the company.

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.

We welcome you on board and wish a long association with you and a successful career ahead.

Thanveer. Md

Hr. Manager.



040-35652763



info@srgpharma.com



107, Mint Towers, Madhapur,  
Hyderabad, Telangana - 500 081.



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**PHARMACEUTICAL SCIENCES**  
Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.



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August 12, 2020

Gunda Madhan  
1-40 Srinivas nagar  
Mubaraknagar Nizambad  
Telangana-503003

Dear Gunda Madhan,

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 **Customer Service Representative** at **salary grade 22**. Your work location shall be at Company's office located at **Building No 12B, Mindspace, 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 14, 2020**. 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



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PHARMACEUTICAL SCIENCES  
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R.R. Dist. Telangana.



Your initial place of posting shall be at the Company's office located at **Building No 12B, Mindspace, 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 **Customer Service Representative** 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.234,000.00, (Rupees Two Lakh Thirty Four Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.297,975.00, (Rupees Two Lakh Ninety Seven Thousand Nine Hundred Seventy Five Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

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

**BONUS**

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

**TERMINATION OF EMPLOYMENT**

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

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

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

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

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



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R.R. Dist. Telangana.

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.

Gunda Madhan, 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**



**Ashish Garg**  
**Senior Director - Recruitment**

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


**ACKNOWLEDGEMENT:**

\_\_\_\_\_

Gunda Madhan

Date: \_\_\_\_\_



  
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Gunthapally (V), Abdullapurmet (M),  
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Please find below the salary annexure for your reference:

<b>Optum Global Solutions (India) Private Limited</b>		
<b>Gunda Madhan   Customer Service Representative   Grade 22</b>		
	<b>ANNUAL</b>	<b>MONTHLY</b>
BASIC	<b>93,600</b>	<b>7,800</b>
HRA	<b>46,800</b>	<b>3,900</b>
<b>FLEXI</b>	<b>93,600</b>	<b>7,800</b>
MEAL CARD	-	-
FUEL REIMBURSEMENT	-	-
LEAVE TRAVEL ALLOWANCE	-	-
	-	-
	-	-
	-	-
SPECIAL ALLOWANCE	93,600	7,800
<b>TOTAL FIXED SALARY</b>	<b>234,000</b>	<b>19,500</b>
Target QVC (AT 100%)	33,600	2,800
PF (Employer's Contribution)	21,600	1,800
ESI (Employer's Contribution)	8,775	731
<b>CTC</b>	<b>297,975</b>	<b>24,831</b>



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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.



Date: July 18, 2020

To

Kasaram Kavitha

**LETTER OF INTENT**

Dear **Kasaram Kavitha**

Congratulations!!

After a comprehensive review of your test paper, we are pleased to offer you this letter of intent to join the company as a Junior Process Associate at SDS Pathology Pvt. Ltd, Hyderabad. Your initial annual CTC will be Rs.180000/-. Your date of joining will be on or before 21/07/2020.

You are requested to present a copy of this letter, original SSC certificate, four coloured passport size photographs, and a copy each of your Aadhaar and PAN when you report to the office. Failing to comply with the above would result in automatic cancellation of your offer.

**SDS Pathology India Pvt. Ltd**

**U. V. Narasimha Murthy**

HR- MANAGER



25<sup>th</sup> August, 2020

Dear **Kale Swathi**

Congratulations!

We are pleased to inform you that you have successfully completed our talent hiring process. We are happy to offer you as **Stock Audit Associate**. Your monthly gross salary will be **Rs.15000** per month. You may also receive a bonus on monthly basis and which would be to a maximum of 20.0 % of your monthly gross salary.

We are one of India's leading and fast growing healthcare retail companies, driven by a single minded goal of making healthcare delivery more customers centric. Our over 1350 pharmacies offer a wide selection of genuine medicines, stored under appropriate storage conditions, at best market prices. Our networked stores enable you as a customer to not only chooses from what's offer in the store you visit but also from the extended range available at our warehouse. You can access our products, your bills and all your health records through our online store, MedPlus Mart.com, or on your mobile through the MedPlus App. We also offer accurate and reliable diagnostic testing through Med plus Lab and a great selection of optical products through MedPlus Lens. We are proud of our team. Risk Taking, Collaboration and entrepreneurial spirit are embedded in organization DNA.

We are confident you will have an excellent opportunity to learn and make a significant impact with your contribution.

**Medplus** is known for its integrity and ethics. It is reflected consistently in all our behaviors. We have a well-defined Code of Business Conduct.


We wish you a rewarding career with us.

Yours Sincerely

**MedPlus Health Services Pvt. Ltd.**

**Sree Gopalam**

**Head – Employee Relations**



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R.R. Dist. Telangana.

Date: 15-Sep-2020  
Ref: APL/Unit/HR/Offer/2020  
Mr. Lomte Kishore

Dear Mr. Kishore,

### Letter of Offer

With reference to your application and subsequent interview you had with us, we are pleased to advise you that you have been selected for the position of **Trainee - Production (Injectable)\_UNIT - IV** in **Aurobindo Pharma Limited, UnitIV, Plot No.4 in Sy. No.151 and Plot Nos.34 to 48 in Sy. Nos. part of 146, 150, 151, 152, 153 and 154 situated in Phase III, APIIC, EPIP, IDA, Pashamylaram, Patancheru Revenue Mandal , Medak District 502 307, Telangana** on the terms and conditions as agreed by you at the time of interview and that are mentioned in Annexure - I.

You are advised to join on or before **18-Sep-2020**. You are advised to report at our Aurobindo Pharma Limited, UnitIV, Plot No.4 in Sy. No.151 and Plot Nos.34 to 48 in Sy. Nos. part of 146, 150, 151, 152, 153 and 154 situated in Phase III, APIIC, EPIP, IDA, Pashamylaram, Patancheru Revenue Mandal , Medak District 502 307, Telangana by 09:30 AM, to complete your joining formalities. Please note joining formalities will be taken either on **Monday, Wednesday or Friday** in any week.

While joining, you are advised to submit the following for our verification and records:

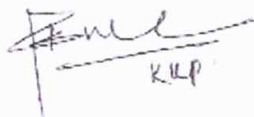
- Copies of certificates (including mark sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- Independent references with phone Nos-Other than relatives.
- Passport size photographs – 08 Nos, stamp size photograph-02 Nos.
- Blood grouping certificate and medical fitness certificate- Original
- Copy of PAN card &Aadhar Card
- Recent Post card size colour photograph with family – full scape – 02 Nos for submitting the same to ESI (Family means Employee, spouse, children and dependent parents)

The regular appointment order will be issued at the time of your joining.

In case you do not join us by the stipulated time, this offer will be withdrawn at the sole discretion of management.

Please confirm your date of joining by e-mail Id:[hr@aurobindo.com](mailto:hr@aurobindo.com)

For **AUROBINDO PHARMA LIMITED,**

  
K.K.P

**KIRAN KUMAR P**  
**DEPUTY GENERAL MANAGER-HUMAN RESOURCES**

(CIN : L24239TG1986PLC015190)

**AUROBINDO PHARMA LIMITED**

PAN No. AABCA7366H

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 6767 4059

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

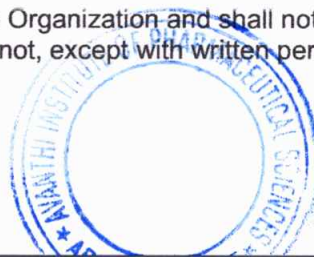
www.aurobindo.com



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R.R. Dist. Telangana.

**Annexure – I**

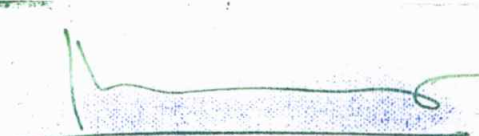
1. You will be under training for a period of one year from the date of your joining. You will be paid an amount of **Rs. 16,000** /- per Month. As a Trainee, you will not be entitled to any other benefits or privileges that are applicable to the other categories of employees.
2. On successful completion of the training period, you will be on probation for a period of six months. Be it clearly understood and agreed that as a trainee or as a probationer, you will not have any lien or right on the regular employment either during the initial or the extended period of training or probation.
3. If your performance and conduct are not satisfactory, the training or probationary period will be extended or dispensed away during the initial or at the extended period of training or probation, purely at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully.
4. The training that will be imparted to you involves considerable expenditure, both direct and indirect, financial and unliquidated. The training substantially improves your professional standing since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company. 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 and without taking up employment with any other Company.
5. It is agreed and promised by you that, you shall enter into an Employment Agreement with the Company, to serve the Company for a minimum guaranteed period of three years and six months from the date of joining, out of which you being as a trainee, as a probationer and as confirmed employee. The Employment Agreement, which you entered with the Company is accepted and agreed by you voluntarily without any duress.
6. By accepting the employment agreement with the Company, you agree and acknowledge that any breach of agreement by you would lead to irreparable productivity and financial loss to the Company, for which the Company shall recover the damages from any amounts that are payable to you by the Company and further you may tend to lose lien on certain benefits as per the applicable laws.
7. You are governed by the following clauses, in case you breach of the terms and conditions of the Employment Agreement:
  - a. If you fail to complete the first two years of employment, you shall pay a compensation of Rs. 1,00,000/- (Rupees one lakh only) towards cost of training and liquidated damages,
  - b. If you fail to serve the remaining period, you shall pay to the Company a compensation of Rs.60,000/- (Rupees sixty thousand only) towards cost of training and liquidated damages.
8. You shall produce two Sureties or Guarantors for the minimum guaranteed period of three years and six months with an absolute and unrestricted right to recover the compensation as per Clause No.7, in case you fail to compensate the said amounts towards breach of agreement.
9. 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 training / probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.
10. 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.
11. You shall discharge such duties as may be entrusted to you from time to time by the Management.
12. 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.
13. 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.
14. 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.



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- 15. 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.
- 16. 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 within the territory of India in your capacity for which you may be found fit and suitable, without reducing your existing benefits.
- 17. "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.
- 18. You shall adhere to Quality Policy and Environment, Health & Safety (EHS) Policy of the Company in true spirit without any deviations.
- 19. 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.
- 20. 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
- 21. Any unauthorized absence for more than 7 (seven) consecutive working days 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.
- 22. 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.
- 23. The Company shall reimburse Relocation Charges / Notice Pay to you, which is mutually agreed / as per Policy, during interview process, subject to production of relevant supporting documents and the same shall be claimed within 3 (three) months from the date of formal joining. In case you leave the services of the Organization within a period of two years, the Company has a right to recover the same from the amounts payable to you.
- 24. In case you take any financial loan / salary advance 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.
- 25. Notwithstanding any of the clauses mentioned herein, the Management reserves the right of terminating your appointment without assigning any reason and without notice during your training period.



  
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**PHARMACEUTICAL SCIENCES**  
Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.

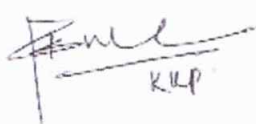


- 26. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof.
- 27. You will be retired from the services of the Company on attainment of 58 years of age
- 28. Acceptance of this offer also confirms your consent to the Company, 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.
- 29. 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](mailto:cs@aurobindo.com) or [ig@aurobindo.com](mailto:ig@aurobindo.com).
- 30. The appropriate Courts of Law situated in Hyderabad / Secunderabad shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

You are required to return the copy of this Letter of Offer along with Annexure-I 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.

**For AUROBINDO PHARMA LIMITED,**



**KIRAN KUMAR P  
DEPUTY GENERAL MANAGER-HUMAN RESOURCES**

**DECLARATION**

I have read and clearly understood all the terms and conditions mentioned in the Offer Letter along with Annexure-I. I hereby accept the offer and all the terms and conditions as stated above in toto.

Date:

Signature:




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R.R. Dist. Telangana.**

25<sup>th</sup> August, 2020

Dear **Mahankali Ashwitha**

Congratulations!

We are pleased to inform you that you have successfully completed our talent hiring process. We are happy to offer you as **Stock Audit Associate**. Your monthly gross salary will be **Rs.15000** per month. You may also receive a bonus on monthly basis and which would be to a maximum of 20.0 % of your monthly gross salary.

We are one of India's leading and fast growing healthcare retail companies, driven by a single minded goal of making healthcare delivery more customers centric. Our over 1350 pharmacies offer a wide selection of genuine medicines, stored under appropriate storage conditions, at best market prices. Our networked stores enable you as a customer to not only chooses from what's on offer in the store you visit but also from the extended range available at our warehouse. You can access our products, your bills and all your health records through our online store, MedPlus Mart.com, or on your mobile through the MedPlus App. We also offer accurate and reliable diagnostic testing through Med plus Lab and a great selection of optical products through MedPlus Lens. We are proud of our team. Risk Taking, Collaboration and entrepreneurial spirit are embedded in organization DNA.

We are confident you will have an excellent opportunity to learn and make a significant impact with your contribution.

**Medplus** is known for its integrity and ethics. It is reflected consistently in all our behaviors. We have a well-defined Code of Business Conduct.


We wish you a rewarding career with us.

Yours Sincerely

**MedPlus Health Services Pvt. Ltd.**

**Sree Gopalam**

**Head – Employee Relations**



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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.

Date: 10<sup>th</sup> August, 2020

Confidential...

Ms. M.Voohitha

## Letter of Offer

Dear Ms.Voohitha,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Trainee Junior Chemist – Production** in **M/s Optimus Drugs (P) Ltd.**, Survey No.: 239 & 240, Dothigudem (V), Pochampally (M), Yadadri (D), Telangana - 508 254.

The detailed appointment letter will be given to you at the time of joining. You have to Join **on or before 12<sup>st</sup> Aug, 2020** otherwise this offer will stand withdrawn automatically.

You will be paid salary as discussed with the undersigned.

You are required to carry the following documents at the time of joining.

1. Copy of Offer Letter.
2. Proof of date of birth SSC/ SSLC / HSC certificate stating date of birth.
3. All Educational Qualification Certificates (Originals & Xerox Copies).
4. Six Photographs (Passport size – Colour).
5. Copy of PAN & AADHAR (2 Copies Each Mandatory).
6. Pre-employment Medical Examination-You need to undergo medical tests and submit the form along with the reports on day of joining.

This letter of offer is being sent in duplicate. Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining with us.

We sincerely welcome you to our **OPTIMUS** family.

With best wishes,

For **OPTIMUS DRUGS (P) LTD,**



**AUTHORIZED SIGNATORY**

I accept the above terms.

Signature:

Name:

Date:



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R.R. Dist. Telangana.



**SRG**  
PHARMA

Date: 05/10/2020

**Ms. M.PARVATHAMMA,**

Dear Candidate,

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of **Research associate** with us on your mutually agreed employment Terms and condition. Your initial annual CTC will be **Rs.275000/-**. Your date of joining would be on or before date **15/10/2020**.

You are employed in the company full time. You will not be employed by any other Company or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the company.

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.

We welcome you on board and wish a long association with you and a successful career ahead.



Thanveer. Md

Hr. Manager.



040-35652763



info@srgpharma.com



107, Mint Towers, Madhapur,  
Hyderabad, Telangana - 500 081.



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R.R. Dist. Talangana.



**SRG**  
PHARMA

Date: 05/10/2020

Ms. NARABOINA NEERAJA,

Dear Candidate,

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of **Research associate** with us on your mutually agreed employment Terms and condition. Your initial annual CTC will be **Rs.275000/-**. Your date of joining would be on or before date **15/10/2020**.

You are employed in the company full time. You will not be employed by any other Company or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the company.

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.

We welcome you on board and wish a long association with you and a successful career ahead.



Thanveer. Md

Hr. Manager.



040-35652763



info@srgpharma.com



107, Mint Towers, Madhapur  
Hyderabad, Telangana - 500 081.



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Date: 10<sup>th</sup> November 2020

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Ms P.Santhoshi,  
Hyderabad  
Mob No :9505839636  
Mail :santhoshipallerla@gmail.com

Dear Santhoshi,

**EMPLOYMENT OFFER LETTER**

Further to the interview you had with our client (Dr. Reddy's Laboratories Ltd.) we are pleased to offer you a job in our company as "**Medical Affairs Support, Medical Affairs**" with a monthly **CTC salary of Rs. 23,000/-** ( Rupees: Twenty Three Thousand Only ). All statutory benefits are applicable as explained during the interview. You will be on our rolls and your services are deputed to our client M/s Dr. Reddy's Laboratories Ltd, 7-1-27, Ameerpet, Hyderabad – 500 016.

We will issue a detailed Appointment Letter with all terms and conditions including salary break up, after receiving your joining report.

You are advised to report to duty at M/s Dr. Reddy's Laboratories Ltd, 7-1-27, Ameerpet, Hyderabad – 500 016, Telangana. INDIA on or before **15<sup>th</sup> November 2020** and if you don't report to duty on or before the said date this offer letter stands cancelled.

Please sign on the duplicate copy of this offer letter as a token of your acceptance of the above mentioned terms and conditions and return the same to us.

Yours truly,

for Sneha Synergy Solutions Pvt. Ltd.



**Authorized Signatory**

**Acceptance:**

I accept the above offer with all relevant terms and conditions.

Place:

Date:

**Signature**

**Sneha Synergy Solutions Private Limited**

RegdOff : #6-3-663E, 403, Diamond House, Behind Topaz Building, Panjagutta, Hyderabad – 500 082

Tel No : +91 40 66415757, 66415777, Email: [suribabu@snehasynergy.com](mailto:suribabu@snehasynergy.com), [www.snehasynergy.com](http://www.snehasynergy.com)

CIN : U525250TG2005PTC047043



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Date: July 18, 2020

To

Sadakula Swetha

**LETTER OF INTENT**

Dear **Sadakula Swetha**

Congratulations!!

After a comprehensive review of your test paper, we are pleased to offer you this letter of intent to join the company as a Junior Process Associate at SDS Pathology Pvt. Ltd, Hyderabad. Your initial annual CTC will be Rs.180000/-. Your date of joining will be on or before 21/07/2020.

You are requested to present a copy of this letter, original SSC certificate, four coloured passport size photographs, and a copy each of your Aadhaar and PAN when you report to the office. Failing to comply with the above would result in automatic cancellation of your offer.

**SDS Pathology India Pvt. Ltd**

**U. V. Narasimha Murthy**

HR- MANAGER



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**DECATHLON**

**OFFER LETTER**

**PRIVATE AND CONFIDENTIAL**

**Date: 08-11-2020**

**Dear THIRUMANI SWETHA,**

We have the pleasure to offer you the position of **Sport Leader** on Full-Time Basis, at Decathlon Sports India Pvt. Ltd.


**1. Terms & Conditions**

1. You will report to **RAHUL SHENOY** or any officer appointed by him/her on 12-11-2020
2. Your monthly gross salary will not exceed Rs. **25000** (INR. Twenty Five Thousand ). Refer to the salary annexure mentioned below
3. You may also receive a bonus on monthly basis and which would be to a maximum of 20.0 % of your monthly gross salary. Your manager will explain to you the calculation of such bonus
4. Please note that salary and bonus payments are made based on individual merits and therefore such matters should be kept strictly confidential to yourself only
5. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria
6. You will be on probation for a period of 3 month(s) from the date of your appointment. On completion of the probation period, if the Company finds you to be suitable for the appointed post, your appointment shall be confirmed and communicated to you in writing

For Decathlon Sports India Pvt Ltd

Thanking you  
RAHUL SHENOY



  
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- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

Date: 09-Nov-2020

Mr Rishikesh Devidas Yella

11-9-5, Laxminagar colony

Kothapet x road, Dilsukhnagar,

Hyderabad, Telangana-500025

Sub: Offer Letter

Dear Mr Rishikesh Devidas Yella,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Medical Coder Trainee – Medical Coding** with effect from **12-November-2020**

in our organization based in **Hyderabad**, on the following terms and conditions:

Your Cost to Company will be **INR. 204000/- per annum (Rupees Two Lakhs and Four Thousand Only)** and a detailed salary break up is as per the Annexure – A.

Please go through the HR Policies of the Company governing your employment which shall be applicable to you from the date of joining the Company. Other terms and conditions relating to your offer are enclosed herein.

If the above terms and conditions are acceptable to you, we request you to sign and return to us the duplicate copy of this letter as a token of acceptance.

We look forward to a long and mutually beneficial relationship with you.

for Vee Technologies Private Limited.,

*Gokulakannan S*

**Gokulakannan S,**  
**Manager – Human Resources.**

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 6677

**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, R Nagar, Bangalore – 560 098, Tel: +91 96325 78003

**Salem SEZ:** Plot No.14, IT/ITES ELCOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Ammapalayam Village

Suramangalam SRD, Salem Tel: +91 427 234029



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- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

**Annexure - A**

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Basic	6294
House Rent Allowance	3147
Conveyance Allowance	0
Medical Reimbursement	0
Piece Rate Incentives	3933
VPLI	2360
<b>Gross Salary</b>	<b>15734</b>
Professional Tax	0
ESI Employee	118
PF Employee	755
Total Employee Contribution	873
<b>Net Salary</b>	<b>14861</b>
ESI Employer	511
PF Employer	755
Total Employer Contribution	1266
<b>Monthly CTC</b>	<b>17000</b>
<b>Annual CTC</b>	<b>204000</b>

\* Professional Tax will be deducted as per the below table:

State	Amount in INR
Karnataka	200/ Month
Telangana	150/Month
Tamil Nadu	Maximum of Rs.1250/Half yearly will be deducted in the month of Mar (October-March) and September (April-September) based on 6-months gross earnings

**Note:** This Annexure is applicable from the date of successful completion of training as specified under the heading "Training" of Terms & Conditions.

