



# GURUGRAM GLOBAL COLLEGE OF PHARMACY

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## GURUGRAM

Approved by AICTE, Govt. Of India & Pharmacy Council of India  
Affiliated to Pt. B.D Sharma University of Health Science Rohtak  
Affiliated to Haryana Board of Technical Education

### CRITERIA 5.2.1

**No. of students placed and no. students progressing to higher education  
YEAR 2022-2023**

No. of students Appeared	No. of students placed	No. of students progressing to higher education
47	39	7

*Principal*  
Gurugram Global College of Pharmacy  
Farrukh Nagar, Gurugram



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### CRITERIA 5.2.1

#### No. of students placed YEAR 2022-2023

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)	Remarks
2023	Abhinav Tanwar	GGCP	2023	Modi-Mundipharma Pvt Ltd./ (011)26445914	170280	
2023	Abhishek Kumar	GGCP	2023	Global health Limited/ 011-44114411	180000	
2023	Abhishek Kumar Sharma	GGCP	2023	Farmako Healthcare Pvt Ltd./8851280800	270000	
2023	Ankit Jaiswal	GGCP	2023	Swiss Garniers/914442927700	345287	
2023	Shahbaz Alam	GGCP	2023	Fortis hospital Ltd./01244921021	345600	
2023	Nishant Sharma	GGCP	2023	Global health Limited/ 011-44114411	180000	
2023	VIVEK BASUMATARY	GGCP	2023	Global health Limited/ 011-44114411	180000	
2023	KUNDAN KUMAR	GGCP	2023	Swiss Garniers/914442927700	345287	
2023	PRASHANT SARASWAT	GGCP	2023	Randstad/+91(04466227000)	188016	
2023	Charanpreet Kaur	GGCP	2023	Samarth/+911242384121	320654	Result declared in Aug 2023, got job in March'2024
2023	ASHRIT	GGCP	2023	GSK Pharmaceuticals Limited/912224959595	335250	

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2023	BHAWNA SACHDEVA	GGCP	2023	Troika Pharmaceuticals Ltd/07926856242	253520	
2023	BIPIN KUMAR KUSHWAHA	GGCP	2023	Swiss Garniers/914442927700	345287	
2023	CHANDAN PAL	GGCP	2023	ZEE Laboratories/+919896190404	197432	
2023	DIKSHA	GGCP	2023	Dava India Health Pharma/ +912612331601	347772	
2023	DIVYANSHU YADAV	GGCP	2023	Samarth/+911242384121	320654	
2023	GEETANJALI	GGCP	2023	Delveinsight Business Research/011-49287569	324996	
2023	HARIMOHAN CHAUDHARY	GGCP	2023	Vardan Envirolab LLP/01244343750	324996	
2023	HEMANT TEWARI	GGCP	2023	GSK Pharmaceuticals Limited/912224959595	335250	
2023	KANHAIYA KUMAR ROY	GGCP	2023	Olive Healthcare/ 912266288888	321525	
2023	KETAN KUMAR	GGCP	2023	Adley Formulation/ 9101795271404	435265	
2023	Komal	GGCP	2023	Fortis hospital Ltd./01244921021	345600	
2023	LOKESH	GGCP	2023	Vardan Envirolab LLP/01244343750	324996	
2023	MANISH KUMAR	GGCP	2023	Farmako Healthcare Pvt Ltd./8851280800	270000	
2023	MANISHA	GGCP	2023	BLK Max/01130403040	316800	
2023	NITIN KUMAR SHARMA	GGCP	2023	Adley Formulation/ 9101795271404	435265	

  
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2023	PARVEEN	GGCP	2023	Vardan Envirolab LLP/01244343750	324996	
2023	RAVI KANT	GGCP	2023	BLK Max/01130403040	316800	
2023	SHAMIMA KHATOON	GGCP	2023	Modi-Mundipharma Pvt Ltd./01126445914	170280	
2023	SWITI KUMARI	GGCP	2023	Samarth/ +911242384121	320654	
2023	VIKAS KUMAR JHA	GGCP	2023	Troika Pharmaceuticals Ltd/07926856242	253520	
2023	VIJAY LAKSHMI	GGCP	2023	Samarth/ +911242384121	320654	
2023	Prince Tanwar	GGCP	2023	BLK Max/01130403040	316800	
2023	Megha Kumari	GGCP	2023	BLK Max/01130403040	316800	
2023	Ritik Raj	GGCP	2023	Modi-Mundipharma Pvt Ltd./01126445914	170280	
2023	Ashish Gupta	GGCP	2023	GSK Pharmaceuticals Limited/912224959595	335250	
2023	Aditi Ranjan	GGCP	2023	Olive Healthcare/ 912266288888	321525	
2023	Shobit Singh	GGCP	2023	Olive Healthcare/ 912266288888	321525	
2023	Zeba Gourd	GGCP	2023	Olive Healthcare/ 912266288888	321525	

Farrukh Nageer  
Gurugram Global College of Pharmacy  
Farrukh Nageer, Gurugram



## Modi - Mundipharma Private Limited

REGD OFFICE:

1400, MODI TOWER, 98 NEHRU PLACE, NEW DELHI- NEW DELHI-110 019, INDIA

TELEPHONE : 26286581, 42504555 FAX : (011) 26445914, 26451659

CIN : U74899DL1990PTC041928

REF: MMPL/HR/APPT/TSO/2023

October 10, 2023

Mr. Abhinav Tanwar  
S/o Mr. Mukesh Kumar  
RZ-148, Gali No 4A, Nasirpur,  
Durga Park,  
DELHI-110045

**REG: YOUR APPOINTMENT IN MODI-MUNDIPHARMA PVT. LTD.  
(PAIN MANAGEMENT DIVISION) AS TERRITORY SALES OFFICER**

Dear Mr. Tanwar,

We are pleased to offer you employment as a TERRITORY SALES OFFICER in our organization at Delhi Head Quarter with effect from **October 10, 2023** on the following terms and conditions:

**1) EMOLUMENTS:**

Your emoluments will be as under:

BASIC	:	2520.00 per month
HOUSE RENT ALLOWANCE	:	2520.00 per month
SPECIAL ALLOWANCE	:	1250.00 per month
ADVANCE BONUS/SPECIAL ALLOWANCE-II	:	980.00 per month
MEDICAL ALLOWANCE	:	420.00 per month
LEAVE TRAVEL ALLOWANCE	:	700.00 per month
CITY COMPENSATORY ALLOWANCE	:	2000.00 per month
ADD VEHICLE MAINTENANCE ALLOWANCE	:	1000.00 per month

- 2) You will also be paid a Vehicle Maintenance Allowance of 2800/- (Rupees Two Thousand Eight Hundred only) per month on production of an undertaking duly certified by your RBM that you have your own vehicle and you are using the same for company's work.

In addition to the above, you will also be entitled for:

**3) WORKING ALLOWANCE:**

You will be entitled to working allowance as per the Company policy from time to time.

*Ruma*



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4) **PROVIDENT FUND:**

You will be covered under Employee Provident Fund & Employee Pension Scheme as per Rules

5) **BONUS:**

You will be entitled to Bonus as per the provisions of Payment of Bonus Act 1965.cd

6) **GRATUITY:**

You will be entitled to Gratuity as per the provisions of Payment of Gratuity Act 1972.

7) **REPORTING:**

You will be reporting to Business Development Manager or any other Officer as directed by the Management.

8) **PROBATION:**

You will be put on Probation for a period of six months with effect from October 10, 2023. The probation period may also be extended depending upon your performance during the probation period.

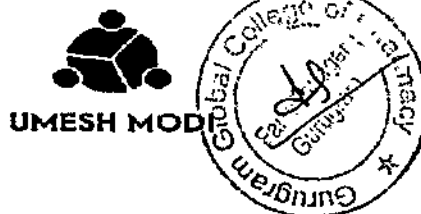
9) **CONFIRMATION:**

- a) During the probation period, this contract of service may be terminated by either side without assigning any reasons without notice.
- b) You will be confirmed in the services of the Company in writing on successful completion of probation period. After confirmation, your services may be terminated by the Company by giving a notice of one month or one-month salary in lieu thereof. If you desire to leave the services of the Company, a written notice of one month will have to be given by you. During the notice period you shall not be eligible for any leave and you are required to discharge your duties and responsibilities as advised by the Company. However, in the event you desire to be relieved immediately from the services of the Company, you are liable to pay one month's salary in lieu of notice period of one month.

10) **TRANSFER:**

- a) Your services can be transferred at any time to any associate, division, subsidiary, affiliate Company of Modi Mundipharma Pvt. Ltd., anywhere in India.
- b) Consequent to communication of your transfer order, no cognizance of any leave, including sick leave, shall be taken by the Company. The Company may however, review at its discretion, such cases, where sickness of an individual is supported by Medical Certificate from a Civil Surgeon of a Government Hospital, following a Medical examination arranged at Company's cost, and

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where no Government Hospital exists. from a reputed private Hospital/Doctor so nominated for this purpose by the Company.

- c) Following communication of Transfer Order, if you do not report at the transferred location, by the stipulated date or such date as permitted by the management, your services shall be terminated. Your failure to abide by the Transfer Order, which is an incident of service, will lead to your termination from service for which no notice shall be required.

#### 11) LEAVE ENTITLEMENT:

You will be eligible to paid leave as per the rules framed by the Company.

##### a. CASUAL LEAVE:

You will be eligible to 15 days Casual Leave in a calendar year which will be given to you on pro-rata basis after your confirmation.

##### b. SICK LEAVE:

You will be eligible to 10 days sick leave.

##### c. EARNED LEAVE:

You will be eligible to 1 day E.L. for every 11 days of working.

#### 12) ROLE & RESPONSIBILITIES AS TERRITORY SALES OFFICER:

As Territory Sales Officer you are the eyes and ears of the Company in the field and represent the Company and are the personification of Company's rules, norms and work ethics for the Doctors, Chemists/Retailers as well as internal customers you meet. You have to fulfill the role of keeping the Company's customers and clients aware and abreast of the Company's products and services

You will render service and maintain high professional standards that lead the Company's customers to understand the Company' score competencies and values while interacting with Doctors/Chemists/Stockists/Retailers. You will provide appropriate feedback to company from time to time to your immediate superior and Head Office.

#### 13) RETIREMENT:

As per the Company's policy, the retirement age is 58 years. As per our record your date of birth is November 18, 2001

*Ruma*



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**4) PHYSICAL & MENTAL FITNESS:**

Retaining reasonable medical fitness during the tenure of your employment. Your appointment is subject to not being able to work on Medical grounds for more than 60 days; your services are liable to be terminated

**15) ATTENDANCE:**

You will be required to report for your duties as per the directives of the management, in the absence of such directives you shall adhere to your tour programme duly approved by the management. On any given day when reporting time is not specified you must ensure that you arrive at your place of work at such an hour that it allows you to make the stipulated number of Calls efficiently & effectively. Your attendance will be marked on the basis of the DCRS received from you on a daily basis. You are required to post your DCR for any given day immediately after completing that days work.

**16) OTHER TERMS OF EMPLOYMENT:**

- a. You will be in full time employment with the Company and shall not engage in or devote any time or attention to any part-time employment or business or monetary position other than that of the Company.
- b. In case the information provided by you regarding personal details and work experience or other relevant details are found to be false, by concealing or not disclosing material facts, the Company has the right to terminate your services.
- c. You shall endeavor to maintain high professional standards and ethical behavior in all your dealings and interactions with the Company's clients and customers such as Doctors, Chemists Stockists/Retailers as well as internal customer
- d. You are bound by the service rules, other regulations of the Company as annexed. which may be amended from time to time
- e. You will take utmost care for maintaining the Company's property such as literature, samples gifts articles, and confidential information which may affect the business interests of the Company. In the event of termination/resignation, you will handover all the Company's property to your Business Development Manager or any other official as directed by the company
- f. You shall communicate to the Company any change in your address as well as personal status All communication sent to you in the normal course at the address given by you shall be deemed to have been received by you.
- g. That, the company shall not be responsible for any expenses you may incur in the execution of the duties of your position unless such expenses are duly authorized by the management prior to their incurrence

*Ruma*







h. That, if you will abstain yourself from work without prior consent of your superior or otherwise fail to attend to your duties or abandon your work, you shall be liable to be terminated forthwith without any claim over the employer in any respect.

**17) JURISDICTION:**

Any dispute arising out of and/or related to your employment with the Company shall be subject to **DELHI HIGH COURT JURISDICTION ONLY.**

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

With Best Wishes,

Yours faithfully,  
For **MODI-MUNDIPHARMA PVT. LTD.**  
(Pain Management Division)

**RITU SIKKA**  
**DIRECTOR-HUMAN RESOURCES**

**ENDORSEMENT OF ACCEPTANCE:**

I unconditionally accept the above offer of appointment under the company on the terms and conditions mentioned therein and I agree to able by that.

Place : \_\_\_\_\_

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

Pan Card :- Enclosed/Not Enclosed

Aadhar Card :- Enclosed/Not Enclosed

(Abhinav Tanwar)



**UMESH MODI**





# Global Health L i m i t e d

Dated: 3.11.2023

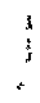
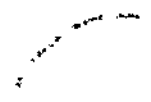
Mr. Abhishek Kumar  
H. no — 54, Mohalla Diwan Pura  
Ward no -10  
Farrukhnagar , Gurgaon  
Haryana - 122506

Dear Abhishek Kumar:

The Management is pleased to retain you as Trainee - Clinical Pharmacist for a period of six months commencing from 16-11-2023. The terms, and conditions of the retainership will be as follows:

1. This Retainership shall commence from 16- 11- 2023.
2. You will be paid a retainership fee of Rs.15, (000/- (Rupees fifteen Thousand Only) per month subject to deductions as per law. This retainership fee will be exclusive of all applicable taxes in force and will be subject to tax deduction at source.
3. You will be covered under the hospital mediclaim & accident insurance policy as per rules of the company wise suitable monthly premium contribution.
4. The Company reserves the right to conduct reference checks, and background, personal, educational and professional, verifications (including but not limited to verification of your criminal, credit or regulatory history and KYC (Know Your Customer), police verification, etc.) of all employees. Therefore, YOUR EMPLOYMENT WITH THE COMPANY SHALL BE SUBJECT TO AND CONDITIONAL UPON THE SUCCESSFUL COMPLETION OF REFERENCES AND BACKGROUND VERIFICATIONS. By signing this letter, you also authorize the Company to conduct such checks and verifications post your joining in the Company. Further, you understand and agree that the Company reserves the right to take such appropriate action as it deems fit and/ or terminate your employment forthwith, in case of any false or inaccurate information and/ or non-disclosure of relevant and material information by you and/ or unsatisfactory reference/ background verification report
5. This retainership can be terminated at any time by giving 60 days notice in writing by either side or by payment of 60 days retainership fee in lieu of notice.
6. That you will be entitled to two days off against every month of work which can be availed ro-rata but not beyond six months.
7. Upon termination of this Retainership, it is understood that the property of GHL, if any in your possession shall be returned to GHL.







# Global Health L i m i t e d

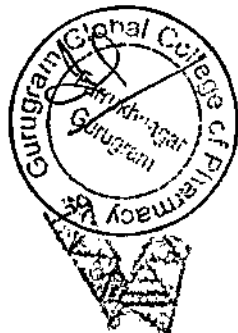
8. You will not at any time or times, without the consent of the Management disclose, divulge or make public except under legal obligation, any policies, processes, transactions and dealings of the Company whether the same may be confided in you or become known to you during the course of your retainership with us.
9. Your association with GHL is solely in the nature at a retainership. GHL shall avail of your professional knowledge, experience, services and expertise besides your performing specific responsibilities, as assigned to you from time to time by the General Manager — Clinical Pharmacy or his nominee. This Retainership does not constitute an employer employee relationship, therefore, you will not be eligible for any employment benefits.
10. Any dispute between GHL and you arising out of this retainership arrangement as set out herein shall be referred to a sole arbitrator who shall be the Group CEO & Director or his nominee. The venue of arbitration shall be Po Greece
11. We request you to return a copy of this ret. duly signed, in confirmation of your acceptance of the terms and conditions set forth herein.

*Abhishek K.*

Very truly yours,

For GLOBAL HEALTH LTD.

AUTHORISED SIGNATORY





11



Farmako Healthcare Private Limited  
H. No. 734, Gali No- 1, Azad Nagar, Railway Harthala  
Colony, Moradabad, Uttar Pradesh, 244001

10/11/2023

## Offer Letter

Dear **Abhishek Sharma**,

Congratulations! We are pleased to confirm that you have been selected to work for **Farmako Healthcare Private Limited**. We are delighted to make you the following job offer:

The position we are offering you is that of **Pharmacist** with an annual cost to company of **270000**. This position reports to **Bakir Khan**.

