



HINDUSTAN AERONAUTICS LIMITED  
(KORAPUT DIVISION)  
TRAINING & DEVELOPMENT INSTITUTE

13-17-2017

23<sup>rd</sup> Oct, 2017

NO.KT/4-3/2017/189

DM-HR

TO: COMS

23/10/17

Sub: Posting of Degree (PHARMACY) Apprentices for training under the Apprentices (Amendment) Act. 1973.


The following Degree (PHARMACY) Apprentices have been joined in our organization for apprenticeship training for a period of one year from 20.10.2017 to 19.10.2018.

SL NO.	NAME	BRANCH	ROLL NO.	DEPARTMENT
01	Ms ANUPAMA MAHARANA	PHARMACY	30381	H
02	Ms MANASWINI PALO	PHARMACY	30382	H

They have been advised to report to your department with effect from 23.10.2017. Their attendance may please be maintained and submitted to our In-plant in-charge by the end of each month for arranging payment of stipend at our end.

The apprentices shall abide by the rules and regulations of our organization as applicable to the employees. Necessary facilities may please be extended to them and specific task may be assigned during the training period. They are required to maintain a daily diary and a record note for noting down the work done/observations made daily in the departments/sections which may please be periodically checked. The trainees are required to report to In-plant I/c in order to give their attendance in the morning and in the afternoon.

This is for information and necessary action please.

  
(S. B. Satapathy)  
Dy Manager (Trg)  
एस.बी. संतपथी  
उप प्रबंधक (प्रशिक्षण)  
S. B. Satapathy  
Dy Manager (Training)

CC: VS - for Information and with a request to issue necessary Entry Books to the above Diploma Trainees valid up to 19.10.2018. Please permit those Diploma apprentices who have put up Uniform i.e. Grey pant & white shirt / Gray and White Chudidar & Degree apprentices Navy Blue pant & white shirt / Navy Blue and White Chudidar.

: I/P In charge - for information and necessary action.

: CP - for Information and with a request to pay stipend @ Rs.4984/- PM for degree and Rs 3542/- PM to diploma Apprentices respectively on receipt of attendance from our office.

: Attendance section.



Glocal/HRD/LOI/487/17-18

Date: December 20, 2017

Ms. Kiran Roy,  
At + PO- Sunabeda, DP Camp,  
Dist- Koraput, Odisha  
Pin- 763003

Dear Ms. Roy,

**Sub: Letter of Intent**

With reference to your application and further discussion you had with us, we are pleased to offer you the position of **Pharmacist in Glocal Healthcare Systems Pvt. Ltd.** at our **Digital Dispensary, Navrangpur, Odisha.** Your proposed compensation package is annexed herewith.

We would like you to join with us on or before **December 26, 2017** failing which; this Letter of Intent stands withdrawn, unless a new date is mutually agreed upon, by us in writing. A formal Appointment Letter will be issued to you on your joining the organization, subject to fulfillment of educational qualification, working experience and others furnished by you in your resume submitted to us.

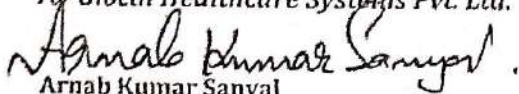
On the date of your joining, you will have to submit the following documents:

1. Proof of Age.
2. Copies of Educational Certificates.
3. Copies of Professional Certificates.
4. Relieving certificate from the previous employer / Acceptance of resignation (if any)
5. Appointment Letter and Salary Certificates of Earlier Companies (if any).
6. Five Passport size Photographs.
7. Photocopy of Ration Card / Voter's ID Card / PAN Card & Aadhaar Card.
8. Updated Curriculum Vitae.
9. Fitness Certificate provided by a registered medical practitioner.
10. Marriage Certificate (If Applicable).
11. Bank Details (if any)

This Letter of Offer is conditional, subject to the above being received. Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

Yours faithfully,

For **Glocal Healthcare Systems Pvt. Ltd.**

  
Arnab Kumar Sanyal  
Head - Human Resource



**Remuneration Package**

Name	Kiran Roy
Designation	Pharmacist
Band	1B
Company	GHSPtL
Department	Pharmacy
Location	Navrangpur, Odisha

Salary Head		Details	
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	PM		PA
<u>Monthly salary</u>			
Basic	3,500		42,000
HRA	1,750		21,000
Transport Allowance	1,600		19,200
Rural Posting Allowance	3,756		45,072
<b>A. Gross Per Month (GPM)</b>	<b>10,606</b>		<b>1,27,272</b>
<u>Annual Payments</u>			
Bonus as per Act	583		6,996
<b>B. Total Annual Payments</b>	<b>583</b>		<b>6,996</b>
<u>Retiarals</u>			
Provident Fund as per Act (Employer's Contribution)*	420		5,040
<b>C. Total Retiarals</b>	<b>420.00</b>		<b>5,040.00</b>
<u>Affiliation Perks</u>			
Gratuity (As per Act) accruable after 5 yrs (maximum payout - 1000000/-)	169		2,028
ESIC (Employer's contribution - Applicable if GPM is less than or equal to Rs. 21000/-)	504		6,048
<b>D. Total Affiliation Perks</b>	<b>673</b>		<b>8,076</b>
<b>Total Direct CTC (A+B+C+D)</b>	<b>12,282</b>		<b>1,47,384</b>



Date: December 20, 2017

Glocal/HRD/LOI/491/17-18

Ms. Preeti Rani Rao,  
At + PO - Umerkote,  
Dist- Nabarangpur, Odisha  
Pin- 764073

Sub: Letter of Intent

Dear Ms. Rao,

With reference to your application and further discussion you had with us, we are pleased to offer you the position of Pharmacist in Glocal Healthcare Systems Pvt. Ltd. at our Digital Dispensary, Navrangpur, Odisha. Your proposed compensation package is annexed herewith.

We would like you to join with us on or before December 26, 2017 failing which; this Letter of Intent stands withdrawn, unless a new date is mutually agreed upon, by us in writing. A formal Appointment Letter will be issued to you on your joining the organization, subject to fulfillment of educational qualification, working experience and others furnished by you in your resume submitted to us.

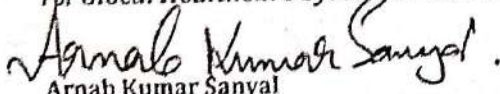
On the date of your joining, you will have to submit the following documents:

1. Proof of Age.
2. Copies of Educational Certificates.
3. Copies of Professional Certificates.
4. Relieving certificate from the previous employer / Acceptance of resignation (if any)
5. Appointment Letter and Salary Certificates of Earlier Companies (if any).
6. Five Passport size Photographs.
7. Photocopy of Ration Card / Voter's ID Card / PAN Card & Aadhaar Card.
8. Updated Curriculum Vitae
9. Fitness Certificate provided by a registered medical practitioner.
10. Marriage Certificate (If Applicable).
11. Bank Details (if any)

This Letter of Offer is conditional, subject to the above being received. Please sign the duplicate copy of this letter as a token of your acceptance and return the same to us.

Yours faithfully,

For Glocal Healthcare Systems Pvt. Ltd.

  
Arnab Kumar Sanyal  
Head - Human Resource



Selection Letter

Reference ID: E1741

Name : Ronaldo Rout

Address : At-Nuagarh, Po/Ps-Astaranga, Dist-Puri, Odisha-752109

Location: Malkangiri

Dear Ronaldo,

With further reference to the discussion that you had with us on 06.09.2017 your interview, we are herewith pleased to inform you that you have been selected by us for being employed in our company as "Emergency Medical Technician" (hereinafter in short referred to as "EMT"). However as specifically informed to you during the said interview that you had with us, you have been specifically selected by us for being employed in our employment for executing the contractual work awarded to us by the concerned Authorities of Government of Odisha in respect of running and operating of 108 Ambulance Services. Accordingly you are hereby selected by us as "EMT" on the following terms and conditions.

The term of your contract of employment with the company shall be valid for a period of Ten Months from the date of your joining. However not withstanding this, in the event of the project/work for which you are being employed terminates before your contract period ends, this contract shall be co-terminus with the project/work as the case may be.

1. It is further made clear to you that you are herewith being appointed directly in our private employment and your employment thus with us shall not at all entitle you in any manner to claim employment or being absorbed in the service of The State government or in any Semi government jobs by whatever name called.
2. As specifically informed to you and also agreed to by you during your interview, before we issue you the detailed appointment letter containing your terms and conditions of employment and allow you to resume your duties, you will be first required to undergo detailed police verification from the police station concerned near the place of your residence. It is only after you will submit a duly authenticated appropriate police verification certificate without any negative remarks therein, you will be issued the necessary Appointment Letter and will be allowed to resume your duties in the post in which you have been selected.
3. Your selection as mentioned herein above would be valid and you will comply with the requirements as mentioned herein above provided you sent us back copy of this letter duly signed by you on or before 31.10.2017.

OKY

Date : 30.10.2017

*Cancelled*

AMBULANCE

1298

EMERGENCY

108

AMBULANCE

102

MEDICAL HELPLINE

104

EMERGENCY

1033

181

**Ziqitza Health Care Limited**

Registered Office: 401 B, 4th Floor, Niranjana Building, 99 Marine Drive, Mumbai - 400 002, Maharashtra, India. • Tel : +91 22 2281 0779

Correspondence Office: 7th floor, IDCO Tower, Saheed Nagar, Bhubaneswar 751007, Odisha, India. • CIN : U85110MH2002PLC138005

Tel : +91 6743312600 • www.zhl.org.in • contactus@zhl.in





When you come to join kindly bring with you and submit the following documents:

1. Four copies of recent passport size photographs.
2. Photostat copies of the following :
  - School leaving Certificate showing Date of Birth,
  - Educational Qualification Certificate/Mark Sheet.
  - Copy of EMT Registration Certificate / Registration of GNM (Only in case of EMT).
3. Photocopy of PAN Card along with original.
4. Photocopy of Driving License/Voter ID Card / Passport .
5. **Aadhar Card** is Mandatory.
6. Police Verification Certificate.

In case you need any clarification feel free to contact Mr. Gopikanta Gochhayat :- 0674-3312687.

For Ziqitza Health Care Ltd

Gopikanta Gochhayat

Authorized Signatory

I hereby accept the above-mentioned terms and conditions and I am ready and willing to join your company on or before **02.11.2017**.

---

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_





TPL/HR/Sikkim/2018/01/17  
Thursday 04<sup>th</sup> January 2018

To  
Mr. Sibasish Dakua  
At-Jayanti Nagar, Po & Ps-Dabugaon  
Dist-Nabarangapur  
Odisha - 764072

Dear Mr. Dakua,

With reference to your application and subsequent meeting with us, we are pleased to offer you the position of Trainee Technical Assistant - QA Dept. in our organization. This offer stands valid subject to following: -

1. Medical Fitness
2. Antecedents Verification

The detailed appointment letter will be issued to you after you join your duties.

Your monthly gross emoluments shall be as discussed and agreed. You are requested to submit the documents as detailed in Annexure-B.


On receipt of this letter, please send your acceptance letter along with the acknowledged copy of your resignation from your present organization, within three days from the issuance of this letter. This offer stands valid only till that time.

If it is found, at any point of time that any information furnished by you to Company, either verbally or in writing or in the standard employment application form or as a part of employment is untrue, false, incorrect, or incomplete or willfully suppressed, the offer shall stand invalid/withdrawn.