**Declaration**

I have carefully read and understood the above Offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time-to-time.

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore-560052, Tel: +91 80 2226 6677

**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, RR Nagar, Bangalore - 560 098, Tel: +91 96325 78003

**Salem SEZ:** Plot No:14, IT/ITES ELCOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Ammapalayam Village,

Suramangalam SRO, Salem, Tel: +91 427 234029



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August 12, 2020

Bheemishetti Kalyani  
1-40 Srinivas nagar  
Mubaraknagar Nizambad  
Telangana-503003

Dear Bheemishetti Kalyani,

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 **Customer Service Representative** at **salary grade 22**. Your work location shall be at Company's office located at **Building No 12B, Mindspace, 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 14, 2020**. 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**



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R.R. Dist. Telangana.

Your initial place of posting shall be at the Company's office located at **Building No 12B, Mindspace, 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 **Customer Service Representative** 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.234,000.00, (Rupees Two Lakh Thirty Four Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.297,975.00, (Rupees Two Lakh Ninety Seven Thousand Nine Hundred Seventy Five Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

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

**BONUS**

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

**TERMINATION OF EMPLOYMENT**

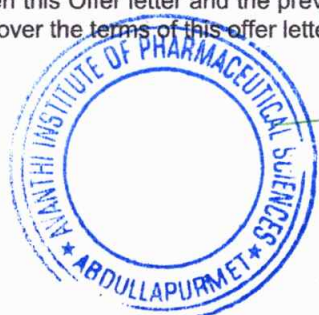
During the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, Thirty (30) days notice. Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service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

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

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

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

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



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Gunthapally (V), Abdullapurmet (M),  
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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.

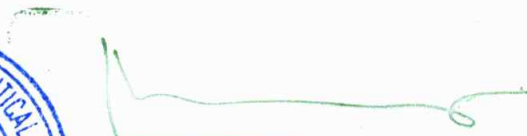
Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

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.



  
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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.

Bheemishetti Kalyani, 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**



**Ashish Garg**  
**Senior Director - Recruitment**



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R. R. Dist. Telangana



Please find below the salary annexure for your reference:

<b>Optum Global Solutions (India) Private Limited</b>		
<b>Bheemishetti Kalyani   Customer Service Representative   Grade 22</b>		
	<b>ANNUAL</b>	<b>MONTHLY</b>
BASIC	<b>93,600</b>	<b>7,800</b>
HRA	<b>46,800</b>	<b>3,900</b>
<b>FLEXI</b>	<b>93,600</b>	<b>7,800</b>
MEAL CARD	-	-
FUEL REIMBURSEMENT	-	-
LEAVE TRAVEL ALLOWANCE	-	-
	-	-
	-	-
	-	-
SPECIAL ALLOWANCE	93,600	7,800
<b>TOTAL FIXED SALARY</b>	<b>234,000</b>	<b>19,500</b>
Target QVC (AT 100%)	33,600	2,800
PF (Employer's Contribution)	21,600	1,800
ESI (Employer's Contribution)	8,775	731
<b>CTC</b>	<b>297,975</b>	<b>24,831</b>



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**PHARMACEUTICAL SCIENCES**  
 Gunthapally (V), Abdullapurmet (M),  
 R.P. Dist. Telangana.

Date: 15-Sep-2020  
Ref: APL/Unit/HR/Offer/2020  
Ms. Gundagani Sravani

Dear Ms. Sravani,

### Letter of Offer

With reference to your application and subsequent interview you had with us, we are pleased to advise you that you have been selected for the position of **Trainee - Production (Injectable)\_UNIT - IV** in **Aurobindo Pharma Limited, UnitIV, Plot No.4 in Sy. No.151 and Plot Nos.34 to 48 in Sy. Nos. part of 146, 150, 151, 152, 153 and 154 situated in Phase III, APIIC, EPIP, IDA, Pashamylaram, Patancheru Revenue Mandal , Medak District 502 307, Telangana** on the terms and conditions as agreed by you at the time of interview and that are mentioned in Annexure - I.

You are advised to join on or before **18-Sep-2020**. You are advised to report at our Aurobindo Pharma Limited, UnitIV, Plot No.4 in Sy. No.151 and Plot Nos.34 to 48 in Sy. Nos. part of 146, 150, 151, 152, 153 and 154 situated in Phase III, APIIC, EPIP, IDA, Pashamylaram, Patancheru Revenue Mandal , Medak District 502 307, Telangana by 09:30 AM, to complete your joining formalities. Please note joining formalities will be taken either on **Monday, Wednesday or Friday** in any week.

While joining, you are advised to submit the following for our verification and records:

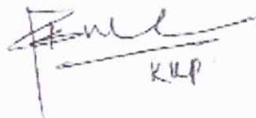
- Copies of certificates (including mark sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- Independent references with phone Nos-Other than relatives.
- Passport size photographs – 08 Nos, stamp size photograph-02 Nos.
- Blood grouping certificate and medical fitness certificate- Original
- Copy of PAN card & Aadhar Card
- Recent Post card size colour photograph with family – full scape – 02 Nos for submitting the same to ESI (Family means Employee, spouse, children and dependent parents)

The regular appointment order will be issued at the time of your joining.

In case you do not join us by the stipulated time, this offer will be withdrawn at the sole discretion of management.

Please confirm your date of joining by e-mail Id: [hr@aurobindo.com](mailto:hr@aurobindo.com)

For **AUROBINDO PHARMA LIMITED,**



**KIRAN KUMAR P**  
**DEPUTY GENERAL MANAGER-HUMAN RESOURCES**

(CIN : L24239TG1986PLC015190)

**AUROBINDO PHARMA LIMITED**

PAN No. AABCA7366H

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 6622 5000 / 1200 Fax : +91 40 6707 4059

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

[www.aurobindo.com](http://www.aurobindo.com)



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**Annexure – I**


1. You will be under training for a period of one year from the date of your joining. You will be paid an amount of **Rs. 16,000** /- per Month. As a Trainee, you will not be entitled to any other benefits or privileges that are applicable to the other categories of employees.
2. On successful completion of the training period, you will be on probation for a period of six months. Be it clearly understood and agreed that as a trainee or as a probationer, you will not have any lien or right on the regular employment either during the initial or the extended period of training or probation.
3. If your performance and conduct are not satisfactory, the training or probationary period will be extended or dispensed away during the initial or at the extended period of training or probation, purely at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully.
4. The training that will be imparted to you involves considerable expenditure, both direct and indirect, financial and unliquidated. The training substantially improves your professional standing since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company. 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 and without taking up employment with any other Company.
5. It is agreed and promised by you that, you shall enter into an Employment Agreement with the Company, to serve the Company for a minimum guaranteed period of three years and six months from the date of joining, out of which you being as a trainee, as a probationer and as confirmed employee. The Employment Agreement, which you entered with the Company is accepted and agreed by you voluntarily without any duress.
6. By accepting the employment agreement with the Company, you agree and acknowledge that any breach of agreement by you would lead to irreparable productivity and financial loss to the Company, for which the Company shall recover the damages from any amounts that are payable to you by the Company and further you may tend to lose lien on certain benefits as per the applicable laws.
7. You are governed by the following clauses, in case you breach of the terms and conditions of the Employment Agreement:
  - a. If you fail to complete the first two years of employment, you shall pay a compensation of Rs. 1,00,000/- (Rupees one lakh only) towards cost of training and liquidated damages,
  - b. If you fail to serve the remaining period, you shall pay to the Company a compensation of Rs.60,000/- (Rupees sixty thousand only) towards cost of training and liquidated damages.
8. You shall produce two Sureties or Guarantors for the minimum guaranteed period of three years and six months with an absolute and unrestricted right to recover the compensation as per Clause No.7, in case you fail to compensate the said amounts towards breach of agreement.
9. 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 training / probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.
10. 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.
11. You shall discharge such duties as may be entrusted to you from time to time by the Management.
12. 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.
13. 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.
14. 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.



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- 15. 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.
- 16. 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 within the territory of India in your capacity for which you may be found fit and suitable, without reducing your existing benefits.
- 17. "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.
- 18. You shall adhere to Quality Policy and Environment, Health & Safety (EHS) Policy of the Company in true spirit without any deviations.
- 19. 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.
- 20. 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
- 21. Any unauthorized absence for more than 7 (seven) consecutive working days 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.
- 22. 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.
- 23. The Company shall reimburse Relocation Charges / Notice Pay to you, which is mutually agreed / as per Policy, during interview process, subject to production of relevant supporting documents and the same shall be claimed within 3 (three) months from the date of formal joining. In case you leave the services of the Organization within a period of two years, the Company has a right to recover the same from the amounts payable to you.
- 24. In case you take any financial loan / salary advance 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.
- 25. Notwithstanding any of the clauses mentioned herein, the Management reserves the right of terminating your appointment without assigning any reason and without notice during your training period.



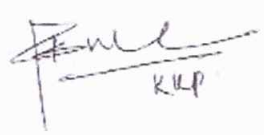
  
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- 26. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof.
- 27. You will be retired from the services of the Company on attainment of 58 years of age
- 28. Acceptance 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.
- 29. 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](mailto:cs@aurobindo.com) or [ig@aurobindo.com](mailto:ig@aurobindo.com).
- 30. The appropriate Courts of Law situated in Hyderabad / Secunderabad shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

You are required to return the copy of this Letter of Offer along with Annexure-I 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.

**For AUROBINDO PHARMA LIMITED,**




**KIRAN KUMAR P  
DEPUTY GENERAL MANAGER-HUMAN RESOURCES**

**DECLARATION**

I have read and clearly understood all the terms and conditions mentioned in the Offer Letter along with Annexure-I. I hereby accept the offer and all the terms and conditions as stated above in toto.

Date:

Signature:

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R.R. Dist. Telangana.**



August 12, 2020

Mekala Sangamithra  
1-2-98 Shanti nagar  
Adilabad Telangana-504001

Dear Mekala Sangamithra,

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 **Customer Service Representative** at **salary grade 22**. Your work location shall be at Company's office located at **Building No 12B, Mindspace, 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 14, 2020**. 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**



  
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Your initial place of posting shall be at the Company's office located at **Building No 12B, Mindspace, 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 **Customer Service Representative** 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.234,000.00, (Rupees Two Lakh Thirty Four Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.297,975.00, (Rupees Two Lakh Ninety Seven Thousand Nine Hundred Seventy Five Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

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

**BONUS**

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

**TERMINATION OF EMPLOYMENT**

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

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

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

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

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



*[Handwritten signature]*  
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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.

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.



  
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R.R. Dist. Telangana.

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.

Mekala Sangamithra, 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**



**Ashish Garg**  
**Senior Director - Recruitment**



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R.R. Dist. Telangana.



04

Please find below the salary annexure for your reference:

<b>Optum Global Solutions (India) Private Limited</b>		
<b>Mekala Sangamithra   Customer Service Representative   Grade 22</b>		
	<b>ANNUAL</b>	<b>MONTHLY</b>
BASIC	<b>93,600</b>	<b>7,800</b>
HRA	<b>46,800</b>	<b>3,900</b>
<b>FLEXI</b>	<b>93,600</b>	<b>7,800</b>
MEAL CARD	-	-
FUEL REIMBURSEMENT	-	-
LEAVE TRAVEL ALLOWANCE	-	-
	-	-
	-	-
	-	-
SPECIAL ALLOWANCE	93,600	7,800
<b>TOTAL FIXED SALARY</b>	<b>234,000</b>	<b>19,500</b>
Target QVC (AT 100%)	33,600	2,800
PF (Employer's Contribution)	21,600	1,800
ESI (Employer's Contribution)	8,775	731
<b>CTC</b>	<b>297,975</b>	<b>24,831</b>



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We specialize in:

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

Date: 09-Nov-2020

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**Mr Srikanth Maddela**

**1-1-53/3, Vinayak chowk**

**Adilabad, Telangana-500025**

**Sub: Offer Letter**

Dear **Mr Srikanth Maddela**,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Medical Coder Trainee – Medical Coding** with effect from **12-November-2020** in our organization based in **Hyderabad**, on the following terms and conditions:

Your Cost to Company will be **INR. 204000/- per annum (Rupees Two Lakhs and Four Thousand Only)** and a detailed salary break up is as per the Annexure – A.

Please go through the HR Policies of the Company governing your employment which shall be applicable to you from the date of joining the Company. Other terms and conditions relating to your offer are enclosed herein.

If the above terms and conditions are acceptable to you, we request you to sign and return to us the duplicate copy of this letter as a token of acceptance.

We look forward to a long and mutually beneficial relationship with you.

for **Vee Technologies Private Limited.**,

*Gokulakannan S*

**Gokulakannan S,**  
**Manager – Human Resources.**



**Bangalore** Sona Towers, 71, Miller Road, Bangalore - 560 052 - Tel: +91 80 2226 6677

**Bangalore RR Nagar**: 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, R. Nagar, Bangalore – 560 098, Tel: +91 96325 78003

**Salem SEZ**: Plot No.14, IT/ITES ELCOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Ammapalayam Village,

Suramangalam SRC, Salem Tel: +91 427 234029



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R.R. Dist. Telangana.

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

Annexure - A

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Basic	6294
House Rent Allowance	3147
Conveyance Allowance	0
Medical Reimbursement	0
Piece Rate Incentives	3933
VPLI	2360
<b>Gross Salary</b>	<b>15734</b>
Professional Tax	0
ESI Employee	118
PF Employee	755
Total Employee Contribution	873
<b>Net Salary</b>	<b>14861</b>
ESI Employer	511
PF Employer	755
Total Employer Contribution	1266
<b>Monthly CTC</b>	<b>17000</b>
<b>Annual CTC</b>	<b>204000</b>

\* Professional Tax will be deducted as per the below table:

State	Amount in INR
Karnataka	200/ Month
Telangana	150/Month
Tamil Nadu	Maximum of Rs.1250/Half yearly will be deducted in the month of Mar (October-March) and September (April-September) based on 6-months gross earnings

**Note:** This Annexure is applicable from the date of successful completion of training as specified under the heading "Training" of Terms & Conditions.

Declaration

I have carefully read and understood the above Offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time-to-time.

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 6677

**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, R Nagar, Bangalore - 560 098, Tel: +91 96325 78003

**Salem SEZ:** Plot No.14, IT/ITES ELCOT SEZ (Salem Allotment), Salem to Bangalore National Road, Jagir Ammalapurmet Village, Suramangalam SRO, Salem, Tel: +91 427 234029



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Gunthapally (V), Abdullahapurmet (M),  
R.R. Dist. Telangana.

Date: 10<sup>th</sup> August, 2020

Confidential...

Mr.N.Ashok

## Letter of Offer

Dear Mr.Ashok,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Trainee Junior Chemist – Production** in **M/s Optimus Drugs (P) Ltd.**, Survey No.: 239 & 240, Dothigudem (V), Pochampally (M), Yadadri (D), Telangana - 508 254.

The detailed appointment letter will be given to you at the time of joining. You have to Join **on or before 12<sup>st</sup> Aug, 2020** otherwise this offer will stand withdrawn automatically.

You will be paid salary as discussed with the undersigned.

You are required to carry the following documents at the time of joining.

1. Copy of Offer Letter.
2. Proof of date of birth SSC/ SSLC / HSC certificate stating date of birth.
3. All Educational Qualification Certificates (Originals & Xerox Copies).
4. Six Photographs (Passport size – Colour).
5. Copy of PAN & AADHAR (2 Copies Each Mandatory).
6. Pre-employment Medical Examination-You need to undergo medical tests and submit the form along with the reports on day of joining.

This letter of offer is being sent in duplicate. Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining with us.

We sincerely welcome you to our **OPTIMUS** family.

With best wishes,

For **OPTIMUS DRUGS (P) LTD,**



**AUTHORIZED SIGNATORY**

I accept the above terms.

Signature:

Name:

Date:



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PHARMACEUTICAL SCIENCES  
Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.

Date: 10<sup>th</sup> November 2020

Ms P.Gouthami,  
Hyderabad  
Mob No :9704743275  
Mail :gouthamipallemoni985@gmail.com

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Dear Gouthami,

**EMPLOYMENT OFFER LETTER**

Further to the interview you had with our client (Dr. Reddy's Laboratories Ltd.) we are pleased to offer you a job in our company as "**Medical Affairs Support, Medical Affairs**" with a monthly **CTC salary of Rs. 23,000/-** ( Rupees: Twenty Three Thousand Only ). All statutory benefits are applicable as explained during the interview. You will be on our rolls and your services are deputed to our client M/s Dr. Reddy's Laboratories Ltd, 7-1-27, Ameerpet, Hyderabad – 500 016.

We will issue a detailed Appointment Letter with all terms and conditions including salary break up, after receiving your joining report.

You are advised to report to duty at M/s Dr. Reddy's Laboratories Ltd, 7-1-27, Ameerpet, Hyderabad – 500 016, Telangana. INDIA on or before **15<sup>th</sup> November 2020** and if you don't report to duty on or before the said date this offer letter stands cancelled.

Please sign on the duplicate copy of this offer letter as a token of your acceptance of the above mentioned terms and conditions and return the same to us.

Yours truly,

for **Sneha Synergy Solutions Pvt. Ltd.**



**Authorized Signatory**

**Acceptance:**

I accept the above offer with all relevant terms and conditions.

Place:

Date:

**Signature**

**Sneha Synergy Solutions Private Limited**

RegdOff : #6-3-663E, 403, Diamond House, **Behind** Topaz Building, Panjagutta, Hyderabad – 500 082

Tel No : +91 40 66415757, 66415777, Email: [suribabm@snehasynergy.com](mailto:suribabm@snehasynergy.com), [www.snehasynergy.com](http://www.snehasynergy.com)

CIN : U52525TG2005PTC047043



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**PHARMACEUTICAL SCIENCES**  
Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.

- Healthcare
- Engineering
- Finance & Accounting
- Legal
- Logistics
- Media

Date: 09-Nov-2020

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**Ms Chandana Sudagani**

**2-12-70, W Marredpally Rd,  
Gandhi nagar, Secunderabad,  
Telangana-500025**

**Sub: Offer Letter**

Dear Ms Chandana Sudagani,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Medical Coder Trainee – Medical Coding** with effect from **12-November-2020** in our organization based in **Hyderabad**, on the following terms and conditions:

Your Cost to Company will be **INR. 204000/- per annum (Rupees Two Lakhs and Four Thousand Only)** and a detailed salary break up is as per the Annexure – A.

Please go through the HR Policies of the Company governing your employment which shall be applicable to you from the date of joining the Company. Other terms and conditions relating to your offer are enclosed herein.

If the above terms and conditions are acceptable to you, we request you to sign and return to us the duplicate copy of this letter as a token of acceptance.

We look forward to a long and mutually beneficial relationship with you.

for Vee Technologies Private Limited.,

*Gokulakannan S*

**Gokulakannan S,  
Manager – Human Resources.**

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 6677  
**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, RR Nagar, Bangalore – 560 098, Tel: +91 96325 78003  
**Salem SEZ:** Plot No.14, IT/ITES ELCOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Ammapalayam Village, Suramangalam SRO, Salem Tel: +91 427 234020



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- Logistics
- Media

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Annexure - A

Basic	6294
House Rent Allowance	3147
Conveyance Allowance	0
Medical Reimbursement	0
Piece Rate Incentives	3933
VPLI	2360
<b>Gross Salary</b>	<b>15734</b>
Professional Tax	0
ESI Employee	118
PF Employee	755
Total Employee Contribution	873
<b>Net Salary</b>	<b>14861</b>
ESI Employer	511
PF Employer	755
Total Employer Contribution	1266
<b>Monthly CTC</b>	<b>17000</b>
<b>Annual CTC</b>	<b>204000</b>

\* Professional Tax will be deducted as per the below table:

State	Amount in INR
Karnataka	200/ Month
Telangana	150/Month
Tamil Nadu	Maximum of Rs.1250/Half yearly will be deducted in the month of Mar (October-March) and September (April-September) based on 6-months gross earnings

**Note:** This Annexure is applicable from the date of successful completion of training as specified under the heading "Training" of Terms & Conditions.

Declaration

I have carefully read and understood the above Offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time-to-time.

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 6677

**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, RR Nagar, Bangalore - 560 098, Tel: +91 96325 78003

**Salem SEZ:** Plot No.14, IT/ITES ELCOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Ammapalayam Village,

Suramangalam SRO, Salem Tel: +91 427 234020



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R.R. Dist. Telangana.