The reporting location for the position is **Gurgaon**.

This position is only acceptable with a valid and free license.

We would like you to start work on 20/11/2023. Please report to Bakir Khan for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 15/11/2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Farmako Healthcare Private Limited and look forward to working with you.

Sincerely,

AUTHORISED SIGNATORY  
FARMAKO HEALTHCARE  
PRIVATE LIMITED

Madhvendra Pratap Singh  
Farmako Healthcare Private Limited



Accepted by,  
Abhishek Sharma

## Annexure A

### 1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

### 2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

### 3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

### 4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

### 5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

### 6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

### 7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material



information, in such cases, you will be liable to removal from services without any notice.

#### 8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one week (7 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Upon resignation/termination of employment, you will need to inform us at-least 30 days before, if your registration is used in the drug license of the store.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you. If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.

If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. \* If you commit any act prejudicial to the continuing good relationship between you and the company.

If you commit breach of any of the terms of this letter of appointment.

#### 9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.





# Salary Structure

This is your expected salary structure.

Salary Component	Monthly	Yearly
Basic Salary	11,250	1,35,000
HRA	4,977	59,724
LTA	358	4,296
ESI Employer Contribution	648	7,776
PF Employer Contribution	1,942	23,304
Meal Allowances	2,200	26,400
Internet & Periodicals Allowance	1,125	13,500
<b>Total</b>	<b>22,500</b>	<b>2,70,000</b>

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of TDS, PF, ESI and professional taxes in accordance with applicable law.





**SWISS GARNIERS**

**Genexiaa Sciences Private Limited**

Registered Office: No. 25, Level 3,  
Kambar Street, Alandur, Chennai – 600 016  
Ph: +91-44-42927700 / 22310032 / 22312082  
Email : finance@swissgarnier.com

Ref.No: SGG/HR/2023-24/Sep/003 Date: 04/09/2023

Mr. Ankit Jaiswal  
Vill & P.O – Bibipur,  
P.S – Belaspur,  
Bihar – 844111.

Dear Mr. Ankit Jaiswal,

Sub: Offer letter for the position of “Trainee – Quality Control”

This refers to the discussion had with you, we are pleased to offer you the position of “Trainee – Quality Control” on the terms and conditions as mutually agreed by us.

You are required to join us on “11-09-2023”. This letter is issued as a letter of intent to enable you to put in resignation and get relieved from your present assignment.

The formal letter of Appointment will be issued to you detailing all the terms and conditions of your appointment on joining the organization.

You will be on probation for a period of one year and if performance is found satisfactory, you will be considered for confirmation.

You are requested to join the Company situated at “Unit II – Plot No. 568-569 & 576-579, Tarpin Block, Near Golden Cross, Rongli, East Sikkim - 737133.” within the specified time period as given failing which this offer will be treated as cancelled.

### **Compensation**

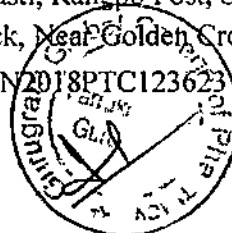
You will be paid a compensation of amount of Rs. 3,45,287/- per annum. You will be eligible for 2 days of total leave during a month. Work related travel expenses will be reimbursed against actuals as per company policy

You are requested to submit the following documents immediately within 20 days on your offer acceptance

1. Copy of latest appointment letter signed by Company’s signatory (Original’s to be submitted at the time of joining for verification)
2. Copy of your resignation letter of your current employer.
3. Last two company relieving letters (This has to be submitted at the time of joining).

Unit I - Plot No. 54 & 78, Mamring Bhasti, Rangpo Post, South Sikkim - 737132.  
Unit II - Plot No. 568-569 & 576-579, Tarpin Block, Near Golden Cross, Rongli, East Sikkim - 737133.

CIN : U24100TN2018PTC123623



4. Photocopies of Under Graduate/Post Graduate Certificates. (Original's to be submitted at the time of joining for verification)
5. Copy of your PAN & Aadhar Card.
6. Four latest passport size-colored photographs. (Photograph to be submitted at the time of joining).
7. Copy of last three months' salary certificate.
8. Copy of last three months' bank statement where your salary credit has to be reflected in the bank statement.
9. UAN, PF & ESI number of previous employer.
10. Covid vaccination final certificate.

You are requested to sign a copy of this letter with your acceptance within 7 days on the receipt of the offer failing which the offer remains cancelled.

Please note that your compensation package as discussed and finalized is confidential between you and the organization and it will be mentioned only in your appointment order.

If you have any clarification you are advised to discuss only with the Human Resources Department.

We look forward to your joining the Swiss Garnier Family.

Wishing you all the best,

For Swiss Garniers Genexiaa Sciences Pvt Ltd,

*Dhruv Vishnu Desai*  
2023-09-14 11:20:18 IST  
Reason: Offer Letter Approval  
Authorized Signatory

NOTE: Upon acceptance of this Offer, should you fail or refuse to commence the performance of duties under this Offer, on the effective date as stated under this letter, you shall pay to the Company, an amount equivalent to one (1) month CTC (Cost to the company) as liquidated damages, which is agreed and understood to be a fair pre estimate of the damages suffered by the Company on account of such action.

Notwithstanding the above, the Company retains the right to a file a claim for damages or take appropriate action in relation to any breach of the obligations by you under this Contract."

Unit I - Plot No. 54 & 78, Mamring Bhasti, Rangpo Post, South Sikkim - 737132.  
Unit II - Plot No. 568-569 & 570, Tarpin Block, Near Golden Cross, Rongli, East Sikkim - 737133.





November 20th 2023

MR. MD Shahbaz Alam

Letter of Intent

Dear MD Shahbaz,

This is with reference to the discussions you had with us. As mutually agreed, we would be pleased to offer you an appointment as Pharmacist - Supply Chain Management. Supply Chain Management. Pharmacy(OP) at FHSL -Vasant Kunj OP Pharmacy.

Your responsibility level and compensation is detailed in Annexure.  
The final letter of appointment will be handed over to you upon joining the services of the company, which will be on or before November 20th 2023.

This offer of appointment is subject to your successfully completing the company's medical examination and reference checks. You will be on probation for a period of 180 days. The termination notice on either side will be 30 days during probation period and 30 days after confirmation.

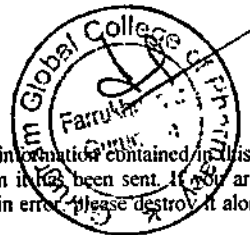
Please note that this offer shall automatically lapse if you fail to commence the arrangement on the aforesaid date. The management may however in its absolute discretion extend the said date upon a written request being received from you.

You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer. Looking forward to a mutually beneficial association.

With Best Wishes,

For and on behalf of-FHsL -Vasant Kunj OP Pharmacy

Head HR  
Fortis Hospital



\*This is a computer-generated document. No signature is required. The information contained in this document is confidential and privileged information. The information is solely intended for the person to whom it has been sent. If you are not the intended recipient you are not authorized to use or disclose, misuse it in any form. If you received this in error, please destroy it along with any copies and notify the sender immediately.\*

FORTIS HOSPITALS LIMITED

Regd.OMice: Escorts Heart Institute and Research Centre, Okhla Road, New Delhi - 110 025 (India)

Tel: +91 11 2682 5000, Fax: +91 11 4162 8435, CIN: U93000DL2009PLC222166

**Fortis Hospitals Limited**  
**Corporate Office:**  
**Tower A, Unitech Business Park,**  
**Block- F South City 1, Sector- 41,**  
**Gurgaon, Haryana – 122001 (India)**  
**Tel : 0124 492 1021**  
**Fax : 0124 492 1041**  
**Emergency: 105010**  
**Email :contactus@fortishealthcare.com**  
**Website :www.fortishealthcare.com**



November 20th 2023

Employee Name	MD Shahbaz Alam	
Position	- Pharmacist	
Grade	A3. Pharmacist	
Salary Components	Per month	Per Annum
Basic Salary	10938	131256
House Rent Allowance	8204	98442
Statutory Bonus	2085	25018
Special Allowance	3821	45857
Sub-Total	25048	300573
Statutory & Retiral Components		
Provident Fund (12% of Basic)	1771	21254
Gratuity (4.81% of Basic)	526	6313
Sub-Total	2297	27567
Fixed Salary	27345	328140
Cost to Company	27345	328140
Benefits		
Company Hospitalisation Scheme (CHS)	1220	14640
Personal Accident Insurance Premium (GP)	15	180
Group Term Life Insurance Premium (GTI)	220	2640
Sub-Total	1455	17460
Total Cost to Company	28800	345600

- \*Individual compensation structure is subject to change without affecting emoluments adversely.
- \*Individual compensation package is confidential and is expected not to be shared with other employees.
- \*Applicable tax to be borne by the employee.
- \*Company Hospitalization Scheme (CHS) Limit is currently INR 2Lakh for self and family as per policy.
- \*Personal Accidents Insurance Premium (GPA) cover is currently INR 15 Lakh for self as per policy.
- \*Group Term Life Insurance Premium (GTI) cover is currently INR 15 lakh for self as per policy.
- \*Subsidized food facility is available along with complementary tea/coffee during working hours.



**FORTIS HOSPITALS LIMITED**

Regd.OMice: Escorts Heart Institute and Research Centre, Okhla Road, New Delhi - 110 025 (India)  
 Tel: +91 11 2682 5000, Fax: +91 11 4162 8435, CIN: U93000DL2009PLC222166



# Global Health L i m i t e d

Dated: 3.11.2023

Mr. Nishant Sharma .

H. no — 54, Mohalla Diwan Pura

Ward no -10

Farrukhnagar , Gurgaon

Haryana - 122506

Dear Mr. Sharma:

The Management is pleased to retain you as Trainee - Clinical Pharmacist for a period of six months commencing from 16-11-2023. The terms, and conditions of the retainership will be as follows:

1. This Retainership shall commence from 16- 11- 2023.
2. You will be paid a retainership fee of Rs.15, (000/- (Rupees fifteen Thousand Only) per month subject to deductions as per law. This retainership fee will be exclusive of all applicable taxes in force and will be subject to tax deduction at source.
3. You will be covered under the hospital mediclaim & accident insurance policy as per rules of the company wise suitable monthly premium contribution.
4. The Company reserves the right to conduct reference checks. and background, personal, educational and professional. verifications (including but not limited to verification of your criminal, credit' or regulatory history and KYC (Know Your Customer), police verification, etc.) of all employees. Therefore, YOUR EMPLOYMENT WITH THE COMPANY SHALL BE SUBJECT TO AND CONDITIONAL UPON THE SUCCESSFUL COMPLETION OF REFERENCES AND BACKGROUND VERIFICATIONS. By signing this letter, you also authorize the Company to conduct such checks and verifications post your joining in the Company. Further, you understand and agree that the Company reserves the right to take such appropriate action as it deems fit and/ or terminate your employment forthwith, in case of any false or inaccurate information and/ or non-disclosure of relevant and material information by you and/ or unsatisfactory reference/ background verification report
5. This retainership can be terminated at any time by giving 60 days notice in writing by either side or by payment of 60 days retainership fee in lieu of notice.
6. That you will be entitled to two days off against every month of work which can be availed ro-rata but not beyond six months.




Regd. Office: E-18, Defence Colony, New Delhi 110024, Ph No.011- 44114411 www.medanta.org, info@medanta.org, CIN: L85110DL2004PLC128319



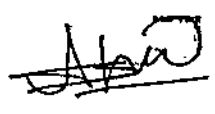


# Global Health L i m i t e d

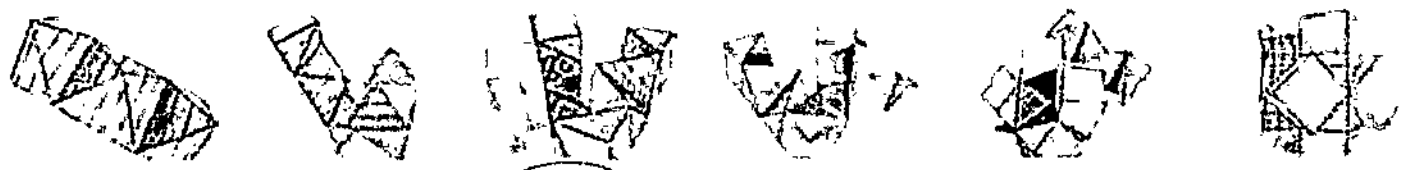
7. Upon termination of this Retainership, it is understood that the property of GHIL, if any in your possession shall be returned to GHIL.
8. You will not at any. time or times, without the consent of the Management disclose, divulge or make public except under legal obligation, any policies, processes, transactions and dealings of the Company whether the same may be confided in you or become known to you during the course of your retainership with us.
9. Your association with GHIL is solely in the nature at a retainership. GHIL shall avail of your professional knowledge, experience, services and expertise besides your performing specific responsibilities, as assigned to you from. time to time by the General Manager — Clinical Pharmacy or his nominee. This Retainership does not constitute an employer employee relationship, therefore, you. will not be eligible for any employment benefits.
10. Any dispute between GHIL and you arising out of this retainership arrangement as set out herein shall be referred to a sole arbitrator who shall be the Group CEO & Director or his nominee. The venue of arbitration shall be Po Greece
11. We request you to return a copy of this rete. duly signed, in confirmation of your acceptance of the terms and conditions set forth herein.

Very truly yours, 

For GLOBAL HEALTH LTD.



AUTHORISED SIGNATORY





# Global Health L i m i t e d

Dated: 3.11.2023

**MR. VIVEK BASUMATARY  
S/O SUNIL BASUMATARY**

**Dear Mr. VIVEK BASUMATARY:**

The Management is pleased to retain you as Trainee - Clinical Pharmacist for a period of six months commencing from 16-11-2023. The terms, and conditions of the retainership will be as follows:

1. This Retainership shall commence from 16- 11- 2023.
2. You will be paid a retainership fee of Rs.15, (000/- (Rupees fifteen Thousand Only) per month subject to deductions as per law. This retainership fee will be exclusive of all applicable taxes in force and will be subject to tax deduction at source.
3. You will be covered under the hospital mediclaim & accident insurance policy as per rules of the company wise suitable monthly premium contribution.
4. The Company reserves the right to conduct reference checks. and background, personal, educational and professional. verifications (including but not limited to verification of your criminal, credit' or regulatory history and KYC (Know Your Customer), police verification, etc.) of all employees. Therefore, YOUR EMPLOYMENT WITH THE COMPANY SHALL BE SUBJECT TO AND CONDITIONAL UPON THE SUCCESSFUL COMPLETION OF REFERENCES AND BACKGROUND VERIFICATIONS. By signing this letter, you also authorize the Company to conduct such checks and verifications post your joining in the Company. Further, you understand and agree that the Company reserves the right to take such appropriate action as it deems fit and/ or terminate your employment forthwith, in case of any false or inaccurate information and/ or non-disclosure of relevant and material information by you and/ or unsatisfactory reference/ background verification report
5. This retainership can be terminated at any time by giving 60 days notice in writing by either side or by payment of 60 days retainership fee in lieu of notice.
6. That you will be entitled to two days off against every month of work which can be availed ro-rata but not beyond six months.
7. Upon termination of this Retainership, it is understood that the property of GHIL, if any in your possession shall be returned to GHIL.







# Global Health L i m i t e d

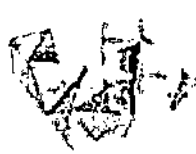
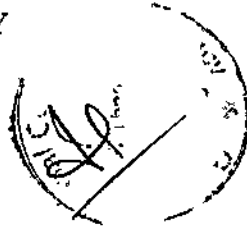
8. You will not at any time or times, without the consent of the Management disclose, divulge or make public except under legal obligation, any policies, processes, transactions and dealings of the Company whether the same may be confided in you or become known to you during the course of your retainership with us.
9. Your association with GHIL is solely in the nature of a retainership. GHIL shall avail of your professional knowledge, experience, services and expertise besides your performing specific responsibilities, as assigned to you from time to time by the General Manager — Clinical Pharmacy or his nominee. This Retainership does not constitute an employer-employee relationship, therefore, you will not be eligible for any employment benefits.
10. Any dispute between GHIL and you arising out of this retainership arrangement as set out herein shall be referred to a sole arbitrator who shall be the Group CEO & Director or his nominee. The venue of arbitration shall be Po. Greece.
11. We request you to return a copy of this retainer, duly signed, in confirmation of your acceptance of the terms and conditions set forth herein.