Please note that you have to join on or before 08.01.2018

Thanking you,

Yours Sincerely,  
For TORRENT PHARMACEUTICALS LTD.,

  
Bhagwan Dass Goswami  
Assistant General Manager - HR & Admin

Accepted : \_\_\_\_\_

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

I shall join on or before: \_\_\_\_\_

**TORRENT PHARMACEUTICALS LIMITED**

CIN: L24230GJ1972PLC002126

32 No. Middle Camp, NH-10, East District, Gangtok, Sikkim-737 135, Phone : +91 9735986608/18/28/38  
Reg. Office : Torrent House, Off Ashram Road, Ahmedabad-380 009, India. Phone : +91 79 26585090, www.torrentpharma.com




ANNEXURE-B

We request you to provide us the following personal information for maintaining your service record file.

1. Degree / Qualification Certificates & Mark sheets duly Attested (*With True Copies*)
2. Work experience certificates from past & present employers
3. Record of Date of Birth
4. Identity Proof - A copy of Valid Driving License / Passport / Aadhar Card / Voter ID
5. Last drawn salary certificate / pay slip (Last Six Months)
6. Salary Bank Account statement of last Six months.
7. A copy of resignation letter duly acknowledged by the employer.
8. Experience and Relieving Certificates.
9. Copy of FDA Registration Certificate (if applicable).
10. Two Reference certificates (obtained from other than your Relatives & Friends).
11. Passport size Colour photographs of self (6 nos.) & Stamp Size photographs (3 nos.)
12. Passport size Colour photographs of Family Members (4 Nos. each).
13. Blood group certification.
14. Fitness Certificate(Physical Fitness) from Registered Medical Practitioner.
15. Bonafide Certificate.
16. A copy of Employment Registration Card.
17. Police Verification Certificate.
18. A copy of PAN Card.
19. Income Tax Exemption Certificate (in case of Sikkim Subject Certificate holder).
20. Photocopy of Marriage Certificate.
21. Birth Certificates of Spouse & Children.
22. A copy of AADHAR Card.
23. Certificate of Identification (in case of Sikkim Subject Certificate holder).

You shall be required to undergo medical examination through our authorized medical practitioner. At the time of joining you shall produce Physical fitness certificate from any Registered medical practitioners, without which your offer would be deemed invalid.

For **TORRENT PHARMACEUTICALS LTD.**,

  
Bhagwan Dass Goswami  
Assistant General Manager - HR & Admin

**TORRENT PHARMACEUTICALS LIMITED**

CIN: L24230GJ1972PLC002126

32 No. Middle Camp, NH-10, East District, Gangtok, Sikkim-737 135, Phone : +91 9735986608/18/28/38  
Reg. Office : Torrent House, Off Ashram Road, Ahmedabad-360 009, India. Phone : +91 79 26585090, www.torrentpharma.com





## MICRO LABS LIMITED

REGD. & CORPORATE OFFICE: # 27, RACE COURSE ROAD, BANGALORE 560 001, KARNATAKA, INDIA  
Tel : +91-80-2237 0451-57 Fax : +91-80-2237 0463 CIN: U24232KA1973PLC002401 Website: www.microlabsltd.com Email: info@microlabs.in

ML-03/OL/2018/63

January 17<sup>th</sup>, 2018

Mr. Ronaldo Rout  
Kalimela main road  
Malkangiri  
Odisha-764047.

Sub: Offer of Employment

Dear Mr. Ronaldo

This has reference to your application for employment in our company and the subsequent interview you had with us. We are pleased to offer you an employment with our organization in the "Packing" department based at Hosur plant-03. The remuneration package as mutually agreed upon shall be communicated to you on your joining with us.

Please note that this is merely an Offer Letter. The Company's standard Appointment Letter containing exhaustive terms and conditions of employment will be issued to you on your joining the company which shall be binding on you.

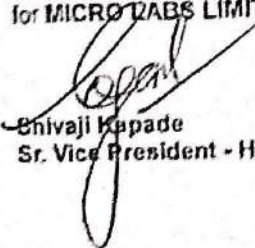
You are requested to join us latest by **February 17<sup>th</sup>, 2018** failing which this Offer of employment stands withdrawn. Kindly also confirm your exact Date of Joining at least 7 days prior to your joining the Organization.

You are required to submit the following documents at the time of joining:

- Joining Report
- Passport size photographs - 3 Nos
- Photocopy of your testimonials – From SSLC onwards
- Proof of Date of Birth
- Pre-employment Medical Fitness Certificate from a Registered Medical Practicing Doctor
- Copy of Resignation and relieving letter from immediate previous employer
- Last Salary Slip / Salary Certificate, as applicable
- Provisional Income & Tax deducted at source Certificate from the previous employer (If applicable) along with a copy of PAN card
- PF UAN from previous employer
- Copy of Aadhar Card

Kindly confirm your acceptance on the duplicate copy of this Offer Letter.

Yours cordially,  
for **MICRO LABS LIMITED,**

  
Shivaji Kapade  
Sr. Vice President - Human Resources



## MICRO LABS LIMITED

REGD. & CORPORATE OFFICE: # 27, RACE COURSE ROAD, BANGALORE 560 031, KARNATAKA, INDIA  
Tel.: +91-80-2237 0451-57 Fax: +91-80-2237 0463 CIN: U24232KA1973PLC002401 Website: www.microlabsltd.com Email: info@microlabs.in

ML-03/OL/2018/61

January 17<sup>th</sup>, 2018

Mr. P Mohan  
Semiliguda, Koraput  
Odisha-764036.

Sub: Offer of Employment

Dear Mr. Mohan,

This has reference to your application for employment in our company and the subsequent interview you had with us. We are pleased to offer you an employment with our organization in the "Production" department based at Hosur plant-03. The remuneration package as mutually agreed upon shall be communicated to you on your joining with us.

Please note that this is merely an Offer Letter. The Company's standard Appointment Letter containing exhaustive terms and conditions of employment will be issued to you on your joining the company which shall be binding on you.

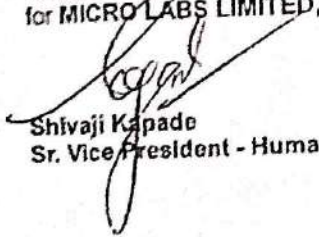
You are requested to join us latest by **February 17<sup>th</sup>, 2018** failing which this Offer of employment stands withdrawn. Kindly also confirm your exact Date of Joining at least 7 days prior to your joining the Organization.

You are required to submit the following documents at the time of joining:

- Joining Report
- Passport size photographs - 3 Nos
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- Proof of Date of Birth
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- Copy of Resignation and relieving letter from immediate previous employer
- Last Salary Slip / Salary Certificate, as applicable
- Provisional Income & Tax deducted at source Certificate from the previous employer (If applicable) along with a copy of PAN card
- PF UAN from previous employer
- Copy of Aadhar Card

Kindly confirm your acceptance on the duplicate copy of this Offer Letter.

Yours cordially,  
for MICRO LABS LIMITED,

  
Shivaji Kapade  
Sr. Vice President - Human Resources





## MICRO LABS LIMITED

REGD. & CORPORATE OFFICE: # 27, RACE COURSE ROAD, BANGALORE 560 001, KARNATAKA, INDIA  
Tel.: +91-80-2237 0451-57 Fax: +91-80-2237 0463 CIN U24232KA1973PLC002401 Website: www.microlabsltd.com Email: info@microlabs.in

ML-03/OL/2018/61

January 17<sup>th</sup>, 2018

Mr. P Mohan  
Semiliguda, Koraput  
Odisha-764036.

Sub: Offer of Employment

Dear Mr. Mohan,

This has reference to your application for employment in our company and the subsequent interview you had with us. We are pleased to offer you an employment with our organization in the "Production" department based at Hosur plant-03. The remuneration package as mutually agreed upon shall be communicated to you on your joining with us.

Please note that this is merely an Offer Letter. The Company's standard Appointment Letter containing exhaustive terms and conditions of employment will be issued to you on your joining the company which shall be binding on you.

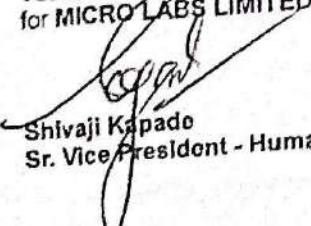
You are requested to join us latest by February 17<sup>th</sup>, 2018 failing which this Offer of employment stands withdrawn. Kindly also confirm your exact Date of Joining at least 7 days prior to your joining the Organization.

You are required to submit the following documents at the time of joining:

- Joining Report
- Passport size photographs - 3 Nos
- Photocopy of your testimonials -- From SSLC onwards
- Proof of Date of Birth
- Pre-employment Medical Fitness Certificate from a Registered Medical Practising Doctor
- Copy of Resignation and relieving letter from immediate previous employer
- Last Salary Slip / Salary Certificate, as applicable
- Provisional Income & Tax deducted at source Certificate from the previous employer (If applicable) along with a copy of PAN card
- PF UAN from previous employer
- Copy of Aadhar Card

Kindly confirm your acceptance on the duplicate copy of this Offer Letter.

Yours cordially,  
for MICRO LABS LIMITED,

  
Shivaji Kapado  
Sr. Vice President - Human Resources



## MICRO LABS LIMITED

REGD. & CORPORATE OFFICE: # 27, RACE COURSE ROAD, BANGALORE 560 001, KARNATAKA, INDIA  
Tel.: +91-80-2237 0451-57 Fax: +91-80-2237 0463 CIN U24232KA1973PLC002401 Website: www.microlabsltd.com Email: info@microlabs.in

ML-03/OL/2018/61

January 17<sup>th</sup>, 2018

Mr. P Mohan  
Semiliguda, Koraput  
Odisha-764036.

Sub: Offer of Employment

Dear Mr. Mohan,

This has reference to your application for employment in our company and the subsequent interview you had with us. We are pleased to offer you an employment with our organization in the "Production" department based at Hosur plant-03. The remuneration package as mutually agreed upon shall be communicated to you on your joining with us.

Please note that this is merely an Offer Letter. The Company's standard Appointment Letter containing exhaustive terms and conditions of employment will be issued to you on your joining the company which shall be binding on you.

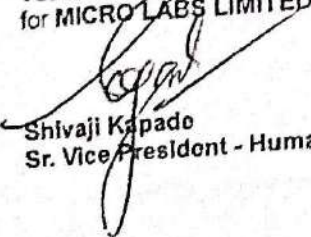
You are requested to join us latest by February 17<sup>th</sup>, 2018 failing which this Offer of employment stands withdrawn. Kindly also confirm your exact Date of Joining at least 7 days prior to your joining the Organization.

You are required to submit the following documents at the time of joining:

- Joining Report
- Passport size photographs - 3 Nos
- Photocopy of your testimonials -- From SSLC onwards
- Proof of Date of Birth
- Pre-employment Medical Fitness Certificate from a Registered Medical Practising Doctor
- Copy of Resignation and relieving letter from immediate previous employer
- Last Salary Slip / Salary Certificate, as applicable
- Provisional Income & Tax deducted at source Certificate from the previous employer (If applicable) along with a copy of PAN card
- PF UAN from previous employer
- Copy of Aadhar Card

Kindly confirm your acceptance on the duplicate copy of this Offer Letter.

Yours cordially,  
for MICRO LABS LIMITED,

  
Shivaji Kapado  
Sr. Vice President - Human Resources



Cipla

November 11, 2017  
Mr. P. Asthis  
ALPO- R.K.Colony,  
Nabarangpur,  
Block- Nabarangpur,  
Dist- Nabarangpur, 764059  
Odisha

Dear P,

Welcome to Cipla!

Over the last eight decades, Cipla has been built on the foundation of care. It's our pioneering work in the Indian Pharmaceutical industry, we have become the preferred choice of doctors, patients and employees.