Date: 10<sup>th</sup> August, 2020

Confidential... 5/1

Mr.S.Maneesh

## Letter of Offer

Dear Mr. Maneesh,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Trainee Junior Chemist – Production** in **M/s Optimus Drugs (P) Ltd.**, Survey No.: 239 & 240, Dothigudem (V), Pochampally (M), Yadadri (D), Telangana - 508 254.

The detailed appointment letter will be given to you at the time of joining. You have to Join **on or before 12<sup>st</sup> Aug, 2020** otherwise this offer will stand withdrawn automatically.

You will be paid salary as discussed with the undersigned.

You are required to carry the following documents at the time of joining.

1. Copy of Offer Letter.
2. Proof of date of birth SSC/ SSLC / HSC certificate stating date of birth.
3. All Educational Qualification Certificates (Originals & Xerox Copies).
4. Six Photographs (Passport size – Colour).
5. Copy of PAN & AADHAR (2 Copies Each Mandatory).
6. Pre-employment Medical Examination-You need to undergo medical tests and submit the form along with the reports on day of joining.

This letter of offer is being sent in duplicate. Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining with us.

We sincerely welcome you to our **OPTIMUS** family.

With best wishes,

For **OPTIMUS DRUGS (P) LTD,**



**AUTHORIZED SIGNATORY**

I accept the above terms.

Signature:

Name:

Date:



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R.R. Dist. Telangana.

Date: 15-Sep-2020  
Ref: APL/Unit/HR/Offer/2020  
Mr. Talari Yashwanth reddy

Dear Mr. Yashwanth reddy,

**Letter of Offer**

With reference to your application and subsequent interview you had with us, we are pleased to advise you that you have been selected for the position of **Trainee - Production (Injectable)\_UNIT - IV** in **Aurobindo Pharma Limited, UnitIV, Plot No.4 in Sy. No.151 and Plot Nos.34 to 48 in Sy. Nos. part of 146, 150, 151, 152, 153 and 154 situated in Phase III, APIIC, EPIP, IDA, Pashamylaram, Patancheru Revenue Mandal , Medak District 502 307, Telangana** on the terms and conditions as agreed by you at the time of interview and that are mentioned in Annexure - I.

You are advised to join on or before **18-Sep-2020**. You are advised to report at our Aurobindo Pharma Limited, UnitIV, Plot No.4 in Sy. No.151 and Plot Nos.34 to 48 in Sy. Nos. part of 146, 150, 151, 152, 153 and 154 situated in Phase III, APIIC, EPIP, IDA, Pashamylaram, Patancheru Revenue Mandal , Medak District 502 307, Telangana by 09:30 AM, to complete your joining formalities. Please note joining formalities will be taken either on **Monday, Wednesday or Friday** in any week.

While joining, you are advised to submit the following for our verification and records:

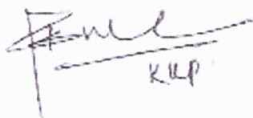
- Copies of certificates (including mark sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- Independent references with phone Nos-Other than relatives.
- Passport size photographs – 08 Nos, stamp size photograph-02 Nos.
- Blood grouping certificate and medical fitness certificate- Original
- Copy of PAN card & Aadhar Card
- Recent Post card size colour photograph with family – full scape – 02 Nos for submitting the same to ESI (Family means Employee, spouse, children and dependent parents)

The regular appointment order will be issued at the time of your joining.

In case you do not join us by the stipulated time, this offer will be withdrawn at the sole discretion of management.

Please confirm your date of joining by e-mail Id: [hr@aurobindo.com](mailto:hr@aurobindo.com)

For **AUROBINDO PHARMA LIMITED,**



**KIRAN KUMAR P**  
**DEPUTY GENERAL MANAGER-HUMAN RESOURCES**

(CIN : L24239TG1986PLC015190)

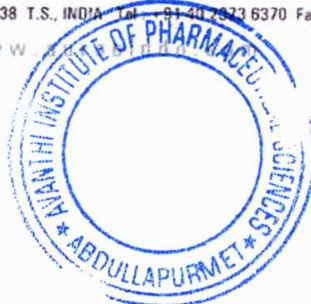
**AUROBINDO PHARMA LIMITED**

PAN No. AABCA7366H

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, Maithriviwar, Amesrpet, Hyderabad - 500 038 T.S., INDIA Tel : +91 40 2373 6370 Fax : +91 40 2374 7340, Email : info@aurobindo.com

www.

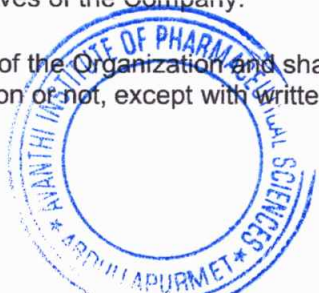


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Rangareddy District, Telangana



**Annexure – I**


1. You will be under training for a period of one year from the date of your joining. You will be paid an amount of **Rs. 16,000** /- per Month. As a Trainee, you will not be entitled to any other benefits or privileges that are applicable to the other categories of employees.
2. On successful completion of the training period, you will be on probation for a period of six months. Be it clearly understood and agreed that as a trainee or as a probationer, you will not have any lien or right on the regular employment either during the initial or the extended period of training or probation.
3. If your performance and conduct are not satisfactory, the training or probationary period will be extended or dispensed away during the initial or at the extended period of training or probation, purely at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully.
4. The training that will be imparted to you involves considerable expenditure, both direct and indirect, financial and un-liquidated. The training substantially improves your professional standing since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company. 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 and without taking up employment with any other Company.
5. It is agreed and promised by you that, you shall enter into an Employment Agreement with the Company, to serve the Company for a minimum guaranteed period of three years and six months from the date of joining, out of which you being as a trainee, as a probationer and as confirmed employee. The Employment Agreement, which you entered with the Company is accepted and agreed by you voluntarily without any duress.
6. By accepting the employment agreement with the Company, you agree and acknowledge that any breach of agreement by you would lead to irreparable productivity and financial loss to the Company, for which the Company shall recover the damages from any amounts that are payable to you by the Company and further you may tend to lose lien on certain benefits as per the applicable laws.
7. You are governed by the following clauses, in case you breach of the terms and conditions of the Employment Agreement:
  - a. If you fail to complete the first two years of employment, you shall pay a compensation of Rs. 1,00,000/- (Rupees one lakh only) towards cost of training and liquidated damages,
  - b. If you fail to serve the remaining period, you shall pay to the Company a compensation of Rs.60,000/- (Rupees sixty thousand only) towards cost of training and liquidated damages.
8. You shall produce two Sureties or Guarantors for the minimum guaranteed period of three years and six months with an absolute and unrestricted right to recover the compensation as per Clause No.7, in case you fail to compensate the said amounts towards breach of agreement.
9. 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 training / probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.
10. 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.
11. You shall discharge such duties as may be entrusted to you from time to time by the Management.
12. 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.
13. 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.
14. 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.



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- 15. 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.
- 16. 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 within the territory of India in your capacity for which you may be found fit and suitable, without reducing your existing benefits.
- 17. "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.
- 18. You shall adhere to Quality Policy and Environment, Health & Safety (EHS) Policy of the Company in true spirit without any deviations.
- 19. 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.
- 20. 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
- 21. Any unauthorized absence for more than 7 (seven) consecutive working days 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.
- 22. 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.
- 23. The Company shall reimburse Relocation Charges / Notice Pay to you, which is mutually agreed / as per Policy, during interview process, subject to production of relevant supporting documents and the same shall be claimed within 3 (three) months from the date of formal joining. In case you leave the services of the Organization within a period of two years, the Company has a right to recover the same from the amounts payable to you.
- 24. In case you take any financial loan / salary advance 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.
- 25. Notwithstanding any of the clauses mentioned herein, the Management reserves the right of terminating your appointment without assigning any reason and without notice during your training period.



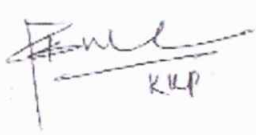
  
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P. D. Dist, Telangana.

- 26. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof.
- 27. You will be retired from the services of the Company on attainment of 58 years of age
- 28. 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.
- 29. 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](mailto:cs@aurobindo.com) or [ig@aurobindo.com](mailto:ig@aurobindo.com).
- 30. The appropriate Courts of Law situated in Hyderabad / Secunderabad shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

You are required to return the copy of this Letter of Offer along with Annexure-I 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.

**For AUROBINDO PHARMA LIMITED,**



**KIRAN KUMAR P  
DEPUTY GENERAL MANAGER-HUMAN RESOURCES**

**DECLARATION**

I have read and clearly understood all the terms and conditions mentioned in the Offer Letter along with Annexure-I. I hereby accept the offer and all the terms and conditions as stated above in toto.

Date:

Signature:




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R.R. Dist. Telangana.**

14-Jul-2023

Dear **Revathi Nagunur**,

With reference to the interview/s that you had with us, we are pleased to let you know that you have been selected at Bristol-Myers Squibb India Pvt. Ltd. ("BMS" or the "**Company**") and offered the position of **Senior Global Trial Specialist**, based in **Hyderabad**, India.

Your compensation details are enclosed in an (Annexure – I) for your reference.

We request you to join us latest by **31-Jul-2023** beyond which this offer stands cancelled unless otherwise either party agrees on<sup>1</sup> the said delay beforehand. As a token of acceptance of this offer please sign a copy of this letter and return it to us within 3 days of receipt of this offer. On **31-Jul-2023**, as a pre-condition of your employment, you will be required to sign a detailed employment agreement and a confidentiality agreement containing the terms of your employment. You will also be required to comply with the Company's Background Verification Policy and submit the required information and supporting documentation to our Background Verification Partner. Your employment with the Company will be contingent upon your successful completion of Background Verification.

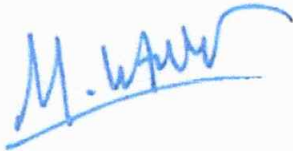
By accepting this offer of employment, you agree to devote the whole of your time and attention on performing your duties for the Company to the best of your skills and abilities and to promote the interests and welfare of the Company at all times while being employed with the Company. You also agree and acknowledge that employment with the Company is exclusive and you shall not engage in any outside commercial activity while being employed with the Company.

We congratulate and welcome you and wish you a rewarding career with us.



Yours truly,

For **Bristol-Myers Squibb India Pvt. Ltd.**,



-----  
Mine Uzun

HR Director Turkey, India & Israel

I accept the above mentioned employment offer and acknowledge receiving a copy of the same.

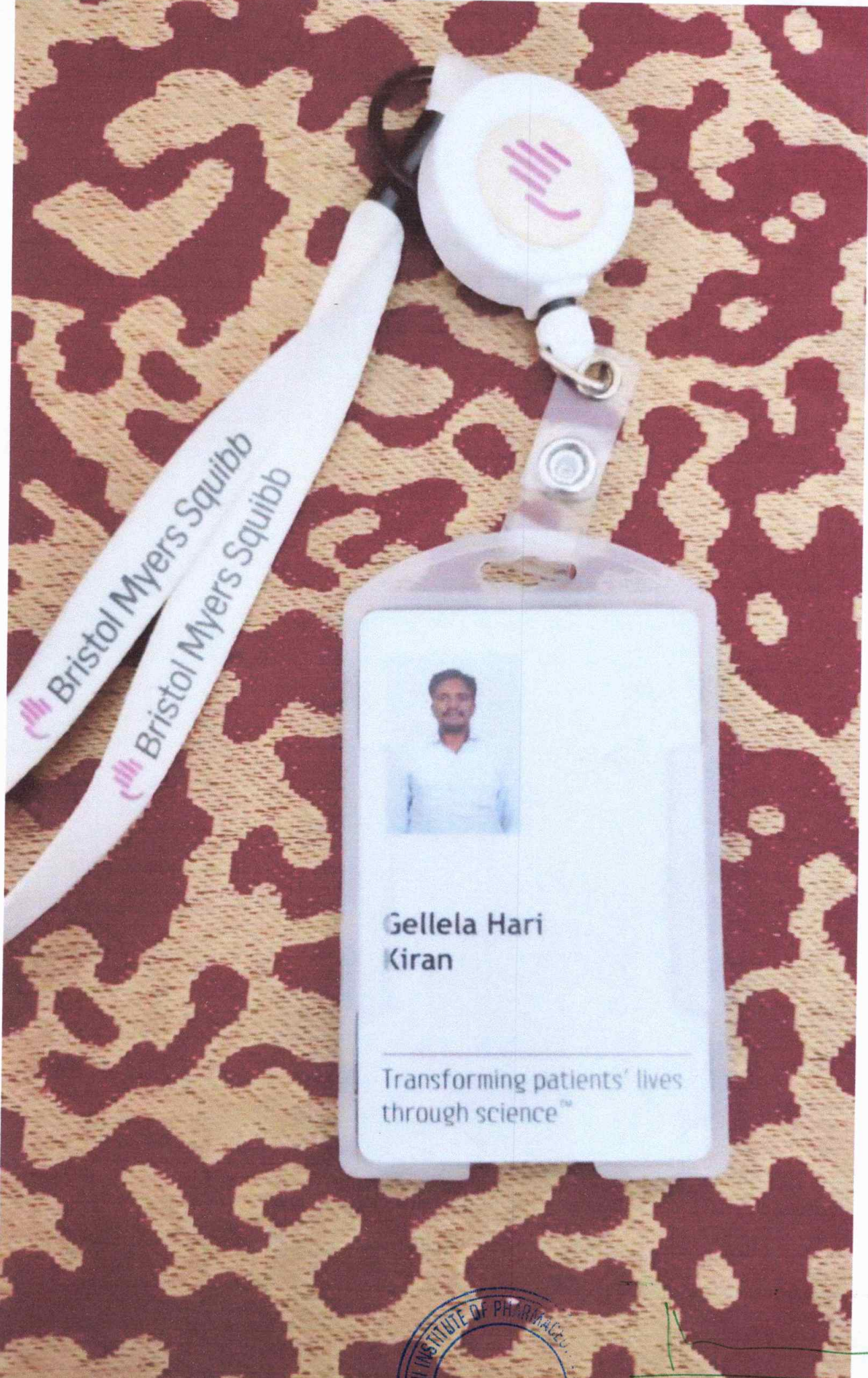
Date of Joining **31-Jul-2023**

Signature -----



Date ----- 15 Jul 2023 -----





Gellela Hari  
Kiran

Transforming patients' lives  
through science™



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Government of Telangana

**GANDHI HOSPITAL**



Musheerabad, Secunderabad, T.S.



**Dr. Sravani Geethika Kanna**

**Clinical Research Co-ordinator**

**Dept. of Endocrinology**

**Professor & HOD  
Dept of Endocrinology**

Flat No. 503 Technocrats Residency Adikmet

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STRICTLY PRIVATE AND CONFIDENTIAL

Date : 20- November-2020

To,  
Ms. Sowjanya Kandikatla  
HNO:9-213,Somagudempathabasthi  
Bellampalli, Adilabad PIN: 504001  
Mobile: 9573532966  
E-mail: [k.sowjanya121@gmail.com](mailto:k.sowjanya121@gmail.com)

Sub: Offer of Employment

Dear Ms. Sowjanya Kandikatla,

In line with our discussions and the subsequent interviews you had with us, we are pleased to offer you the position in our organization a **Medical Officer** in our **Claims Medical Management Department**, on the terms and conditions mutually discussed and agreed upon. This position will be based in **Hyderabad**.

Your remuneration will be **Rs. 382305/-** (Rupees Three Lakh Eighty Two Thousand Three Hundred and Five Only) per annum (Attached salary annexure with this letter for your reference), and you will be reporting to the **Manager**.

We look forward to your joining the FHPL TPA Ltd family on or before 22-Nov-2020

The following documents need to be submitted at the time of joining:

- Four passport size formally dressed recent photograph.
- Copy of relieving letter & experience certificate from the previous employer.
- Proof of Educational Qualification & Date of Birth (passport, PAN).
- Photocopy of PAN Card
- Photocopy of Adhar Card

The appointment letter indicating all the details will be issued subject to the completion of joining formalities.

You are required to return the duplicate copy of this letter duly signed as a token of your acceptance of the above terms.

This offer letter is valid for the period of 2 days from the date of issue, upon no revert from the candidate the offer will automatically lapse.

Yours Sincerely,

**Family Health Plan Insurance TPA Limited**



**N. Jimmy Richard**  
**GM – Human Resources**

**Family Health Plan Insurance TPA Limited**

REGISTERED OFFICE: 8-2-269/A/2-1 To 6, 2nd Floor, Srinidhya Complex, Hazratganj, Road No. 2, Banjara Hills,  
Hyderabad - 500 034, Telangana, INDIA.



**AVANTHI INSTITUTE OF  
PHARMACEUTICAL SCIENCES**  
Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.





September 09, 2020

Akkem Navya  
5-155/156A Doolapally  
Kompally Hyderabad  
Telangana-500014

Dear Akkam Navya,

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 **Customer Service Representative at salary grade 22**. Your work location shall be at Company's office located at **Building No 12B, Mindspace, 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 **September 12, 2020**. 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



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Your initial place of posting shall be at the Company's office located at **Building No 12B, Mindspace, 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 **Customer Service Representative** 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.234,000.00, (Rupees Two Lakh Thirty Four Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.297,975.00, (Rupees Two Lakh Ninety Seven Thousand Nine Hundred Seventy Five Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

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

### BONUS

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

### TERMINATION OF EMPLOYMENT

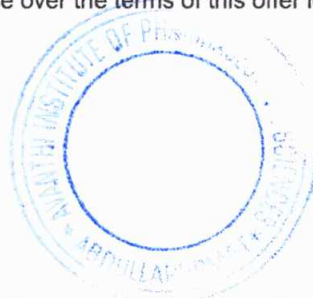
During the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, Thirty (30) days notice. Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service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

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

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

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

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



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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.



A handwritten signature in green ink, appearing to be a cursive name, written over a horizontal line.

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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.

Akkam Navya, 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**




**Ashish Garg**  
**Senior Director - Recruitment**

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

**ACKNOWLEDGEMENT:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Akkam Navya



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Please find below the salary annexure for your reference:

<b>Optum Global Solutions (India) Private Limited</b>		
<b>Akkam Navya   Customer Service Representative   Grade 22</b>		
	<b>ANNUAL</b>	<b>MONTHLY</b>
BASIC	<b>93,600</b>	<b>7,800</b>
HRA	<b>46,800</b>	<b>3,900</b>
<b>FLEXI</b>	<b>93,600</b>	<b>7,800</b>
MEAL CARD	-	-
FUEL REIMBURSEMENT	-	-
LEAVE TRAVEL ALLOWANCE	-	-
	-	-
	-	-
	-	-
SPECIAL ALLOWANCE	93,600	7,800
<b>TOTAL FIXED SALARY</b>	<b>234,000</b>	<b>19,500</b>
Target QVC (AT 100%)	33,600	2,800
PF (Employer's Contribution)	21,600	1,800
ESI (Employer's Contribution)	8,775	731
<b>CTC</b>	<b>297,975</b>	<b>24,831</b>



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SS&C

Date: September 15, 2020.

To

**CH.SUREKHA,**  
**Location: Hyderabad,**  
**India Business Title: Associate – Health Care Claims**  
**Workday Title: Health Care Claims Examiner I**  
**Grade: SI**

**Sub: Appointment Letter**

DST Worldwide Services India Private Limited is pleased to appoint you in its services with effect from September 18, 2020 subject to the terms and conditions set out in this letter.

You hereby acknowledge that the terms and conditions of employment as set out in this letter shall be governed by the policies and guidelines issued by the Company from time to time. You agree to be bound by any and all such policies and guidelines and acknowledge that such policies and guideline may be amended or modified or withdrawn from time to time at the sole discretion of the Company. Such change shall be notified by the Company to you at the earlier opportunity and shall be binding upon you.

**1. Designation:**

1] The Company agrees to employ you and you agree to act as “Associate – Health Care Claims” (India Business Title)” and serve the Company upon the terms and subject to the conditions set out in this letter. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time.

**2. Compensation:**

2] You will be entitled for an annual cost to company (CTC) of Rs. **2,31, 516.** (Rupees Two Lakh Thirty-One Thousand Five Hundred Sixteen Only) per annum. For details of your remuneration structure, please refer to the enclosed Annexure-A.

2.2 All amount payable by the Company under this letter shall be subject to such withholding tax, tax deduction at source or any other taxes as may be required under applicable laws, other statutory deductions, if any and social security contributions. However, it shall remain your responsibility to meet your tax liabilities.

**DST Worldwide Services India Private Limited** 5<sup>th</sup> Floor, Block B. Q City, Narayanaguda, Central University Campus, Gachibowli,  
Hyderabad – 500048, Telangana, India: +91 40- 66125555, +91-40 66125999  
CIN # UT2200TG20000PT7C034124

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**Date: 09-Nov-2020**

**Ms Swarnalatha Cholleti**

**12-2-822, Gudi malkapur**

**Mehdipatnam, Hyderabad,**

**Telangana-500028**

**Sub: Offer Letter**

**Dear Ms Swarnalatha Cholleti,**

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Medical Coder Trainee – Medical Coding** with effect from **12-November-2020**

in our organization based in **Hyderabad**, on the following terms and conditions:

Your Cost to Company will be **INR. 204000/- per annum (Rupees Two Lakhs and Four Thousand Only)** and a detailed salary break up is as per the Annexure – A.