*Very truly yours,*

Very truly yours,

For GLOBAL HEALTH LTD.

AUTHORISED SIGNATORY





**SWISS GARNIERS**

**Genaxiaa Sciences Private Limited**

Registered Office: No. 25, Level 3,

Kambar Street, Alandur, Chennai – 600 016

Ph: +91-44-42927700 / 22310032 / 22312082

Email: [finance@swissgarnier.com](mailto:finance@swissgarnier.com)

Date: 14/09/2023

Ref.No: SGG/HR/2023-24/Sep/005

Mr. KUNDAN KUMAR  
S/O BIRENDRA BHAGAT,

Dear Mr. KUNDAN KUMAR,

Sub: Offer letter for the position of "Trainee – Quality Control"

This refers to the discussion had with you, we are pleased to offer you the position of "Trainee – Quality Control" on the terms and conditions as mutually agreed by us.

You are required to join us on "14-09-2023". This letter is issued as a letter of intent to enable you to put in resignation and get relieved from your present assignment.

The formal letter of Appointment will be issued to you detailing all the terms and conditions of your appointment on joining the organization.

You will be on probation for a period of one year and if performance is found satisfactory, you will be considered for confirmation.

You are requested to join the Company situated at "Unit II – Plot No. 568-569 & 576-579, Tarpin Block, Near Golden Cross, Rongli, East Sikkim - 737133." within the specified time period as given failing which this offer will be treated as cancelled.

#### Compensation

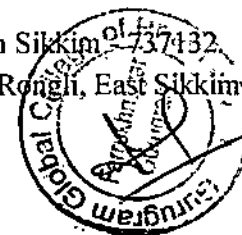
You will be paid a compensation of amount of Rs. 3,45,287/- per annum. You will be eligible for 2 days of total leave during a month. Work related travel expenses will be reimbursed against actuals as per company policy

You are requested to submit the following documents immediately within 20 days on your offer acceptance

1. Copy of latest appointment letter signed by Company's signatory (Original's to be submitted at the time of joining for verification)
2. Copy of your resignation letter of your current employer.
3. Last two company relieving letters (This has to be submitted at the time of joining).
4. Photocopies of Under Graduate/Post Graduate Certificates. (Original's to be submitted at the

Unit I - Plot No. 54 & 78, Mamring Bhasi, Rangpo Post, South Sikkim - 737132.  
Unit II - Plot No. 568-569 & 576-579, Tarpin Block, Near Golden Cross, Rongli, East Sikkim - 737133.

CIN : U24100TN2018PTC123623





**SWISS GARNIERS**

**Genexiaa Sciences Private Limited**

Registered Office: No. 25, Level 3,

Kambar Street, Alandur, Chennai - 600 016

Ph: +91-44-42927700 / 22310032 / 22312082

Email: finance@swissgarnier.com

time of joining for verification)

5. Copy of your PAN & Aadhar Card.
6. Four latest passport size-colored photographs. (Photograph to be submitted at the time of joining).
7. Copy of last three months' salary certificate.
8. Copy of last three months' bank statement where your salary credit has to be reflected in the bank statement.
9. UAN, PF & ESI number of previous employer.
10. Covid vaccination final certificate.

You are requested to sign a copy of this letter with your acceptance within 7 days on the receipt of the offer failing which the offer remains cancelled.

Please note that your compensation package as discussed and finalized is confidential between you and the organization and it will be mentioned only in your appointment order.

If you have any clarification you are advised to discuss only with the Human Resources Department.

We look forward to your joining the Swiss Garnier Family.

Wishing you all the best,

For Swiss Garniers Genexiaa Sciences Pvt Ltd,

*Dhruv Vishnu Desai*

2023-09-24 12:20:16 IST

Reason: Offer Letter Approval

Authorized Signatory

NOTE: Upon acceptance of this Offer, should you fail or refuse to commence the performance of duties under this Offer, on the effective date as stated under this letter, you shall pay to the Company, an amount equivalent to one (1) month CTC (Cost to the company) as liquidated damages, which is agreed and understood to be a fair pre estimate of the damages suffered by the Company on account of such action.

Notwithstanding the above, the Company retains the right to file a claim for damages or take appropriate action in relation to any breach of the obligations by you under this Contract."

Unit I - Plot No. 54 & 78, Mamring Bhasti, Rangpo Post, South Sikkim - 737132.  
Unit II - Plot No. 568-569 & 576-579, Tarpin Block, Near Golden Cross, Rongli, East Sikkim - 737133.

CIN : U24100TN2018PTC123623



Date: 4.12.23

## Welcome Note

Dear Mr. PRASHANT SARASWAT

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial. You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to Click Here
2. Call us Toll-free 1800 420 9944
3. Email us to flexicare@randstad.in

**Our Core Values:** As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

**To Know** - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

**To Serve** - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

**To Trust** - We are respectful. We value our relationships and treat people well.

**Striving For Perfection** - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

**Simultaneous Promotion Of All Interests** - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

For Randstad India Pvt Ltd.

*S. Balakrishnan S.*

Authorized Signatory  
Balakrishnan S  
Head - HRSSC



Registered Office :  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474

Date: 4.12.23

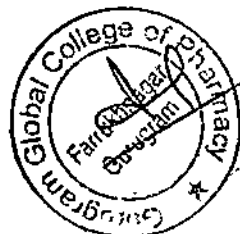
To,  
**Mr. PRASHANT SARASWAT,**  
Empcode -16246693

**FIXED TERM CONTRACT OF EMPLOYMENT**

We are pleased to appoint you in our organization as Territory Executive, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period of 1 year from 4.12.23 to 6-11-2024. Not with standing this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co- terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients company or locations to do work pertaining to or incidental to the clients business.
4. Details of your salary break up with components is as per the Annexure 1.
5. Provident Fund will be remitted as per law, applicable from time to time. It's the employees responsibility to update the nomination directly into the PF portal and Randstad does not hold any responsibility on it In case, you are eligible for ABRY scheme, the applicable PF employee contribution will be refunded post availing benefit
6. You will be covered under a Medical Insurance up to 100000 per annum and Group Accident Insurance Scheme of 500000 & Group Terms Life Insurance of 0. This policy will come into effect after 30 days of your joining the company.
7. You will be eligible for leave as per the clients company policy, during the period of your contract of employment.
8. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.
9. You are advised to read and understand Randstad Health & Safety Policy for deputees (Annexure 2) and comply with relevant policies that are in practice at Nestle India Limited. Adherence to the stated and relevant policies is a condition of employment with Randstad. In the event you are found to be non compliant of any of the applicable policies, Randstad reserves the right to take necessary action against you.
10. This contract shall be terminable by either party giving 15 days notice in writing or salary in lieu of notice, to the other.
11. At Randstad your privacy is important to us. By submitting your personal information, you have agreed and

Registered Office :  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474



consented to Randstad's processing of your personal information for the intended purposes of employment opportunities. Please note that your involvement in any violation of data protection laws or causing data breach would result in disciplinary action, which can lead to immediate termination and withholding of your pecuniary benefits.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Randstad family. As a new entrant, we would like you to wholeheartedly contribute in this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory

Balakrishnan S

Head - HRSSC

Acceptance:

I PRASHANT SARASWAT have read and hereby accept the above mentioned terms and conditions

Signature : 2405798

Date : 4.12.23 15:55:48





**Schedule A**

**Assignment Details of PRASHANT SARASWAT**

<b>Name</b>	PRASHANT SARASWAT
<b>Client Name</b>	Nestle India Limited
<b>Place of Deputed</b>	BEGUSARAI
<b>Designation</b>	Territory Executive
<b>Start date of Assignment</b>	04.12.23
<b>End date of Assignment</b>	06-11-23

**Annexure 1: Salary Break - Up Details**

<b>Component</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	12,000.00	144,000.00
House Rent Allowance	4,238.00	50,856.00
Statutory Bonus	1,000.00	12,000.00
<b>Gross Salary</b>	<b>17,238.00</b>	<b>206,856.00</b>
Employer's Contribution to ESI	561.00	6,732.00
Employer's Contribution to EPF	1,440.00	17,280.00
Insurance	761.00	9,132.00
<b>CTC(Cost to the company)</b>	<b>20,000.00</b>	<b>240,000.00</b>
Employee's Contribution to EPF	1,440.00	17,280.00
Employee's Contribution to ESI	130.00	1,560.00
Total Deduction	1,570.00	18,840.00
<b>Net-Take Home</b>	<b>15,668.00</b>	<b>188,016.00</b>

PMS will be entitled for quarterly variable pay (Maximum 20% of CTC) Based on your performance. You have to complete the quarter or be active in the system at the time of PMS disbursement.

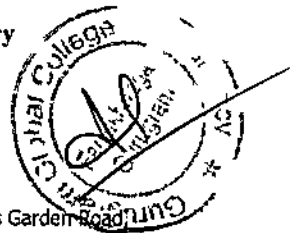
- \* Income tax, Professional Tax and LWF as applicable will be deducted. All taxes will be deducted as applicable by law.
- \* Your salary is strictly confidential.

For Randstad India Pvt

Ltd. Accepted By

*S. Balakrishnan*

Authorized Signatory  
Balakrishnan S



2405798

*Prashant*  
PRASHANT SARASWAT

Registered Office :  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474



Head - HRSSC

**General Terms & Conditions**

1. You will have to provide signed copies of all documents and forms in the joining kit including the signed appointment letter to Randstad India Private Ltd. (RIPL) within a period of 30 days from your date of joining. The documents can be either couriered or handed over in person at the designated RIPL offices. You will not be eligible for payroll in the subsequent months if these documents are not received within the 30 day period from your date of joining.
2. RIPL is working towards having a safe transaction mode for all payments and follows the practice of remitting salary, reimbursement, F&F and other payments directly to your designated bank account. You are required hereby to confirm your acceptance of the same and provide your Bank Account details with proof (cancelled cheque or copy of bank pass book or bank statement) within 15 days of the date of joining to RIPL personnel at the designated RIPL offices or send an e-mail with scanned copy of the proofs mentioned to flexicare@randstad.in mentioning "bank account details" in the subject line of the mail.
3. You will have to provide your PAN card details within 15 days of your date of joining
  - a. In case, you dont have a PAN card, you will have to apply and provide the acknowledgement copy within 15 days from the date of joining.
  - b. In case you do not provide PAN card details and your income falls under the taxable limits, you will be paid your monthly salary after deduction of taxes as per the existing tax laws.
4. Your pay slips will be available online for viewing, downloading and printing. This is a digitally generated document and does not require a physical signature for verification. The pay slip will be available at the end of first week of the month and will be deemed to have been received and accepted by you. For any clarifications or queries, regarding the same you can send an email to flexicare@randstad.in referencing your RIPL employee ID.
5. In case of any reimbursable components in your salary structure, you will be required to submit necessary proofs of payments and bills for the same, failing which the payments will be made after deduction of appropriate taxes.
6. If you are eligible for ESIC benefits and have an existing ESIC number, please inform in advance through the ESIC nomination form in your joining kit to retain the existing ESIC number. For PF transfer from an existing PF account, you will need to fill and submit the PF transfer form in your joining kit.
7. RIPL does not accepts or retain any original certificates/ documents pertaining to your educational and other qualifications. You may be required to produce the same for verification purposes only, if requested by authorized RIPL personnel.
8. You will have to complete all the exit formalities and hand over any assets including but not limited to ID cards, laptops, mobiles, etc. in your custody before your Last Working Day (LWD) in the organization. Your Full & Final Settlement (F&F) will be completed only if the exit formalities are done on time, which shall not exceed 45 days.
9. Your F&F settlement amount will be transferred to the bank account used for your salary transactions. In case, there are dues to be recovered from you in the F&F settlement, you will be issued your relieving letter and experience letters only on clearance of these dues.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary  
Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory  
Balakrishnan S  
Head - HRSSC

I, PRASHANT SARASWAT have read and hereby accept the above mentioned terms and conditions

Signature : 2405798

Registered Office :  
Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474



Date : 4.12.2315:55:48

## Annexure 2: HEALTH AND SAFETY POLICY

### 1. Introduction

Randstad recognizes people as its most important asset and is committed to ensuring safe and healthy work environment for all its employees and people visiting its premises. Randstad's Corporate Policy necessitates a specific Health & Safety Policy for its outsourced employees. Given that our EWs are redeployed to various client sites, where each client's Health & Safety Policy would be different, it is our commitment to ensure that our EWs have safe working conditions, where risks if any, are well managed and our clients treat all our EWs as they would treat their direct employees in matters of health & safety.

This document is to be read and thoroughly understood by all Randstad EWs at the time of joining an assignment; it requires them to be aware of the policy and our recommendations for safe working practices.

We assure that we will not depute an EW to a client site, which causes an Occupational Hazard or risk to Health. We will only work with clients who are aligned to our Health & Safety Policy for EWs. Additionally, we advise our EWs and employees to bring to our notice, situations that an EW might encounter and could be a potential health & safety issue.

We also ask our EWs not to endanger themselves or their colleagues at work by violating any safety rules, and to comply with work place instructions besides ensuring that they wear Personal Protective Equipment where advised. Our EWs are asked not to interfere with or misuse anything provided for their safety, health and welfare. This is a condition of employment with Randstad. Management reviews will be held each year to review implementation of this policy and draw upon further improvements for the following year. These improvements will include the policy itself and the associated business processes to attain objective of this policy.

### 2. Health & Safety Policy

Health & Safety in the work place is every one's responsibility. Randstad regards promotion of Health & Safety measures as a mutual objective for the management and employees, including deputed employees. Randstad has factored in statutory requirements while arriving at this Health & Safety Policy.

#### General Safety

1. Ensure that you are aware of your own responsibilities in respect of relevant health, safety and environmental matters.
2. Follow instructions the way it is meant to be. Use entries and exits, lifts in the manner it is meant to be.
3. Ensure you have your EW ID card on your person at all times with your photograph, Randstad contact details and Nos. displayed in a clear manner.
4. If you have a visitor, ensure your visitor signs in and receives a security pass. Do not take your visitor into the client premises without permission.
5. You will not enter your work premises while under the influence of alcohol, drugs or any substance which may endanger your health or safety and/or that of any other person.
6. Beware of fact that many things which may be obvious get overlooked while working. Thus, appropriate care and concentration is required at work to ensure general safety.

#### Fire Safety

1. Ensure familiarity with the fire safety procedures in work place. Most organizations have fire safety training as a statutory requirement. Ensure you attend the same, after seeking necessary permission from your reporting manager.
2. Understand different kinds of fire fighting equipments installed at your work place.
3. Please become familiar to the sound of the fire alarm and know the emergency/fire exits. These are not normal entry/exits. These exits are signed with the statutory fire exit signs.
4. Attend fire drill if any at your work place and undergo evacuation training.
5. Avoid taking personal risks; do not try to tackle fire on your own.

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### Accident & First Aid

Familiarize yourself with the First Aid arrangements at your work place. Do not leave vehicles or items relating to your work in places other than that which is designated. This will help prevent accidents.

1. Follow rules on speed limit and wearing safety gear as is prescribed at the work environment that you are at.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. In the event of an accident, do not handle it on your own; follow procedures that you may have been trained in; inform the facilities manager or emergency numbers provided.
4. Understand accident report procedures at your work site.
5. Always let someone know, where you are going and your expected time of return.
6. If your office premises require you to wear a helmet while entering or exiting, comply with the same.

As a Randstad EW, you have the right to:

1. Work in places where all the risks to your health and safety are properly controlled.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. To stop working and leave the area if you think you are in danger.
4. To inform your employer about health and safety issues or concerns.

### Recommendations for Common Safe Working Practices

1. Do not smoke in areas prohibited.
2. Do not overload electrical outlets.
3. Do not expose electric conduits/plugs/sockets to water.
4. If your work requires you to lift weight frequently, understand load management procedures at work.
5. Do not operate machinery unless you have been trained and authorized to do so.
6. Never throw anything from any height.
7. If you use tools as part of your work use only the right and authorized tools.
8. Report any Health and Safety incidents whether they result in injury or not to your respective Randstad anchor.
9. Cooperate in the investigation of accidents with the objective of introducing measures to prevent recurrence.

For Randstad India Pvt Ltd.

*B. Balakrishnan*

**Authorized Signatory**  
**Balakrishnan S**  
Head - HRSSC



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## CODE OF CONDUCT

This Code of Conduct describes and summarizes the standards of business conduct for Randstad and also highlights the importance of ethical value in conducting the business affairs of Randstad.