We have a strong legacy and we are all set for a stronger future. We welcome you to our journey as we progressively transcend into an integrated, forward looking and agile organisation with "Caring for Life" at its core.

We look forward to working with you and wish you a rewarding career with us.

Warm regards,



Prabir Kumar Jha  
Global Chief People Officer



MAC/OFF/SK/02618/17  
11/05/2017  
Ms SASMITA KUMARI SATAPATHY

Dear Ms SASMITA KUMARI SATAPATHY

This has reference to your application and subsequent personal interview you had with us. We are pleased to offer you the post of **TRAINEE** in our **Q.C** department in our organization at our **SIKKIM PLANT** on terms and conditions mutually agreed between us.

The resignation acceptance letter from your previous organization should be produced within 15 days of acceptance of offer letter or else the offer letter will be considered void and nullified. You are requested to join the duties latest by **25/05/2017**

We will issue you regular appointment letter with details on the actual date of your joining. You are requested to return the duplicate copy of this offer as a token of your acceptance and confirm the exact date of your joining our organization.

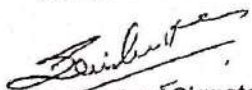
You are requested to bring with you the following documents at the time of joining your duties:

- i) Four passport size photographs.
- ii) Copies of educational/professional qualifications and experience certificates.
- iii) Relieving letter from the present employer.
- iv) Certificates in support of date of birth.
- v) PAN Card & AADHAR Card Copy.
- vi) Copy of permanent address proof.
- vii) Medical Certificate of fitness duly signed by a qualified Doctor (Not less than a MBBS).

We look forward for your long & happy association with Macleods Pharmaceuticals Limited.

With best regards.

For Macleods Pharmaceuticals Limited

  
Authorized Signatory

Acceptance:

I have read the above terms and conditions and I do hereby agree to the same and accept the offer. I will join on \_\_\_\_\_.

Ms SASMITA KUMARI SATAPATHY

MACLEODS  
PHARMACEUTICALS  
LIMITED

Regd. Office :  
Atlanta Arcade, Church Road,  
Near Leela Hotel, Andheri-Kurla Road,  
Andheri (East), Mumbai - 400 059, India.

Phone : 91 - 22 - 6676 2800  
Fax : 91 - 22 - 2925 6599  
Email : customare@macleodspharma.com  
Website : www.macleodspharma.com  
CIN : U24239MH1989PLC052049



## PROPOSED SALARY STRUCTURE

NAME	:	Ms SASMITA KUMARI SATAPATHY
DESIGNATION	:	TRAINEE
DEPT	:	Q.C
LOCATION	:	SIKKIM UNIT IX
OFFER ID	:	MAC/OFF/SK/02618/17

SALARY BREAK-UP MONTHLY PAYMENTS		
	PER MONTH	PER ANNUM
BASIC	7400	88800
HRA	370	4440
EDU. ALLOW	1500	18000
TRANSPORT	400	4800
CCA	200	2400
PPA	130	1560
<b>TOTAL</b>	<b>10000</b>	<b>120000</b>

QUARTERLY/ANNUAL PAYMENT		
<b>TOTAL</b>		

RETIRALS BENEFITS		
EMPLR PF	888	10656
Emplr ESIC	475	5700
<b>TOTAL</b>	<b>1363</b>	<b>16356</b>

TOTAL SALARY PER MONTH	11363
TOTAL SALARY PER ANNUM	136356

APPROVED BY: 

ACCEPTED BY :

DATE :

PLACE :

Note : Reimbursement Payment  
\* are Quarterly Payment, and  
\*\* are Annual Payment



**LUPIN LIMITED**

4th Mile, Bhasmey  
Kernarey-Bhasmey Block  
Duga Taka, East Sikkim  
Sikkim-737132, India



August 11, 2017

Mr. Niranjan Choudhury,  
Sikkim

Dear Mr. Choudhury,

We have pleasure in appointing you in our Company as Trainee Officer- Packing in Grade Trainee Officer based at Sikkim.

1. **Date of Appointment**  
Your appointment is effective from August 11, 2017.
2. **Compensation & Benefits**  
The detailed break up of your Compensation & other company benefits applicable to your grade is enclosed.
3. **Medical Insurance**  
You will be covered under a Mediclaim Insurance Policy for coverage of Rs. 1,25,000/- Medical coverage is only for employee, spouse, dependent parents and two children.
4. **Probation Period**  
You will be on probation for a period of one year from the date of your appointment. If in the opinion of the Company you are found suitable for the post in which you are appointed, you will be confirmed.
5. **Provident Fund & Gratuity**  
You will be covered under Provident & Gratuity Fund, which will be governed by the Provident Fund Act & Payment of Gratuity Act respectively.
6. **Leave**  
You will be entitled to a maximum of 30 working days of Leave in a year.
7. **Retirement**  
The retirement age is 58 years.
8. **Code of Conduct**  
You would be governed by the company code of conduct and all other laws applicable as per time to time. If you are found in violation of any the laws the company would initiate disciplinary procedure for the same leading to termination of services thereof.
9. **Other work**  
Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company without the written permission of the Managing Director of the Company.
10. **Transfer**  
You will be liable to transfer in such capacity as the Company may from time to time determine to any other location, department, and subsidiary of Lupin. You will then be governed by the terms and conditions of service applicable to your new assignment/ location.



LUPIN LIMITED  
4th Mile, Bhasmoy  
Kamarey-Bhasmoy Block  
Duga Baka, East Sikkim  
Sikkim-737132, India



LUPIN

Continuation Sheet



COMPENSATION & BENEFITS PROGRAMME


Name: Niranjan Choudhury  
Designation: Tr. Officer - Packing  
Location: Sikkim

GRADE Compensation Details	Tr. Officer	
	Current Structure	
	P.M	P.A
Basic Salary	11,000	132,000
HRA	550	6,600
Conveyance Allowance	1,200	14,400
Adhoc Allowance	2,800	33,600
Bonus/ Exgratia	2,000	24,000
Provident Fund (12% of Basic Salary)	1320	15,840
ESIC (4.75%)	739	8,868
Gratuity (4.81% of Basic Salary)	529	6,349
Total Fixed CTC	20,138	241,657

In-addition to the above, you will be covered under the following Schemes as per Company Policy:

- Mediclaime: This Policy covers self, spouse, two children and dependent parents, subject to a limit of Rs.1,25,000/- p.a.
- Group Accident Insurance: The Insurance coverage for your grade is Rs.5,00,000/- p.a.
- Group Term Life Insurance: The Insurance coverage for your grade is Rs.6,00,000/- p.a.

All payments are subject to the provisions of Income Tax Act.

  
Bibek Nandi  
Sr. Manager- HR







MAC/TRAINEE/DIR/2017  
21/08/2017

To,  
Mr JITENDRA KUMAR PRADHAN  
TRAINEE  
PRODUCTION  
SIKKIM PLANT  
H017032

Dear Mr JITENDRA KUMAR PRADHAN

Further to our offer letter dated 04/08/2017, we are pleased to offer to the position of TRAINEE in our PRODUCTION Department - SIKKIM PLANT The terms and conditions of this offer of Trainee appointment are as under:

1. Your training period will be for 9 months from the date of your joining i.e. 21/08/2017.
2. You will be paid a salary of Rs.11363/- ( RUPEES ELEVEN THOUSAND THREE HUNDRED SIXTY-THREE ONLY) per month during the period you are retained for training.
3. On completion of your successful training period, your performance will be assessed and if found suitable, your trainee appointment letter will be regularized and you will be taken on probation basis for a period of six/ three months.
4. In case your work is found unsatisfactory during the period of training, this period may be extended at the discretion of the company to enable you to achieve the expected standard of performance or at the end of training period, subject to availability of vacant post, you will be either regularized in the service of the company or if your performance is not upto the expected standard, your trainee services will be terminated.
5. During the period of training, your services can be terminated without any notice or notice pay in lieu of notice without assigning any reason. In such cases management's decision will be final & binding.
6. Your trainee services are liable to be transferred either part time or whole time to any other department or sister concern of the company without payment of extra salary.
7. You shall observe whole rules of discipline and decorum prevalent in the company.
8. You will not be entitled to any type of paid leave during training period.
9. That all disputes and differences are to be inquired and to be dealt with and are to be settled at Mumbai. And that the courts, tribunals and/or authorities at Mumbai only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this appointment.





## MICRO LABS LIMITED

REGD. & CORPORATE OFFICE: # 27, RACE COURSE ROAD, BANGALORE 560 001, KARNATAKA, INDIA  
Tel. : +91-80-2237 0451-57 Fax : +91-80-2237 0463 CIN: U24232KA1973PLC002401 Website: www.microlabsltd.com Email : info@microlabs.in

ML-03/OL/2018/61

January 17<sup>th</sup>, 2018

Mr. P Mohan  
Semiliguda, Koraput  
Odisha-764036.

Sub: Offer of Employment

Dear Mr. Mohan,

This has reference to your application for employment in our company and the subsequent interview you had with us. We are pleased to offer you an employment with our organization in the "Production" department based at Hosur plant-03. The remuneration package as mutually agreed upon shall be communicated to you on your joining with us.

Please note that this is merely an Offer Letter. The Company's standard Appointment Letter containing exhaustive terms and conditions of employment will be issued to you on your joining the company which shall be binding on you.

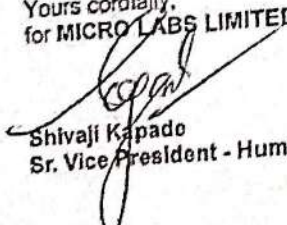
You are requested to join us latest by **February 17<sup>th</sup>, 2018** failing which this Offer of employment stands withdrawn. Kindly also confirm your exact Date of Joining at least 7 days prior to your joining the Organization.

You are required to submit the following documents at the time of joining:

- Joining Report
- Passport size photographs - 3 Nos
- Photocopy of your testimonials - From SSLC onwards
- Proof of Date of Birth
- Pre-employment Medical Fitness Certificate from a Registered Medical Practising Doctor
- Copy of Resignation and relieving letter from immediate previous employer
- Last Salary Slip / Salary Certificate, as applicable
- Provisional Income & Tax deducted at source Certificate from the previous employer (If applicable) along with a copy of PAN card
- PF UAN from previous employer
- Copy of Aadhar Card

Kindly confirm your acceptance on the duplicate copy of this Offer Letter.

Yours cordially,  
for MICRO LABS LIMITED,

  
Shivaji Kapado  
Sr. Vice President - Human Resources





## MICRO LABS LIMITED

REGD. & CORPORATE OFFICE: # 27, RACE COURSE ROAD, BANGALORE 560 001, KARNATAKA, INDIA  
Tel : +91-80-2237 0451-57 Fax : +91-80-2237 0403 CIN: U24232KA1973PLC062491 Website www.microlabsltd.com Email: info@microlabs.in

ML-03/OL/2018/63

January 17<sup>th</sup>, 2018

Mr. Ronaldo Rout  
Kalimela main road  
Malkangiri  
Odisha-764047.

Sub: Offer of Employment

Dear Mr. Ronaldo

This has reference to your application for employment in our company and the subsequent interview you had with us. We are pleased to offer you an employment with our organization in the "Packing" department based at Hosur plant-03. The remuneration package as mutually agreed upon shall be communicated to you on your joining with us.

Please note that this is merely an Offer Letter. The Company's standard Appointment Letter containing exhaustive terms and conditions of employment will be issued to you on your joining the company which shall be binding on you.

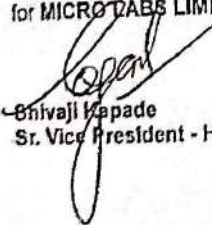
You are requested to join us latest by **February 17<sup>th</sup>, 2018** failing which this Offer of employment stands withdrawn. Kindly also confirm your exact Date of Joining at least 7 days prior to your joining the Organization.