Please go through the HR Policies of the Company governing your employment which shall be applicable to you from the date of joining the Company. Other terms and conditions relating to your offer are enclosed herein.

If the above terms and conditions are acceptable to you, we request you to sign and return to us the duplicate copy of this letter as a token of acceptance.

We look forward to a long and mutually beneficial relationship with you.

*for Vee Technologies Private Limited.,*

*Gokulakannan S*

**Gokulakannan S,**  
**Manager – Human Resources.**

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 6677

**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 16th Cross, 6th Main Road, RR Nagar, Bangalore – 560 098, Tel: +91 96325 78003

**Salem SEZ:** Plot No.14, IT/ITES ELCOT SEZ (Salem Allotment), Salem to Bangalore NH-7 Road, Jagir Ammapalayam Village,

Suramangalam SRO, Salem Tel: +91 427 264029.



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**Annexure - A**

Basic	6294
House Rent Allowance	3147
Conveyance Allowance	0
Medical Reimbursement	0
Piece Rate Incentives	3933
VPLI	2360
<b>Gross Salary</b>	<b>15734</b>
Professional Tax	0
ESI Employee	118
PF Employee	755
Total Employee Contribution	873
<b>Net Salary</b>	<b>14861</b>
ESI Employer	511
PF Employer	755
Total Employer Contribution	1266
<b>Monthly CTC</b>	<b>17000</b>
<b>Annual CTC</b>	<b>204000</b>

\* Professional Tax will be deducted as per the below table:

State	Amount in INR
Karnataka	200/ Month
Telangana	150/Month
Tamil Nadu	Maximum of Rs.1250/Half yearly will be deducted in the month of Mar (October-March) and September (April-September) based on 6-months gross earnings

**Note:** This Annexure is applicable from the date of successful completion of training as specified under the heading "Training" of Terms & Conditions.

**Declaration**

I have carefully read and understood the above Offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time-to-time.

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**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, RR Nagar, Bangalore - 560 098, Tel: +91 96325 78003

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**Private & Confidential**

**Date: September 20, 2020**

To,

**Mr. C.Venkatesh,  
Hyderabad - 501505.**

**Subject: Offer of employment with Altruist Technologies Private Ltd**

**Dear Mr. Venkatesh,**

This letter shall set forth our offer of employment and our understanding and agreement with respect to your employment by Altruist Technologies Private Ltd. (hereinafter the "Company"). The Company is pleased to offer you the position of **Prescription Decoder (Level 2)**.

Your date of joining will be **September 24, 2020**.

It is hereby agreed that the Company will employ you on the following terms and conditions:

### **1. Place of work**

Your normal place of work will be **Hyderabad**. You cannot leave the base location without prior approval from the Reporting Manager. The Company reserves the right to change this to any place within the Altruist Sites.

### **2. Hours of Work**

You are required to work for stipulated hours per week as per schedules allotted to you. You may be required to work such further hours as may be necessary to fulfill your duties or the needs of the business. This will be as per rules promulgated by the management from time to time in accordance with the location/requirement.

### **3. Salary / Package**

You will be paid CTC emoluments of **INR 336,000/-** per annum (See Annexure for details).

### **Deductions from Salary**

The Company reserves the right, at any time during the term of the period of employment, or in any event upon termination, to deduct from the salary and/or any other money due, an amount equivalent to any of the following:

- Any overpayment or other payment made in the course of the employment;
- The amount of any expenses claimed by the employee and paid but subsequently disallowed by the Company,
- Any cost of repairing any damage to or loss of property, any fines or charges imposed upon or any other loss sustained by the Company or any third party, caused by the employee's

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**Registered Office:** 4<sup>th</sup> Floor, Altruist Mount, Behind Hotel Firhill, Near Tunnel No-103, Shimla – 171004



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breach of contract or breach of the Company's rules or as a result of the employee's negligence or dishonesty or any integrity issue.

- Salary will be deducted on proportionate basis if he/she does not work for the specified hours or is absent from the current location on any day for any reason.
- Please note that any \*Fixed Monetary benefits to be paid yearly/half yearly/ quarterly will stand null and void in case the employee resigns before the completion of the said period.
- No amount shall be claimed by employee for the expenses incurred on behalf of the Company unless prior written approval has been obtained.

#### 4. Contract Period

The employee will be on 6 months probation period which will be evaluated on achievements of set benchmarks, failure to achieve the targets shall lead to termination under clause 5(b) based on evaluated performance for the period. The start date will be **September 24, 2020**.

#### 5. Probation

- (a) There will be six month probation period. This can be extended further at the sole discretion of the management. The probation period can also be reduced at the discretion of the management based on your performance.
- (b) The management will be within its rights to dispense with your services with or without any notice or stating any reason during such period. In the event of termination of the employment during the probation period, the employee will not be entitled to receive end of service benefits or other compensation whatsoever.
- (c) During the probation period, either party may terminate this contract by giving 15 days' notice in writing or by paying 15 days salary in lieu thereof.

#### 6. Confirmation

On successful completion of the contract and probation period you will be confirmed in regular service. The notice period for the termination of services will be of **One Month (30 Days)**). However, the management may terminate your services if in their opinion your continuation in the service is detrimental to the interest of the Company by reasons of your misconduct, negligence or unsatisfactory work, continued ill health or inability to perform duties or breach of any of the terms and conditions mentioned herein or of such rules as may be framed by the management from time to time.

In case of breach of contract during your employment with the Company or any unauthorized activities, you will be terminated from services without notice or salary in lieu thereof.

#### 7. Laws Governing

Laws of this agreement shall be governed by the laws of the India.

#### 8. Leave & Salary disbursement

You will be entitled to leave as per rules. You will not, however, actually proceed on leave without first submitting your leave application and / or receiving permission/approval thereof from the management.

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All salary protocol and process will be in accordance with policies issued by the Company from time to time.

## 9. Medical Fitness

You will take necessary care at all times to remain medically fit for your duties. Your confirmation/retention in service will be subject to your remaining medically fit for the assigned job.

## 10. Property

All files, customer records, lists, books, records, literature, software, hardware and work products developed by the employee in the course of your employment with the Company, and other materials owned by the Company or used by the Company in connection with the conduct of business by the Company shall at all times remain the sole property of the Company and that upon request and upon termination of this contract hereunder, you shall surrender to the Company all such files, customer records, lists, books, records, literature, products, software, hardware, work products, and any copies thereof and all other property belonging to the Company.

## 11. Indemnity

You will indemnify the Company in respect of any liability incurred by the Company as a direct consequence of your negligence, breach of contract, breach of duty or breach of trust in relation to the affairs of the Company. The liability of the Company for all medical related claims will be capped to the amount admissible under the mediclaim policy taken by the Company for the employee or under the employee insurance applicable for the employee.

## 12. Confidentiality

You shall not disclose to anyone other than in the proper course of your work, any information of a confidential nature relating to the Company, the Company's customers or suppliers and shall further not use any such information in a manner which may either directly or indirectly cause loss to the Company. Confidential information includes (but is not limited to) financial information, commercial information, technical information, sales and marketing information and trade secrets.

You will exclusively work for the Company and also ensure complete confidentiality of Company's information, especially from competitors and /or unauthorized persons. No information of the Company should be passed on to others without any permission or authorization by the management.

## 13. Documentary Evidence

At the time of joining service, you have to submit documentary evidence of your age, self declaration of no criminal records, academic/professional qualifications/experience, Photo identification proof, address proof, Bonafide (if applicable) which is mandatory for your confirmation in service.

## 14. Joining Date

Also please submit two copies of your recent passport size photographs for our records. On joining, kindly return the consent form enclosed, duly signed and accepted. However, you have to join service on or before

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**September 24, 2020.** If you do not join within one week of the date of appointment; this letter will automatically be treated as cancelled thereafter.

## 15. Background Checks

This offer is contingent upon successful completion of background checks acceptable to the Company. In case any material information or fact is found to have been incorrect or concealed at any time during your employment with the Company, you will be terminated from services without notice, or salary in lieu thereof. The Company reserves the right to vary the terms and conditions contained in this Agreement. The Company will notify you in writing within one month of such variation. As a further condition of employment with the Company, you and the Company will become parties to a Non-disclosure/Confidentiality Agreement.

With best wishes,

**For: Altruist Technologies Pvt. Ltd.**

**Joydeep Ray**  
Vice President

*By counter signing below or accepting it by reverting on email, you indicate your acceptance of the Company's offer contained in this letter. This letter may not be modified or amended except by a written agreement, signed by the Company and you.*

## DECLARATION

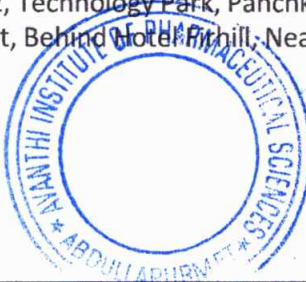
**I have read and understood the above terms and conditions of employment. I hereby accept the above mentioned terms and conditions, and undertake to abide by them while I remain in the employment of the Company.**

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Date : \_\_\_\_\_

This offer is valid subject to Reference Check

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# ALTRUIST TECHNOLOGIES PVT. LTD.

CIN: U72200HP2005PTC028970

<b>Name:</b>	<b>Mr.C.Venkatesh</b>	<b>Date of Joining : September 24, 2020</b>
<b>Department:</b>	<b>Operations</b>	<b>Level : 2</b>
<b>Designation:</b>	<b>Prescription Decoder</b>	

## Salary Annexure

	Monthly (Rs.)	Annual (Rs.)
Basic	8,400	100,800
HRA	4,200	50,400
Conveyance	1,600	19,200
Medical Reimbursement	1,250	15,000
Special Allowance	11,563	138,754
Statutory Bonus	584	7,008
<b>Gross</b>	<b>27,597</b>	<b>331,162</b>

Company's Contribution		
Gratuity	403	4,838
<b>CTC</b>	<b>28,000</b>	<b>336,000</b>

Employee's Contribution (Deductions)		
Professional Tax	200	2,400
<b>Net Take Home Salary</b>	<b>27,397</b>	<b>328,762</b>

### Other Benefits:

- Medical Insurance for Self with coverage of maximum up to INR 100,000/-
- Personal Accident Insurance for Self with coverage of maximum up to INR 200,000/-
- Gratuity is payable as per the provisions of the Payment of Gratuity Act 1972.

For: Altruist Technologies Pvt. Ltd.

Joydeep Ray  
Vice President

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**Date: 09-Nov-2020**

**Ms Mounica Gowlikar**

**30-520/1A, Vinayaknagar**

**Nareedmet, Malkajgiri,**

**Telangana-500047**

**Sub: Offer Letter**

**Dear Ms Mounica Gowlikar,**

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Medical Coder Trainee – Medical Coding** with effect from **12-November-2020**

in our organization based in **Hyderabad**, on the following terms and conditions:

Your Cost to Company will be **INR. 204000/- per annum (Rupees Two Lakhs and Four Thousand Only)** and a detailed salary break up is as per the Annexure – A.

Please go through the HR Policies of the Company governing your employment which shall be applicable to you from the date of joining the Company. Other terms and conditions relating to your offer are enclosed herein.

If the above terms and conditions are acceptable to you, we request you to sign and return to us the duplicate copy of this letter as a token of acceptance.

We look forward to a long and mutually beneficial relationship with you.

*for Vee Technologies Private Limited.,*

*Gokulakannan S*

**Gokulakannan S,**  
**Manager – Human Resources.**

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**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, R Nagar, Bangalore – 560 098, Tel: +91 96325 78003

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**Annexure - A**

Basic	6294
House Rent Allowance	3147
Conveyance Allowance	0
Medical Reimbursement	0
Piece Rate Incentives	3933
VPLI	2360
<b>Gross Salary</b>	<b>15734</b>
Professional Tax	0
ESI Employee	118
PF Employee	755
Total Employee Contribution	873
<b>Net Salary</b>	<b>14861</b>
ESI Employer	511
PF Employer	755
Total Employer Contribution	1266
<b>Monthly CTC</b>	<b>17000</b>
<b>Annual CTC</b>	<b>204000</b>

\* Professional Tax will be deducted as per the below table:

State	Amount in INR
Karnataka	200/ Month
Telangana	150/Month
Tamil Nadu	Maximum of Rs.1250/Half yearly will be deducted in the month of Mar (October-March) and September (April-September) based on 6-months gross earnings

**Note:** This Annexure is applicable from the date of successful completion of training as specified under the heading "Training" of Terms & Conditions.

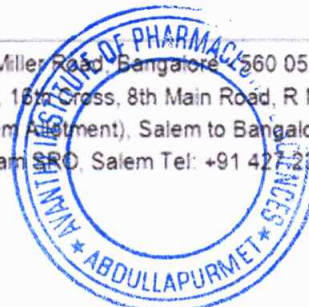
**Declaration**

I have carefully read and understood the above Offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time-to-time.

**Bangalore:** Sona Towers, 71, Miller Road, Bangalore - 560 052, Tel: +91 80 2226 6677

**Bangalore RR Nagar:** 5th Floor, No. 483, Seetha Complex, 16th Cross, 8th Main Road, R Nagar, Bangalore - 560 098, Tel: +91 96325 78003

**Salem SEZ:** Plot No.14, IT/ITES ELCOT SEZ (Salem Adgment), Salem to Bangalore NH-7 Road, Jagir Ammapalayam Village, Suramangalam SRO, Salem Tel: +91 427-284029



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# DECATHLON

## OFFER LETTER

*PRIVATE AND CONFIDENTIAL*

*Date: 09-10-2020*

Dear **JAKKULA BINDU PRIYA,**

We have the pleasure to offer you the position of **Sport Leader** on Full-Time Basis, at Decathlon Sports India Pvt. Ltd.

### 1. Terms & Conditions

1. You will report to **RAHUL SHENOY** or any officer appointed by him/her on 15-10-2020
2. Your monthly gross salary will not exceed Rs. **25000** (INR. Twenty Five Thousand ). Refer to the salary annexure mentioned below
3. You may also receive a bonus on monthly basis and which would be to a maximum of 20.0 % of your monthly gross salary. Your manager will explain to you the calculation of such bonus
4. Please note that salary and bonus payments are made based on individual merits and therefore such matters should be kept strictly confidential to yourself only
5. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria
6. You will be on probation for a period of 3 month(s) from the date of your appointment. On completion of the probation period, if the Company finds you to be suitable for the appointed post, your appointment shall be confirmed and communicated to you in writing

For Decathlon Sports India Pvt Ltd

Thanking you  
RAHUL SHENOY



A handwritten signature in green ink, appearing to be "S. Srinivas", written over a horizontal line.

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**OFFER LETTER**

Date: 12-6-2020

Fresenius Kabi India Pvt.Ltd

Dear KALAL SHASIKIRAN,

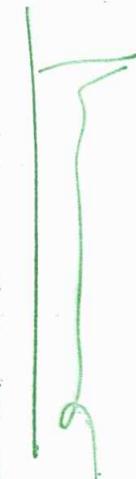
This is a reference to the interview you had with us. We are pleased to let you know that you will be a member of our team. We are happy to offer you a position of 'Reporting Analyst'.

Your gross annual salary on the basis of Cost to the organization will be Rs. 2.3 lakhs (Two lakh thirty Thousand only) per annum, all-inclusive. The details of the earnings break up will be given to you at the time of joining.

We expect you to join us on or before June 14th, 2020. Please note that this offer is applicable subject to your signing and returning the photocopy of this letter within ten working days.

We welcome you and are overjoyed that you have chosen to be part of our team. We hope your relationship with us will be mutually beneficial, pleasant and fulfilling.

Yours truly,  
HR Manager



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The Pharma Research

Date: 16/10/2020

To

Mr.KOMMU CHANDRASHEKAR

Congratulations! We are pleased to confirm that you have been selected to work for The Pharma Research. We are delighted to make you the following job offer.

The position we are offering you is that of Pharma Executive at a monthly salary of Rs.25,000/- with an annual cost to company Rs. 3,00,000/-. This position reports to HR. Manager, *Chetan Kumar*. Your working hours will be from 9AM to 6PM.

Benefits for the position include: (Use if relevant to the position)

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)

We would like you to start work on 19/10/2020 at 9am. Please report to Chetan Kumar on start date, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 19<sup>th</sup> Oct, 2020 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our The Pharma Research and look forward to working with you.

Sincerely,


*Chetan Kumar*  
Chetan Kumar



 9985548055

 [thepharmaresearch4@gmail.com](mailto:thepharmaresearch4@gmail.com)



 Telangana, Hyderabad  
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## Employment Offer Letter

**01 September 2020**

Ms.M.Umasahithi  
D/o, M. Babaiah  
2-181, Tujalpur  
Kamareddy-503125  
Phone no: 6304297100

Multiplier Solutions, a company with registered office at Hyderabad, Telangana, is pleased to offer you a job as **Digital Marketing Executive**. We trust that your hard work and our environment will help you to be among our most valuable team members.

Should you accept this job offer, per company policy you'll be eligible to receive the following beginning from your joining date


- **Nature of Work:** The Company is engaged in providing end to end marketing solutions to hospitals, doctors and healthcare companies. Your role as **Digital Marketing Executive** will include all activities that can help our customers grow; develop their brand, provide better customer service and other activities that benefit our customers.
- **Salary: Total CTC will be 3,90,000 (Three Lakh Ninety Thousand Only) effective from 01-September-2020**
  - For **internship** duration from **24-March-2020** till **31-June-2020**, stipend at rate of Rs.7,000 will be paid for availability of six days a week.
  - **Salary:** From **01-September-2020**, the associate will be paid gross starting salary of **3,90,000 (Three Lakh Ninety Thousand Only)** subject to taxes as applicable.
- **Stipend:** For First Three months from **24-March-2020** till **31-June-2020**, will be considered as internship during which a stipend of Rs. 7000 per month will be paid for six days availability in a week.

An **additional monthly incentive** of **Rs. 3000/-** per month applicable after successful completion of the first three months of training period. This additional incentive will be applicable for a period of 3 months only.

This additional performance based incentive will be released subject to the following terms and conditions:

- Employees should have completed all the modules of the training program, submitted the assignments and started working on live projects.



  
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- The bonus will not be applicable if the employee is not working for any Live project and is less than 50% billable.
- Additional incentive will be paid to the employee, provided there are no performance warnings issued by the management, HR, reporting manager or any clients in this duration which has a negative impact on the business of the company or any of the clients.
- Employees should receive Positive feedback from the leads on live projects which you are currently working on including general code of conduct including submitting the work on time and adhering to leave policy and attendance tracker.
- The bonus will be prorated as per the monthly attendance and reviewed based on client and project feedback
- Being accountable for the revenue targets expected by the clients of the digital team by the marketing spend and the business impact to the company.
- This includes keeping track of expected revenue and marketing deliverables by the team on day-to-day basis, building a good reputation before the client, achieving quality output within expected timelines and ensuring the continuity of the projects
- Client dropping out means no proportionate monthly bonus for that client for 3 months.
- If these projects are discontinued due to non-performance by the team the monthly bonus may be withheld by the company proportionately for 3 month's duration.
- The monthly bonus can also be withheld in case of any performance warning issued by the clients of these key projects or by the reporting manager in the context of the scope of projects for the clients.
- The role also requires overseeing the other projects and guiding the team members on the upgrading their skill set, conducting regular training sessions to support them in their activities etc.
- The bonus will not be applicable if the employee is under notice period (after resignation due to any reason) or is terminated by the company
- The bonus will not be applicable if any warning is issued by the management or HR on disciplinary grounds such as misrepresentation of client meetings or regular late attendance, for failure to adhere to company policies, confidentiality breach including freelancing of any kind etc
- The employee is expected to achieve revenue goals of INR 10 to 15 lacs per month for the company based on the digital marketing and E-commerce activities
- In addition, the following terms and conditions are applicable for availing all the above performance based discretionary bonuses.
- The duration of service up to payment due dates with company should not include notice period or any intimation of resignation in case the associate plans to leave the organization due to any reason, in which case any of the bonus pay-out will not be applicable.
  - i. This discretionary bonus will be paid to the employee, provided there are **no performance** warnings issued by the management, reporting manager or any clients in this duration which has a negative impact on the business of the company or any of the clients
  - ii. This bonus is not applicable if the employment is terminated by the company due to any reason as outlined in the company policies shared with the employee at the time of joining and revised periodically
  - iii. All the terms and conditions of service agreement and declaration remains the same signed on 01-April-2020.




A handwritten signature in green ink, consisting of a series of loops and a long horizontal stroke.