Randstad would also review all applicable Randstad policies and procedures from time to time. This Code of Conduct is subject to modification. It maybe updated as and when needed and the employee hereby agrees to accept the terms of such revised documents.

The Employees of Randstad are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct. The honest conduct would be a conduct that is free from fraud or deception. Interactions with the clients, candidates, co-employees and any other individual shall be conducted in accordance with the standards mentioned.

It is the policy of the Company to conduct all of its business in an honest and ethical manner. In doing business anywhere in the world, neither the Company nor any employee or an entity associated with the Company shall offer, pay, promise, authorise or receive any bribe or other illicit payment or benefit in violation of any of the Anti shall corruption Laws of the Country or the anti-corruption laws of any other nation in which the Company does business or renders services. This shall form part of the Company's Code of Conduct and Business Ethics.

The Employee agrees that he/she shall devote his/her full attention to the activities of Randstad and shall not, either during the term of the Employment or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by Randstad. The Employee further agrees that at any time during the subsistence of the Employment or for a period of six months subsequent thereto, the Employee shall not offer employment or consultancy or otherwise solicit the Employees of Randstad to work with him/her or any employer where he or she is employed.

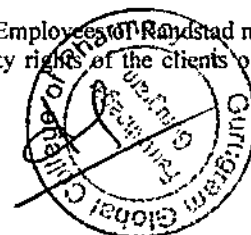
It is not practical and possible to list all situations in which conflict of interest may arise, however, following examples of situations, which may constitute a conflict of interest, are provided for your perception regarding the nature and scope of the term a conflict of interest:

1. Engaging in any activity that interferes with your performance or responsibilities to Randstad
2. Accepting simultaneous employment with a Randstad supplier, customer, developer or competitor or taking part in any activity that enhances or supports a competitor's position
3. Conducting the business of Randstad with relative or with a business in which a relative is associated in any significant role
4. Accepting any offer, payment, promise to pay, or authorization to pay any money, gift or anything of value from customers, vendors, consultants, etc. that is perceived as intended, directly or indirectly, to influence any business decision, any act or failure to act, any commitment of fraud, or opportunity for the commission of any fraud.
5. Competing, directly or indirectly, with Randstad for the purchase or sale of the property, products, services or other interest This Code of Conduct is part of the Corporate Governance of Randstad which extends equal opportunities to men and women at work, adhering to all legal compliances. Randstad's policy of transparency among employees are enabled through various HR practices including appraisals and performance evaluation, with adequate health and safety policies in place protecting the employee and the environment with a spirit of working together for the National interest.
6. You will be eligible for leave as per the client's company policy, during the period of your contract of employment.
7. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.

### Protection of Confidential information

All confidential information must be used for the purposes of Randstad. All Employees of Randstad must protect and respect the Intellectual property rights including the intellectual property rights of the clients of Randstad.

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Any violation of the intellectual property rights of any of the third parties in the capacity of a employee of Randstad shall be treated as illegal and shall be subject to legal action. The obligation to safeguard the proprietary and confidential information continues to exist even after leaving the employment of Randstad. Each of the Employees has liability to return all corporate confidential information in possession while leaving Randstad. They shall not be destroyed by any employee even while leaving Randstad, which shall amount to infringement of the intellectual property rights of Randstad.

**Protection And Use Of Randstad's Assets**

All Employees are responsible for protecting and for appropriate use of the assets of Randstad. The Employees must safeguard the assets of Randstad against loss, damage, misuse or theft. Any violation of this aspect of the code will subject to the disciplinary action up to and including termination of the employment or business relationship. The assets of Randstad including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of Randstad, hardware and software and all other electronic communication devices, must be utilized in legal, ethical and appropriate manner. Unauthorized usage of Randstads assets to deal with any illegal transaction shall be subject to legal action.

**Protection And Use of the Client's Assets**

All Employees are responsible for protecting and for appropriate use of the assets of the client where the Employee is stationed. The Employees must safeguard the assets of the client against loss, damage, misuse or theft. The assets of the Client including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of the Client, hardware & software and all other electronic communication devices, must be utilised in legal, ethical and appropriate manner. Further, the Employee shall refrain from any unauthorised use, access, disclosure, alteration and/ destruction of information systems including but not limited to CV database, CV database, client's JD/JS details, client's CTC policy and break-ups, and any other confidential information, written or oral, whether or not, specified explicitly by the Client.

**Employee Developments**

The Employee agrees to communicate to Randstad as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with Randstad and for a period of 1 [one year] thereafter for the purpose of determining Randstad's rights in such Employee Developments.

**press releases**

The Employee shall not put out any press or other media release or make any public announcement or statement relating in anyway to the business of the Client/Randstad, the activities of the Client/Randstad and for such other information without the prior written consent of the authorised personnel.

**Disciplinary Actions**

It is expected from all Employees covered under this Code of Conduct that they will adhere to the principles and rules laid down in this code. The appropriate disciplinary action will be taken against the delinquent Employee who is found to violate these principles and policies or any other policy of Randstad. The disciplinary action may include immediate termination of employment, appropriate legal action or severing of business relationship at Randstad's sole discretion. Randstad will recover any loss suffered by it due to violation of the provisions of this code by any delinquent in legal manner. All Employees are encouraged to report any suspected violation promptly.

(The Employee)

By *Prashant*

Name

PRASHANT SARASWAT

Title

Territory Executive

Signature : 2405798

Date : 4.12.23 15:55:48

Randstad India Private Ltd

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(Randstad India Ltd.) By

.....

Name

Balakrishnan S

Title

Head - HRSSC

*S. Balakrishnan*

Authorized Signatory



## Non-Disclosure Agreement

This Non-Disclosure Agreement is made and entered on this 4.12.23 day of 2023 at BEGUSARAI by Mr/Ms PRASHANT SARASWAT Son/Daughter of RAJ KUMAR SARASWAT aged about 27 years and residing at ,, herein after referred to as employee.

### To

Randstad India Ltd. a company incorporated under the Companies Act, 1956 and having its registered office at Old No.5&5A, No.9, Pycrofts Garden Road, Nungambakkam, Chennai - 600 006, Ph: 044-6622 7000

### WHERE AS

Randstad India Ltd. is a subsidiary of Randstad Holding NV, Netherlands and includes its other subsidiaries like Randstad Executive Search Ltd, Minvesta Infotech Ltd in India and such other Foreign Subsidiaries across the globe. This NDA is intended to maintain the confidentiality of all such confidential information available to all the EMPLOYEES of the Group. Essentially this NDA applies to whichever Group of Company, the EMPLOYEE is employed with, irrespective of his/her employment in maintaining the confidentiality of the available confidential information.

In the above context, the Group Company which has employed the Employee shall hereinafter be construed as "Company", which expression shall include the group companies within the context and meaning of this NDA agreement to maintain the confidentiality by the Employee. This expression shall hold good for the purpose of this NDA only and not in any other context of interpretation.

### WHERE AS

1. The Company has offered and the Employee has agreed to take up employment with the Company under the terms and conditions set out in the letter of Appointment the ("Employment Agreement").
2. In accordance with the terms of the Employment Letter, the Employee hereby executes this Non Disclosure Agreement with regard to the confidential information and the competition obligations of the Employee.

### NOW THE PARTIES AGREE AS FOLLOWS

For the purpose of this Agreement, the term "Confidential Information" shall mean and include any and all tangible expression of information including all written or oral disclosures made by the Company to the Employee, provided to the Employee by the Company or parent, subsidiary, group company or customer of the Company or otherwise received by the Employee in the course of his/her employment with the Company or any intellectual property belonging to the Company, and shall specifically include, without limitation, pricing, methods, processes, financial data, technical data, lists, products, trade secrets, know-how, photographs, plans, notes, renderings, journals, notebooks, computer programs, computer readable video, audio or sound files, and samples relating thereto as well as any confidential or proprietary information owned by any other person or entity and furnished by such person or entity pursuant to an undertaking to maintain the same in confidence.

The Employee agrees that he/she shall, at all times, during the term of his/her employment with the Company hold the Confidential Information in trust for the Company and shall not in any manner use, transfer, publish, disclose, or report the Confidential Information directly or indirectly, except to other Employees of the Company or to authorized third parties as may be necessary in the ordinary course of the duties of the Employee for the Company or otherwise as directed by the Company.

The Employee represents that his/her performance of the terms of this Agreement and his employment with the Company does not and will not breach any agreement to keep in confidence information previously acquired by him/her in confidence from any third-party. The Employee represents that he has not entered into, and agrees not to enter into, any agreement in conflict with this Agreement or which in any way prohibits his performance of or restricts his ability to perform his obligations under this Agreement. The Employee has not brought, and

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agrees he/she will not bring, with him/her to the Company for use in his/her employment with the Company any materials or documents of a former employer or any other person or entity for whom he/she has provided services (paid or unpaid) that are not generally available to the public unless he/she has obtained express written authorization from the former employer or other person or entity for whom he/she has provided such services for their possession and use.

The Employee agrees that if his/her employment is terminated at any time during or at the end of the probationary period as provided in the Employment Letter, the provisions of this Agreement shall continue to remain binding on the Employee.

The Employee agrees that he/she shall not for a period of three years from the date of termination of the Employment Letter, directly or indirectly, disclose, transfer, or use any Confidential Information, except with the prior written consent of the Company or except, in accordance with the provisions of Clause 6 hereunder, when so required pursuant to a valid and subsisting order of a court or other judicial, quasi-judicial or government body.

If the Employee is required, either during his/her employment or at any time within the three-year period specified in Clause 5 above, to disclose Confidential Information pursuant to a valid and subsisting order of a court or other judicial, quasi judicial or government body, the Employee shall, forthwith, upon receiving notice of the requirement of such disclosure, give adequate notice to the Company thereof so as to allow the Company a reasonable opportunity to limit such disclosure. In any event the Employee, in making such disclosure shall only disclose such information as maybe absolutely necessary and only to the extent expressly required by the court or other judicial, quasi judicial or government body.

The absence of any marking or statement that a particular item of information is Confidential Information shall not affect its status as Confidential Information. The Employee shall bear the burden of proving that, that information is not Confidential Information.

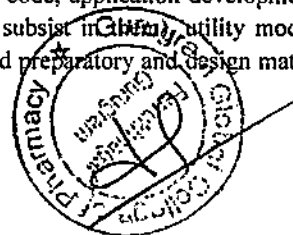
All notes, proposals, documents, data, floppy disc(s), zip drives, tapes, reference items, sketches, drawings, memoranda, records, and other materials and media in any way containing any Confidential Information or related to the Confidential Information or otherwise to the Company's business shall belong exclusively to the Company. The Employee shall make copies of such material only if absolutely necessary in the course of the Employee's employment with the Company or otherwise for the benefit of the Company. The Employee hereby undertakes to return to the Company all copies of such materials in the Employee's possession or under the Employee's control at the request of the Company or, in the absence of such a request, upon the expiry of the terms of this Agreement.

The Employee represents and warrants that the performance by him/her of all of the terms of this Agreement and any services to be rendered by him/her as an Employee of the Company do not and will not breach any fiduciary or other duty, covenant, or agreement relating to any proprietary information, knowledge of data acquired by the Employee in confidence, trust, or otherwise, prior to the Employee's employment by the Company to which the Employee is a party or by the terms of which the Employee may be bound. The Employee covenants that he/she shall not, during his/her employment with the Company do any act or deed which conflicts with the provisions of any prior contract or agreement. The Employee further

covenants and agrees not to enter into any agreement or understanding, either written or oral, in conflict with the provisions of this Agreement. The Employee shall promptly disclose to the Company and assign in favour of the Company in such form and manner as the Company may reasonably require all

1. inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), improvements, developments, discoveries, proprietary information, trade marks, trade names, logos, art work, slogans, know-how, processes, source code, application development, designs (whether or not register able and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials therefore), and

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all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages whether now existing or subsequently developed by the Employee ("Employee Developments") and

2. such information and data pertaining to the business, operations, personnel, activities, financial affairs, and other information relating to the Company and its customers, suppliers, Employees and other persons having business dealings with the Company as maybe reasonably required for the Company to operate its business ("Proprietary Information"). It is understood that the Employee Developments and the Proprietary Information is proprietary in nature and shall be for the exclusive use and benefit of the Company, shall be and remain the property of the Company both during the term of employment with the Company and thereafter and shall be held in trust by the Employee for the sole right and benefit of the Company. If so requested by the Company, the Employee shall execute and deliver to the Company any instrument as the Company may reasonably request to effectuate the assignment of any such Employee Developments or Proprietary Information to the Company or to otherwise evidence, establish, maintain or protect the Company's right, title and interest thereto. Without limiting the generality of the foregoing, the Employee hereby releases and waives and assigns to the Company any and all claims and rights which he/she has against the Company in respect of the Employee Developments, including without limitations, technology, know-how, licences or other proprietary rights or processes of the Company.

The Employee agrees to communicate to the Company as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with the Company and for a period of [one year] thereafter for the purpose of determining the Company's rights in such Employee Developments. During the term of his/her employment and thereafter, the Employee will assist the Company and/or its nominees or assigns (without charge but at no expense to Employee) in every lawful way to obtain, maintain and enforce any and all intellectual property rights and protections relating to all Employee Developments, including by executing relevant documents. Employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as his/her agent and attorney in fact to execute and file any and all applications and other necessary documents and to do all other lawfully permitted acts to further the prosecution, issuance or enforcement of patents, copyrights, trade secrets and similar protections related to such Employee Developments with the same legal force and effect as if the Employee had executed them himself/herself.

The Employee agrees that he/she shall devote his/her full attention to the activities of the Company and shall not, either during the term of the Employment Letter or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by the Company. The Employee further agrees that at any time during the subsistence of the Employment Letter or for a period of six months subsequent thereto the Employee shall not offer employment or consultancy or otherwise solicit the Employees of the Company to work with the Employee or any employer of the Employee.

The breach alleged or otherwise, by the Company of any obligation arising or in any manner owed by the Company to the Employee shall not affect the validity or enforceability of the Employee's covenants/obligations set forth in this Agreement.

The Employee understands that the Company shall suffer irreparable harm and injury in the event the Employee breaches any of its covenants/obligations under this Agreement and that money damages shall be inadequate to compensate the Company for such breach. Accordingly, in the event of any breach or threatened breach by the Employee of any of the provisions of this Agreement, the Company, shall in addition to and not in limitation of any other rights, remedies or damages available to the Company at law or in equity, be entitled to a temporary restraining order, preliminary injunction and permanent injunction in order to prevent or to restrain any such breach by the Employee, or by and/or all persons directly or indirectly acting for, on behalf of, or with, the Employee.

Notwithstanding anything contained in this Agreement, the obligations of the Employee and the rights of the

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Company arising hereunder shall be deemed to have commenced upon the date of the execution of the Employment Letter regardless of the actual date of execution of this Agreement and shall continue to remain in full force and effect and continue to be binding upon the parties until the expiry of three years from the date of termination of the Employment Letter unless the parties mutually agree to extend such confidentiality period

If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this Agreement, or comprising an integral part of, or inseparable from the remainder of this Agreement.

IN WITNESS WHEREOF these presents have been executed by the parties hereto on the day and year first herein above written.

(The Employee)

By *Prashant*

Name

PRASHANT SARASWAT

Title

Territory Executive

Signature : 2405798

Date : 4.12.23 15:55:48 Registered Office :

Randstad India Private Ltd

Randstad House,

Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,

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(Randstad India Ltd.) By

.....  
Name

Balakrishnan S

Title

Head - HRSSC

*S. Balakrishnan*

Authorized Signatory



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**Self-Declaration & Undertaking form**

Name: PRASHANT SARASWAT

Deputee ID: 2405798

Empcode -16246693

Designation: Territory Executive

Service Function / Vertical :

Centre / Location : BEGUSARAI

**Sub: Acceptance of Established policies and affiliated risks**

I hereby Confirm that I have read through the Randstad and applicable client policies & procedures. I understand its implication to the fullest and hereby confirm to the fact that i would be held personally responsible for actions done, in contravention to established policies and procedure.

Signed : 2405798

Date : 4.12.23





Ref: HRD: 2022/CK

MARCH 08, 2024

MS. CHARANPREET KAUR SALUJA  
D/O MR. INDERJEET SINGH SALUJA  
H. NO. 103, WINGS APARTMENT,  
SECTOR 9, GURUGRAM

**Letter of Offer**

Dear CHARANPREET KAUR SALUJA,

This has reference to your application and subsequent discussion with us. We are pleased to extend an offer to you to join Samarth Life Management Private Limited as Operations Executive on or before March 12, 2024. You will be on probation of 3 months and confirmation will be based on your performance.