You are required to submit the following documents at the time of joining:

- Joining Report
- Passport size photographs - 3 Nos
- Photocopy of your testimonials - From SSLC onwards
- Proof of Date of Birth
- Pre-employment Medical Fitness Certificate from a Registered Medical Practicing Doctor
- Copy of Resignation and relieving letter from immediate previous employer
- Last Salary Slip / Salary Certificate, as applicable
- Provisional Income & Tax deducted at source Certificate from the previous employer (If applicable) along with a copy of PAN card
- PF UAN from previous employer
- Copy of Aadhar Card

Kindly confirm your acceptance on the duplicate copy of this Offer Letter.

Yours cordially,  
for MICRO LABS LIMITED,

  
Shivaji Kapade  
Sr. Vice President - Human Resources

Offer of Employment

Dear Mr.Rajendra Biswas

Dated: 20-NOV-2018

Congratulations!

I am pleased to confirm our offer of employment to you in **Graviti Pharmaceuticals Pvt Ltd**, a subsidiary of the Yashoda Group, with effect from **as earliest**. You will be based in our Hyderabad facility. We extend this offer and the opportunity with great confidence in your abilities based upon your credentials and the information shared during your interview. We feel that you will be able to make an outstanding contribution to our organization.



You will be paid a fixed Gross of Rs.1,20,000/- (Rupees One Lakh & Twenty Thousand Only per annum).

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Please sign in the space provided below indicating your acceptance of our offer and deliver the duplicate copy of the duly signed offer letter to us either through email or post.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,

For Graviti Pharmaceuticals Pvt Ltd  
  
Authorized Signatory  








NAME: Praveen Chaudhary  
 DESIGNATION: Manager - Pharmacy  
 DEPARTMENT: Pharmacy  
 ADDRESS: ...

**SALARY BREAK UP  
MONTHLY PAYMENTS**

	PER MONTH	PER ANNUM
BASIC	8500	102000
HRA	425	5100
EDU. ALLOW	500	6000
TRANSPORT	300	3600
CCA	100	1200
PPA	175	2100
<b>TOTAL</b>	<b>10000</b>	<b>120000</b>

RETIRALS BENEFITS		
EMPLR PF	1020	12240
<b>TOTAL</b>	<b>1020</b>	<b>12240</b>

<b>TOTAL SALARY PER MONTH</b>	<b>11020</b>
<b>TOTAL SALARY PER ANNUM</b>	<b>132240</b>

ACCEPTED BY :  
 DATE :  
 PLACE :

APPROVED BY :

- Reimbursement Payment
- Quarterly Reimbursement and
- Annual Reimbursement



Offer Letter for Paid Intern

Name Manoj Kumar Sahu

Date 13/04/18

Dear

We are pleased to extend to you this offer of working as an Intern. If you accept this offer, you will begin your internship with the Company on 02/07/18 and will be expected to work 6 Days per week.

You will be paid a stipend of Rs. 8000 per month, less all applicable taxes and withholding. As a Intern, you will not receive any of the employee benefits that regular company employee receive.

Your internship is expected to end on 31/08/18. However, your internship with the company is "at-will," which means that either you or the company may terminate your internship at any time, with or without cause and with or without notice.

During your Internship, you may have access to trade secrets and confidential business information belonging to the company. By accepting this offer of Internship, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purpose or from disclosing it to anyone outside the company. In addition, you agree that, upon conclusion of your Internship, you will immediately return to the company all of it property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all Rules and policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

I hope that your association with the company will be successful and rewarding. Please indicate your acceptance of this offer by signing below.

With best regards,

For Macleods Pharmaceuticals Ltd.

f. Abhilash Swain  
Authorized Signatory

Acceptance:

I accept employment with the Company on the terms and condition set out in this letter.

Mr./Ms. Manoj Kumar Sahu

MACLEODS  
PHARMACEUTICALS

Regd. Office  
Asteris Arcade, Church Road,  
Near Janta Hotel, Andheri-E, Mumbai - 400 059, India

Phone : 91 - 22 - 6676 2800  
Fax : 91 - 22 - 6925 6599  
Email : [customerscare@macleodspharma.com](mailto:customerscare@macleodspharma.com)  
Website : [www.macleodspharma.com](http://www.macleodspharma.com)  
CIN : U24237MH1997PLC0052049

WITNES

Shri. On







PROPOSED SALARY STRUCTURE (MSC / B.PHARMA)	
NAME :	Mandi Kuman Sahu
DESIGNATION :	Trainee
DEPARTMENT :	AC
LOCATION :	SARIGAM PLANT

SALARY BREAK-UP MONTHLY PAYMENTS
-------------------------------------

	PER MONTH	PER ANNUM
BASIC	8500	102000
HRA	425	5100
EDU. ALLOW	500	6000
TRANSPORT	300	3600
CCA	100	1200
PPA	175	2100
<b>TOTAL</b>	<b>10000</b>	<b>120000</b>
RETIRALS BENEFITS		
EMPLR PF	1020	12240
<b>TOTAL</b>	<b>1020</b>	<b>12240</b>

TOTAL SALARY PER MONTH	11020
TOTAL SALARY PER ANNUM	132240

ACCEPTED BY :

DATE :

PLACE :

APPROVED BY :

Note: Reimbursement Payment  
\* are Quarterly Reimbursement and  
\*\* are Annual Reimbursement





Date: 12/04/18

Mr./Ms. I. Gautami

Dear Mr./Ms.

This has reference to your application and subsequent personal interview you had with us. We are pleased to offer you the post of **TRAINEE** in our **QC** department in our organization at our Saigang terms and conditions mutually agreed between us.

You shall report to the Company for commencing your employment on 01/09/18. You will go through internship program of two months duration before joining. In case you don't successfully complete the internship program, this offer will stand cancelled.

We will issue you regular appointment letter with details after your joining.  
You are requested to bring with you the following documents at the time of joining your duties:

- i) Four passport size photographs.
- ii) Copies of educational/professional qualifications and experience certificates.
- iii) Certificates in support of date of birth.
- iv) PAN Card and AADHAR Card Copy.
- v) Copy of Permanent Address Proof.

We look forward for your long & happy association with Macleods Pharmaceuticals Ltd.

With best regards,

For Macleods Pharmaceuticals Ltd.

for [Signature]  
Authorized Signatory

**Acceptance:**

I have read the above terms and conditions and I do hereby agree to the same and accept the offer will join on \_\_\_\_\_

Mr./Ms. I. Gautami



Offer Letter for Paid Intern

Name I. Gautami

Date 11/24/18

Dear

We are pleased to extend to you this offer of working as an Intern. If you accept this offer, you will begin your internship with the Company on 02/07/18 and will be expected to work 4 Days per week. You will be paid a stipend of Rs. 8000/- per month, less all applicable taxes and withholding. As an Intern, you will not receive any of the employee benefits that regular company employees receive. Your internship is expected to end on 31/08/18. However, your internship with the company is "at will," which means that either you or the company may terminate your internship at any time, with or without cause and with or without notice.

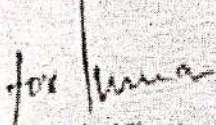
During your Internship, you may have access to trade secrets and confidential business information belonging to the company. By accepting this offer of Internship, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purpose or from disclosing it to anyone outside the company. In addition, you agree that, upon conclusion of your Internship, you will immediately return to the company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all Rules and policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

I hope that your association with the company will be successful and rewarding. Please indicate your acceptance of this offer by signing below.

With best regards,

For Macleods Pharmaceuticals Ltd.

  
Authorized Signatory

Acceptance:

I accept employment with the Company on the terms and condition set out in this letter.

Mr. I. Gautami

**MACLEODS  
PHARMACEUTICALS  
LIMITED**

Regd. Office:  
Adarsh Arcade, Church Road,  
Near Laxmi Hotel, Anandhi Kurla Road,  
Anandhi (East), Mumbai-400 053, India.

Phone: 91-22-6676 2800  
Fax: 91-22-2723 4599  
Email: customercare@macleodpharma.com  
Website: www.macleodpharma.com  
CIN: L24937MH1989MCO58949



Bhagabana Patra

Padhamadhaba Patra

Age : Icchabatiguda,  
City : Nabarangpur,  
Mandal : Nabarangpur,  
District : Nabarangpur-764059.

**Sub : Offer of Training.**

In reference to your application and discussions had with you, we are pleased to offer you one year training in the Department at Unit-2 situated at Chippada Village, Bhemmunipatnam Mandal, Visakhapatnam District on the following terms and conditions.

- 1) You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.16000/- per month during the training period.
- 2) You will be required to undergo pre-training medical check-up. This offer of training is subject to your medical fitness and you will also be required to periodical medical checkup during the training period. If you are not found medically fit, your training will be terminated.
- 3) You are entitled to seven casual leaves and five sick leaves during training period. You will be covered under ESI Act, 1948.
- 4) You will be given training at any of the company departments, branches & manufacturing units depending on the requirement at the sole discretion of management. If required, you may be asked to undergo training in shifts also.
- 5) You shall forthwith intimate any change in your residential address as and when any change takes place.
- 6) In case, you want to discontinue your training before completion, you have to give three months prior notice in writing or you should pay three months stipend to the company.
- 7) You should submit for verification the original certificates pertaining to your age and educational qualifications i.e. SSC, Inter & B.Pharmacy.
- 8) After completion of the training period the company at its sole discretion may or may not offer employment and no trainee shall have the right to demand absorption in employment of the company.
- 9) Your Training is liable for termination at any time without notice or enquiry if you are found indulging in any misconduct.
- 10) Your progress in training will be reviewed from time to time and if found unsatisfactory, your training will be terminated without notice.
- 11) You should submit the following at the time of joining. a) 4 copies of post card size black & white group photo of the candidate with his/her dependent parents, and his/her spouse & children if married. b) 4 copies of stamp size colour photo of the candidate. c) A copy of Aadhar card yourself, Father, Mother and your Spouse and children if Married. d) A Copy of SBI savings bank account passbook.

In case the terms and conditions stated above are acceptable to you, please sign on this letter in token of yours, having understood and having accepted the same and shall submit before you join for training.

You should report for training on or before 14.11.2018, otherwise the offer of training will be treated as cancelled.

Yours sincerely,

**DIVI'S LABORATORIES LTD**

**(SUBBA RAO)  
GENERAL MANAGER (P&A)**

I understand the contents of offer of training and I hereby accept the terms and conditions mentioned there in.

Signature.

Map: Vizag to Tagarapavalasa - Bus available. Tagarapavalasa to Chippada - Autos available

 :08922 248917/927



Bhagabana Patra  
Bhagabana Patra  
Age : 16  
Address : Nabarangpur,  
Mandal : Nabarangpur,  
District : Nabarangpur-764059.

**Sub : Offer of Training.**

In reference to your application and discussions had with you, we are pleased to offer you one year training in our Department at Unit-2 situated at Chippada Village, Bhemmunipatnam Mandal, Visakhapatnam District on the following terms and conditions.