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- As part of this agreement the employee has agreed that in case any of the certificates (not released by the college at the time of issuance of the increment letter) or any other pending documents, the same shall be submitted by the employee before 01-April-2022, failing which any bonuses will be delayed till the submission of such certificates.
- The below mentioned salary structure will be applicable from **01-September-2020** onwards till an increment discussion and an annual appraisal has been conducted.
  - For the first month from **01-September-2020** till **31-September-2020**, monthly payments of **Rs. 15,000** which includes a monthly bonus component of **Rs.3,000** subject to taxes will be paid by the company
  - For the next three months from **01-October-2020**, monthly payments of **Rs.26,000** which includes a monthly bonus component of **Rs. 4,000** subjects to taxes will be paid by the company
  - For the next Nine months from **01-January-2021**, monthly payments of **Rs.29,111** which includes a monthly bonus component of **Rs. 5,000** subjects to taxes will be paid by the company
  - This gross amount also includes:
    - Performance based bonus of **INR 10,000** which will be paid on **15-March-2022** after completion of Eighteen months of service with the company These Eighteen months of service period does not include internship duration or notice period duration in case the associate plans to leave the organization due to any reason.
    - **Monthly Bonus Pay-out:** Please refer to the following terms and conditions for the discretionary performance based monthly bonus pay-out of INR 3,000 and INR 4,000 per month.
- The following terms and conditions are applicable for availing the above performance based discretionary bonus
  - The monthly bonus will be payable on the 15<sup>th</sup> of every month.
  - By end of the month, expected performance and client feedback (including revenue generated)
  - The duration of service up to payment due dates with company should not include notice period or any intimation of resignation in case the associate plans to leave the organization due to any reason, in which case any of the bonus pay-out will not be applicable.
  - This discretionary bonus will be paid to the employee, provided there are no performance warnings issued by the management, reporting manager or any clients in this duration which has a negative impact on the business of the company or any of the clients.
  - This bonus is not applicable if the employment is terminated by the company due to any reason as outlined in the company policies shared with the employee at the time of joining and revised periodically.
  - All the terms and conditions of service agreement and declaration remains the same signed on **02-August-2020 valid till 28th-February-2022.**




  
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- **Payment Terms:** The monthly salary payments will be made by Canara/HDFC bank on or before 15<sup>th</sup> of the subsequent month. This implies your dues for working in June will be paid on or before July 15, 2020. Your salary will be subject to tax rules of state and the country, so please do appropriate tax planning to minimize your taxes. If you join on or after 15<sup>th</sup> of the month your salary for the initial days will be clubbed with the subsequent month's salary and paid at end of the subsequent month.
- **Probation Period:** The first four months from date of joining (**01-September-2020**) will be considered as probation period. This will not affect your salary but given that this is a time when company is investing in you for learning you are expected to do the following:
  - Given that this is period of high learning; you are discouraged from taking leaves in probation period of your service for any reason. Any leave taken during this time (excluding national holidays and company holidays) will be deducted proportionately from your salary- irrespective of reason for leave.
  - Your performance will be reviewed weekly and should we find that your performance, your discipline or ability does not meet our requirements we reserve the right to discontinue your employment within one weeks' notice.
  - If an employee is terminated, the company has discretionary right to withhold minimum 2 month of salary pay out to the employee in lieu of the training and development costs incurred by the company
- **Timing:** Please plan such that you reach the office by 9:30am and be available for work till 7:30pm, six days a week. Repeated late coming will force us to take disciplinary action. All Saturdays will be working unless it is a company leave as per list of holidays published at the start of the year.
- **Other benefits:** In addition to your salary, you will have the following benefits:  
Twenty days of leaves per year (including sick leave, national holidays, vacation leave and all other types of leave). Out of 20 holidays, 10 will be common company holidays for all associates. Remaining 10 can be taken on individual basis after prior notification and approval from management in accordance with leave policy. If an associate has not availed the 10 leaves, he/she is entitled to through the year, the leaves are eligible for encashment at the completion of one year of his services with the company as shared in the leave policy.
- **Confidentiality Agreement:** Given the confidential nature of work, by accepting this offer you agree to keep all data and information confidential throughout your career.
  - This includes keeping confidential throughout your career all data or information that you are exposed to, learn or by any means acquire during your tenure with our company.
  - You also agree not to apply for or take up an employment offer (part time, consulting or full time) with any potential competitor or client of Multiplier Solutions or with any other employer working in healthcare sector for a period of two years from your date of departure from the company. For example: This means that you cannot work with any hospital in Hyderabad or any company that has a product that services doctors or hospitals in any manner.
  - You also agree to not take up an employment offer (part time, consulting or full time) with any competitor of a client as well as to not apply to any competitor of a client of Multiplier Solutions for a period of two years from your last working date with the company.
  - Since this is a contract-based position, you agree to not take up any free lancing projects, part-time engagements, short duration projects or consulting work with any other business entity irrespective of any reason without prior approval by Multiplier Solutions management team. The associate will be expected to bear the due financial penalty for the service in such a case and will be duly terminated under the termination clause of this offer letter.




  
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- Any breach of any of the above confidentiality terms is a criminal offence and entitles the company to pursue legal and criminal action for damages and recovery of INR five lacs or higher given that Customers rely on us for confidentiality.
- **Intellectual Property:** Any and all work done by you during the duration of your employment will be completely the intellectual property of Multiplier Solutions. This includes all ideas, concepts and work of all forms.
- **Service Agreement:** In addition to the terms mentioned above, you agree to comply with terms of the service agreement with Multiplier Solutions and commit to continuing your service till **28- Feb-2024** which includes the notice period.
- **Notice Period in case of Resignation:**
  - Since the company will invest in your training as well as commit to customers based on your stated availability, you agree to working with the company for a minimum duration which is till 28- Feb-2024 **which includes the notice period duration.**
  - The associate can leave the company after 28-Feb-2024 (for any reason or no reason) by first providing a notice period of not less than twelve weeks so as to allow the company to make alternative arrangements to serve the customer. This is applicable irrespective of whether the resignation is submitted within the service duration period or after the bond duration period is over.
  - It is entirely the discretion of company management to allow partial buyout of the notice period of the associate based on committed projects and deliverables.
  - In all such cases the buyout due amount will be at minimum of 3 months' gross salary paid to associate and maximum of extent of damage to existing projects and financial loss to company in lieu of employee exit without serving the notice period.
  - No work experience letter will be issued in case employee leaves the organization before completion of 6 months of service
  - If any delay in notice period or extension of services of the employee voluntarily with the company the bank guarantee will also be extended accordingly.
- **Termination of Service:**
  - Company reserves the right to discontinue your employment within 1 weeks' notice at any time due to any or no reason whatsoever.
  - As an employee you are expected to ensure you maintain proper corporate conduct and discipline. The company can discontinue your employment without notice in case of inappropriate conduct, poor performance or indiscipline and any action that brings financial or social image loss to the company.
  - The company can discontinue your employment without notice in case of:
    - Inappropriate professional conduct in office with associates or management or
    - Negative feedback from customers on work and performance (including not being responsive to customer requests, consistent poor feedback from customer on deadlines, quality of work etc.) or
    - Indiscipline including insubordination (wilfully disobeying the management) or



  
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- Any action that brings financial or social image loss to the company including actions that result in loss of client by Multiplier
- In all above cases where the associate is terminated due to inappropriate professional conduct, insubordination or on any action that brings financial or social image loss to the company (pts a, c or d) the associate would be held liable for wilful breach of service with Multiplier Solutions and will have to pay the due penalty as per the service terms.
- Work experience letter issuance in case employee is terminated by the organization before completion of 6 months of service will be at discretion of the senior management
- In case of termination on performance grounds (pt b) the company has the right to withhold minimum one month salary and any incentive payouts to the associate, in addition to taking legal or other action against the associate wherever required. The decision of the management in such cases will be final and will be taken taking all factors into consideration.

We at Multiplier Solutions look forward to welcoming you aboard.

SaumyaPrakash,  
MBA (SP Jain, Mumbai), B. Tech (BITS Pilani)  
Director, Multiplier Solutions



  
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## OFFER LETTER

**PRIVATE AND CONFIDENTIAL**  
**Dear POSANI BHAVANI,**

**Date: 09-10-2020**

We have the pleasure to offer you the position of **Sport Leader** on Full-Time Basis, at Decathlon Sports India Pvt. Ltd.


### 1. Terms & Conditions

1. You will report to **RAHUL SHENOY** or any officer appointed by him/her on 15-10-2020
2. Your monthly gross salary will not exceed Rs. **25000** (INR. Twenty Five Thousand ). Refer to the salary annexure mentioned below
3. You may also receive a bonus on monthly basis and which would be to a maximum of 20.0 % of your monthly gross salary. Your manager will explain to you the calculation of such bonus
4. Please note that salary and bonus payments are made based on individual merits and therefore such matters should be kept strictly confidential to yourself only
5. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria
6. You will be on probation for a period of 3 month(s) from the date of your appointment. On completion of the probation period, if the Company finds you to be suitable for the appointed post, your appointment shall be confirmed and communicated to you in writing

For Decathlon Sports India Pvt Ltd

Thanking you  
RAHUL SHENOY



  
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## OFFER LETTER

*PRIVATE AND CONFIDENTIAL*

*Date: 09-10-2020*

**Dear S.RAVI TEJA,**

We have the pleasure to offer you the position of **Sport Leader** on Full-Time Basis, at Decathlon Sports India Pvt. Ltd.


### 1. Terms & Conditions

1. You will report to **RAHUL SHENOY** or any officer appointed by him/her on 15-10-2020
2. Your monthly gross salary will not exceed Rs. **25000** (INR. Twenty Five Thousand ). Refer to the salary annexure mentioned below
3. You may also receive a bonus on monthly basis and which would be to a maximum of 20.0 % of your monthly gross salary. Your manager will explain to you the calculation of such bonus
4. Please note that salary and bonus payments are made based on individual merits and therefore such matters should be kept strictly confidential to yourself only
5. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria
6. You will be on probation for a period of 3 month(s) from the date of your appointment. On completion of the probation period, if the Company finds you to be suitable for the appointed post, your appointment shall be confirmed and communicated to you in writing

For Decathlon Sports India Pvt Ltd

Thanking you  
RAHUL SHENOY



  
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## OFFER LETTER

**PRIVATE AND CONFIDENTIAL**

**Date: 09-10-2020**

**Dear VADLA VASANTH KUMAR,**

We have the pleasure to offer you the position of **Sport Leader** on Full-Time Basis, at Decathlon Sports India Pvt. Ltd.


### 1. Terms & Conditions

1. You will report to **RAHUL SHENOY** or any officer appointed by him/her on 15-10-2020
2. Your monthly gross salary will not exceed Rs. **25000** (INR. Twenty Five Thousand ). Refer to the salary annexure mentioned below
3. You may also receive a bonus on monthly basis and which would be to a maximum of 20.0 % of your monthly gross salary. Your manager will explain to you the calculation of such bonus
4. Please note that salary and bonus payments are made based on individual merits and therefore such matters should be kept strictly confidential to yourself only
5. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria
6. You will be on probation for a period of 3 month(s) from the date of your appointment. On completion of the probation period, if the Company finds you to be suitable for the appointed post, your appointment shall be confirmed and communicated to you in writing

For Decathlon Sports India Pvt Ltd

Thanking you  
RAHUL SHENOY



  
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R.R. Dist. Telangana

Ms Y.Swathi,  
Hyderabad  
Mob No :9855213698  
Mail :swathipharma256@gmail.com

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Dear Swathi,

**EMPLOYMENT OFFER LETTER**

Further to the interview you had with our client (Dr. Reddy's Laboratories Ltd.) we are pleased to offer you a job in our company as "Medical Affairs Support, Medical Affairs " with a monthly CTC salary of Rs. 23,000/- ( Rupees: Twenty Three Thousand Only ). All statutory benefits are applicable as explained during the interview. You will be on our rolls and your services are deputed to our client M/s Dr. Reddy's Laboratories Ltd, 7-1-27, Ameerpet, Hyderabad – 500 016.

We will issue a detailed Appointment Letter with all terms and conditions including salary break up, after receiving your joining report.

You are advised to report to duty at M/s Dr. Reddy's Laboratories Ltd, 7-1-27, Ameerpet, Hyderabad – 500 016, Telangana. INDIA on or before **15<sup>th</sup> November 2020** and if you don't report to duty on or before the said date this offer letter stands cancelled.

Please sign on the duplicate copy of this offer letter as a token of your acceptance of the above mentioned terms and conditions and return the same to us.

Yours truly,

for Sneha Synergy Solutions Pvt. Ltd.



**Authorized Signatory**

**Acceptance:**

I accept the above offer with all relevant terms and conditions.

Place:

Date:

**Signature**


**Sneha Synergy Solutions Private Limited**

RegdOff : #6-3-663E, 403, Diamond House, Behind Topaz Building, Panjagutta, Hyderabad – 500 082

Tel No : +91 40 66415757, 66415777, Email: [suribabu@snehasynergy.com](mailto:suribabu@snehasynergy.com), [www.snehasynergy.com](http://www.snehasynergy.com)

CIN : U525250TG2005PTC047043



  
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R.R. Dist. Telangana.



## OFFER LETTER

**PRIVATE AND CONFIDENTIAL**

**Date: 09-10-2020**

**Dear M.ABHILASH,**

We have the pleasure to offer you the position of **Sport Leader** on Full-Time Basis, at Decathlon Sports India Pvt. Ltd.

### 1. Terms & Conditions

1. You will report to **RAHUL SHENOY** or any officer appointed by him/her on 15-10-2020
2. Your monthly gross salary will not exceed Rs. **25000** (INR. Twenty Five Thousand ). Refer to the salary annexure mentioned below
3. You may also receive a bonus on monthly basis and which would be to a maximum of 20.0 % of your monthly gross salary. Your manager will explain to you the calculation of such bonus
4. Please note that salary and bonus payments are made based on individual merits and therefore such matters should be kept strictly confidential to yourself only
5. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria
6. You will be on probation for a period of 3 month(s) from the date of your appointment. On completion of the probation period, if the Company finds you to be suitable for the appointed post, your appointment shall be confirmed and communicated to you in writing

For Decathlon Sports India Pvt Ltd

Thanking you  
RAHUL SHENOY



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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.

**OFFER LETTER**

Date: 12-6-2020

Fresenius Kabi India Pvt.Ltd

Dear CHIRANJEEVI,

This is a reference to the interview you had with us. We are pleased to let you know that you will be a member of our team. We are happy to offer you a position of 'Reporting Analyst'.

Your gross annual salary on the basis of Cost to the organization will be Rs. 2.3 lakhs (Two lakh thirty Thousand only) per annum, all-inclusive. The details of the earnings break up will be given to you at the time of joining.

We expect you to join us on or before June 14th, 2020. Please note that this offer is applicable subject to your signing and returning the photocopy of this letter within ten working days.

We welcome you and are overjoyed that you have chosen to be part of our team. We hope your relationship with us will be mutually beneficial, pleasant and fulfilling.

Yours truly,  
HR Manager



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R.R. Dist. Telangana.



The Pharma Research

Date: 16/10/2020

To

Mr.SAI SRIRAM

Congratulations! We are pleased to confirm that you have been selected to work for The Pharma Research. We are delighted to make you the following job offer.

The position we are offering you is that of Pharma Executive at a monthly salary of Rs.25,000/- with an annual cost to company Rs. 3,00,000/-. This position reports to HR. Manager, *Chetan Kumar*. Your working hours will be from 9AM to 6PM.

Benefits for the position include: (Use if relevant to the position)

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)

We would like you to start work on 19/10/2020 at 9am. Please report to Chetan Kumar on start date, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 19<sup>th</sup> Oct, 2020 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our The Pharma Research and look forward to working with you.

Sincerely,  
  
Chetan Kumar



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PHARMACEUTICAL SCIENCES  
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R.R. Dist. Telangana.  
Telangana, Hyderabad



9985548055



thepharamaresearch@gmail.com



Telangana, Hyderabad

# DECATHLON

## OFFER LETTER

*PRIVATE AND CONFIDENTIAL*

*Date: 09-10-2020*

Dear C.BHARGAVI,

We have the pleasure to offer you the position of **Sport Leader** on Full-Time Basis, at Decathlon Sports India Pvt. Ltd.

### 1. Terms & Conditions

1. You will report to **RAHUL SHENOY** or any officer appointed by him/her on 15-10-2020
2. Your monthly gross salary will not exceed Rs. **25000** (INR. Twenty Five Thousand ). Refer to the salary annexure mentioned below
3. You may also receive a bonus on monthly basis and which would be to a maximum of 20.0 % of your monthly gross salary. Your manager will explain to you the calculation of such bonus
4. Please note that salary and bonus payments are made based on individual merits and therefore such matters should be kept strictly confidential to yourself only
5. Changes in your compensation are subject to the discretion of the Company and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria
6. You will be on probation for a period of 3 month(s) from the date of your appointment. On completion of the probation period, if the Company finds you to be suitable for the appointed post, your appointment shall be confirmed and communicated to you in writing

For Decathlon Sports India Pvt Ltd

Thanking you  
RAHUL SHENOY



*[Handwritten signature]*  
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PHARMACEUTICAL SCIENCES  
Gunthapally (V), Abdullapurmet (R.R. Dist. Telangana.



Ms A.Anusha,  
Hyderabad  
Mob No :9011745863  
Mail :annemanusha@gmail.com

113

Dear Anusha,

**EMPLOYMENT OFFER LETTER**

Further to the interview you had with our client (Dr. Reddy's Laboratories Ltd.) we are pleased to offer you a job in our company as "**Medical Affairs Support, Medical Affairs**" with a monthly **CTC salary of Rs. 23,000/-** ( Rupees: Twenty Three Thousand Only ). All statutory benefits are applicable as explained during the interview. You will be on our rolls and your services are deputed to our client M/s Dr. Reddy's Laboratories Ltd, 7-1-27, Ameerpet, Hyderabad – 500 016.

We will issue a detailed Appointment Letter with all terms and conditions including salary break up, after receiving your joining report.

You are advised to report to duty at M/s Dr. Reddy's Laboratories Ltd, 7-1-27, Ameerpet, Hyderabad – 500 016, Telangana. INDIA on or before **15<sup>th</sup> November 2022** and if you don't report to duty on or before the said date this offer letter stands cancelled.

Please sign on the duplicate copy of this offer letter as a token of your acceptance of the above mentioned terms and conditions and return the same to us.

Yours truly,

for Sneha Synergy Solutions Pvt. Ltd.



**Authorized Signatory**

**Acceptance:**

I accept the above offer with all relevant terms and conditions.

Place:

Date:

**Signature**


**Sneha Synergy Solutions Private Limited**

RegdOff : #6-3-663E, 403, Diamond House, Behind Topaz Building, Panjagutta, Hyderabad – 500 082

Tel No : +91 40 66415757, 66415777, Email: [suribabu@snehasynergy.com](mailto:suribabu@snehasynergy.com), [www.snehasynergy.com](http://www.snehasynergy.com)

CIN : U525250TG2005PTC047043



  
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R.R. Dist. Telangana.

**Ms.B.Ashwini**

**Address:**5-8-  
505 chirag Ali  
lane Abids  
Hyderabad  
500457

**Subject: Offer Letter**

Dear Ashwini,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Hyderabad - Secunderabad** in the state of Telangana.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420012/- only (Rupees Four Lakh Twenty Thousand Twelve only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **20-September-2020** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,

For **Aquity Solutions India Private Limited**

  
**Authorized Signatory**

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_

**Accepted:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SYS/HR/F/1.3a Rev08/Date of issue-18-Sep-2020

**Aquity Solutions India Private Limited** (CIN U72900MH1999PTC120346)

(Formerly Known as MModal Global Services Private Limited)

Registered Office: 1st Floor, Unit No. 103, Reliable Plaza, Plot No. K 10, Kalwa Industrial Area, Village- Elthen,

Taluka & Dist. Thane, Airoli, Navi Mumbai, Maharashtra - 400 708. India. Tel: +91-22-3307 7000 Fax: +91-22-3307 7076

[www.aquitysolutions.com](http://www.aquitysolutions.com)



An ISO 9001:2015 Certified Company

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R.R. Dist. Telangana.

Date: 10<sup>th</sup> November 2020

Ms K.Pravalika,  
Hyderabad  
Mob No :9899632587  
Mail :pravalikakorantikanti@gmail.com

Dear Pravalika,

**EMPLOYMENT OFFER LETTER**

Further to the interview you had with our client (Dr. Reddy's Laboratories Ltd.) we are pleased to offer you a job in our company as "**Medical Affairs Support, Medical Affairs**" with a monthly **CTC salary of Rs. 23,000/-** ( Rupees: Twenty Three Thousand Only ). All statutory benefits are applicable as explained during the interview. You will be on our rolls and your services are deputed to our client M/s Dr. Reddy's Laboratories Ltd, 7-1-27, Ameerpet, Hyderabad – 500 016.

We will issue a detailed Appointment Letter with all terms and conditions including salary break up, after receiving your joining report.

You are advised to report to duty at M/s Dr. Reddy's Laboratories Ltd, 7-1-27, Ameerpet, Hyderabad – 500 016, Telangana. INDIA on or before **15<sup>th</sup> November 2020** and if you don't report to duty on or before the said date this offer letter stands cancelled.

Please sign on the duplicate copy of this offer letter as a token of your acceptance of the above mentioned terms and conditions and return the same to us.