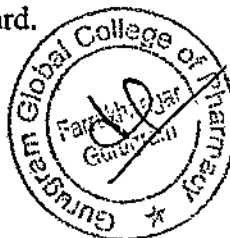
**Compensation**

You will be paid a compensation of amount of Rs. 3,20,654/- per annum as per Annexure 1. You will be eligible for 2 days of total leave during a month. Work related travel expenses will be reimbursed against actuals as per company policy.

**Confidentiality**

You shall observe strict secrecy with respect to all transactions and activities of the Company. Accordingly, you shall not, except in the performance in good faith of the duties assigned to you, disclose, communicate or part with, directly or indirectly, any confidential or technical information, know-how, proprietary information of any Licensers, plans, drawings, specifications, details or data, or any other information to any other person, including any other employee /consultant /associate of the Company at any time, whether during your contract with the company or thereafter, without written consent of the Company.

You shall safeguard and keep confidential for all times to come, any information, or databases coming to your knowledge or possession, in the course of your engagement with the Company. In addition, you shall not utilize the information obtained from the Company, its clients, collaborators, licensers, agents etc. in its business, for any purpose other than Company's business during the course of your engagement or thereafter, under any circumstances. Failure to observe this condition of employment entitles the Company to summarily cancel this engagement without any prior notice. In addition, the Company shall be free to pursue any action or claim damages in this regard.



Samarth Life Management Private Limited  
Head Office: M 80 South City 1, Gurgaon 122001, INDIA  
t: +91 124 238 4121 e: info@samarthlife.org  
www.samarth.community

# samarth™

## Code of Conduct

You shall carry out duties and responsibilities as assigned to you by Samarth in compliance with established policies and procedures. You shall not indulge in any unlawful or unsanctioned actions. You will be responsible for the safekeeping and return in good condition and order, all the office properties, equipment, instruments, tools, books etc., which may be given to you for your use or custody. The Company reserves the right to deduct the fair value of its properties from your dues in the event of a failure to account for the previously mentioned properties to the satisfaction of the Company. All other policies of the organization will apply to you.

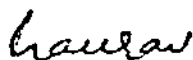
All work products and Intellectual Property, including but not limited to, know-how, inventions, copyrights, patents or rights of use, for the work done by you during the course of your employment, shall be owned by the Company without restriction as per the Use of Work Product policy of the Company.

## Termination of Employment

During these 3 months, your services at Samarth can be terminated by either party giving the other a notice of 5 working days in writing. On confirmation, a notice period of 30 days will be applicable. In case you are convicted of any offence as per the prevalent laws in India or any other part of the world or found indulging in any malpractices, misconduct, willful negligence or acts of moral turpitude, or in case you have an unexplained absence of more than 7 days, Samarth has the right to terminate you immediately.

Please sign a copy of this letter confirming your acceptance

Sincerely,



Gaurav Agarwal

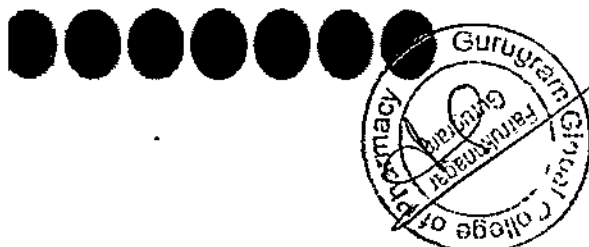
Chief Operating Officer

ACCEPTED

Signature:



Date:



Samarth Life Management Private Limited  
Head Office: M 80 South City 1, Gurgaon 122001, INDIA  
t: +91 124 238 4121 e: info@samarthlife.org  
www.samarth.community



GlaxoSmithKline  
Pharmaceuticals Ltd. GSK  
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Worli, Mumbai-400030

Tel No: +91 22 2495 9595  
Fax No: +91 22 2495 9494  
Web: www.gsk.india.com  
Email: askus@gsk.com

4<sup>TH</sup> December, 2023

**Personal & Confidential**

ASHRIT  
S/O RAMESH LAL  
VPO. C-6/167, LAWRENCE ROAD,  
KESHAV PURAM, NEW DELHI- 110035

Dear ASHRIT

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

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

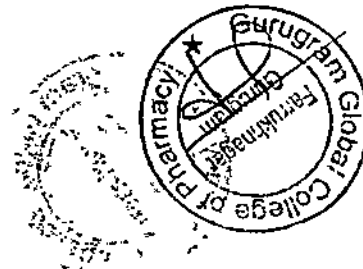
You will be paid a compensation of amount of Rs. 3,35,250/- per annum. You will be eligible for 2 days of total leave during a month. Work related travel expenses will be reimbursed against actuals as per company policy.

Yours faithfully,

for GlaxoSmithKline Pharmaceuticals Limited, India

Chingh

Chinmay Sharma  
Executive Vice President, Human Resources





Date: 04-Aug-23

To,

Ms. BHAWNA SACHDEVA

647, STREET NO. 8, MADANPURI,

GURGAON, HARYANA- 122001

**Subject: Offer Letter**

Dear BHAWNA SACHDEVA,

**Congratulations!**

Further to the interview you had with us and our subsequent discussions thereof, we are pleased to offer you the position of Officer - Tablet on the terms and conditions mutually discussed and agreed upon in accordance with section 4 of the Indian Contract Act-1872.

Troikaa is one of the fastest growing Pharmaceutical companies in India, where we attach utmost significance to our human resources and firmly believe that our people are our strength. You are selected for employment based on your demonstrated principles, competency and potential for growth which appear to match the values and attributes we look for in our team members. We are looking forward to seeing you grow in our organization with sincerity, dedication, integrity and commitment towards your job and are sure that you will find your work quite rewarding, challenging, and meaningful.

Offer Details:

- Designation and Department: Officer - Tablet
- Initial Place of Posting: Thol
- Date of Joining: You are expected to join our organization on or before 11-Sept-23.
- You will be paid an amount of Rs. 253520/- per annum. Work related travel expenses will be reimbursed as per policy

Please note that this "Offer" of employment is valid subject to positive verification of documents submitted by you before and during joining and thereafter. The formal letter of Appointment will be issued to you post joining the organization and after you have completed all joining formalities including documentation as per Annexure-2.

**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





Imagine. Innovate

As a commitment towards the efforts made towards recruiting a candidate, the organization expects you to honour the SOP on "Joining Assurance Deposit (JAD)" and execute the enclosed Declaration-cum- Indemnification to indemnify the Company on breach of the terms of JAD. We request you to go through the attached "Declaration-cum-Indemnification" and execute the same in true spirit of honouring the offer letter(Refer Annexure-3).

If in case you are found to have provided false and / or misleading documents and/or have willfully suppressed information, your offer and / or appointment shall stand withdrawn / terminated with immediate effect without any notice or salary in lieu of notice and the cheque shall be encashed by the Company given under the JAD Declaration-cum-Indemnification as per the policy.

You are required to submit a copy of your resignation letter duly accepted by your current employer within 10 days from date of receipt of this Offer letter, failing which the offer shall stand withdrawn and the cheque will be encashed by the Company as per Policy.

You are requested to sign and return a copy of this letter as a confirmation of your acceptance of employment and the terms and conditions stated herein.

For Troika Pharmaceuticals Limited

Dr. K. M. Ramachandran

Sr. Vice President - HR

**Offer Acceptance Confirmation:**

I hereby absolutely accept the offer and the terms and conditions stated herein pursuant to section 7 of the Indian Contract Act-1872.

Signature:

Bhawana

Name:

BHAWANA

Date:

\_\_\_\_\_

I will be joining on:

\_\_\_\_\_



**Troika 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: troika@troikaapharma.com, Website: www.troika.com



**SWISS GARNIERS**

**Genexia Sciences Private Limited**

Registered Office: No. 25, Level 3,

Kambar Street, Alandur, Chennai – 600 016

Ph: +91-44-42927700 / 22310032 / 22312082

Email: [finance@swissgarnier.com](mailto:finance@swissgarnier.com)

Date: 14/09/2023

Ref.No: SGG/HR/2023-24/Sep/005

Mr. BIPIN KUMAR KUSHWAHA  
KHAZIPUR KHURD,  
RAMPURKETOLA,  
SIWAN, BIHAR-841236.

Dear Mr. BIPIN KUMAR KUSHWAHA,

Sub: Offer letter for the position of "Trainee – Quality Control"

This refers to the discussion had with you, we are pleased to offer you the position of "Trainee – Quality Control" on the terms and conditions as mutually agreed by us.

You are required to join us on "14-09-2023". This letter is issued as a letter of intent to enable you to put in resignation and get relieved from your present assignment.

The formal letter of Appointment will be issued to you detailing all the terms and conditions of your appointment on joining the organization.

You will be on probation for a period of one year and if performance is found satisfactory, you will be considered for confirmation.

You are requested to join the Company situated at "Unit II – Plot No. 568-569 & 576-579, Tarpin Block, Near Golden Cross, Rongli, East Sikkim - 737133." within the specified time period as given failing which this offer will be treated as cancelled.

#### Compensation

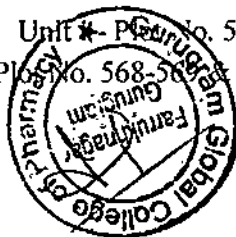
You will be paid a compensation of amount of Rs. 3,45,287/- per annum. You will be eligible for 2 days of total leave during a month. Work related travel expenses will be reimbursed against actuals as per company policy

You are requested to submit the following documents immediately within 20 days on your offer acceptance

1. Copy of latest appointment letter signed by Company's signatory (Original's to be submitted at the time of joining for verification)
2. Copy of your resignation letter of your current employer.
3. Last two company relieving letters (This has to be submitted at the time of joining).

Unit I - Plot No. 54 & 78, Mamring Bhasti, Rangpo Post, South Sikkim - 737132.  
Unit II - Plot No. 568-569 & 576-579, Tarpin Block, Near Golden Cross, Rongli, East Sikkim - 737133.

CIN : U24100TN2018PTC123623







**SWISS GARNIERS**

**Genexiaa Sciences Private Limited**

Registered Office: No.25, Level 3,

Kambar Street, Alandur, Chennai – 600 016

Ph: +91-44-42927700 / 22310032 / 22312082

Email: [finance@swissgarnier.com](mailto:finance@swissgarnier.com)

4. Photocopies of Under Graduate/Post Graduate Certificates. (Original's to be submitted at the time of joining for verification)
5. Copy of your PAN & Aadhar Card.
6. Four latest passport size-colored photographs. (Photograph to be submitted at the time of joining).
7. Copy of last three months' salary certificate.
8. Copy of last three months' bank statement where your salary credit has to be reflected in the bank statement.
9. UAN, PF & ESI number of previous employer.
10. Covid vaccination final certificate.

You are requested to sign a copy of this letter with your acceptance within 7 days on the receipt of the offer failing which the offer remains cancelled.

Please note that your compensation package as discussed and finalized is confidential between you and the organization and it will be mentioned only in your appointment order.

If you have any clarification you are advised to discuss only with the Human Resources Department.

We look forward to your joining the Swiss Garnier Family.

Wishing you all the best,

For Swiss Garniers Genexiaa Sciences Pvt Ltd,

*Dhruv Vishnu Desai*

2023-09-24 12:20:16 IST

Reason: Offer Letter Approval

Authorized Signatory

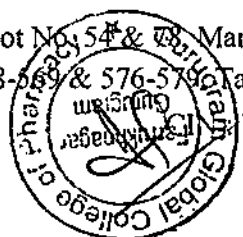
NOTE: Upon acceptance of this Offer, should you fail or refuse to commence the performance of duties under this Offer, on the effective date as stated under this letter, you shall pay to the Company, an amount equivalent to one (1) month CTC (Cost to the company) as liquidated damages, which is agreed and understood to be a fair pre estimate of the damages suffered by the Company on account of such action.

Notwithstanding the above, the Company retains the right to file a claim for damages or take appropriate action in relation to any breach of the obligations by you under this Contract."

Unit I - Plot No. 54 & 58, Mamring Bhashti, Rangpo Post, South Sikkim - 737132.

Unit II - Plot No. 568-569 & 576-579, Tarpin Block, Near Golden Cross, Rongli, East Sikkim - 737133.

U24100TN2018PTC123623



Ref: ZLP/ HR-06th Dec 2023

To,  
Mr. CHANDAN PAL  
S/O PRAMOD KUMAR  
113/A, BABA GANG NATH MARKET,  
MUNIRKA, NEW DELHI- 110067

**Appointment Letter**

**Private and Confidential**

**Dear Mr. CHANDAN PAL**

With reference to your application and subsequent interview held before the selection committee, we are pleased to confirm your appointment as "Store Pharmacist" at Zee lab Pharmacy Pvt Ltd.

You will be based at Delhi/NCR w.e.f. 06.12.2023. In case of non-joining by this date, the offer of appointment will stand withdrawn, unless extension is sought & allowed.

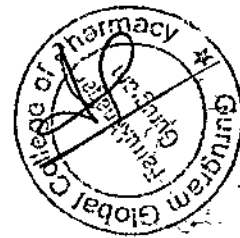
The terms and conditions incidental to the appointment are as mentioned below:

1. Your compensation package is attached herewith as an "ANNEXURE-A"
2. Your salary is confidential and should be known to you only.
3. The management will be free to withhold and or refuse to pay you salary and allowance till it is satisfied that you have actually worked as per the instructions or requirements of the management.
4. You will be on probation period until a written confirmation. There will be no presumption of automatic confirmation in the absence of any written letter of confirmation from the company. You will get confirmation letter on the basis of your performance.
5. Any officer/Manager would be entitled for leave as per the company policy may be in force at any relevant time.
6. Apart from your usual duties, your activities can also be extended over any other kind of duties, as deemed appropriate by the company at its discretion.
7. Your services are liable to be transferred to any other establishment within India as and when desired by the management. Your refusal for such transfer will be considered as your

**ZEE LIFECARE PVT. LTD.**

Regd. Off.: 913, D-Mall, Netaji Subhash Place, Pitampurá, Delhi-34  
Work Office: 71/3, Mile Stone, G.T. Road, Karnal  
info@zeelifecare.com, sales@zeelifecare.com  
+91-98961 90404 0184-2220007  
CIN No.: U51909DL2019PTC359271

www.zeelifecare.com



- unwillingness to serve the company and in such a case, the management will be free to terminate your appointment for committing breach of agreed terms and conditions of employment.
8. During the period of this appointment, you shall not engage yourself in any other Job/ Business with or without any remuneration. You are required to maintain the highest order of discipline as regard the work of the company. In case of breach of discipline/ Trust, the company has right to reserve terminate your services with immediate effect.
  9. Your appointment will be subject to the verification of your past service record and antecedents.
  10. In case any information furnished by you in connection with the above appointment or during the currency of your employment in the company is found to be incorrect at any stage or correct information is found suppressed, you are liable to be removed from the services at any time without any notice.
  11. This appointment is given on the basis that you under take to work honestly, diligently and will achieve the minimum sales target as communicated from time to time and with the understanding that you will ensure reasonable growth continuously and will control the field staff working under you, if any, and communicating about day to day progress to the management.
  12. You are required to maintain company's secrecy in regard to strategies, offers, incentives schemes, etc. and shall ensure that company's interests are safeguarded at all the times
  13. You will be devoting entire duty hours to the company and will not utilize any time resources for any other activities.
  14. You will take good care of and be responsible for the promotional items and other properties of the Company provided to you from time to time, and compensate to the Company in case of any loss of the same. If your services are terminated due to misconduct resulting in financial loss to the Company, the loss will be recovered from any amount due to you or otherwise.
  15. If you remain absent without prior permission or overstay the sanctioned leave for more than five consecutive days, you will be deemed to have deserted your employment thereby bring about termination of your services with the Company automatically on your own.
  16. Upon leaving employment you are required to return Company's property in your possession immediately without fail. Further you are required to obtain and submit NOC from the Distributors/others as required to settle your account in full and final settlement. If the claim of payable due is not received in maximum one month from the date of leaving, it would not be entertained. In case you fail to comply with the exit formalities, the cost of property as determined by the Company will be recovered from your dues payable to you in full and final settlement.
  17. Please note that 10% of security amount will be deducted from your base salary for first 10 months only from date of Joining and it will be payable in your F&F settlement, when you will leave the organization in a proper manner. The same will not be payable in case of leaving the

## **ZEE LIFECARE PVT. LTD.**

◆ Regd. Off.: 913, D-Mall, Netaji Subhash Place, Pitampura, Delhi-34

◆ Work Office: 71/3, Mile Stone, G.T. Road, Karnal

□ info@zeelifecare.com, sales@zeelifecare.com

☎ +91-98961 90404 ☎ 0184-2220007

CIN No.: U51909DL2019PTC359271

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

organization before completion of 24 months and not serving the notice period as per terms of appointment letter.