- 1) You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.16000/- per month during the training period.
- 2) You will be required to undergo pre-training medical check-up. This offer of training is subject to your medical fitness and you will also be required to periodical medical checkup during the training period. If you are not found medically fit, your training will be terminated.
- 3) You are entitled to seven casual leaves and five sick leaves during training period. You will be covered under ESI Act, 1948.
- 4) You will be given training at any of the company departments, branches & manufacturing units depending on the requirement at the sole discretion of management. If required, you may be asked to undergo training in shifts also.
- 5) You shall forthwith intimate any change in your residential address as and when any change takes place.
- 6) In case, you want to discontinue your training before completion, you have to give three months prior notice in writing or you should pay three months stipend to the company.
- 7) You should submit for verification the original certificates pertaining to your age and educational qualifications i.e. SSC, Inter & B.Pharmacy.
- 8) After completion of the training period the company at its sole discretion may or may not offer employment and no trainee shall have the right to demand absorption in employment of the company.
- 9) Your Training is liable for termination at any time without notice or enquiry if you are found indulging in any misconduct.
- 10) Your progress in training will be reviewed from time to time and if found unsatisfactory, your training will be terminated without notice.
- 11) You should submit the following at the time of joining. a) 4 copies of post card size black & white group photo of the candidate with his/her dependent parents, and his/her spouse & children if married. b) 4 copies of stamp size colour photo of the candidate. c) A copy of Aadhar card yourself, Father, Mother and your Spouse and children if Married. d) A Copy of SBI savings bank account passbook.

In case the terms and conditions stated above are acceptable to you, please sign on this letter in token of yours, having understood and having accepted the same and shall submit before you join for training.

You should report for training on or before 14.11.2018, otherwise the offer of training will be treated as cancelled.

Yours sincerely,

**DIVI'S LABORATORIES LTD**

**SUBBA RAO)**  
**GENERAL MANAGER (P&A)**

I understand the contents of offer of training and I hereby accept the terms and conditions mentioned there in.

Signature.



Dear Ajith Kumar,

Greetings from OMICS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "**On Job Trainee**" at Omics International Private Limited.

Please note our offer of employment is subject to submission of your antecedents at the time of joining (List of documents enclosed)

During the first six months, you will receive a consolidated Stipend **Payment of Rs.16000/-** per month only. Apart from Stipend payment, you are also eligible for Incentives upon reaching the targets.

The Fixed term employment letter will be issued to you at the time of joining. You are requested to join on or before **19th November 2018 at 09.00 AM** at the following venue:

**OMICS International Private Limited (SEZ Unit),**  
Rāheja Mind Space, Building 20,  
Floor No 9, APIICL Layout, Hitech City,  
Hyderabad, Telangana.  
Phone Number: 04047482200.

We are welcoming you on board for a successful career with Omics Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same.

**List of Documents to be submitted at the time of Joining**

1. One copy of educational certificates.
2. Eight passport size photographs.
3. Experience Certificates from previous employers.
4. 10/12th Original Certificate.

Regards

Shireesh Kumari  
Human Resources  
OMICS International Pvt. Ltd.  
Hyderabad  
Ph: +91-040-47482267

Attachments area



## **List of Documents to be submitted at the time of Joining**

- 1.) Eight passport size photographs
- 2.) Copies of all Educational Documents to be submitted
- 3.) Copies of all Semester Mark Sheets (If a consolidated Marks Sheet is not provided for Graduation and Post-Graduation)
- 4.) No Objection Certificate from College (Original copy with college seal). If NOC is not provided by the college please provide a course completion certificate. (For Freshers)
- 5.) Pan Card (Please apply for and produce acknowledgement number if you don't have a pan card)
- 6.) Aadhar Card
- 7.) Offer Letter, last 3 Months Pay Slips or Salary Account Bank Statement and Relieving letter for Experienced Candidates

**Candidates are requested to Carry all Original Document for Verification purpose.**



To,

Mr. Arajita Kumar Dukhi  
S/o Atwini kumar Dukhi  
City/Village : Bagderi,  
Post : Koraput,  
Mandal : Koraput,  
District : KORAPUT-764002.

Date: 30.10.2018

**Sub : Offer of Training.**

With reference to your application and discussions had with you, we are pleased to offer you one year training in Production Department at Unit-I situated at Ungojigudem Village, Choutuppal Mandal, Nalgonda District on the following terms and conditions.

- 1) You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs 16000/- per month during the training period.
  - 2) You will be required to undergo pre training medical check up. This offer of training is subject to your medical fitness and you will also be required to periodical medical checkup during the training period. If you are not found medically fit, your training will be terminated.
  - 3) You are entitled to seven casual leaves and five sick leaves during training period. You will be covered under ES Act, 1948.
  - 4) You will be given training at any of the company departments, branches & manufacturing units depending on the requirement at the sole discretion of management. If required, you may be asked to undergo training in shifts also.
  - 5) You shall forthwith intimate any change in your residential address as and when any change takes place.
  - 6) In case you want to discontinue your training before completion, you have to give three months prior notice in writing or you should pay three months stipend to the company.
  - 7) You should submit for verification the original certificates pertaining to your age and educational qualifications i.e. SSC, Inter & B.Pharmacy.
  - 8) After completion of the training period the company at its sole discretion may or may not offer employment and no trainee shall have the right to demand absorption in employment of the company.
  - 9) Your Training is liable for termination at any time without notice or enquiry if you are found indulging in any misconduct.
  - 10) Your progress in training will be reviewed from time to time and if found unsatisfactory, you training will be terminated without notice.
  - 11) You should submit the following at the time of joining: a) 4 copies of post card size black & white group photo of the candidate with his/her dependent parents, and his/her spouse & children if married; b) 4 copies of stamp size colour photo of the candidate; c) A copy of Aadhar card, yourself, Father, Mother and your spouse and children if Married; d) A Copy of SBI savings bank account passbook.
- In case the terms and conditions stated above are acceptable to you, please sign on this letter in token of yours having understood and having accepted the same and shall submit before you join for training.

You should report for training on or before 14.11.2018, otherwise the offer of training will be treated as cancelled.

Yours sincerely,

For DIVI'S LABORATORIES LTD

[K SUBBA RAO]  
GENERAL MANAGER (P&A)

I understand the contents of offer of training and I hereby accept the terms and conditions mentioned there in.

Signature:

Road Map: Hyderabad to Choutuppal - Bus available. Choutuppal to Ungojigudem - Autos available

☎ : 08694-257001





*Imagine. Innovate*

11-08-2021

To,  
MR. ADITYA BHATT  
DESIGNATION : BE  
HQ : JEYPORE  
EMP. CODE: OR589  
DIVISION: ALTIUS

Sub: Message from the desk of CMD Sir.

A very warm welcome to all new Business Executives and Business Managers.

You are now a part of an ever growing sales force involved in sales promotion of Troikaa's innovative research products. The company is committed to ethical promotion of its products. You will be regularly coached on strategies which will help you win prescriptions of the best Doctors in your HQ.

Troikaa enjoys the reputation of an innovative company, which produces high quality products. Troikaa's products coupled with your professionalism and commitment to your job will enable you to become a successful sales professional and earn heavy incentives.

We will be closely watching your activities, communication skills, and sales performance. Your confirmation will be due in twelve months after joining. Those Business Executives who have performed well in this period will be confirmed & their CTC will be revised to between 20000-28000 based on the performance.

Further significant incremental rise in the CTC will be given to experience Business Managers at the time of confirmation.

Wish you all the very best for a successful career at Troikaa.

Thanks & Regards,

*Dr. Ketan R. Patel*  
Chairman & Managing Director

**Troikaa Pharmaceuticals Limited**

Regd. Office : 'Commerce House - 1', Satya Marg, Bodakdev, Ahmedabad-380 054. Ph.: (079) 26856242/43/44/45, Fax: 26856246  
Corporate Identity Number: U24100GJ1994PLC022162, Email: troikaa@troikaapharma.com, Website: www.troikaa.com



LL/HR/Off/Unit-2/MRF 432(01)/Nov 2022/1187

14-11-2022

**Mr. Manish Kumar Panda,  
S/O Mr. Susanta Kumar P,  
Nuapada, Sadar,  
Kalahandi,  
Manikeswari Chowk, Orissa  
Orissa India.**

**Dear Mr. Manish Kumar Panda,**

**Sub: Letter of Offer**

This has reference to your application and the discussions we had with you. We are pleased to offer you the position of 'Trainee' in "Manufacturing - FDF" department at our **Unit-2** facility at **Plot No:19,20,21; APSEZ, Gurajapalem, Atchutapuram, Anakapalli District 531011** on the following terms and conditions:

1. Your gross remuneration will be **₹. 2,00,000 ( Two Lakh Rupees Only )** per annum Cost to Company (inclusive of all annual and statutory benefits).
2. You will be under probation for a period of six months.
3. A formal letter of appointment will be issued to you at the time of joining.
4. You will be governed by the Rules & Regulations of the company that are in force at present and the changes that take place from time to time.
5. You are required to sign a separate confidentiality agreement with the company, which will form part of the appointment letter.
6. You are required to undergo a pre-employment medical check-up, which is arranged by the company. This Offer of Appointment is subject to your Physical fitness.
7. You are requested to bring following documents at the time of reporting for duty.
  - a. Proof of date of birth /SSC/ HSC certificates stating date of birth
  - b. Certificates of your educational qualification
  - c. Five passport size photographs
  - d. Relieving letter from the previous employer and all previous experience certificates
  - e. Form No. 16 from the previous employer
  - f. Salary Slips for past 3 months
  - g. Two reference letters from acquaintances other than relatives
  - h. Photocopies of Aadhar Card and PAN card
  - i. Two Group Photograph of your family (Self, Parents, Spouse & Children) is required for coverage under ESI Policy
  - j. Two passport size photographs of dependents (parents, spouse & children) for Group Mediclaim Policy.

We request you to join the organization on or before **05-12-2022**. Kindly sign duplicate copy of this offer as an acceptance and confirm the date by which you will be joining us.

We look forward to having you in our team.

Yours sincerely,  
for **Laurus Labs Limited,**

I accept to the above terms and conditions.



**C. Satyanarayana**  
**Chief Executive Officer**

Name:  
Date:





# EAST INDIA PHARMACEUTICAL WORKS LIMITED

Regd Office : 6, Nandalal Bose Sarani, (Formerly Known as Little Russell Street), Kolkata - 700 071, India  
Telephones : (033) 2287 2262, 2287 3004, 2287 3007, 2287 3009, 2287 3041, 6693 5400  
Fax : 91-33-2287 4289, E-mail : eastindia@eastindiapharma.org.  
CIN : U24231WB1936PLC008598, Website : www.eastindiapharma.org



PER/APT/ 192963 /21

2<sup>nd</sup> December, 2021

**Mr. Aditya Bhatt.**  
S/O. Mr. Amarnath Bhatt.  
Dangerpaunsi,  
Block – Kundra,  
Odisha – 764 002.

Dear Sir,

With reference to your application and the subsequent interviews you had with us, we have pleasure in offering you as a “**Trainee Medical Representative**” in this Organisation with effect from **6<sup>th</sup> December, 2021** on the following terms and conditions: -

The period of training will be for **1 (One)** year, which may be determined earlier or may be extended at the sole discretion of the management. During the said period you will be given opportunity to acquire knowledge in our classroom training and experience in the fieldwork. You will also be required to work during this period on your own in the field as a part of your training programme. Your progress in different facets of the training mentioned above will be reviewed and assessed from time to time.

You will be under the direction and administrative control of the Head Office at Kolkata. The direction and administrative control from the Head Office will be exercised through respective Branch Manager of the area where you may be posted for training during the period. In regards to matters connected with your training you will receive instructions from such Branch Manager and/or his nominee/s of the area where you will be posted for training.

If your achievement and performance during the period of training are considered satisfactory, you may be offered the position of a **Medical Representative** of the Company. The other terms and conditions of such appointment will be informed to you separately.

During the training period, you will receive a **stipend of Rs.15000/- (Rupees Fifteen Thousand)** only per month.

Your date of birth has been recorded by us as **22.12.1999**, as submitted by you.