Yours truly,

for Sneha Synergy Solutions Pvt. Ltd.



**Authorized Signatory**

**Acceptance:**

I accept the above offer with all relevant terms and conditions.

Place:

Date:

**Signature**

**Sneha Synergy Solutions Private Limited**

RegdOff : #6-3-663E, 403, Diamond House, Behind Topaz Building, Panjagutta, Hyderabad – 500 082

Tel No : +91 40 66415757, 66415777, Email: [suribabu@snehasynergy.com](mailto:suribabu@snehasynergy.com), [www.snehasynergy.com](http://www.snehasynergy.com)

CIN : U525250TG2005PTC047043



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**Private & Confidential**

**Date: September 20, 2020**

To,

**Mr. K.Sathish,  
Hyderabad - 500004.**

**Subject: Offer of employment with Altruist Technologies Private Ltd**

**Dear Mr. Sathish,**

This letter shall set forth our offer of employment and our understanding and agreement with respect to your employment by Altruist Technologies Private Ltd. (hereinafter the "Company"). The Company is pleased to offer you the position of **Prescription Decoder (Level 2)**.

Your date of joining will be **September 24, 2020**.

It is hereby agreed that the Company will employ you on the following terms and conditions:

### **1. Place of work**

Your normal place of work will be **Hyderabad**. You cannot leave the base location without prior approval from the Reporting Manager. The Company reserves the right to change this to any place within the Altruist Sites.

### **2. Hours of Work**

You are required to work for stipulated hours per week as per schedules allotted to you. You may be required to work such further hours as may be necessary to fulfill your duties or the needs of the business. This will be as per rules promulgated by the management from time to time in accordance with the location/requirement.

### **3. Salary / Package**

You will be paid CTC emoluments of **INR 336,000/-** per annum (See Annexure for details).

### **Deductions from Salary**

The Company reserves the right, at any time during the term of the period of employment, or in any event upon termination, to deduct from the salary and/or any other money due, an amount equivalent to any of the following:

- Any overpayment or other payment made in the course of the employment;
- The amount of any expenses claimed by the employee and paid but subsequently disallowed by the Company,
- Any cost of repairing any damage to or loss of property, any fines or charges imposed upon or any other loss sustained by the Company or any third party, caused by the employee's

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**Registered Office:** 4<sup>th</sup> Floor, Altruist Mount, Behind Hotel Firdul, Near Tunnel No-103, Shimla - 171004



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breach of contract or breach of the Company's rules or as a result of the employee's negligence or dishonesty or any integrity issue.

- Salary will be deducted on proportionate basis if he/she does not work for the specified hours or is absent from the current location on any day for any reason.
- Please note that any \*Fixed Monetary benefits to be paid yearly/half yearly/ quarterly will stand null and void in case the employee resigns before the completion of the said period.
- No amount shall be claimed by employee for the expenses incurred on behalf of the Company unless prior written approval has been obtained.

#### 4. Contract Period

The employee will be on 6 months probation period which will be evaluated on achievements of set benchmarks, failure to achieve the targets shall lead to termination under clause 5(b) based on evaluated performance for the period. The start date will be **September 24, 2020**.

#### 5. Probation

- (a) There will be six month probation period. This can be extended further at the sole discretion of the management. The probation period can also be reduced at the discretion of the management based on your performance.
- (b) The management will be within its rights to dispense with your services with or without any notice or stating any reason during such period. In the event of termination of the employment during the probation period, the employee will not be entitled to receive end of service benefits or other compensation whatsoever.
- (c) During the probation period, either party may terminate this contract by giving 15 days' notice in writing or by paying 15 days salary in lieu thereof.

#### 6. Confirmation

On successful completion of the contract and probation period you will be confirmed in regular service. The notice period for the termination of services will be of **One Month (30 Days)**. However, the management may terminate your services if in their opinion your continuation in the service is detrimental to the interest of the Company by reasons of your misconduct, negligence or unsatisfactory work, continued ill health or inability to perform duties or breach of any of the terms and conditions mentioned herein or of such rules as may be framed by the management from time to time.

In case of breach of contract during your employment with the Company or any unauthorized activities, you will be terminated from services without notice or salary in lieu thereof.

#### 7. Laws Governing

Laws of this agreement shall be governed by the laws of the India.

#### 8. Leave & Salary disbursement

You will be entitled to leave as per rules. You will not, however, actually proceed on leave without first submitting your leave application and / or receiving permission/approval thereof from the management.

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All salary protocol and process will be in accordance with policies issued by the Company from time to time.

## 9. Medical Fitness

You will take necessary care at all times to remain medically fit for your duties. Your confirmation/retention in service will be subject to your remaining medically fit for the assigned job.

## 10. Property

All files, customer records, lists, books, records, literature, software, hardware and work products developed by the employee in the course of your employment with the Company, and other materials owned by the Company or used by the Company in connection with the conduct of business by the Company shall at all times remain the sole property of the Company and that upon request and upon termination of this contract hereunder, you shall surrender to the Company all such files, customer records, lists, books, records, literature, products, software, hardware, work products, and any copies thereof and all other property belonging to the Company.

## 11. Indemnity

You will indemnify the Company in respect of any liability incurred by the Company as a direct consequence of your negligence, breach of contract, breach of duty or breach of trust in relation to the affairs of the Company. The liability of the Company for all medical related claims will be capped to the amount admissible under the mediclaim policy taken by the Company for the employee or under the employee insurance applicable for the employee.

## 12. Confidentiality

You shall not disclose to anyone other than in the proper course of your work, any information of a confidential nature relating to the Company, the Company's customers or suppliers and shall further not use any such information in a manner which may either directly or indirectly cause loss to the Company. Confidential information includes (but is not limited to) financial information, commercial information, technical information, sales and marketing information and trade secrets.

You will exclusively work for the Company and also ensure complete confidentiality of Company's information, especially from competitors and /or unauthorized persons. No information of the Company should be passed on to others without any permission or authorization by the management.

## 13. Documentary Evidence

At the time of joining service, you have to submit documentary evidence of your age, self declaration of no criminal records, academic/professional qualifications/experience, Photo identification proof, address proof, Bonafide (if applicable) which is mandatory for your confirmation in service.

## 14. Joining Date

Also please submit two copies of your recent passport size photographs for our records. On joining, kindly return the consent form enclosed, duly signed and accepted. However, you have to join service on or before

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**September 24, 2020.** If you do not join within one week of the date of appointment; this letter will automatically be treated as cancelled thereafter.

## 15. Background Checks

This offer is contingent upon successful completion of background checks acceptable to the Company. In case any material information or fact is found to have been incorrect or concealed at any time during your employment with the Company, you will be terminated from services without notice, or salary in lieu thereof. The Company reserves the right to vary the terms and conditions contained in this Agreement. The Company will notify you in writing within one month of such variation. As a further condition of employment with the Company, you and the Company will become parties to a Non-disclosure/Confidentiality Agreement.

With best wishes,

**For: Altruist Technologies Pvt. Ltd.**

**Joydeep Ray**  
Vice President

*By counter signing below or accepting it by reverting on email, you indicate your acceptance of the Company's offer contained in this letter. This letter may not be modified or amended except by a written agreement, signed by the Company and you.*

## DECLARATION

**I have read and understood the above terms and conditions of employment. I hereby accept the above mentioned terms and conditions, and undertake to abide by them while I remain in the employment of the Company.**

**Name :** \_\_\_\_\_ **Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_

This offer is valid subject to Reference Check

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R.R. Dist. Telangana.



<b>Name:</b>	<b>Mr.K.Sathish</b>	<b>Date of Joining : September 24, 2020</b>
<b>Department:</b>	<b>Operations</b>	<b>Level : 2</b>
<b>Designation:</b>	<b>Prescription Decoder</b>	

### Salary Annexure

	Monthly (Rs.)	Annual (Rs.)
Basic	8,400	100,800
HRA	4,200	50,400
Conveyance	1,600	19,200
Medical Reimbursement	1,250	15,000
Special Allowance	11,563	138,754
Statutory Bonus	584	7,008
<b>Gross</b>	<b>27,597</b>	<b>331,162</b>

Company's Contribution		
Gratuity	403	4,838
<b>CTC</b>	<b>28,000</b>	<b>336,000</b>

Employee's Contribution (Deductions)		
Professional Tax	200	2,400
<b>Net Take Home Salary</b>	<b>27,397</b>	<b>328,762</b>

#### Other Benefits:

- Medical Insurance for Self with coverage of maximum up to INR 100,000/-
- Personal Accident Insurance for Self with coverage of maximum up to INR 200,000/-
- Gratuity is payable as per the provisions of the Payment of Gratuity Act 1972.

For: Altruist Technologies Pvt. Ltd.

Joydeep Ray  
Vice President

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**Ms.M.Mamatha**

**Address:**5-5-  
285 Prashanth  
Nagar RKpuram  
Hyderabad  
500070

**Subject: Offer Letter**

Dear Mamatha,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Hyderabad - Secunderabad** in the state of Telangana.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420012/- only (Rupees Four Lakh Twenty Thousand Twelve only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **20-September-2020** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,

For **Aquity Solutions India Private Limited**

  
**Authorized Signatory**

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_

**Accepted:**

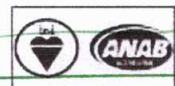
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
SYS/HR/F/1.3a Rev08/Date of issue-18-Sep-2020

**Aquity Solutions India Private Limited** (CIN U72900MH1999PTC120346)

(Formerly Known as MModal Global Services Private Limited)

Registered Office: 1st Floor, Unit No. 103, Reliable Plaza, Plot No. K 10, Kalwa Industrial Area, Village - Elthen,  
Taluka & Dist. Thane, Airoli, Navi Mumbai, Maharashtra - 400 708. India. Tel: +91-22-3307 7000 Fax: +91-22-3307 7076

[www.aquitysolutions.com](http://www.aquitysolutions.com)



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R.R. Dist. Telangana.



**Private & Confidential**

**Date: September 20, 2020**

To,

**Ms. M.Jyosthna,  
Hyderabad - 500056.**

**Subject: Offer of employment with Altruist Technologies Private Ltd**

**Dear Ms. Jyosthna,**

This letter shall set forth our offer of employment and our understanding and agreement with respect to your employment by Altruist Technologies Private Ltd. (hereinafter the "Company"). The Company is pleased to offer you the position of **Prescription Decoder (Level 2)**.

Your date of joining will be **September 24, 2020**.

It is hereby agreed that the Company will employ you on the following terms and conditions:

### **1. Place of work**

Your normal place of work will be **Hyderabad**. You cannot leave the base location without prior approval from the Reporting Manager. The Company reserves the right to change this to any place within the Altruist Sites.

### **2. Hours of Work**

You are required to work for stipulated hours per week as per schedules allotted to you. You may be required to work such further hours as may be necessary to fulfill your duties or the needs of the business. This will be as per rules promulgated by the management from time to time in accordance with the location/requirement.

### **3. Salary / Package**

You will be paid CTC emoluments of **INR 336,000/-** per annum (See Annexure for details).

### **Deductions from Salary**

The Company reserves the right, at any time during the term of the period of employment, or in any event upon termination, to deduct from the salary and/or any other money due, an amount equivalent to any of the following:

- Any overpayment or other payment made in the course of the employment;
- The amount of any expenses claimed by the employee and paid but subsequently disallowed by the Company,
- Any cost of repairing any damage to or loss of property, any fines or charges imposed upon or any other loss sustained by the Company or any third party, caused by the employee's

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breach of contract or breach of the Company's rules or as a result of the employee's negligence or dishonesty or any integrity issue.

- Salary will be deducted on proportionate basis if he/she does not work for the specified hours or is absent from the current location on any day for any reason.
- Please note that any \*Fixed Monetary benefits to be paid yearly/half yearly/ quarterly will stand null and void in case the employee resigns before the completion of the said period.
- No amount shall be claimed by employee for the expenses incurred on behalf of the Company unless prior written approval has been obtained.

#### 4. Contract Period

The employee will be on 6 months probation period which will be evaluated on achievements of set benchmarks, failure to achieve the targets shall lead to termination under clause 5(b) based on evaluated performance for the period. The start date will be **September 24, 2020**.

#### 5. Probation

- (a) There will be six month probation period. This can be extended further at the sole discretion of the management. The probation period can also be reduced at the discretion of the management based on your performance.
- (b) The management will be within its rights to dispense with your services with or without any notice or stating any reason during such period. In the event of termination of the employment during the probation period, the employee will not be entitled to receive end of service benefits or other compensation whatsoever.
- (c) During the probation period, either party may terminate this contract by giving 15 days' notice in writing or by paying 15 days salary in lieu thereof.

#### 6. Confirmation

On successful completion of the contract and probation period you will be confirmed in regular service. The notice period for the termination of services will be of **One Month (30 Days)**. However, the management may terminate your services if in their opinion your continuation in the service is detrimental to the interest of the Company by reasons of your misconduct, negligence or unsatisfactory work, continued ill health or inability to perform duties or breach of any of the terms and conditions mentioned herein or of such rules as may be framed by the management from time to time.

In case of breach of contract during your employment with the Company or any unauthorized activities, you will be terminated from services without notice or salary in lieu thereof.

#### 7. Laws Governing

Laws of this agreement shall be governed by the laws of the India.

#### 8. Leave & Salary disbursement

You will be entitled to leave as per rules. You will not, however, actually proceed on leave without first submitting your leave application and / or receiving permission/approval thereof from the management.

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All salary protocol and process will be in accordance with policies issued by the Company from time to time.

## 9. Medical Fitness

You will take necessary care at all times to remain medically fit for your duties. Your confirmation/retention in service will be subject to your remaining medically fit for the assigned job.

## 10. Property

All files, customer records, lists, books, records, literature, software, hardware and work products developed by the employee in the course of your employment with the Company, and other materials owned by the Company or used by the Company in connection with the conduct of business by the Company shall at all times remain the sole property of the Company and that upon request and upon termination of this contract hereunder, you shall surrender to the Company all such files, customer records, lists, books, records, literature, products, software, hardware, work products, and any copies thereof and all other property belonging to the Company.

## 11. Indemnity

You will indemnify the Company in respect of any liability incurred by the Company as a direct consequence of your negligence, breach of contract, breach of duty or breach of trust in relation to the affairs of the Company. The liability of the Company for all medical related claims will be capped to the amount admissible under the mediclaim policy taken by the Company for the employee or under the employee insurance applicable for the employee.

## 12. Confidentiality

You shall not disclose to anyone other than in the proper course of your work, any information of a confidential nature relating to the Company, the Company's customers or suppliers and shall further not use any such information in a manner which may either directly or indirectly cause loss to the Company. Confidential information includes (but is not limited to) financial information, commercial information, technical information, sales and marketing information and trade secrets.

You will exclusively work for the Company and also ensure complete confidentiality of Company's information, especially from competitors and /or unauthorized persons. No information of the Company should be passed on to others without any permission or authorization by the management.

## 13. Documentary Evidence

At the time of joining service, you have to submit documentary evidence of your age, self declaration of no criminal records, academic/professional qualifications/experience, Photo identification proof, address proof, Bonafide (if applicable) which is mandatory for your confirmation in service.

## 14. Joining Date

Also please submit two copies of your recent passport size photographs for our records. On joining, kindly return the consent form enclosed, duly signed and accepted. However, you have to join service on or before

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September 24, 2020. If you do not join within one week of the date of appointment; this letter will automatically be treated as cancelled thereafter.

15. Background Checks

This offer is contingent upon successful completion of background checks acceptable to the Company. In case any material information or fact is found to have been incorrect or concealed at any time during your employment with the Company, you will be terminated from services without notice, or salary in lieu thereof. The Company reserves the right to vary the terms and conditions contained in this Agreement. The Company will notify you in writing within one month of such variation. As a further condition of employment with the Company, you and the Company will become parties to a Non-disclosure/Confidentiality Agreement.

With best wishes,

For: Altruist Technologies Pvt. Ltd.

Joydeep Ray  
Vice President

*By counter signing below or accepting it by reverting on email, you indicate your acceptance of the Company's offer contained in this letter. This letter may not be modified or amended except by a written agreement, signed by the Company and you.*

DECLARATION

I have read and understood the above terms and conditions of employment. I hereby accept the above mentioned terms and conditions, and undertake to abide by them while I remain in the employment of the Company.

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Date : \_\_\_\_\_

This offer is valid subject to Reference Check

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Name:	Ms.M.Jyosthna	Date of Joining : September 24, 2020
Department:	Operations	Level : 2
Designation:	Prescription Decoder	

### Salary Annexure

	Monthly (Rs.)	Annual (Rs.)
Basic	8,400	100,800
HRA	4,200	50,400
Conveyance	1,600	19,200
Medical Reimbursement	1,250	15,000
Special Allowance	11,563	138,754
Statutory Bonus	584	7,008
<b>Gross</b>	<b>27,597</b>	<b>331,162</b>

Company's Contribution		
Gratuity	403	4,838
CTC	28,000	336,000

Employee's Contribution (Deductions)		
Professional Tax	200	2,400
<b>Net Take Home Salary</b>	<b>27,397</b>	<b>328,762</b>

#### Other Benefits:

- Medical Insurance for Self with coverage of maximum up to INR 100,000/-
- Personal Accident Insurance for Self with coverage of maximum up to INR 200,000/-
- Gratuity is payable as per the provisions of the Payment of Gratuity Act 1972.

For: Altruist Technologies Pvt. Ltd.

Joydeep Ray  
Vice President

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## EMPLOYMENT OFFER

08/10/2020

Posula Narsimha

Dear Narsimha,

With reference to your application for employment and interview and further discussions, we are pleased to offer you employment as **Associate** in **PrimEra Medical Technologies Private Limited**.

**1. Date and place of Joining:**

You are expected to join on **12/10/2020** You are required to complete the Joining Formalities and the documents required are mentioned in Annexure – A along with other Terms.

Your place of posting will be at Hyderabad - CV Heights.

**2. Salary:**

Your CTC will be **INR 275000/- (Rupees Two Lakh Seventy Five Thousand Only)** Which includes Gross Salary of **INR 254000/- per annum**. Statutory deductions will be applicable as per prevailing laws viz., Income tax, PT, PF, ESI etc. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value. Detailed Salary Breakup available in Salary Annexure.

**3. Conditions for the Employment offer:**

Further to inform that, The company will conduct Back ground verification including but not limited to Education, previous employment and criminal records etc.,. In the event of statements and documents furnished at any stage of the recruitment or during employment founds false, misleads, omission or suppression of facts or if the company receive or notice adverse report against you that may detrimental to interest of the company, then the company shall have a right to terminate your employment at any point of time without giving a notice, nor any payment for any work done or in lieu of as stipulated any document, notwithstanding any other terms and conditions envisaged in any document. The company reserve the rights to initiate the action against you in the court of law as they deem fit for criminal breach of trust.

**4. Offer Validity:**

This offer of employment is valid for 24 working hours from the date of intimation to the candidate by any digitalized communication.

This letter of offer is based on the information furnished in your application and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

**5. Authorized Representative:**

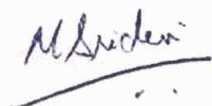
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The authorized representative on behalf of the company to issue the letter of employment offer to be signed and stamp by the designated persons

5.1 Human Resource Department

Kindly, refer to enclosed **Annexure A** for the terms and conditions of the offer.

We wish you a long and successful career at PrimEra.



Authorized Signatory

Sridevi Menon

Senior Manager - HR

Date: 08/10/2020


I declare and acknowledge that have read the letter of employment offer and understood the content and obligation. I have signed this offer without any coercion and free of mind to accept the same.

Signature of Candidate:

Date:

Place:

Note: (Attach a valid document to verify the signature)



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**SALARY ANNEXURE**

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Name: P.Narsimha

Designation: Associate

**COMPENSATION DETAILS**

Salary Components	INR - Monthly	INR - Annualized
<b>Salary Components</b>		
Basic	11458	137500
HRA	4583	55000
Other Allowance	0	0
Special Pay	3125	37500
Statutory Bonus.	2000	24000
<b>Sub Total</b>	<b>21166</b>	<b>254000</b>
<b>Employer Contribution</b>		
PF & EPS - Employer Cont.	1750	21000
<b>Sub Total</b>	<b>1750</b>	<b>21000</b>
<b>Reimbursements</b>		
Retention Bonus	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>
<b>Cost to the Company</b>	<b>22916</b>	<b>275000</b>
<b>Deduction</b>		
PF (Employee Contribution)	1750	21000
Professional Tax	200	2400
<b>Sub Total</b>	<b>1950</b>	<b>23400</b>
<b>Net Take Home (Excluding Applicable Taxes)</b>	<b>19217</b>	<b>230600</b>

**Notes: Details of Benefits offering by the company**

- 1 Bonus/Statutory Bonus, if applicable as The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly installments in advance
- 2 Gratuity is applicable as per Payment of Gratuity Act 1972
- 3 Benefits – PrimEra Medical Technologies Pvt Ltd., will provide Medical Insurance for self, spouse and up to 2 kids. Also provide Accidental insurance for employee only
- 4 Reimbursements - Travel, Relocation, Certifications, Trainings/ Cab Facility/ Meal Card/ Insurance/Allowances/Bonus are as part of the Company Policy in force from time to time and may be altered/modified at any time without any prior notice
- 5 Company is providing the Meal card as per the policy which is not salary component.
- 6 Salary Structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/modified from time to time.