**Discharge or Termination of Employment or Dismissal: -**

- 1) The services of an employee can be terminated during the probation period at any time without assigning any reason. After confirmation of the service, the company has reserve the right to terminate this appointment at any time without assigning any reason either on giving 15 days' notice or without any notice on payment of 15 days' basic salary in lieu of notice.
- 2) However, during the probation period and thereafter also, the employee will have to give one month's notice or salary in lieu thereof, before leaving services of the company. The company has reserve the right to accept such resignation with immediate effect or at any time during the notice period and the employee shall not be entitled to any salary or other benefit after the effective date from, which resignation such accepted. In that event, employee shall also surrender all other benefit and company's property immediately and NOC's. The company has reserve the right to relieve the employee services subject to completion of all clearance formalities.
- 3) The services of an employee can be terminated immediately during probation period and thereafter also in case of fake reporting, Misconduct and insubordination behavior, in this connection employee will not be eligible for any full and final and will have no legal binding on employer.
- 4) If you absent yourself without leave more than 5 days, you shall be consider as voluntarily left the services without giving notice period. In this connection you will not be entitled for any F&F.
- 5) If any dispute arise then jurisdiction matter will be resolve in Delhi court only.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We take this opportunity to whole heartily welcome you to Zeelab and hope that your association with the Company will prove to be mutually beneficial and rewarding

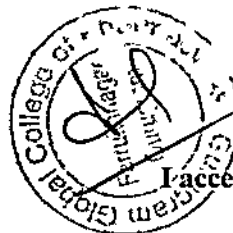
Zeelab Pharmacy Pvt Ltd.

For Zeelab Pharmacy Private Ltd.



Authorisation Signature

Authorized Signatory



  
(CHANDAN PAL)

I accept the above terms and Conditions

**ZEE LIFECARE PVT. LTD.**

Regd. Off.: 913, D-Mall, Netaji Subhash Place, Pitampura, Delhi-34

Work Office: 71/3, Mile Stone, G.T. Road, Karnal

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+91-98961 90404 0184-2220007

CIN No.: U51909DL2019PTC359271

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**ANNEXURE- A**

Name	Designation	HQ
Chandan Pal	Store Pharmacist	Delhi/ NCR
<b>Remuneration</b>	<b>INR PM</b>	<b>INR- P.A</b>
Basic	18100	217200
HRA	0	0
Medical	0	0
Transport	0	0
Other Allowance	0	0
<b>Gross Salary</b>	<b>18100</b>	<b>217200</b>
PF Employer Side	0	0
ESI Employer side	491	5892
LWF	50	600
<b>Total CTC</b>	<b>18641</b>	<b>223692</b>
<b>Deduction</b>		
PF Employee side	0	0
ESI Employee side	114	1368
Bonus	0	0
Gratuity	0	0
LWF	25	300
10 % security deduction	1810	18100
<b>Total deduction</b>	<b>1949</b>	<b>19768</b>
<b>Take home salary</b>	<b>16151</b>	<b>197432</b>

Please note: -- TDS will be deducted as per rules.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions

**Zeelab Pharmacy Pvt Ltd**

For: Zeelab Pharmacy Private Ltd.

  
Authorisation Signature

  
(CHANDAN PAL)

Authorized Signatory

I accept the above terms and Conditions

**ZEE LIFECARE PVT. LTD.**

Regd. Off.: 913, D-Mall, Netaji Subhash Place, Pitampura, Delhi-34

Work Office: 71/3, Mile Stone, G.T. Road, Karnal

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+91-98961 90404 0184-2220007

CIN No.: U51909DL2019PTC359271

www.zeelifecare.com



25th Sept 2023

MS. DIKSHA,

C-200, VIKAS VIHAR KAKROLA

NEW DELHI-110078

**Subject: Offer Letter for the Post of "Pharmacist"**

Dear MS. DIKSHA,

This is with reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with us as "Pharmacist" based at Parwana Road, Delhi location.

Kindly refer the following terms and conditions as well as other standard terms of our HR policies of the organization and explained to you during the course of our discussions.

1. Your remuneration will be as follows:

- a) Your salary package will be as per annexure-I.
- b) Further, you shall be allotted KRAs which are directly linked with your PMS process.
- c) You shall also be eligible for an Annual Bonus based on Company Policy & Compliances.
- d) You will be eligible for leaves as per declared in our HR policy and other benefits as announced by the organization from time to time.
- e) You will be based at Parwana Road, Delhi location; however, company reserves the right to transfer your service to other locations/offices/clients as per HR policy of the Organization.
- f) There resignation shall be possible after serving a minimum notice period of 50 working days, based on the acceptance and mutually agreed upon.
- g) This salary is exclusive of out-station travel cost, meals and stay charges as per company travelling policy.

2. You will join us on 16th October 2022 at Parwana Road, Delhi location.

3. You will be in probation period of 6 months. We will issue detailed letter of appointment on your joining and confidentiality declaration. Till the time appointment letter is issued to you, terms and conditions mentioned in this offer letter will be applicable.

4. All conditions of this letter shall be applicable to you as well as notice period related conditions of this letter shall be applicable from the first day of your joining.

**DAVAINDIA HEALTH MART LIMITED**

Shop No. G 44 Ayappa Ind, Zota House, Bhedwad, Choryasi, Surat - 394220, Gujarat

+91 261 2331601 info@zotahealthcare.com

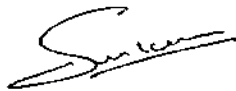
CIN: U24110GJ2020PLC111827



5. If you fail to join on aforesaid date without prior written approval of authorized person, this offer letter will be considered as null and void. Similarly if you fail to produce the required documents or submit /provide any false document /information, this offer letter will be considered as null and void.
6. You shall maintain confidentiality of information and secrecy of documentation as the Intellectual property rights therein shall belong solely to the organization and/or its clients. You shall not have any claim or right, title or interest for the documents, presentations, research material, white papers, client documents, mails, reports or any other document created or originating during your period of service with the organization.
7. On your day of joining, please bring along original certificates and testimonials pertaining to education and experience, relieving certificates from the present/past employer and a photo id proof.

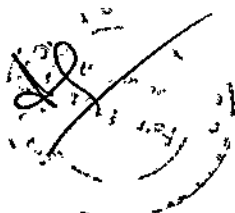
We welcome you in DAVAINDIA HEALTH MART LTD and look forward to along lasting association. Sincerely,

For DAVAINDIA HEALTH MART LTD



**P. Sreekanth**  
Sr. General Manager-HR

Encl: Annexure-I as below.




**DAVAINDIA HEALTH MART LIMITED**

Shop No. G 44 Ayappa Ind, Zota House, Bhedwad, Choryasi, Surat – 394220, Gujarat.

+91 261 2331601 info@zotahealthcare.com

CIN: U24110GJ2020PLC111827

  
Signature

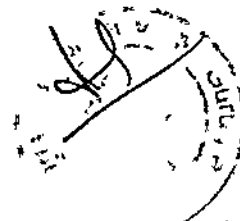
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## Annexure-I

SALARYBREAK-UP		
PARTICULARS	AMOUNTRS. (Monthly)	AMOUNTRS. (Annual)
BASIC	9,655	1,15,860
FDA	3,218	38,616
HRA	5,149	61,790
LTA	1,287	15,444
Other Allowance	6,436	77,232
<b>TOTALGROSSSALARYPM</b>	<b>25,745</b>	<b>3,08,942</b>
<b>EMPLOYEEDEDUCTION</b>	<b>AMOUNT</b>	<b>AMOUNT</b>
EPFCONTRIBUTION	1,545	18,540
ESICCONTRIBUTION	0	0
PROFESSIONALTAX	200	2,400
<b>TOTALINHANDSALARY</b>	<b>24,000</b>	<b>2,88,000</b>
<b>EMPLOYERPART</b>	<b>AMOUNT</b>	<b>AMOUNT</b>
EPFCONTRIBUTION	1,545	18,540
ESICCONTRIBUTION	0	0
BONUS	1,072	12,864
GRATUITY	619	7,428
<b>COSTTOCOMPANY(CTC)</b>	<b>28,981</b>	<b>3,47,772</b>

For DAVA INDIA HEALTH MART LTD



 P. Sreekanth  
 Sr. General Manager-HR

**DAVAINDIA HEALTH MART LIMITED**

Shop No. G 44 Ayappa Ind, Zota House, Bhedwad, Choryasi, Surat – 394220, Gujarat.

+91 261 2331601 ~ info@zotahealthcare.com

CIN: U24110GJ2020PLC111827



Ref: HRD: 2023/CK

November 12, 2023

Mr. DIVYANSHU YADAV  
S/O Mr. RAKESH KUMAR  
729/21 OM NAGAR STREET NO.2  
NRAR DAV HIGH SCHOOL KHANDSA ROAD  
GURGAON-122001,

## Letter of Offer

Dear DIVYANSHU YADAV,

This has reference to your application and subsequent discussion with us. We are pleased to extend an offer to you to join Samarth Life Management Private Limited as Operations Executive on or before November 12, 2023. You will be on probation of 3 months and confirmation will be based on your performance.

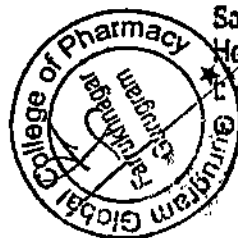
### **Compensation**

You will be paid a compensation of amount of Rs. 3,20,654/- per annum as per Annexure 1. You will be eligible for 2 days of total leave during a month. Work related travel expenses will be reimbursed against actuals as per company policy.

### **Confidentiality**

You shall observe strict secrecy with respect to all transactions and activities of the Company. Accordingly, you shall not, except in the performance in good faith of the duties assigned to you, disclose, communicate or part with, directly or indirectly, any confidential or technical information, know-how, proprietary information of any Licensers, plans, drawings, specifications, details or data, or any other information to any other person, including any other employee /consultant /associate of the Company at any time, whether during your contract with the company or thereafter, without written consent of the Company.

You shall safeguard and keep confidential for all times to come, any information, or databases coming to your knowledge or possession, in the course of your engagement with the Company. In addition, you shall not utilize the information obtained from the Company, its clients, collaborators, licensers, agents etc. in its business, for any purpose other than Company's business during the course of your engagement or thereafter, under any circumstances. Failure



Samarth Life Management Private Limited  
Head Office: M 80 South City 1, Gurgaon 122001, INDIA  
+91 124 238 4121 [info@samarthlife.org](mailto:info@samarthlife.org)  
[www.samarth.community](http://www.samarth.community)

# Samarth™

to observe this condition of employment entitles the Company to summarily cancel this engagement without any prior notice. In addition, the Company shall be free to pursue any action or claim damages in this regard.

## Code of Conduct

You shall carry out duties and responsibilities as assigned to you by Samarth in compliance with established policies and procedures. You shall not indulge in any unlawful or unsanctioned actions. You will be responsible for the safekeeping and return in good condition and order, all the office properties, equipment, instruments, tools, books etc., which may be given to you for your use or custody. The Company reserves the right to deduct the fair value of its properties from your dues in the event of a failure to account for the previously mentioned properties to the satisfaction of the Company. All other policies of the organization will apply to you.

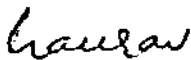
All work products and Intellectual Property, including but not limited to, know-how, inventions, copyrights, patents or rights of use, for the work done by you during the course of your employment, shall be owned by the Company without restriction as per the Use of Work Product policy of the Company.

## Termination of Employment

During these 3 months, your services at Samarth can be terminated by either party giving the other a notice of 5 working days in writing. On confirmation, a notice period of 30 days will be applicable. In case you are convicted of any offence as per the prevalent laws in India or any other part of the world or found indulging in any malpractices, misconduct, willful negligence or acts of moral turpitude, or in case you have an unexplained absence of more than 7 days, Samarth has the right to terminate you immediately.

Please sign a copy of this letter confirming your acceptance

Sincerely,



Gaurav Agarwal

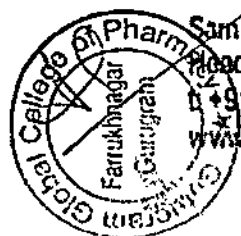
Chief Operating Officer



ACCEPTED

Signature:

Date:



Samarth Life Management Private Limited  
Head Office: M 80 South City 1, Gurgaon 122001, INDIA  
t +91 124 238 4121 e info@samarthlife.org  
www.samarth.community

**STRICTLY PRIVATE & CONFIDENTIAL**

Wednesday, 18<sup>th</sup> Nov 2023

**GEETANJALI  
D/O JAI BHAGWAN  
VPO. GARHI HARSARU  
GURUGRAM HARYANA-122505**

**Dear Ms. GEETANJALI**

We are delighted to offer you employment with the Indian office of DelveInsight Business Research LLP, located in New Delhi. Your start date is 18<sup>th</sup> Nov 2023.

**I. Position**

**Job title**

Your title will be **Associate Analyst**, and you will be part of the Company's **Technical Team. Working schedule**

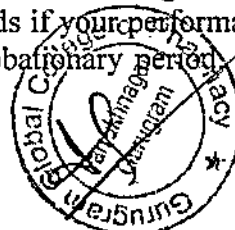
This is a full time position. Your regular weekly schedule will be Monday to Friday- 9:00 am to 6:00 pm (Subject of changes based on management's decision).

**Employment Relationship**

Employment with the Company is for no specific period of time. Your employment with the Company will be "at will" of the Company, meaning that the Company may terminate your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you).

**Probation:**

You will be on probation for a period of 6 months, from your date of joining, after which your performance will be appraised. You will be confirmed in your appointment in writing on successful completion of the said probationary period. It may get extended by further periods if your performance is not found satisfactory. If no confirmation is made in writing at the end of the probationary period, it will be deemed to have been extended until the company confirms you in writing.



The Employee, as part of the consideration for the training efforts and costs involved, agrees to sign a bond for not leaving the services of the Company for a minimum period of **one year** from the date of her joining the services Of the Company. You shall not leave or discontinue services without giving notice in writing of your intention to leave or discontinue the service. The period of such **notice** will be a minimum of **2 months** or alternatively depends on the management's discretion.

## II. Cash Compensation

### Salary

The Company will pay you a salary asit is defined in the below table. Payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies.

### Tax withholding

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

### Tax advice

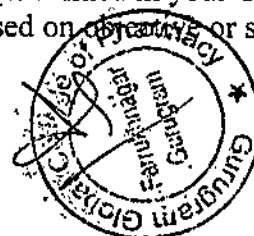
You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policiesin a manner that minimizes your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

### Your CTC:

Components	Monthly Amount (INR)	Annual Amount (INR)
Basic	15000	180000
HRA	9000	108000
CCA	1133	13596
<b>Gross Salary</b>	<b>25133</b>	<b>301596</b>
<b>Employee Share Statutory Payment</b>		
PF	1800	21600
<b>Cash In Hand</b>	<b>23333</b>	<b>279996</b>
<b>Employer Share Statutory Payment</b>		
PF	1950	23400
<b>Total CTC</b>	<b>27083</b>	<b>324996</b>

## III. Bonus (or commission) potential

In addition, you will be eligible to be considered for an incentive bonus (if defined in your CTC structure) for each fiscal year of the Company. The bonus (if any) will be awarded based on objective or subjective criteria



established by the Company's Chief Executive Officer and approved by the Company's Board of Directors. Any bonus for the fiscal year in which your employment begins will be prorated, based on the number of months you are employed by the Company during that fiscal year (subject to completing a minimum of 9 months in the company), but only if you are still employed by the Company at the time of payment. The determinations of the Company's Board of Directors with respect to your bonus will be final and binding.

#### **IV. Employee benefits**

As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits.

The Company offers a comprehensive employee benefits program, including

##### **Leave policy:**

You will be eligible for 15 EL (Earned Leaves), 12 CL (Casual Leaves) and 9 or 10 fixed holidays which keeps on fluctuating each year.

##### **Private health insurance plan:**

As all Company employees, you will be eligible for the private health insurance plan we provide. Specific terms and conditions may change upon vendor's decision.

#### **V. Workplace policies: safety, health and confidentiality**

This section describes workplace policies that apply to everyone at our company: employees, contractors, volunteers, vendors and stakeholders alike. These policies help us build a productive, lawful and pleasant workplace.