You will also be entitled to daily allowance at the rate fixed by the Company to defray your expenditure, which you may be incurring from time to time in course of your participation in the training programme.

During the period of training, while you will be entitled to festival holidays, as observed in the Company, you will not be entitled to either any privilege leave or casual leave. However, subsequently, if absorbed in employment as a **Medical Representative**, you will be entitled to privilege leave as per the rules of the Company.



Contd. 2.



**Mr. Aditya Bhatt.**

During the period of your training, your training arrangement may be terminated at any time by the Company without assigning any reason or giving any notice. Similarly, you will also be at liberty to terminate this arrangement at any time without assigning any reason or giving any notice.

Upon expiry of the period of training programme as envisaged herein or upon sooner determination thereof you shall return to the Company all the Company's properties that may be lying with you.

While you are liable to be transferred to any part of India during training period or subsequently on absorption in service with the Company, at present, you will be receiving training under **Cuttack Branch** and in regard to the matters connected with your training as well as your Head Quarter, you will receive instructions from **the Branch Manager, Cuttack**. In case of your transfer to any other territory, your head quarter shall also change accordingly.

You shall devote your whole time and attention solely and exclusively in participating in such training and shall not engage yourself in any other activity.

Any legal dispute arising out of this assignment and / or subsequently if you are absorbed in employment as a Medical Representative with this Company, shall be settled within the jurisdiction of the courts at Calcutta (west Bengal). You will always be under the direct control of our Head Office in Calcutta, irrespective of your posting in different Head Quarters. You shall be governed by the rules and regulations of the Company as are in force from time to time.

If the terms and conditions, as laid down above are acceptable to you, please sign the duplicate copy of this **letter of offer** and return the same to us for our record and as a token of your acceptance along with the filled up the **Application Form for Employment, Form 'F'-Gratuity Nomination Form (in triplicate) & Form 2 – PF Nomination and Declaration Form**.

You are requested to report to **Mr. Tanmay Kr. Das, Branch Manager, Cuttack** for training, at the below noted address on 06.12.2021 at 9-30 a.m. sharp.

**Mr. Tanmay Kr. Das,**  
East India Pharmaceutical Works Ltd.,  
Plot No.948/A, Ward No. 49  
At-Gandarpur, P.S. - Chauliaganj  
Cuttack – 753 003, Odisha.

If you fail to report at the time, date and address given above, it will be presumed that you are not interested in our training programme and our offer will be automatically withdrawn.

Yours faithfully,

**FOR EAST INDIA PHARMACEUTICAL WORKS LTD.,**

  
**MANAGING DIRECTOR.**

Copy to : The Branch Manager, Cuttack  
Mr. Dipankar Sarkar - SPM  
Advtg., H.O.  
Personnel Dept. H.O.  
P.F. H.O

The Area Manager/Sup.(Sales)  
The Marketing Manager, H.O.  
Accounts Dept. H.O.  
Estab, H.O.



Date: 21-Sep-2022  
Ref: APL/Unit/HR/Offer/2022  
**Mr. SIBASISH SAMANTARAY**

Dear **Mr. SIBASISH SAMANTARAY**,

**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 (OSD)\_UNIT - XV** in **Aurobindo Pharma Limited, Unit XV, JN Pharma City, Plot No. 17A, Road No.10, 11 & 19, 20, E Bonangi Village, Parawada, Visakhapatnam District, 531 021, Andhra Pradesh** 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 **28-Sep-2022**. You are advised to report at our Aurobindo Pharma Limited, Unit XV, JN Pharma City, Plot No. 17A, Road No.10, 11 & 19, 20, E Bonangi Village, Parawada, Visakhapatnam District, 531 021, Andhra Pradesh 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:

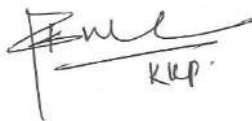
- Copies of certificates (including mark sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- Independent references with phone Nos-Other than relatives.
- Passport size photographs – 08 Nos, stamp size photograph-02 Nos.
- Blood grouping certificate and medical 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**  
**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 6872 5000 / 1200 Fax: +91 40 6707 4059

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

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



## 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 (excluding notice period) 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.



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, 3 times continuously in a month 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.

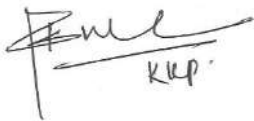


26. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof.
27. You will be retired from the services of the Company on attainment of 58 years of age
28. Acceptance of this offer also confirms your consent to the Company, 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,**

A handwritten signature in black ink, appearing to be 'Kiran Kumar P', with the initials 'KUP' written below it.

**KIRAN KUMAR P  
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:





HR SOLUTIONS • BPO SOLUTIONS • BUSINESS CONSULTANCY • TRAINING SOLUTIONS

Date: 28/09/2022

**Biswajit Sahu**

Nodiabado Street,Jeypore (PO),Koraput (dist),Odisha-764001  
9348042440  
Email Id biswajitsahu493@gmail.com

Dear Biswajit Sahu

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 **05/10/2022**

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.



**CRUX MANAGEMENT SERVICES (P) LTD.**

# 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



Date: 07-01-2022

To,

**Mr. Biswajit Sahu,**

**Sub: Provisional Offer Letter**

With reference to the interview you had with undersigned for the post of **Business Manager** for our **Altius** division, we are pleased to inform that you have been shortlisted for the position stated above, and initially you will be based at **Jeypore** H.Q. Your **CTC** as discussed and mutually agreed upon shall be Rs. **19200/-** per month.

Further, you are invited to attend our online training program from 19<sup>th</sup> January 2022 to 02<sup>nd</sup> February 2022 owing to the prevailing circumstances. You will receive the detailed modus operandi regarding how to connect and go about this online training from our training department shortly.

**You are further suggested to courier following documents immediately.**

1. Four passport size color photographs
2. All Mark Sheets (SSC, HSC, Graduation or Post Graduation etc) & Degree Certificate
3. Experience certificate or appointment letter (all pages are mandatory) of previous employments
4. Resignation Acceptance letter of all previous employments
5. Promotion /transfer letter in any of previous employments (if applicable)
6. Last two increment letters with salary break up
7. Previous three months' salary slips
8. Sales performance data of current and previous year
9. Aadhar Card
10. PAN Card
11. Bank Passbook Xerox (Self account in any bank)
12. Medical Fitness Form (Attached)
13. Candidate Form (Attached)
14. P.F Form (Attached)
15. Resignation letter submitted to your current employer
16. Candidate Assessment Form (Attached)

Kindly note that appointment letter will be issued only after successful completion of training & submission of all necessary documents.

You are further suggested to submit resignation acceptance letter at the earliest.

Thanking you,

For, Troikaa Pharmaceuticals Ltd.



**Rakesh Prabhu**

**General Manager – HRD Mktg.**

**Troikaa Pharmaceuticals Ltd.**

(Formerly Known as : Troikaa Exports Pvt. Ltd.)



Dear **Nutan Kumar**,

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

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

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

We request that you join us on or before **09-Mar-2022**.

Please note:

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

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

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

Best regards,

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



Shibu Balakrishnan

**Sr. Director-Talent Acquisition**

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

**Signature:**

**Date:**



### Compensation and Benefits

**Name:** Nutan Kumar Padhy

**Designation:** Trainee - Junior Data Analyst

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

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

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

#### Leave and vacation:

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

#### Category of Leave

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

#### # Provident Fund Wages:

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

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

#### Employee State Insurance (ESI):

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

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

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

#### \* Flexible Benefit Plan:

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

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

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

#### Note:

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

#### Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 03-Mar-2022 between:

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

AND



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

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

#### RECITAL:

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

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

#### **1. Duties and Responsibilities**

a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

#### **2. Place of Employment**

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

#### **3. No Alternate Employment, No Conflict, Etc.**

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate



any agreement or obligations that you have with them.

#### **4. Confidentiality**

a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such a breach. The obligations imposed upon you under this clause 4 will survive even after cessation of your employment with the Company.

c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, suppliers or any third parties.

f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### **5. Data Protection**

By signing below,

a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e) you acknowledge and agree that the Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### **6. Work Schedule**



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

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

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

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

## **7. Background Check**

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

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

## **8. Compliance with Company Policies**

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

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

Additionally, you will be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and that are not specifically mentioned in this Agreement. The applicable rules/processes/procedures/policies are available on the Company's intranet and you are expected to go through them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or processes, please reach out to your HR talent manager. It is your responsibility stay informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## **9. Non-Compete and Non-Solicit Restrictions**



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

## **10. Representations and Warranties**

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity (ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## **11. Indemnity**

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

## **12. Business Engagement, Learning and Development and Project Deployment**

In order to ensure that you are fully equipped to adapt to client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/training and up-skilling opportunities. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

## **13. Unauthorized Absence**



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

#### **14. Retirement**

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

#### **15. Termination of Employment**

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

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

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

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

#### **16. Deputation, Assignment and Transfer**

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

#### **17. Survival**

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

#### **18. Dispute Resolution and Governing law**

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

**19. General**

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

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

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

**Cognizant Technology Solutions India Private Limited****Nutan Kumar Padhy**

Shibu Balakrishnan  
**Sr. Director-Talent Acquisition**

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

**Signature:****Date:**





# GLAND PHARMA LIMITED

17 November 2021

Mr. Rashmi Ranjan Routaray,  
B Pharma,  
D/o Kanhu Charan Routaray,  
At: Kurumapada,  
Po: Hadapada,  
Khorda,  
ODISHA - 752018.

**Sub: Appointment Letter**

Dear Mr. Rashmi Ranjan Routaray,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as “**Trainee Chemist**” in the **IPQA** Department of our company on the following terms and conditions.

1. You will be under Level – Trainee with Grade Trainee Chemist.
2. You will be on Training for a period of One year from the date of your joining the Organization. During the period of Training, your performance will be observed and depending upon your performance and availability of vacancy, your services will be considered for regularization.
3. Your place of work will be at Unit – II of our Pashamylaram Facility
4. Your monthly remuneration will be as follows:

Basic	-	Rs. 5600.00 p.m.
House Rent Allowance	-	Rs. 5600.00 p.m.
		-----
GROSS TOTAL	-	Rs. 11200.00 p.m.
		=====

(Rupees Eleven Thousand And Two Hundred Only)

5. You will report to the “**Incharge - IPQA**” or any other officer authorized by him, with regard to your duties from time to time.
6. Your services are liable for transfer from Section to Section, from Department to Department, and from Unit to Unit wherever the Company has interest without any change in compensation.
7. You will not engage yourself either as a Consultant or work on part time basis with any other Company / Organization / Individual.

Cont....2/..

Date: 03-Oct-2021

To,  
Chandra sekhar Sahu  
New street, park line, Near Chandra Rao Rice mill.,  
Jeypore, Koraput,  
Odisha-764001

**Offer of Fixed Term Employment as Rural Sales Executive**

On behalf of the Management of Dr. Reddy's Laboratories Ltd, I take great pleasure in offering you Fixed Term Employment as **Rural Sales Executive** in **Koraput** HQ in **GG India - Vistara** division for a period of 2 years starting from **06-Oct-2021 to 05-Oct-2023**.

Your TCC shall be Rs. **200000** (Rupees **Two Lakh** only) per annum. (The break-up of your TCC is enclosed in Annexure - I)

The terms and conditions of the Fixed Term Employment are as per Annexure - II.

This Offer of Fixed Term Employment is subject to your medical fitness and further on our understanding that all the details given by you in your job application form are correct and complete in all respects.

Please return a duly signed copy of this Fixed Term Employment letter to us at the above mentioned address as a token of your acceptance.

We take this opportunity to welcome you to Dr. Reddy's and trust our association will be fruitful.