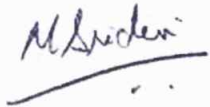


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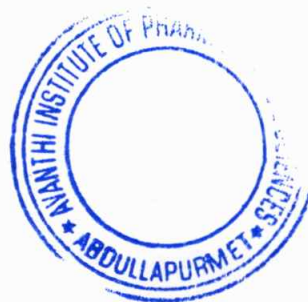
**Documents required to submit -**

1. Passport Photograph
2. Educational Certificates: compulsory
  - 2.1. 10th Mark Memo
  - 2.2. Highest Qualification Provisional certificate
3. ID Proof - PAN card
4. Address Proof (Both Present & Permanent) - Ration Card, Aadhar Card, Voter ID card, Driving License
5. Salary Certificate/ Salary Slips – **For Experienced Candidates**
6. Experience Certificates - **For Experienced Candidates**
7. Past Employment & Resignation Letters - **For Experienced Candidates**
8. Any certification relevant to the Job Profile / Skills Hired , if any
9. Contact details
  - 9.1. Mobile Number linked with Aadhaar
  - 9.2. Person name and contact number for Emergency contact

**PrimEra Medical Technologies Private Limited**



Sridevi Menon  
Senior Manager - HR



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**Private & Confidential**

**Date: September 20, 2020**

To,

**Ms. K.Tarunika,  
Hyderabad - 500056.**

**Subject: Offer of employment with Altruist Technologies Private Ltd**

**Dear Ms. Tarunika,**

This letter shall set forth our offer of employment and our understanding and agreement with respect to your employment by Altruist Technologies Private Ltd. (hereinafter the "Company"). The Company is pleased to offer you the position of **Prescription Decoder (Level 2)**.

Your date of joining will be **September 24, 2020**.

It is hereby agreed that the Company will employ you on the following terms and conditions:

**1. Place of work**

Your normal place of work will be **Hyderabad**. You cannot leave the base location without prior approval from the Reporting Manager. The Company reserves the right to change this to any place within the Altruist Sites.

**2. Hours of Work**

You are required to work for stipulated hours per week as per schedules allotted to you. You may be required to work such further hours as may be necessary to fulfill your duties or the needs of the business. This will be as per rules promulgated by the management from time to time in accordance with the location/requirement.

**3. Salary / Package**

You will be paid CTC emoluments of **INR 336,000/-** per annum (See Annexure for details).

**Deductions from Salary**

The Company reserves the right, at any time during the term of the period of employment, or in any event upon termination, to deduct from the salary and/or any other money due, an amount equivalent to any of the following:

- Any overpayment or other payment made in the course of the employment;
- The amount of any expenses claimed by the employee and paid but subsequently disallowed by the Company,
- Any cost of repairing any damage to or loss of property, any fines or charges imposed upon or any other loss sustained by the Company or any third party, caused by the employee's

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breach of contract or breach of the Company's rules or as a result of the employee's negligence or dishonesty or any integrity issue.

- Salary will be deducted on proportionate basis if he/she does not work for the specified hours or is absent from the current location on any day for any reason.
- Please note that any \*Fixed Monetary benefits to be paid yearly/half yearly/ quarterly will stand null and void in case the employee resigns before the completion of the said period.
- No amount shall be claimed by employee for the expenses incurred on behalf of the Company unless prior written approval has been obtained.

#### 4. Contract Period

The employee will be on 6 months probation period which will be evaluated on achievements of set benchmarks, failure to achieve the targets shall lead to termination under clause 5(b) based on evaluated performance for the period. The start date will be **September 24, 2020**.

#### 5. Probation

- (a) There will be six month probation period. This can be extended further at the sole discretion of the management. The probation period can also be reduced at the discretion of the management based on your performance.
- (b) The management will be within its rights to dispense with your services with or without any notice or stating any reason during such period. In the event of termination of the employment during the probation period, the employee will not be entitled to receive end of service benefits or other compensation whatsoever.
- (c) During the probation period, either party may terminate this contract by giving 15 days' notice in writing or by paying 15 days salary in lieu thereof.

#### 6. Confirmation

On successful completion of the contract and probation period you will be confirmed in regular service. The notice period for the termination of services will be of **One Month (30 Days)**. However, the management may terminate your services if in their opinion your continuation in the service is detrimental to the interest of the Company by reasons of your misconduct, negligence or unsatisfactory work, continued ill health or inability to perform duties or breach of any of the terms and conditions mentioned herein or of such rules as may be framed by the management from time to time.

In case of breach of contract during your employment with the Company or any unauthorized activities, you will be terminated from services without notice or salary in lieu thereof.

#### 7. Laws Governing

Laws of this agreement shall be governed by the laws of the India.

#### 8. Leave & Salary disbursement

You will be entitled to leave as per rules. You will not, however, actually proceed on leave without first submitting your leave application and / or receiving permission/approval thereof from the management.

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All salary protocol and process will be in accordance with policies issued by the Company from time to time.

## 9. Medical Fitness

You will take necessary care at all times to remain medically fit for your duties. Your confirmation/retention in service will be subject to your remaining medically fit for the assigned job.

## 10. Property

All files, customer records, lists, books, records, literature, software, hardware and work products developed by the employee in the course of your employment with the Company, and other materials owned by the Company or used by the Company in connection with the conduct of business by the Company shall at all times remain the sole property of the Company and that upon request and upon termination of this contract hereunder, you shall surrender to the Company all such files, customer records, lists, books, records, literature, products, software, hardware, work products, and any copies thereof and all other property belonging to the Company.

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You shall not disclose to anyone other than in the proper course of your work, any information of a confidential nature relating to the Company, the Company's customers or suppliers and shall further not use any such information in a manner which may either directly or indirectly cause loss to the Company. Confidential information includes (but is not limited to) financial information, commercial information, technical information, sales and marketing information and trade secrets.

You will exclusively work for the Company and also ensure complete confidentiality of Company's information, especially from competitors and /or unauthorized persons. No information of the Company should be passed on to others without any permission or authorization by the management.

## 13. Documentary Evidence

At the time of joining service, you have to submit documentary evidence of your age, self declaration of no criminal records, academic/professional qualifications/experience, Photo identification proof, address proof, Bonafide (if applicable) which is mandatory for your confirmation in service.

## 14. Joining Date

Also please submit two copies of your recent passport size photographs for our records. On joining, kindly return the consent form enclosed, duly signed and accepted. However, you have to join service on or before

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**September 24, 2020.** If you do not join within one week of the date of appointment; this letter will automatically be treated as cancelled thereafter.

## 15. Background Checks

This offer is contingent upon successful completion of background checks acceptable to the Company. In case any material information or fact is found to have been incorrect or concealed at any time during your employment with the Company, you will be terminated from services without notice, or salary in lieu thereof. The Company reserves the right to vary the terms and conditions contained in this Agreement. The Company will notify you in writing within one month of such variation. As a further condition of employment with the Company, you and the Company will become parties to a Non-disclosure/Confidentiality Agreement.

With best wishes,

**For: Altruist Technologies Pvt. Ltd.**

**Joydeep Ray**  
Vice President

*By counter signing below or accepting it by reverting on email, you indicate your acceptance of the Company's offer contained in this letter. This letter may not be modified or amended except by a written agreement, signed by the Company and you.*

## DECLARATION

**I have read and understood the above terms and conditions of employment. I hereby accept the above mentioned terms and conditions, and undertake to abide by them while I remain in the employment of the Company.**

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Date : \_\_\_\_\_

This offer is valid subject to Reference Check

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R.R. Dist. Telangana.



<b>Name:</b>	<b>Ms.K.Tarunika</b>	<b>Date of Joining : September 24, 2020</b>
<b>Department:</b>	<b>Operations</b>	<b>Level : 2</b>
<b>Designation:</b>	<b>Prescription Decoder</b>	

### Salary Annexure

	Monthly (Rs.)	Annual (Rs.)
Basic	8,400	100,800
HRA	4,200	50,400
Conveyance	1,600	19,200
Medical Reimbursement	1,250	15,000
Special Allowance	11,563	138,754
Statutory Bonus	584	7,008
<b>Gross</b>	<b>27,597</b>	<b>331,162</b>

Company's Contribution		
Gratuity	403	4,838
CTC	28,000	336,000

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#### Other Benefits:

- Medical Insurance for Self with coverage of maximum up to INR 100,000/-
- Personal Accident Insurance for Self with coverage of maximum up to INR 200,000/-
- Gratuity is payable as per the provisions of the Payment of Gratuity Act 1972.

For: Altruist Technologies Pvt. Ltd.

Joydeep Ray  
Vice President

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R.R. Dist. Telangana.

**Mr.N.Sagar**  
**Address:4-27**  
Balaji nagar  
Mahbubnagar  
509001

**Subject: Offer Letter**

Dear Sagar,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Hyderabad - Secunderabad** in the state of Telangana.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420012/- only (Rupees Four Lakh Twenty Thousand Twelve only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **20-September-2020** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,

For **Aquity Solutions India Private Limited**

  
**Authorized Signatory**

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_

**Accepted:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SYS/HR/F/1.3a Rev08/Date of issue-18-Sep-2020

**Aquity Solutions India Private Limited** (CIN U72900MH1999PTC120346)

(Formerly Known as MModal Global Services Private Limited)

Registered Office: 1st Floor, Unit No. 103, Reliable Plaza, Plot No. K 10, Kalwa Industrial Area, Village- Elthen,  
Taluka & Dist. Thane, Airoli, Navi Mumbai, Maharashtra - 400 708. India. Tel: +91-22-3307 7000 Fax: +91-22-3307 7076

[www.aquitysolutions.com](http://www.aquitysolutions.com)



An ISO 9001:2015 Certified Company



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The Pharma Research

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Date: 16/10/2020

To

Ms.KARNATI SANDHYA

Congratulations! We are pleased to confirm that you have been selected to work for The Pharma Research. We are delighted to make you the following job offer.

The position we are offering you is that of Pharma Executive at a monthly salary of Rs.25,000/- with an annual cost to company Rs. 3,00,000/-. This position reports to HR. Manager, *Chetan Kumar*. Your working hours will be from 9AM to 6PM.

Benefits for the position include: (Use if relevant to the position)

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)

We would like you to start work on 19/10/2020 at 9am. Please report to Chetan Kumar on start date, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 19<sup>th</sup> Oct, 2020 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our The Pharma Research and look forward to working with you.

Sincerely,

*Chetan Kumar*  
Chetan Kumar



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Abhaneri, Hyderabad (M)

Pin: 501102, Telangana

Telangana, Hyderabad

9985548055

thepharmaresearch@gmail.com

Ms A.Anjana,  
Hyderabad  
Mob No : 7522147896  
Mail : anjanaaveti@gmail.com

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Dear Anjana,

**EMPLOYMENT OFFER LETTER**

Further to the interview you had with our client (Dr. Reddy's Laboratories Ltd.) we are pleased to offer you a job in our company as "**Medical Affairs Support, Medical Affairs**" with a monthly **CTC salary of Rs. 23,000/-** ( Rupees: Twenty Three Thousand Only ). All statutory benefits are applicable as explained during the interview. You will be on our rolls and your services are deputed to our client M/s Dr. Reddy's Laboratories Ltd, 7-1-27, Ameerpet, Hyderabad – 500 016.

We will issue a detailed Appointment Letter with all terms and conditions including salary break up, after receiving your joining report.

You are advised to report to duty at M/s Dr. Reddy's Laboratories Ltd, 7-1-27, Ameerpet, Hyderabad – 500 016, Telangana. INDIA on or before **15<sup>th</sup> November 2020** and if you don't report to duty on or before the said date this offer letter stands cancelled.

Please sign on the duplicate copy of this offer letter as a token of your acceptance of the above mentioned terms and conditions and return the same to us.

Yours truly,

for **Sneha Synergy Solutions Pvt. Ltd.**



**Authorized Signatory**

**Acceptance:**

I accept the above offer with all relevant terms and conditions.

Place:

Date:

**Signature**


**Sneha Synergy Solutions Private Limited**

RegdOff : #6-3-663E, 403, Diamond House, Behind Topaz Building, Panjagutta, Hyderabad – 500 082

Tel No : +91 40 66415757, 66415777, Email: [suribabu@snehasynergy.com](mailto:suribabu@snehasynergy.com), [www.snehasynergy.com](http://www.snehasynergy.com)

CIN : U525250TG2005PTC047043



  
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**PHARMACEUTICAL SCIENCES**  
Bunthapally (V) Abdullapurmet (M)

**Mr. B.Lal kumar**  
**Address:**6-23/3  
Peda Amberpet  
Hyderabad  
501505

**Subject: Offer Letter**

Dear Lal kumar,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Hyderabad - Secunderabad** in the state of Telangana.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420012/- only (Rupees Four Lakh Twenty Thousand Twelve only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **20-September-2020** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,

For **Aquity Solutions India Private Limited**

  
**Authorized Signatory**

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_

**Accepted:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
SYS/HR/F/1.3a Rev08/Date of issue-18-Sep-2020

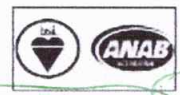
**Aquity Solutions India Private Limited** (CIN U72900MH1999PTC120346)

(Formerly Known as MModal Global Services Private Limited)

Registered Office: 1st Floor, Unit No. 103, Reliable Plaza, Plot No. K 10, Kalwa Industrial Area, Village- Ellora,

Taluka & Dist. Thane, Airoli, Navi Mumbai, Maharashtra - 400 708. India. Tel: +91-22-3307 7000 Fax: +91-22-3307 7076

[www.aquitysolutions.com](http://www.aquitysolutions.com)



An ISO 9001:2015 Certified Company

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R.R. Dist. Telangana.



# ALTRUIST TECHNOLOGIES PVT. LTD.

CIN: U72200HP2005PTC028970

Private & Confidential

Date: September 20, 2020

To,

Mr. C.Venkatesh,  
Hyderabad - 501505..

Subject: Offer of employment with Altruist Technologies Private Ltd

Dear Mr. Venkatesh,

This letter shall set forth our offer of employment and our understanding and agreement with respect to your employment by Altruist Technologies Private Ltd. (hereinafter the "Company"). The Company is pleased to offer you the position of **Prescription Decoder (Level 2)**.

Your date of joining will be **September 24, 2020**.

It is hereby agreed that the Company will employ you on the following terms and conditions:

## 1. Place of work

Your normal place of work will be **Hyderabad**. You cannot leave the base location without prior approval from the Reporting Manager. The Company reserves the right to change this to any place within the Altruist Sites.

## 2. Hours of Work

You are required to work for stipulated hours per week as per schedules allotted to you. You may be required to work such further hours as may be necessary to fulfill your duties or the needs of the business. This will be as per rules promulgated by the management from time to time in accordance with the location/requirement.

## 3. Salary / Package

You will be paid CTC emoluments of **INR 336,000/-** per annum (See Annexure for details).

## Deductions from Salary

The Company reserves the right, at any time during the term of the period of employment, or in any event upon termination, to deduct from the salary and/or any other money due, an amount equivalent to any of the following:

- Any overpayment or other payment made in the course of the employment;
- The amount of any expenses claimed by the employee and paid but subsequently disallowed by the Company,
- Any cost of repairing any damage to or loss of property, any fines or charges imposed upon or any other loss sustained by the Company or any third party, caused by the employee's

Corporate Office: Plot No. 2, Sector – 22, Technology Park, Ranchkula Haryana, Pin Code: -134109  
Registered Office: 4<sup>th</sup> Floor, Altruist Mount, Behind Hotel Firhill, Near Tunnel No-103, Shimla - 171004



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breach of contract or breach of the Company's rules or as a result of the employee's negligence or dishonesty or any integrity issue.

- Salary will be deducted on proportionate basis if he/she does not work for the specified hours or is absent from the current location on any day for any reason.
- Please note that any \*Fixed Monetary benefits to be paid yearly/half yearly/ quarterly will stand null and void in case the employee resigns before the completion of the said period.
- No amount shall be claimed by employee for the expenses incurred on behalf of the Company unless prior written approval has been obtained.

#### 4. Contract Period

The employee will be on 6 months probation period which will be evaluated on achievements of set benchmarks, failure to achieve the targets shall lead to termination under clause 5(b) based on evaluated performance for the period. The start date will be **September 24, 2020**.

#### 5. Probation

- (a) There will be six month probation period. This can be extended further at the sole discretion of the management. The probation period can also be reduced at the discretion of the management based on your performance.
- (b) The management will be within its rights to dispense with your services with or without any notice or stating any reason during such period. In the event of termination of the employment during the probation period, the employee will not be entitled to receive end of service benefits or other compensation whatsoever.
- (c) During the probation period, either party may terminate this contract by giving 15 days' notice in writing or by paying 15 days salary in lieu thereof.

#### 6. Confirmation

On successful completion of the contract and probation period you will be confirmed in regular service. The notice period for the termination of services will be of **One Month (30 Days)**). However, the management may terminate your services if in their opinion your continuation in the service is detrimental to the interest of the Company by reasons of your misconduct, negligence or unsatisfactory work, continued ill health or inability to perform duties or breach of any of the terms and conditions mentioned herein or of such rules as may be framed by the management from time to time.

In case of breach of contract during your employment with the Company or any unauthorized activities, you will be terminated from services without notice or salary in lieu thereof.

#### 7. Laws Governing

Laws of this agreement shall be governed by the laws of the India.

#### 8. Leave & Salary disbursement

You will be entitled to leave as per rules. You will not, however, actually proceed on leave without first submitting your leave application and / or receiving permission/approval thereof from the management.

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All salary protocol and process will be in accordance with policies issued by the Company from time to time.

## 9. Medical Fitness

You will take necessary care at all times to remain medically fit for your duties. Your confirmation/retention in service will be subject to your remaining medically fit for the assigned job.

## 10. Property

All files, customer records, lists, books, records, literature, software, hardware and work products developed by the employee in the course of your employment with the Company, and other materials owned by the Company or used by the Company in connection with the conduct of business by the Company shall at all times remain the sole property of the Company and that upon request and upon termination of this contract hereunder, you shall surrender to the Company all such files, customer records, lists, books, records, literature, products, software, hardware, work products, and any copies thereof and all other property belonging to the Company.

## 11. Indemnity

You will indemnify the Company in respect of any liability incurred by the Company as a direct consequence of your negligence, breach of contract, breach of duty or breach of trust in relation to the affairs of the Company. The liability of the Company for all medical related claims will be capped to the amount admissible under the mediclaim policy taken by the Company for the employee or under the employee insurance applicable for the employee.

## 12. Confidentiality

You shall not disclose to anyone other than in the proper course of your work, any information of a confidential nature relating to the Company, the Company's customers or suppliers and shall further not use any such information in a manner which may either directly or indirectly cause loss to the Company. Confidential information includes (but is not limited to) financial information, commercial information, technical information, sales and marketing information and trade secrets.

You will exclusively work for the Company and also ensure complete confidentiality of Company's information, especially from competitors and /or unauthorized persons. No information of the Company should be passed on to others without any permission or authorization by the management.

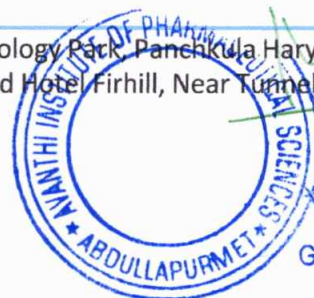
## 13. Documentary Evidence

At the time of joining service, you have to submit documentary evidence of your age, self declaration of no criminal records, academic/professional qualifications/experience, Photo identification proof, address proof, Bonafide (if applicable) which is mandatory for your confirmation in service.

## 14. Joining Date

Also please submit two copies of your recent passport size photographs for our records. On joining, kindly return the consent form enclosed, duly signed and accepted. However, you have to join service on or before

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R.R. Dist. Telangana.



**September 24, 2020.** If you do not join within one week of the date of appointment; this letter will automatically be treated as cancelled thereafter.

## 15. Background Checks

This offer is contingent upon successful completion of background checks acceptable to the Company. In case any material information or fact is found to have been incorrect or concealed at any time during your employment with the Company, you will be terminated from services without notice, or salary in lieu thereof. The Company reserves the right to vary the terms and conditions contained in this Agreement. The Company will notify you in writing within one month of such variation. As a further condition of employment with the Company, you and the Company will become parties to a Non-disclosure/Confidentiality Agreement.