##### **Confidentiality and data protection**

We want to ensure that private information about clients, employees, partners and our company is well-protected. Examples of confidential information are:

- Employee records
- Unpublished financial information
- Data of customers/partners/vendors
- Customer lists(existing and prospective)
- Unpublished goals, forecasts and initiatives marked as confidential

As part of our hiring process, we may ask you to sign non-compete and non-disclosure agreements (NDAs.) We are also committed to:

- Restrict and monitor access to sensitive data.
- Develop transparent data collection procedures.
- Train employees in online privacy and security measures.
- Build secure networks to protect online data from cyber-attacks.
- Establish data protection practices (e.g. secure locks, data encryption, frequent backups, and access authorization.)



We also expect you to act responsibly when handling confidential information.

**You must:**

- Lock or secure confidential information at all times.
- Shred confidential documents when they're no longer needed.
- Make sure you view confidential information on secure devices only.
- Only disclose information to other employees when it's necessary and authorized.
- Keep confidential documents inside our company's premises unless it's absolutely necessary to move them.

**You must not:**

- Use confidential information for your personal benefit or profit.
- Disclose confidential information to anyone outside of our company.
- Replicate confidential documents and files and store them on insecure devices.

This policy is important for our company's legality and reputation. We will terminate any employee who breaches our confidentiality guidelines for personal profit.

We may also discipline any unintentional breach of this policy depending on its frequency and seriousness. We will terminate employees who repeatedly disregard this policy, even when they do so unintentionally.

**Harassment and violence**

To build a happy and productive workplace, we need everyone to treat others well and help them feel safe. Each of us should do our part to prevent harassment and workplace violence.

**Workplace harassment**

Harassment is a broad term and may include seemingly harmless actions, like gossip. We can't create an exhaustive list, but here are some instances that we consider harassment:

- *Sabotaging someone's work on purpose.*
- *Engaging in frequent or unwanted advances of any nature.*
- *Commenting derogatorily on a person's ethnic heritage or religious beliefs.*
- *Starting or spreading rumors about a person's personal life.*
- *Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (e.g. bringing coffee) against their will.*

Sexual harassment is illegal and we will seriously investigate relevant reports. If an employee is found guilty of sexual harassment, they will be terminated.

If you're being harassed, whether by a colleague, customer or vendor, you can choose to talk to any of these people:

- **Offenders.** If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly in an effort to resolve the harassment. This tactic is appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues.) Avoid using this approach with customers or stakeholders.
- **Your manager.** If customers, stakeholders or team members are involved in your claim, you may



termination. A list of prohibited drugs and substances includes, but isn't limited to:

- Heroin/cocaine/methamphetamine in any form
- Marijuana

### Alcohol

We prohibit employees from consuming alcohol during working hours, but they may consume alcoholic drinks in moderation at company events.

### Prescription drugs

If you feel that a prescription drug (e.g. anxiety medication) unexpectedly affects your senses, thinking or movement, ask for the rest of your day off. If your manager suspects substance abuse, you may face disciplinary action.

## VI. Termination Conditions

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

## VII. Interpretation, Amendment and Enforcement

This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitutes the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

You may indicate your agreement with these terms and accept this offer by signing this offer letter. Upon your acceptance of this employment offer, **DelveInsight** will provide you with the necessary paperwork and instructions.

*Chandni*  
Sincerely,  
Chandni  
(Lead HR)  
DelveInsight Business Research LLP.

*Greerfanjiz*

\_\_\_\_\_  
Applicant (Sign)

\_\_\_\_\_  
Applicant (Name)

\_\_\_\_\_  
Date



reach out to your manager. Your manager will assess your situation and may contact HR if appropriate.

- **HR.** Feel free to reach out to HR in any case of harassment no matter how minor it may seem. For your safety, contact HR as soon as possible in cases of serious harassment (e.g. sexual advances) or if your manager is involved in your claim. Anything you disclose will remain confidential.

## Workplace violence

Violence in our workplace is a serious form of harassment. It includes physical and sexual assault, destruction of property, threats to harm a person or property and verbal and psychological abuse. We want to avoid those incidents altogether, but we also want to be ready to respond if needed.

For this reason, we ask you to:

- Report to HR if you suspect or know that someone is being violent. Your report will be confidential and we will investigate the situation with discretion.
- Call our building's security if you witness incidents of severe physical violence (e.g. ones that involve a lethal weapon.) For your safety, avoid getting involved.

We will treat employees who verbally threaten others as high risk and they will receive an appropriate penalty. If HR finds that an employee commits an act of violence, we will terminate that employee and possibly press criminal charges. Employees who damage property deliberately will be solely responsible for paying for it.

## Get help early on

Seek help from others early on to mitigate conflicts. For example:

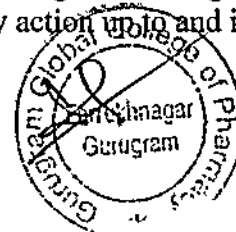
- If you experience conflicts with a colleague, ask your manager for advice before tensions escalate. If these conflicts persist, ask HR whether you could attend conflict resolution seminars with your colleague.
- If you are experiencing personal or work troubles, ask for help from a mental health professional. Check with your insurance provider to determine whether they cover any mental health services or ask HR for information on our Employee Assistance Program (EAP). Your discussions will remain confidential.

Our workplace is founded on mutual respect and we won't allow anyone to compromise this foundation. **Workplace safety and health**

Our company is committed to creating a hazard-free workplace. To this end, we will ensure workplace safety through preventative action and emergency management.

## Drug-free workplace

DelveInsight is a drug-free workplace. Whether you are an employee, contractor or visitor, you must not bring, use, give away or sell any drugs on company premises. If you are caught with illegal drugs, or show that you are under the influence of substances, you will face disciplinary action up to and including







Vardan Envirolab

### Appointment Letter

1. Name : HARIMOHAN CHAUDHARY  
2. Designation : Jr. Analyst  
3. Date of Joining : 16-Oct-2023  
4. Location : Manesar, Gurgaon  
5. Department : Pharma  
6. Reporting To : General Manager  
7. Emoluments : As per Annexure "A"  
(Already given with above referred offer)

#### 8. Probationary Period: -

- a. You will be put on probation for a period of six months from the date of joining. On satisfactory completion of probationary period, your services with the organization will be confirmed. If your work and conduct during the probationary period are not found satisfactory, the period of probation may be extended at the discretion of the management.
- b. Unless an order in writing confirming you on the post is passed expressly, you will not be deemed to have been confirmed even though your probationary period may have expired.

#### 9. Medical Fitness: -

The continuation of your service is subject to your being found and remaining medically/physically & mentally fit.

#### 10. Obligations:-

- a. The Organization will expect you to work in any department in which you are placed with a high standard of initiative, efficiency and economy.
- b. During your employment, you will be governed by the rules and regulations of the Organization that may be enforced, and which may be amended, altered or extended from time to time and your acceptance of this offer of appointment carries with it your agreement to abide by all such rules and regulations.
- c. You will not seek employment or associate in business, in any matter, with our competitors, clients, associates or principles, either in India or aboard till your employment with us.

You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your





Vardan Envirolab

compensation.

Your CTC:

Components	Monthly Amount (INR)	Annual Amount (INR)
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PF	1950	23400
<b>Total CTC</b>	<b>27083</b>	<b>324996</b>

You may indicate your agreement with these terms and accept this offer by signing this offer letter. Upon your acceptance of this employment offer, Vardan Envirolab will provide you with the necessary paperwork and instructions.

*Chandni*

Sincerely,

**Chandni**

(Lead HR)

Vardan Envirolab LLP.

*Harvi*

Applicant (Sign)

Applicant (Name)





GlaxoSmithKline  
Pharmaceuticals Ltd. GSK  
House, Dr. Annie Besant Road,  
Worli, Mumbai-400030

Tel No: +91 22 2495 9595  
Fax No: +91 22 2495 9494  
Web: www.gsk.india.com  
Email: askus@gsk.com

4<sup>TH</sup> December, 2023

**Personal & Confidential**

HEMANT TEWARI  
S/O MAHESH CHANDRA TEWARI  
H.NO. 3, SATYAM VIHAR, CHANCHAL PARK,  
BAKKAR WALA, WEST DELHI- 110041

Dear HEMANT TEWARI

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

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

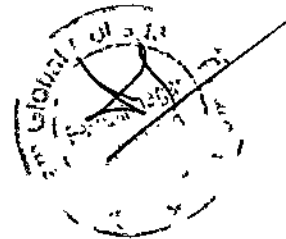
You will be paid a compensation of amount of Rs. 3,35,250/- per annum. You will be eligible for 2 days of total leave during a month. Work related travel expenses will be reimbursed against actuals as per company policy.

Yours faithfully,

for GlaxoSmithKline Pharmaceuticals Limited, India

Chingh

Chinmay Sharma  
Executive Vice President, Human Resources





Ref.: OHC/OFF/29/2023-2024

Date: 16/09/2023

Mr. KANHAIYA KUMAR ROY  
GRAM BALANPATTI WARD NO.13  
TENGRAR MADHUBANI BIHAR-847409  
Place: Daman

OFFER LETTER

With reference to your application and subsequent interview had with us, we are pleased to offer you the position of "Officer" in IPQA Department in our organization. We would expect you to join as early as possible, but not later than before 16th October 2022, beyond which, the offer would stand withdrawn, unless a new date is agreed by us in writing. On the date of joining, you may please submit the following documents:

1. Proof of Age, PAN Card, Aadhar Card & Copies of Educational Certificate.
2. Relieving & Experience Certificate, Appointment letter, Last 3 month pay slip received, Form 16 (TDS Certificate) form the previous employer, if any.
3. 2 Passport Size Photographs.
4. Medical Examination Report (Refer: Parikh Nursing Home, Chala, Vapi. T: 0260-2463606, (Mo: 7698666776)

Your appointment will be subject to verification of the above documents, reference and based on confirmation from your side that you are medically fit for the job profile.

You shall be on probation for the period of six (06) months from the date of joining. If your service is not found satisfactory, the management may extend your probation period, if it is so desire and you shall continue to remain in probation till the time your service are confirmed in writing.

You will be paid an amount of Rs. 321525/- per annum. Work related travel expenses will be reimbursed as per policy. This appointment could be terminated with 24 hours notice during your probation period, without assigning any reason or one-month notice in writing or one-month basic pay in lieu. If employee wants to resign form service it is mandatory to give resignation letter in written, approved by the management and should serve notice period for a month or one-month salary in lieu of notice period. If employee leaves the job without serving notice period or salary in lieu he/she will not be eligible for full & final settlement. Please sign duplicate copy of this letter as a token of acceptance of the same.

Best Regard

For Olive Healthcare ODAMAN

Best Regards  
For Olive Healthcare  
DAMAN  
396 210  
Authorized Signatory

Kanhaiya

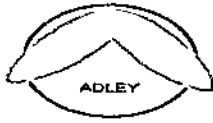
I, KANHAIYA KUMAR ROY accept this offer letter.

My Joining date will be 16/09/22

Signature KANHAIYA KUMAR ROY

Regd Office Godrej Colisem, Somalya Hospital Road, B-3, 2nd Floor Sion (East) Mumbai- 400 022, INDIA Tel: +91-22-66288888, Fax: 91-22-2408 4323, Email: customers.care@olivehealthcare.co.in Fact. Unit-ii, Plot No. 163/1&163/2, Mahatma Gandhi Udyog Nagar, Dobhel Village, Nani Daman Daman-396210, INDIA Tel.:0260 662222





# ADLEY FORMULATIONS PRIVATE LIMITED

ADLEY BADDI/HR/OFFER/2023

Date: 4/12/2023

**Mr. KETAN KUMAR**  
**S/O SUNIL KUMAR**  
PREM NAGAR, GALI NO. 7, CH. DADRI,  
DISTT. CH. DADRI, HARYANA- 127306

Dear . **KETAN KUMAR**

Welcome to the "Adley Formulations Pvt. Ltd."

Adley Formulations Pvt. Ltd. is a growing company, not far away becoming a globally admired organization. The journey ahead is filled with challenges and requires all of us to contribute together and work as a cohesive team.

It is our string belief that companies grow and flourish by the commitment and efforts of people working in them. We are sure that you will add value to the company not only with your qualification and experience but also with your dedication,

You will be paid a compensation of amount of Rs. 435265/- per annum. You will be eligible for 2 days of total leave during a month. Work related travel expenses will be reimbursed against actuals as per company policy

We invite you to join us in making Adley Formulations Pvt. Ltd. a truly global organization.

Your Offer details are as under:

Position	:	Officer-Production Injection
Annual Compensation & Facilities	:	As discussed and agreed upon
Place of work	:	Village Kotla, P.O. Barotiwala, Tehsil Baddi, Distt. Solan, HP-174103
Date of Joining	:	on or before 04/12/2023

As per our company policy, you are requested to submit copy of acceptance of your resignation within days of this letter of Offer, failing which this offer will no longer remain valid.

This offer letter is valid subject to you being found medically fit by an authorized medical practitioner or the medical check-up conducted by the company at the time of joining.

A list of documents, which you are required to bring at the time of joining is attached for your reference

You are requested to return copy of this letter duly signed by you as a token of acceptance.

With warm regards,  
For Adley Formulations Pvt. Ltd.

Authorised Signatory

I accept the above offer and will join Adley Formulations Pvt. Ltd. As \_\_\_\_\_

Sign. / Date



CIN NO.: U24303HR2018PTC076347

Regd. Office: SCO, 184, Sector -5, Panchkula - 134114 Haryana, (INDIA) Phone : +91-172-2585481-83 Work: Kotla, Barotiwala, Distt. Solan, Himachal Pradesh Phone: +91-01795-271404



November 20th 2023

MS. KOMAL

## Letter of Intent

Dear KOMAL,

This is with reference to the discussions you had with us. As mutually agreed, we would be pleased to offer you an appointment as Pharmacist - Supply Chain Management. Supply Chain Management. Pharmacy(OP) at FHSL -Vasant Kunj OP Pharmacy.

Your responsibility level and compensation is detailed in Annexure.

The final letter of appointment will be handed over to you upon joining the services of the company, which will be on or before November 20th 2023.

This offer of appointment is subject to your successfully completing the company's medical examination and reference checks. You will be on probation for a period of 180 days. The termination notice on either side will be 30 days during probation period and 30 days after confirmation.

Please note that this offer shall automatically lapse if you fail to commence the arrangement on the aforesaid date. The management may however in its absolute discretion extend the said date upon a written request being received from you.

You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer. Looking forward to a mutually beneficial association.

With Best Wishes,

For and on behalf of-FHsL -Vasant Kunj OP Pharmacy

**Head HR**  
**Fortis Hospital**



\*This is a computer-generated document. No signature is required. The information contained in this document is confidential and privileged information. The information is solely intended for the person to whom it has been sent. If you are not the intended recipient you are not authorized to use or disclose, misuse it in any form. If you received this in error, please destroy it along with any copies and notify the sender immediately.\*

FORTIS HOSPITALS LIMITED

Regd.OMice: Escorts Heart Institute and Research Centre, Okhla Road, New Delhi - 110 025 (India)

Tel: +91 11 2682 5000, Fax: +91 11 4162 8435, CIN: U93000DL2009PLC222166

1





November 20th 2023

Employee Name	MS KOMAL	
Position	- Pharmacist	
Grade	A3. Pharmacist	
Salary Components	Per month	Per Annum
Basic Salary	10938	131256
House Rent Allowance	8204	98442
Statutory Bonus	2085	25018
Special Allowance	3821	45857
Sub-Total	25048	300573
Statutory & Retiral Components		
Provident Fund (12% of Basic)	1771	21254
Gratuity (4.81% of Basic)	526	6313
Sub-Total	2297	27567
Fixed Salary	27345	328140
Cost to Company	27345	328140
Benefits		
Company Hospitalisation Scheme (CHS)	1220	14640
Personal Accident Insurance Premium (GP)	15	180
Group Term Life Insurance Premium (GTI)	220	2640
Sub-Total	1455	17460
Total Cost to Company	28800	345600

- \*Individual compensation structure is subject to change without affecting emoluments adversely.
- \*Individual compensation package is confidential and is expected not to be shared with other employees.
- \*Applicable tax to be borne by the employee.
- \*Company Hospitalization Scheme (CHS) Limit is currently INR 2Lakh for self and family as per policy.
- \*Personal Accidents Insurance Premium (GPA) cover is currently INR 15 Lakh for self as per policy.
- \*Group Term Life Insurance Premium (GTI) cover is currently INR 15 lakh for self as per policy.
- \*Subsidized food facility is available along with complementary tea/coffee during working hours.