With Best Wishes

Yours faithfully  
**For Dr. Reddy's Laboratories Ltd**

**D K Hemanth Kumar**  
**Lead - Business Talent Acquisition**

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**ACCEPTANCE**

I have read and understood the terms and conditions mentioned above and those in Annexure I and II. I agree to maintain confidentiality and undertake not to commit any breach of confidentiality. I hereby accept the Fixed Term Employment on the said terms and conditions.

Signature:

Date:



### **Annexure - I**

Name : Chandra sekhar Sahu  
Designation : Rural Sales Executive  
Division : GG India - Vistara  
HQ : Koraput

<b>Salary Component</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	10,044	120,526
House Rent Allowance	4,018	48,210
Statutory Bonus (Interim monthly payout)	700	700
<b>Total - A</b>	<b>14,761</b>	<b>177,137</b>
<b>B. Annual Benefits</b>		
Bonus / Exgratia	700	8,400
<b>Total - B</b>	<b>700</b>	<b>8,400</b>
<b>C. Retirals</b>		
Provident Fund	1,205	14,463
<b>Total - C</b>	<b>1,205</b>	<b>14,463</b>
<b>Fixed Total Cost to Company</b>	<b>16,667</b>	<b>200,000</b>

## Annexure - II

1. Your effective date of joining will be considered based on the joining report filled by you while reporting for joining at the company.
2. Your appointment is on Fixed Term Employment from **06-Oct-2021 to 05-Oct-2023** will automatically get terminated after expiring of the period.
3. During the period Fixed Term Employment, your services may be terminated at any time by the company without assigning any reason by giving one month notice or paying you one month salary in lieu thereof. Should you desire to leave the company's services, you will be required to give 15 days' notice. However, the Company reserves the right to waive your notice period and relieve you earlier at its convenience.
4. On successful completion of your Fixed Term Employment, your terms and conditions of the employment with the Company will come to an end.
5. Any dispute arising out of and / or related to your Services with the Company shall be subject to Hyderabad jurisdiction only.
6. You shall commit yourself to the implementation of any measure introduced or that may be introduced by the management as its sole discretion/ judgment which company considers expedient in the conduct of its business. Such measures shall include inter alia changes in work organization, work methods, procedures and systems, reporting systems, marketing plans and strategies and all other activities required for the efficient management of the business of the Company.
7. You shall extend your full assistance and cooperation to the management in maintaining discipline in the Company.
8. You shall adhere to the Code of Business Ethics and any other rules and regulation specified by the Company from time-to-time.
9. You shall work for six days a week, Monday to Saturday, in the assigned head quarter.
10. The working day shall ordinarily consist of making the number of calls to the doctors, hospital, chemists, as per standards, norms, rules and regulations of the Company and any other appropriate standards applicable to the same.
11. As fixed by the Company and communicated individually from time to time, you shall strictly adhere to the norms, rules and regulations of the Company during your fixed term contract. Any deviation from or failure to adhere to the same will be a misconduct.
12. You will be eligible for ten paid holidays in a calendar year to be fixed by the management.
13. You will be eligible for 30 privilege leaves per financial year and will be allocated on a pro-rata basis depending on the date of joining. Accumulation and encashment of the privilege or casual leaves is not applicable.
14. Subject to the provisions of any law for the time being in force, leave cannot be availed of as a matter of right, and must be sanctioned by the management. The management may at its discretion refuse, revoke, or curtail leave, subject to the exigencies of work in the Company.
15. This Fixed Term Employment is subject to your medical fitness and further on our understanding that all the details given by you in your job application form are correct and complete in all respects. In case, the Company is not satisfied about the authenticity of the medical certificate produced, the management may get you examined by the medical officer of its choice at its cost and you shall not refuse to subject yourself and fully cooperate with the Company for such medical examination.



16. If you remain absent without leave for eight (8) consecutive days or beyond the period of leave originally granted or subsequently extended, you shall be deemed to have abandoned the service of the Company, unless you return to duty within three (3) days of remaining absent or the expiry of the leave granted or extended as the case may be and explain to the entire satisfaction of the management, reasons for absence or overstay of leave during the Fixed term employment.

17. While proceeding on leave, you shall intimate your department/manager your contact address during the leave period. Any communication sent to such contact address shall be deemed to have been personally served on you.

18. You will devote your full attention exclusively to the duties entrusted to you to the best of your power, ability, skill and experience and shall not do any other work for any remuneration, nor shall hold any private business, directly or indirectly.

19. All property, products, promotion materials and any other documents entrusted to you shall be the exclusive property of the Company and you shall be responsible for their safe custody. You shall use/distribute such property strictly according to the instructions of the Company and shall maintain proper accounts and records for the same during the fixed term employment.

20. You will not borrow or collect any money on the Company's account from any dealer or doctor or other party.

21. We will be conducting a Background verification of the declaration or information furnished by you to the Company and if it proves to be false or if you are found to have willfully suppressed any material information, in such cases, you will be liable to dismissal from the fixed term employment of the Company without any notice.

22. Your fixed term employment is liable to be terminated in case the Company loses confidence in you as a result of your conduct due to commission or omission of any act subversive of discipline and your behavior leading to loss of image of the Company through any act involving moral turpitude, any instructions, routine and practices, working and the traditions common for medical representatives in general.

23. On termination of the Fixed term employment from the organization, you shall immediately return the Company property, all correspondence, specifications, formula books, documents, market data, cost data, drawings effects or records etc., belonging to the Company or relating to its business and shall not retain or make any copies of these items.

24. You shall not at any time, without the express consent from the management, except under legal process, divulge or make public any of the information, secrets, accounts, transactions, or dealings of the Company which ought not to be made public or disclosed, during and after the termination of the Fixed Term Employment period.

25. The management may at its discretion transfer you from one location to another location in India or to the head office or any other office in the country. Refusal to obey such transfer order will be misconduct and you will be liable for disciplinary proceedings. The company has the sole right and discretion to lay off.

26. During the Fixed term employment, your terms and conditions of service or any rules and regulations of the Company which are not covered herein, the Company may from time to time give effect to such terms and conditions, rules or regulations affecting the employees or any particular group of the employees by publishing them on the notice board of the establishment and or personally servicing the same on employee by post and you shall be bound by all such terms and conditions, rules and regulations.



HR SOLUTIONS ● BPO SOLUTIONS ● BUSINESS CONSULTANCY ● TRAINING SOLUTIONS

Date: 25/10/2022

**Sudesh Prasad Palli**

Rondapalli, Jeypore, Korapur(dist), Odisha-764001  
8917364744  
Email Id sudesh.palli007@gmail.com

Dear **Sudesh Prasad Palli**

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 **10/11/2022**

- 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 Jeedimeta, UNIT-VII.**
- 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.**



**CRUX MANAGEMENT SERVICES (P) LTD.**

# / 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





HR SOLUTIONS • BPO SOLUTIONS • BUSINESS CONSULTANCY • TRAINING SOLUTIONS

Date: 28/09/2022

**Sumit Sadangi**

AT:Rondapalli,Jeypore, Koraput(dist),Odisha-764001  
9348313083  
Email Id sumitsadangi8143@gmail.com

Dear **Sumit Sadangi**

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 **05/10/2022**

- 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.**



**CRUX MANAGEMENT SERVICES (P) LTD.**

# 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



# BANAGIRI DEVELOPMENT TRUST

Ref. No. BDT/1911/128

Date: 02/12/2019

**Miss. Subhashree Choudhury**  
**D/o: Sri Ganeswar Choudhury**  
**At: Pujariput**  
**Po: Koraput**  
**Dist: Koraput-764020**

## APPOINTMENT LETTER

You are hereby appointed the post of Asst. Prof in Pharmacy in "Jeypore College of Pharmacy" at Rondapalli, Jeypore at the Basic pay bond of Rs.15600-39100/- with an AGP Rs. 6,000/-per month on 02/12/2019 You are requested to abide by the rules and regulations of Jeypore College of Pharmacy as applicable from time to time. Details of salary is as follows:

Basic:	Rs. 15,600.00
AGP	Rs. 06,000.00
<b>Gross Total</b>	<b>Rs. 21,600.00 (Rupees Twenty One Thousand Six Hundred Only)</b>

Your service is purely temporary during the probation period and can be terminated at any time without assigning any reason there of. You are advised to strictly follow the rules and regulation of the college, formed by G.B from time to time.

In case of emergencies like Inspection, Examination, Admissions Visits and any other regulatory requirements, you are instructed to complete the work even if during holiday & vacations.

7. Either party can leave or resign by giving one month notice period / payment of one month salary. You are not permitted to resign during the semester and /or examination and /or inspection on any other regulatory compliances.
8. During the notice period you are not entitle for any leave, if you want to avail leave, the same can be taken with prior permission of authorities and the said leave will be adjusted by extending notice period.
9. All the official charges and documents should be handed over in a proper official decorum to the person assigned the principal.

We extend our good wishes for this new endeavour.

Thanking you

**Secretary,**  
Banagiri Development Trust

Copy to: Director, Jeypore College of Pharmacy, Personal file, Accounts





# BANAGIRI DEVELOPMENT TRUST

Ref. No. : ..BDT/2001/137.

Date : ..15/01/2020.....

Mr. Nakula Majhi  
S/o: Sri Gobinda Majhi  
At: Lunjig, Majhi Street  
Po: Hikimput  
Dist: Koraput-764037

## APPOINTMENT LETTER

You are hereby appointed the post of Asst. Prof in Pharmacy in "Jeypore College of Pharmacy" at Rondapalli, Jeypore at the Basic pay bond of Rs.15600-39100/- with an AGP Rs. 6,000/-per month on 15/01/2020. You are requested to abide by the rules and regulations of Jeypore College of Pharmacy as applicable from time to time. Details of salary is as follows:

Basic:	Rs. 15,600.00
AGP	Rs. 06,000.00
<b>Gross Total</b>	<b>Rs. 21,600.00 (Rupees Twenty One Thousand Six Hundred Only)</b>

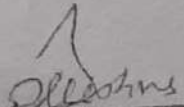
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3. All the official charges and documents should be handed over in a proper official decorum to the person assigned the principal.

We extend our good wishes for this new endeavour.

Thanking you

  
**Secretary,**  
Banagiri Development Trust

Copy to: Director, Jeypore College of Pharmacy, Personal file, Accounts

Air Road, Jayanagar, Jeypore-764005, Dist. : Koraput (Odisha)  
E-mail : bdt2000@gmail.com  
Visit us at : www.pharmajeypore.org



# BANAGIRI DEVELOPMENT TRUST

Ref. No. BDT/2106/OFD

Date: 08/06/2021

Mr. Priyadarsi Nayak  
S/o: Ranjit Kumar Nayak  
At: New Street, 4th lane, Jeypore,  
Po: Jeypore  
Dist.: Koraput  
Pin:764001  
Odisha

## APPOINTMENT LETTER

You are hereby appointed the post of Asst. Prof in Pharmacy in "Jeypore College of Pharmacy" at Rondapalli, Jeypore at the Basic pay bond of Rs.15600-39100/- with an AGP Rs. 6,000/-per month on 08.06.2021 You are requested to abide by the rules and regulations of Jeypore College of Pharmacy as applicable from time to time. Details of salary is as follows:

Basic:	Rs. 15,600.00
AGP	Rs. 06,000.00
Gross Total	Rs. 21,600.00 (Rupees Twenty-One Thousand Six Hundred Only)

Your service is purely temporary during the probation period and can be terminated at any time without assigning any reason thereof. You are advised to strictly follow the rules and regulation of the college, formed by G.B from time to time.

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3. All the official charges and documents should be handed over in a proper official decorum to the person assigned the principal.