With best wishes,

**For: Altruist Technologies Pvt. Ltd.**

**Joydeep Ray**  
Vice President

*By counter signing below or accepting it by reverting on email, you indicate your acceptance of the Company's offer contained in this letter. This letter may not be modified or amended except by a written agreement, signed by the Company and you.*

## DECLARATION

**I have read and understood the above terms and conditions of employment. I hereby accept the above mentioned terms and conditions, and undertake to abide by them while I remain in the employment of the Company.**

**Name :** \_\_\_\_\_ **Signature :** \_\_\_\_\_

**Date :** \_\_\_\_\_

This offer is valid subject to Reference Check

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<b>Name:</b>	<b>Mr.C.Venkatesh</b>	<b>Date of Joining : September 24, 2020</b>
<b>Department:</b>	<b>Operations</b>	<b>Level : 2</b>
<b>Designation:</b>	<b>Prescription Decoder</b>	

### Salary Annexure

	Monthly (Rs.)	Annual (Rs.)
Basic	8,400	100,800
HRA	4,200	50,400
Conveyance	1,600	19,200
Medical Reimbursement	1,250	15,000
Special Allowance	11,563	138,754
Statutory Bonus	584	7,008
<b>Gross</b>	<b>27,597</b>	<b>331,162</b>

Company's Contribution		
Gratuity	403	4,838
CTC	28,000	336,000

Employee's Contribution (Deductions)		
Professional Tax	200	2,400
<b>Net Take Home Salary</b>	<b>27,397</b>	<b>328,762</b>

#### Other Benefits:

- Medical Insurance for Self with coverage of maximum up to INR 100,000/-
- Personal Accident Insurance for Self with coverage of maximum up to INR 200,000/-
- Gratuity is payable as per the provisions of the Payment of Gratuity Act 1972.

For: Altruist Technologies Pvt. Ltd.

Joydeep Ray  
Vice President

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Date: 10<sup>th</sup> November 2020

Ms G.Swathi,  
Hyderabad  
Mob No :9966541230  
Mail :swathigaddam985@gmail.com

Dear Swathi,

**EMPLOYMENT OFFER LETTER**

Further to the interview you had with our client (Dr. Reddy's Laboratories Ltd.) we are pleased to offer you a job in our company as "**Medical Affairs Support, Medical Affairs**" with a monthly **CTC salary of Rs. 23,000/-** ( Rupees: Twenty Three Thousand Only ). All statutory benefits are applicable as explained during the interview. You will be on our rolls and your services are deputed to our client M/s Dr. Reddy's Laboratories Ltd, 7-1-27, Ameerpet, Hyderabad – 500 016.

We will issue a detailed Appointment Letter with all terms and conditions including salary break up, after receiving your joining report.

You are advised to report to duty at M/s Dr. Reddy's Laboratories Ltd, 7-1-27, Ameerpet, Hyderabad – 500 016, Telangana. INDIA on or before **15<sup>th</sup> November 2020** and if you don't report to duty on or before the said date this offer letter stands cancelled.

Please sign on the duplicate copy of this offer letter as a token of your acceptance of the above mentioned terms and conditions and return the same to us.

Yours truly,

for Sneha Synergy Solutions Pvt. Ltd.



**Authorized Signatory**

**Acceptance:**

I accept the above offer with all relevant terms and conditions.

Place:

Date:

**Signature**

**Sneha Synergy Solutions Private Limited**

RegdOff : #6-3-663E, 403, Diamond House, Behind Topaz Building, Panjagutta, Hyderabad – 500 082

Tel No : +91 40 66415757, 66415777, Email: [suribabu@snehasynergy.com](mailto:suribabu@snehasynergy.com), [www.snehasynergy.com](http://www.snehasynergy.com)

CIN : U525250TG2005PTC047043



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EMPLOYMENT OFFER

146

08/10/2020

Gaikwad Vijay

Dear Vijay,

With reference to your application for employment and interview and further discussions, we are pleased to offer you employment as **Associate** in **PrimEra Medical Technologies Private Limited**.

**1. Date and place of Joining:**

You are expected to join on **12/10/2020** You are required to complete the Joining Formalities and the documents required are mentioned in Annexure – A along with other Terms.

Your place of posting will be at Hyderabad - CV Heights.

**2. Salary:**

Your CTC will be INR **275000/- (Rupees Two Lakh Seventy Five Thousand Only)** Which includes Gross Salary of INR **254000/- per annum**. Statutory deductions will be applicable as per prevailing laws viz., Income tax, PT, PF, ESI etc. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value. Detailed Salary Breakup available in Salary Annexure.

**3. Conditions for the Employment offer:**

Further to inform that, The company will conduct Back ground verification including but not limited to Education, previous employment and criminal records etc.,. In the event of statements and documents furnished at any stage of the recruitment or during employment founds false, misleads, omission or suppression of facts or if the company receive or notice adverse report against you that may detrimental to interest of the company, then the company shall have a right to terminate your employment at any point of time without giving a notice, nor any payment for any work done or in lieu of as stipulated any document, notwithstanding any other terms and conditions envisaged in any document. The company reserve the rights to initiate the action against you in the court of law as they deem fit for criminal breach of trust.


**4. Offer Validity:**

This offer of employment is valid for 24 working hours from the date of intimation to the candidate by any digitalized communication.

This letter of offer is based on the information furnished in your application and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

**5. Authorized Representative:**



  
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Rangareddy District, Telangana

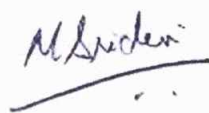
The authorized representative on behalf of the company to issue the letter of employment offer to be signed and stamp by the designated persons

5.1 Human Resource Department

147

Kindly, refer to enclosed **Annexure A** for the terms and conditions of the offer.

We wish you a long and successful career at PrimEra.



Authorized Signatory

Sridevi Menon

Senior Manager - HR

Date: 08/10/2020

I declare and acknowledge that have read the letter of employment offer and understood the content and obligation. I have signed this offer without any coercion and free of mind to accept the same.

Signature of Candidate:

Date:

Place:

Note: (Attach a valid document to verify the signature)



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**SALARY ANNEXURE**

148

Name: G.Vijay

Designation: Associate

**COMPENSATION DETAILS**

Salary Components	INR - Monthly	INR - Annualized
<b>Salary Components</b>		
Basic	11458	137500
HRA	4583	55000
Other Allowance	0	0
Special Pay	3125	37500
Statutory Bonus.	2000	24000
<b>Sub Total</b>	<b>21166</b>	<b>254000</b>
<b>Employer Contribution</b>		
PF & EPS - Employer Cont.	1750	21000
<b>Sub Total</b>	<b>1750</b>	<b>21000</b>
<b>Reimbursements</b>		
Retention Bonus	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>
<b>Cost to the Company</b>	<b>22916</b>	<b>275000</b>
<b>Deduction</b>		
PF (Employee Contribution)	1750	21000
Professional Tax	200	2400
<b>Sub Total</b>	<b>1950</b>	<b>23400</b>
<b>Net Take Home (Excluding Applicable Taxes)</b>	<b>19217</b>	<b>230600</b>

**Notes: Details of Benefits offering by the company**

- 1 Bonus/Statutory Bonus, if applicable as The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly installments in advance
- 2 Gratuity is applicable as per Payment of Gratuity Act 1972
- 3 Benefits – PrimEra Medical Technologies Pvt Ltd., will provide Medical Insurance for self, spouse and up to 2 kids. Also provide Accidental insurance for employee only
- 4 Reimbursements - Travel, Relocation, Certifications, Trainings/ Cab Facility/ Meal Card/ Insurance/Allowances/Bonus are as part of the Company Policy in force from time to time and may be altered/modified at any time without any prior notice
- 5 Company is providing the Meal card as per the policy which is not salary component.
- 6 Salary Structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/modified from time to time.



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 Gunthapally (V), Abdullapurmet (M),  
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EMPLOYMENT OFFER

08/10/2020

Jakkula Bhavani

Dear Bhavani,

With reference to your application for employment and interview and further discussions, we are pleased to offer you employment as **Associate** in **PrimEra Medical Technologies Private Limited**.

**1. Date and place of Joining:**

You are expected to join on **12/10/2020** You are required to complete the Joining Formalities and the documents required are mentioned in Annexure – A along with other Terms.

Your place of posting will be at Hyderabad - CV Heights.

**2. Salary:**

Your CTC will be **INR 275000/- (Rupees Two Lakh Seventy Five Thousand Only)** Which includes Gross Salary of **INR 254000/- per annum**. Statutory deductions will be applicable as per prevailing laws viz., Income tax, PT, PF, ESI etc. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value. Detailed Salary Breakup available in Salary Annexure.

**3. Conditions for the Employment offer:**

Further to inform that, The company will conduct Back ground verification including but not limited to Education, previous employment and criminal records etc.,. In the event of statements and documents furnished at any stage of the recruitment or during employment founds false, misleads, omission or suppression of facts or if the company receive or notice adverse report against you that may detrimental to interest of the company, then the company shall have a right to terminate your employment at any point of time without giving a notice, nor any payment for any work done or in lieu of as stipulated any document, notwithstanding any other terms and conditions envisaged in any document. The company reserve the rights to initiate the action against you in the court of law as they deem fit for criminal breach of trust.

**4. Offer Validity:**

This offer of employment is valid for 24 working hours from the date of intimation to the candidate by any digitalized communication.

This letter of offer is based on the information furnished in your application and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

**5. Authorized Representative:**



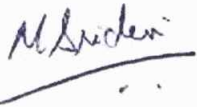
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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.

The authorized representative on behalf of the company to issue the letter of employment offer to be signed and stamp by the designated persons

5.1 Human Resource Department

Kindly, refer to enclosed **Annexure A** for the terms and conditions of the offer.

We wish you a long and successful career at PrimEra.



Authorized Signatory  
Sridevi Menon  
Senior Manager - HR  
Date: 08/10/2020


I declare and acknowledge that have read the letter of employment offer and understood the content and obligation. I have signed this offer without any coercion and free of mind to accept the same.

Signature of Candidate:

Date:

Place:

Note: (Attach a valid document to verify the signature)



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R.R. Dist. Telangana

**SALARY ANNEXURE**

151

Name: J. Bhavani

Designation: Associate

**COMPENSATION DETAILS**

Salary Components	INR - Monthly	INR - Annualized
<b>Salary Components</b>		
Basic	11458	137500
HRA	4583	55000
Other Allowance	0	0
Special Pay	3125	37500
Statutory Bonus.	2000	24000
<b>Sub Total</b>	<b>21166</b>	<b>254000</b>
<b>Employer Contribution</b>		
PF & EPS - Employer Cont.	1750	21000
<b>Sub Total</b>	<b>1750</b>	<b>21000</b>
<b>Reimbursements</b>		
Retention Bonus	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>
<b>Cost to the Company</b>	<b>22916</b>	<b>275000</b>
<b>Deduction</b>		
PF (Employee Contribution)	1750	21000
Professional Tax	200	2400
<b>Sub Total</b>	<b>1950</b>	<b>23400</b>
<b>Net Take Home (Excluding Applicable Taxes)</b>	<b>19217</b>	<b>230600</b>

**Notes: Details of Benefits offering by the company**

- 1 Bonus/Statutory Bonus, if applicable as The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly installments in advance
- 2 Gratuity is applicable as per Payment of Gratuity Act 1972
- 3 Benefits – PrimEra Medical Technologies Pvt Ltd., will provide Medical Insurance for self, spouse and up to 2 kids. Also provide Accidental insurance for employee only
- 4 Reimbursements - Travel, Relocation, Certifications, Trainings/ Cab Facility/ Meal Card/ Insurance/Allowances/Bonus are as part of the Company Policy in force from time to time and may be altered/modified at any time without any prior notice
- 5 Company is providing the Meal card as per the policy which is not salary component.
- 6 Salary Structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/modified from time to time.



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 R.R. Dist. Telangana.



The Pharma Research

Date: 16/10/2020

To

Mr.RAMAVATH HARI KRISHNA

Congratulations! We are pleased to confirm that you have been selected to work for The Pharma Research. We are delighted to make you the following job offer.

The position we are offering you is that of Pharma Executive at a monthly salary of Rs.25,000/- with an annual cost to company Rs. 3,00,000/-. This position reports to HR. Manager, *Chetan Kumar*. Your working hours will be from 9AM to 6PM.

Benefits for the position include: (Use if relevant to the position)

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)

We would like you to start work on 19/10/2020 at 9am. Please report to Chetan Kumar on start date, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 19<sup>th</sup> Oct, 2020 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our The Pharma Research and look forward to working with you.

Sincerely,

*Chetan Kumar*  
Chetan Kumar



9985548055



thepharmaresearch4@gmail.com



*[Signature]*  
PRINCIPAL  
AVANTAR PHARMACEUTICAL SCIENCES  
Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.





The Pharma Research

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Date: 16/10/2020

To

Ms. ASMA SULTANA

Congratulations! We are pleased to confirm that you have been selected to work for The Pharma Research. We are delighted to make you the following job offer.

The position we are offering you is that of Pharma Executive at a monthly salary of Rs.25,000/- with an annual cost to company Rs. 3,00,000/-. This position reports to HR. Manager, *Chetan Kumar*. Your working hours will be from 9AM to 6PM.

Benefits for the position include: (Use if relevant to the position)

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Please sign the enclosed copy of this letter and return it to me by 19<sup>th</sup> Oct, 2020 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our The Pharma Research and look forward to working with you.

Sincerely,

*Chetan Kumar*  
Chetan Kumar



The Pharma Research

 9985548055

 thepharmaresearch4@gmail.com



*[Signature]*  
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AYANTH INSTITUTE OF PHARMACEUTICAL SCIENCES  
Telangana, Hyderabad  
Gundampally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.



The Pharma Research

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Date: 16/10/2020

To

Ms.MANTHENA SREEVANI

Congratulations! We are pleased to confirm that you have been selected to work for The Pharma Research. We are delighted to make you the following job offer.

The position we are offering you is that of Pharma Executive at a monthly salary of Rs.25,000/- with an annual cost to company Rs. 3,00,000/-. This position reports to HR. Manager, Chetan Kumar. Your working hours will be from 9AM to 6PM.

Benefits for the position include: (Use if relevant to the position)

- Benefit A (Casual Leave of 12 days per annum)
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Please sign the enclosed copy of this letter and return it to me by 19<sup>th</sup> Oct, 2020 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our The Pharma Research and look forward to working with you.

Sincerely,

Chetan Kumar



*[Handwritten signature]*



9985568055



thephamarsearch4@gmail.com

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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.

## EMPLOYMENT OFFER

08/10/2020

Nustrath Farahana Kouser

Dear Farahana Kouser,

With reference to your application for employment and interview and further discussions, we are pleased to offer you employment as **Associate** in **PrimEra Medical Technologies Private Limited**.

**1. Date and place of Joining:**

You are expected to join on **12/10/2020** You are required to complete the Joining Formalities and the documents required are mentioned in Annexure – A along with other Terms.

Your place of posting will be at Hyderabad - CV Heights.

**2. Salary:**

Your CTC will be **INR 275000/- (Rupees Two Lakh Seventy Five Thousand Only)** Which includes Gross Salary of **INR 254000/- per annum**. Statutory deductions will be applicable as per prevailing laws viz., Income tax, PT, PF, ESI etc. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value. Detailed Salary Breakup available in Salary Annexure.

**3. Conditions for the Employment offer:**

Further to inform that, The company will conduct Back ground verification including but not limited to Education, previous employment and criminal records etc.,. In the event of statements and documents furnished at any stage of the recruitment or during employment founds false, misleads, omission or suppression of facts or if the company receive or notice adverse report against you that may detrimental to interest of the company, then the company shall have a right to terminate your employment at any point of time without giving a notice, nor any payment for any work done or in lieu of as stipulated any document, notwithstanding any other terms and conditions envisaged in any document. The company reserve the rights to initiate the action against you in the court of law as they deem fit for criminal breach of trust.

**4. Offer Validity:**

This offer of employment is valid for 24 working hours from the date of intimation to the candidate by any digitalized communication.

This letter of offer is based on the information furnished in your application and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

**5. Authorized Representative:**

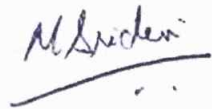
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R.R. Dist. Telangana.

The authorized representative on behalf of the company to issue the letter of employment offer to be signed and stamp by the designated persons

5.1 Human Resource Department

Kindly, refer to enclosed **Annexure A** for the terms and conditions of the offer.

We wish you a long and successful career at PrimEra.



Authorized Signatory

Sridevi Menon

Senior Manager - HR

Date: 08/10/2020


I declare and acknowledge that have read the letter of employment offer and understood the content and obligation. I have signed this offer without any coercion and free of mind to accept the same.

Signature of Candidate:

Date:

Place:

Note: (Attach a valid document to verify the signature)



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**SALARY ANNEXURE**

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Name: N. Farahana Kouser

Designation: Associate

**COMPENSATION DETAILS**

Salary Components	INR - Monthly	INR - Annualized
<b>Salary Components</b>		
Basic	11458	137500
HRA	4583	55000
Other Allowance	0	0
Special Pay	3125	37500
Statutory Bonus.	2000	24000
<b>Sub Total</b>	<b>21166</b>	<b>254000</b>
<b>Employer Contribution</b>		
PF & EPS - Employer Cont.	1750	21000
<b>Sub Total</b>	<b>1750</b>	<b>21000</b>
<b>Reimbursements</b>		
Retention Bonus	0	0
<b>Sub Total</b>	<b>0</b>	<b>0</b>
<b>Cost to the Company</b>	<b>22916</b>	<b>275000</b>
<b>Deduction</b>		
PF (Employee Contribution)	1750	21000
Professional Tax	200	2400
<b>Sub Total</b>	<b>1950</b>	<b>23400</b>
<b>Net Take Home (Excluding Applicable Taxes)</b>	<b>19217</b>	<b>230600</b>

**Notes: Details of Benefits offering by the company**

- 1 Bonus/Statutory Bonus, if applicable as The Payment of Bonus Act, 1965, shall be paid in 12 equal monthly installments in advance
- 2 Gratuity is applicable as per Payment of Gratuity Act 1972
- 3 Benefits – PrimEra Medical Technologies Pvt Ltd., will provide Medical Insurance for self, spouse and up to 2 kids. Also provide Accidental insurance for employee only
- 4 Reimbursements - Travel, Relocation, Certifications, Trainings/ Cab Facility/ Meal Card/ Insurance/Allowances/Bonus are as part of the Company Policy in force from time to time and may be altered/modified at any time without any prior notice
- 5 Company is providing the Meal card as per the policy which is not salary component.
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*(Handwritten Signature)*  
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 Gunthapally (V), Abullapurmet (M),  
 R.R. Dist. Telangana.

25<sup>th</sup> August, 2020

Dear **Mohammed Salman**

Congratulations!

We are pleased to inform you that you have successfully completed our talent hiring process. We are happy to offer you as **Stock Audit Associate**. Your monthly gross salary will be **Rs.15000** per month. You may also receive a bonus on monthly basis and which would be to a maximum of 20.0 % of your monthly gross salary.

We are one of India's leading and fast growing healthcare retail companies, driven by a single minded goal of making healthcare delivery more customers centric. Our over 1350 pharmacies offer a wide selection of genuine medicines, stored under appropriate storage conditions, at best market prices. Our networked stores enable you as a customer to not only chooses from what's on offer in the store you visit but also from the extended range available at our warehouse. You can access our products, your bills and all your health records through our online store, MedPlus Mart.com, or on your mobile through the MedPlus App. We also offer accurate and reliable diagnostic testing through Med plus Lab and a great selection of optical products through MedPlus Lens. We are proud of our team. Risk Taking, Collaboration and entrepreneurial spirit are embedded in organization DNA.

We are confident you will have an excellent opportunity to learn and make a significant impact with your contribution.

**Medplus** is known for its integrity and ethics. It is reflected consistently in all our behaviors. We have a well-defined Code of Business Conduct.


We wish you a rewarding career with us.

Yours Sincerely

**MedPlus Health Services Pvt. Ltd.**

**Sree Gopalam**

**Head – Employee Relations**



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R.R. Dist. Telangana.

25<sup>th</sup> August, 2020

Dear **Kamallapelly Anil Kumar**

Congratulations!

We are pleased to inform you that you have successfully completed our talent hiring process. We are happy to offer you as **Stock Audit Associate**. Your monthly gross salary will be **Rs.15000** per month. You may also receive a bonus on monthly basis and which would be to a maximum of 20.0 % of your monthly gross salary.

We are one of India's leading and fast growing healthcare retail companies, driven by a single minded goal of making healthcare delivery more customers centric. Our over 1350 pharmacies offer a wide selection of genuine medicines, stored under appropriate storage conditions, at best market prices. Our networked stores enable you as a customer to not only chooses from what's on offer in the store you visit but also from the extended range available at our warehouse. You can access our products, your bills and all your health records through our online store, MedPlus Mart.com, or on your mobile through the MedPlus App. We also offer accurate and reliable diagnostic testing through Med plus Lab and a great selection of optical products through MedPlus Lens. We are proud of our team. Risk Taking, Collaboration and entrepreneurial spirit are embedded in organization DNA.

We are confident you will have an excellent opportunity to learn and make a significant impact with your contribution.

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We wish you a rewarding career with us.

Yours Sincerely

**MedPlus Health Services Pvt. Ltd.**

**Sree Gopalam**

**Head – Employee Relations**



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