We extend our good wishes for this new endeavor.

Thanking you

*B. Ramaprasad.*  
Vice- Chairman

Banagiri Development Trust

**Vice-Chairman**

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# BANAGIRI DEVELOPMENT TRUST

Ref. No. : BDT/1912/133  
Date : 02/12/2019

**Mr. Shibaram Sahu**  
**S/o: Sri Surendra Sahu**  
**At: Sambartota, P. R. Peta**  
**Po: Jeypore**  
**Dist: Koraput-764001**

## APPOINTMENT LETTER

You are hereby appointed the post of Asst. Prof in Pharmacy in "Jeypore College of Pharmacy" at Rondapalli, Jeypore at the Basic pay bond of Rs.15600-39100/- with an AGP Rs. 6,000/-per month on 02.12.2019. You are requested to abide by the rules and regulations of Jeypore College of Pharmacy as applicable from time to time. Details of salary is as follows:

Basic:	Rs. 15,600.00
AGP	Rs. 06,000.00
<b>Gross Total</b>	<b>Rs. 21,600.00 (Rupees Twenty One Thousand Six Hundred Only)</b>

Your service is purely temporary during the probation period and can be terminated at any time without assigning any reason there of. You are advised to strictly follow the rules and regulation of the college, formed by G.B from time to time.

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3. All the official charges and documents should be handed over in a proper official decorum to the person assigned the principal.

We extend our good wishes for this new endeavour.

Thanking you

**Secretary,**  
Banagiri Development Trust

Copy to: Director, Jeypore College of Pharmacy, Personal file, Accounts



# BANAGIRI DEVELOPMENT TRUST

Ref. No. JCP/2101/011D

Date: 21/01/2021

Mr. Soubhagya Ranjan Sahoo  
S/o: Sri Sridhar Sahoo  
At: Jeypore  
Po: Jeypore  
Dist.: Koraput  
Odisha

## APPOINTMENT LETTER

You are hereby appointed the post of Asst. Prof in Pharmacy in "Jeypore College of Pharmacy" at Rondapalli, Jeypore at the Basic pay bond of Rs.15600-39100/- with an AGP Rs. 6,000/-per month on 21.01.2021. You are requested to abide by the rules and regulations of Jeypore College of Pharmacy as applicable from time to time. Details of salary is as follows:

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3. All the official charges and documents should be handed over in a proper official decorum to the person assigned the principal.

We extend our good wishes for this new endeavor.

Thanking you

*A. K. Sahoo*

Vice- Chairman

Banagiri Development Trust

Vice-Chairman  
Bangiri Development Trust

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# BANAGIRI DEVELOPMENT TRUST

Mr. Rama Chandra Sahu  
S/o: Rabi Narayan Sahu  
At: New Police station, Kundra,  
Po: Kundra  
Dist.: Koraput  
Pin: 764002  
Odisha

Ref No BDT/2106/018D

Date: 08/06/2021

## APPOINTMENT LETTER

You are hereby appointed the post of Asst. Prof in Pharmacy in "Jeypore College of Pharmacy" at Rondapalli, Jeypore at the Basic pay bond of Rs.15600-39100/- with an AGP Rs. 6,000/-per month on 08.06.2021 You are requested to abide by the rules and regulations of Jeypore College of Pharmacy as applicable from time to time. Details of salary is as follows:

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We extend our good wishes for this new endeavor.

Thanking you

*B. Ramaprasad*

Vice- Chairman

Banagiri Development Trust

**Vice-Chairman**

**Banagiri Development Trust**

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# BANAGIRI DEVELOPMENT TRUST

Ref. No. BDT/2009/064

Date : 25/09/2020

Mr. Nilamadhava Sahu  
S/o: Sri Gobinda Chandra Sahu  
At: Laxmipur  
Po: Laxmipur  
Dist.: Koraput  
Odisha

## APPOINTMENT LETTER

You are hereby appointed the post of Asst. Prof in Pharmacy in "Jeypore College of Pharmacy" at Rondapalli, Jeypore at the Basic pay bond of Rs.15600-39100/- with an AGP Rs. 6,000/-per month on 25.09.2020. You are requested to abide by the rules and regulations of Jeypore College of Pharmacy as applicable from time to time. Details of salary is as follows:

Basic:	Rs. 15,600.00
AGP	Rs. 06,000.00
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We extend our good wishes for this new endeavor.

Thanking you

*B. Ramaprasad*

Vice- Chairman

Banagiri Development Trust

**Vice-Chairman**  
**Banagiri Development Trust**

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# BANAGIRI DEVELOPMENT TRUST

Ref. No. JCP/2101/0070

Date : 21/01/2021

Mr. Niranjan Dalapati  
S/o: Sri Kamal Lochan Dalapati  
At: Jeypore  
Po: Jeypore  
Dist.: Koraput  
Odisha

## APPOINTMENT LETTER

You are hereby appointed the post of Asst. Prof in Pharmacy in "Jeypore College of Pharmacy" at Rondapalli, Jeypore at the Basic pay bond of Rs.15600-39100/- with an AGP Rs. 6,000/-per month on 21.01.2021. You are requested to abide by the rules and regulations of Jeypore College of Pharmacy as applicable from time to time. Details of salary is as follows:

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We extend our good wishes for this new endeavor.

Thanking you

*B. Kamprasad*

Vice- Chairman

Banagiri Development Trust

Vice-Chairman

Banagiri Development Trust

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# BANAGIRI DEVELOPMENT TRUST

Ref. No. BDT/2009/065

Date: 25/09/2020

Mr. Parikhit Nayak  
S/o: Sri Abhimanyu Nayak  
At: Borigumma  
Po: Borigumma  
Dist.: Koraput  
Odisha

## APPOINTMENT LETTER

You are hereby appointed the post of Asst. Prof in Pharmacy in "Jeypore College of Pharmacy" at Rondapalli, Jeypore at the Basic pay bond of Rs.15600-39100/- with an AGP Rs. 6,000/-per month on 25.09.2020. You are requested to abide by the rules and regulations of Jeypore College of Pharmacy as applicable from time to time. Details of salary is as follows:

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We extend our good wishes for this new endeavor.

Thanking you

*B. Lamaprasad*

Vice- Chairman

Banagiri Development Trust

**Vice-Chairman**

Banagiri Development Trust

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Visit us at : www.pharmajeypore.org





# BANAGIRI DEVELOPMENT TRUST

Ref No JCP/2101/00.6D

Date: 21/01/2021

Mr. Prasanjit Biswas  
S/o: Sri Naba Kumar Biswas  
At: Ambaguda  
Po: Ambaguda  
Dist.: Koraput  
Odisha

## APPOINTMENT LETTER

You are hereby appointed the post of Asst. Prof in Pharmacy in "Jeypore College of Pharmacy" at Rondapalli, Jeypore at the Basic pay bond of Rs.15600-39100/- with an AGP Rs. 6,000/-per month on 21.01.2021. You are requested to abide by the rules and regulations of Jeypore College of Pharmacy as applicable from time to time. Details of salary is as follows:

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We extend our good wishes for this new endeavor.

Thanking you

*B. Prasanjit Biswas*

Vice- Chairman

Banagiri Development Trust

Vice-Chairman  
Bangiri Development Trust

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# BANAGIRI DEVELOPMENT TRUST

Ref No JCP./2101/0150  
Date 21/01/2021

Miss. Purnima Bihari  
D/o: Sri Hrushikesh Bihari  
At: Borigumma  
Po: Borigumma  
Dist.: Koraput  
Odisha

## APPOINTMENT LETTER

You are hereby appointed the post of Asst. Prof in Pharmacy in "Jeypore College of Pharmacy" at Rondapalli, Jeypore at the Basic pay bond of Rs.15600-39100/- with an AGP Rs. 6,000/-per month on 21.01.2021. You are requested to abide by the rules and regulations of Jeypore College of Pharmacy as applicable from time to time. Details of salary is as follows:

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We extend our good wishes for this new endeavor.

Thanking you

*B. K. Prasad*

Vice- Chairman

Banagiri Development Trust

Vice-Chairman  
Bangiri Development Trust

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# BANAGIRI DEVELOPMENT TRUST

Ref. No. JCP/2101/008D

Date: 21/01/2021

Mr. Sankar Gouda  
S/o: Sri Narayan Gouda  
At: Damanjodi  
Po: Damanjodi  
Dist.: Koraput  
Odisha

## APPOINTMENT LETTER

You are hereby appointed the post of Asst. Prof in Pharmacy in "Jeypore College of Pharmacy" at Rondapalli, Jeypore at the Basic pay bond of Rs.15600-39100/- with an AGP Rs. 6,000/-per month on 21.01.2021. You are requested to abide by the rules and regulations of Jeypore College of Pharmacy as applicable from time to time. Details of salary is as follows:

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We extend our good wishes for this new endeavor.

Thanking you

*B. Sampasad.*

Vice- Chairman

Banagiri Development Trust

**Vice-Chairman**  
**Banagiri Development Trust**

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# BANAGIRI DEVELOPMENT TRUST

Ref No. JCP/2101/0130

Date: 21/01/2021

Miss. Sujata Nayak  
D/o: Sri Binayak Nayak  
At: Jeypore  
Po: Jeypore  
Dist.: Koraput  
Odisha

## APPOINTMENT LETTER

You are hereby appointed the post of Asst. Prof in Pharmacy in "Jeypore College of Pharmacy" at Rondapalli, Jeypore at the Basic pay bond of Rs.15600-39100/- with an AGP Rs. 6,000/-per month on 21.01.2021. You are requested to abide by the rules and regulations of Jeypore College of Pharmacy as applicable from time to time. Details of salary is as follows:

Basic:	Rs. 15,600.00
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We extend our good wishes for this new endeavor.

Thanking you

*B. Ramaprasad*

Vice- Chairman

Banagiri Development Trust

Vice-Chairman  
Bangiri Development Trust

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E-mail : bdt2000@gmail.com

Visit us at : www.pharmajeypore.org





# BANAGIRI DEVELOPMENT TRUST

Ref. No. BDT/1908/124

Date : 31/08/2019

**Mr. Aswini Kumar Sethi**  
**S/o: Sri Ashok Kumar Sethi**  
**At: Khal Street Parabeda,**  
**Po: Jeypore-**  
**Dist: Koraput-764001**

## APPOINTMENT LETTER

You are hereby appointed the post of Asst. Prof in Pharmacy in "Jeypore College of Pharmacy" at Rondapalli, Jeypore at the Basic pay bond of Rs.15600-39100/- with an AGP Rs. 6,000/-per month on 31.08.2019. You are requested to abide by the rules and regulations of Jeypore College of Pharmacy as applicable from time to time. Details of salary are as follows:

Basic:	Rs. 15,600.00
AGP	Rs. 06,000.00
<b>Gross Total</b>	<b>Rs. 21,600.00 (Rupees Twenty One Thousand Six Hundred Only)</b>

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In case of emergencies like Inspection, Examination, Admissions Visits and any other regulatory requirements, you are instructed to complete the work even if during holiday & vacations.

1. Either party can leave or resign by giving one month notice period / payment of one month salary. You are not permitted to resign during the semester and /or examination and /or inspection on any other regulatories compliances.
2. During the notice period you are not entitle for any leave, if you want to avail leave, the same can be taken with prior permission of authorities and the said leave will be adjusted by extending notice period.
3. All the official charges and documents should be handed over in a proper official decorum to the person assigned the principal.

We extend our good wishes for this new endeavour.

Thanking you

**Secretary,**  
Banagiri Development Trust

Copy to: Director, Jeypore College of Pharmacy, Personal file, Accounts