FORTIS HOSPITALS LIMITED

Regd.Omice: Escorts Heart Institute and Research Centre, Okhla Road, New Delhi-110 025 (India)  
 Tel: +91 11 2682 5000, Fax: +91 11 4162 8435, CIN: U93000DL2009PLC222166









Vardan Envirolab

### Appointment Letter

1. Name : LOKESH  
2. Designation : Jr. Analyst  
3. Date of Joining : 16-Oct-2023  
4. Location : Manesar, Gurgaon  
5. Department : Pharma  
6. Reporting To : General Manager  
7. Emoluments : As per Annexure "A"  
(Already given with above referred offer)

#### 8. Probationary Period: -

- a. You will be put on probation for a period of six months from the date of joining. On satisfactory completion of probationary period, your services with the organization will be confirmed. If your work and conduct during the probationary period are not found satisfactory, the period of probation may be extended at the discretion of the management.
- b. Unless an order in writing confirming you on the post is passed expressly, you will not be deemed to have been confirmed even though your probationary period may have expired.

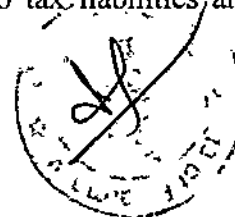
#### 9. Medical Fitness: -

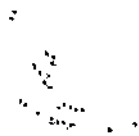
The continuation of your service is subject to your being found and remaining medically/physically & mentally fit.

#### 10. Obligations:-

- a. The Organization will expect you to work in any department in which you are placed with a high standard of initiative, efficiency and economy.
- b. During your employment, you will be governed by the rules and regulations of the Organization that may be enforced, and which may be amended, altered or extended from time to time and your acceptance of this offer of appointment carries with it your agreement to abide by all such rules and regulations.
- c. You will not seek employment or associate in business, in any matter, with our competitors, clients, associates or principles, either in India or aboard till your employment with us.

You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your







Vardan Envirolab

compensation.

Your CTC:

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You may indicate your agreement with these terms and accept this offer by signing this offer letter. Upon your acceptance of this employment offer, Vardan Envirolab will provide you with the necessary paperwork and instructions.

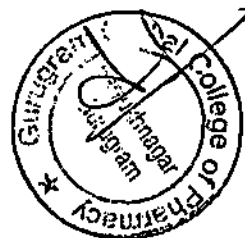
*Chandni*

Sincerely,  
Chandni  
(Lead HR)  
Vardan Envirolab LLP.

*Laresh*

Applicant (Sign)

Applicant (Name)







Farmako Healthcare Private Limited  
H. No. 734, Gali No- 1, Azad Nagar, Railway Harthala  
Colony, Moradabad, Uttar Pradesh, 244001

02/10/2023

## Offer Letter

Dear MANISH KUMAR,  
S/o ARUN SHAH  
KURWHA, PO. JANARDHANPUR,  
SAMASTI PUR, BIHAR- 848302

Congratulations! We are pleased to confirm that you have been selected to work for **Farmako Healthcare Private Limited**. We are delighted to make you the following job offer:

The position we are offering you is that of **Pharmacist** with an annual cost to company of 270000. This position reports to **Bakir Khan**.

The reporting location for the position is **Gurgaon**.

This position is only acceptable with a valid and free license.

We would like you to start work on 2.10.23. Please report to Bakir Khan for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 1/10/2022 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Farmako Healthcare Private Limited and look forward to working with you.

Sincerely,

AUTHORISED SIGNATORY  
FARMAKO HEALTHCARE  
PRIVATE LIMITED

Madhvendra Pratap Singh  
Farmako Healthcare Private Limited

Accepted by,  
MANISH KUMAR



Annexure A

## 8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one week (7 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Upon resignation/termination of employment, you will need to inform us at-least 30 days before, if your registration is used in the drug license of the store.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.

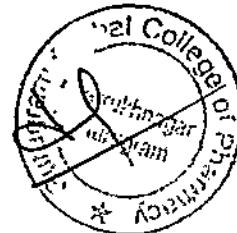
If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.

If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. \* If you commit any act prejudicial to the continuing good relationship between you and the company.

If you commit breach of any of the terms of this letter of appointment.

## 9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.



## Salary Structure

This is your expected salary structure.

Salary Component	Monthly	Yearly
Basic Salary	11,250	1,35,000
HRA	4,977	59,724
LTA	358	4,296
ESI Employer Contribution	648	7,776
PF Employer Contribution	1,942	23,304
Meal Allowances	2,200	26,400
Internet & Periodicals Allowance	1,125	13,500
<b>Total</b>	<b>22,500</b>	<b>2,70,000</b>

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of TDS, PF, ESI and professional taxes in accordance with applicable law.

A circular stamp with a handwritten signature inside, located in the bottom right corner of the page.



2023-Oct-11

Ms. MANISHA  
S/O VED RAM

VPO.KHARKHARA REWARI  
DHARUHERA HARYANA-123106

**Dear Ms. MANISHA,**

This has reference to your application and discussions with you regarding possibility of your joining our organization.


We are pleased to offer you the position of Pharmacist-Level1 in the department of **IP Pharmacy**. Your CTC will be **Rs.3,16,800 (Rupees Three Laks Sixteen Thousand Eight Hundred only) per annum** only. We expect you to join us on or before **06-Nov-2023**

You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer. A detailed appointment letter along with the terms & conditions shall be issued on the day of joining.

This offer of appointment is subject to your successfully completing the hospital's medical examination and reference check. Hoping for a long and mutually beneficial association with you.

For **Dr. B.L. Kapur Memorial Hospital,**

**A Unit of Lahore Hospital Society**



**Authorized Signatory**



*Manisha*

**MANISHA**

*Note: As per the Hospital's Policy, the information on salary and compensation is confidential and you are requested not to share with others.*

**Annexure - A**

<b>Employee Name</b>	Ms. MANISHA	<b>Designation</b>	Pharmacist-Level1
<b>Department</b>	IP Pharmacy	<b>Band Specific</b>	TL1-A
<b>Location</b>	Dr. B.L. Kapur Memorial Hospital,(a unit of Lahore Hospital Society)		

Pay Component	Monthly Amount	Annual Amount
<b>FixedPay</b>		
<b>Fixed</b>	<b>21332</b>	<b>255988</b>
Basic	12698	152381
HRA	8634	103607
<b>Retirals &amp; Benefits</b>	<b>5068</b>	<b>60812</b>
Bonus	1768	21219
PF_Employer Cont	1524	18288
Gratuity	611	7332
Group Medical Coverage: Individual	1073	12875
Group Personal Accident Insurance	12	142
Group Term Life	80	956
<b>Total Fixed Pay</b>	<b>26400</b>	<b>316800</b>
<b>Total CTC</b>	<b>26400</b>	<b>316800</b>

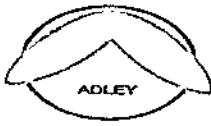
\* Please note the above reflects the Gross Cost to Company-taxes as applicable shall be to the employee's account.

\* Should an employee be eligible to receive ESI Benefits as per ESI Act, Employee's contribution (0.75% of monthly wage) will be deducted from salary. Details of ESI benefits available at [www.esic.nic.in](http://www.esic.nic.in)



**Authorized Signatory**





# ADLEY FORMULATIONS PRIVATE LIMITED

ADLEY BADDI/HR/OFFER/2023

Date: 16/10/2023

**Mr. NITIN KUMAR SHARMA**  
**S/O Mr. RISHI KUMAR SHARMA**  
**5/18 CHANCHAL PARK SATYAM VIHAR BAKKAR WALA**  
**WEST DELHI-110041**

Dear **NITIN KUMAR SHARMA**  
Welcome to the "Adley Formulations Pvt. Ltd."

Adley Formulations Pvt. Ltd. is a growing company, not far away becoming a globally admired organization. The journey ahead is filled with challenges and requires all of us to contribute together and work as a cohesive team.

It is our string belief that companies grow and flourish by the commitment and efforts of people working in them. We are sure that you will add value to the company not only with your qualification and experience but also with your dedication,

You will be paid a compensation of amount of Rs. 435265/- per annum. You will be eligible for 2 days of total leave during a month. Work related travel expenses will be reimbursed against actuals as per company policy

We invite you to join us in making Adley Formulations Pvt. Ltd. a truly global organization.

Your Offer details are as under:

Position	:	Officer-Production Injection
Annual Compensation & Facilities	:	As discussed and agreed upon
Place of work	:	Village Kotla, P.O. Barotiwala, Tehsil Baddi, Distt. Solan, HP-174103
Date of Joining	:	on or before 16/10/2023

As per our company policy, you are requested to submit copy of acceptance of your resignation within days of this letter of Offer', failing which this offer will no longer remain valid.

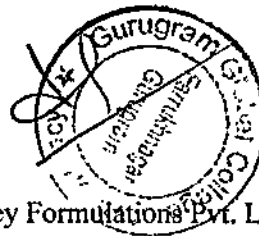
This offer letter is valid subject to you being found medically fit by an authorized medical practitioner or the medical check-up conducted by the company at the time of joining.

A list of documents, which you are required to bring at the time of joining is attached for your reference

You are requested to return copy of this letter duly signed by you as a token of acceptance.

With warm regards,  
For Adley Formulations Pvt. Ltd.

Authorized Signatory



I accept the above offer and will join Adley Formulations Pvt. Ltd. As

Sign. / Date

CIN NO.: U24303HR2018PTC076347

Regd. Office: SCO, 184, Sector -5, Panchkula - 134114 Haryana, (INDIA) Phone : +91-172-2585481-83 Work: Kotla, Barotiwala, Distt. Solan, Himachal Pradesh Phone: +91-01795-271404



Vardan Envirolab

**Appointment Letter**

1. Name : PARVEEN  
2. Designation : Jr. Analyst  
3. Date of Joining : 02-Oct-2023  
4. Location : Manesar, Gurgaon  
5. Department : Pharma  
6. Reporting To : General Manager  
7. Emoluments : As per Annexure "A"  
(Already given with above referred offer)

8. Probationary Period: -

a. You will be put on probation for a period of six months from the date of joining. On satisfactory completion of probationary period, your services with the organization will be confirmed. If your work and conduct during the probationary period are not found satisfactory, the period of probation may be extended at the discretion of the management.

b. Unless an order in writing confirming you on the post is passed expressly, you will not be deemed to have been confirmed even though your probationary period may have expired.

9. Medical Fitness: -

The continuation of your service is subject to your being found and remaining medically/physically & mentally fit.

10. Obligations:-

a. The Organization will expect you to work in any department in which you are placed with a high standard of initiative, efficiency and economy.

b. During your employment, you will be governed by the rules and regulations of the Organization that may be enforced, and which may be amended, altered or extended from time to time and your acceptance of this offer of appointment carries with it your agreement to abide by all such rules and regulations.

c. You will not seek employment or associate in business, in any matter, with our competitors, clients, associates or principles, either in India or aboard till your employment with us.

You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your





Vardan Envirolab

compensation.

Your CTC:

Components	Monthly Amount (INR)	Annual Amount (INR)
Basic	15000	180000
HRA	9000	108000
CCA	1133	13596
<b>Gross Salary</b>	<b>25133</b>	<b>301596</b>
<b>Employee Share Statutory Payment</b>		
PF	1800	21600
<b>Cash In Hand</b>	<b>23333</b>	<b>279996</b>
<b>Employer Share Statutory Payment</b>		
PF	1950	23400
<b>Total CTC</b>	<b>27083</b>	<b>324996</b>

You may indicate your agreement with these terms and accept this offer by signing this offer letter. Upon your acceptance of this employment offer, Vardan Envirolab will provide you with the necessary paperwork and instructions.

*Chandni*

Sincerely,

Chandni  
(Lead HR)

Vardan Envirolab LLP.



*[Signature]*  
Applicant (Sign)

Applicant (Name)

2023-Oct-17

Mr. RAVI KANT  
S/O DHARAM PAL

VILL. JHAMRI H.NO.151  
DISTT. JHAJJAR HARYANA-124142

**Dear Mr. RAVI KANT,**

This has reference to your application and discussions with you regarding possibility of your joining our organization.

We are pleased to offer you the position of Pharmacist-Level1 in the department of **IP Pharmacy**. Your CTC will be **Rs.3,16,800 (Rupees Three Lakes Sixteen Thousand Eight Hundred only) per annum** only. We expect you to join us on or before **02-Jan-2023**

You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer. A detailed appointment letter along with the terms & conditions shall be issued on the day of joining.

This offer of appointment is subject to your successfully completing the hospital's medical examination and reference check. Hoping for a long and mutually beneficial association with you.

For **Dr. B.L. Kapur Memorial Hospital,**

**A Unit of Lahore Hospital Society**



**Authorized Signatory**



**RAVI KANT**

*Note: As per the Hospital's Policy, the information on salary and compensation is confidential and you are requested not to share with others.*

BLK-Max Super Speciality Hospital  
Pusa Road, New Delhi-110005  
24-Hour Helpline. 011-3040 3040  
Fax -91-11-2575 2885, E: Info@bikhospital.com  
www.bikhospital.com



**Annexure - A**

<b>Employee Name</b>	Mr. RAVI KANT	<b>Designation</b>	Pharmacist-Level1
<b>Department</b>	IP Pharmacy	<b>Band Specific</b>	TL1-A
<b>Location</b>	Dr. B.L. Kapur Memorial Hospital,(a unit of Lahore Hospital Society)		

Pay Component	Monthly Amount	Annual Amount
<b>FixedPay</b>		
<b>Fixed</b>	<b>21332</b>	<b>255988</b>
Basic	12698	152381
HRA	8634	103607
<b>Retirals &amp; Benefits</b>	<b>5068</b>	<b>60812</b>
Bonus	1768	21219
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Gratuity	611	7332
Group Medical Coverage: Individual	1073	12875
Group Personal Accident Insurance	12	142
Group Term Life	80	956
<b>Total Fixed Pay</b>	<b>26400</b>	<b>316800</b>
<b>Total CTC</b>	<b>26400</b>	<b>316800</b>

\* Please note the above reflects the Gross Cost to Company-taxes as applicable shall be to the employee's account.

\* Should an employee be eligible to receive ESI Benefits as per ESI Act, Employee's contribution (0.75% of monthly wage) will be deducted from salary. Details of ESI benefits available at [www.esic.nic.in](http://www.esic.nic.in)



**Authorized Signatory**





## Modi - Mundipharma Private Limited

REGD OFFICE:

1400, MODI TOWER, 98 NEHRU PLACE, NEW DELHI- NEW DELHI-110 019, INDIA

TELEPHONE : 26286581, 42504555 FAX : (011) 26445914, 26451659

CIN : U74899DL1990PTC041928

REF: MMPL/HR/APPT/TSO/2023

October 02 , 2023

Ms. SHAMIMA KHATOON  
D/o ZER MOHAMMAD  
DHUMGARH, PO- PATAHAMARI,  
KISHANGANJ, BIHAR-855116

**REG: YOUR APPOINTMENT IN MODI-MUNDIPHARMA PVT LTD  
(PAIN MANAGEMENT DIVISION) AS TERRITORY SALES OFFICER**

Dear Mr. SHAMIMA KHATOON,

We are pleased to offer you employment as a TERRITORY SALES OFFICER in our organization at Delhi Head Quarter with effect from **October 02, 2023** on the following terms and conditions:

**1) EMOLUMENTS:**

Your emoluments will be as under:

BASIC	:	2520.00 per month
HOUSE RENT ALLOWANCE	:	2520.00 per month
SPECIAL ALLOWANCE	:	1250.00 per month
ADVANCE BONUS/SPECIAL ALLOWANCE-II	:	980.00 per month
MEDICAL ALLOWANCE	:	420.00 per month
LEAVE TRAVEL ALLOWANCE	:	700.00 per month
CITY COMPENSATORY ALLOWANCE	:	2000.00 per month
ADD VEHICLE MAINTENANCE ALLOWANCE	:	1000.00 per month

- 2) You will also be paid a Vehicle Maintenance Allowance of 2800/- (Rupees Two Thousand Eight Hundred only) per month on production of an undertaking duly certified by your RBM that you have your own vehicle and you are using the same for company's work.

In addition to the above, you will also be entitled for:

**3) WORKING ALLOWANCE:**

You will be entitled to working allowance as per the Company policy from time to time.



*Rsuma*



UMESH MODI





4) **PROVIDENT FUND:**

You will be covered under Employee Provident Fund & Employee Pension Scheme as per Rules

5) **BONUS:**

You will be entitled to Bonus as per the provisions of Payment of Bonus Act 1965.cd

6) **GRATUITY:**

You will be entitled to Gratuity as per the provisions of Payment of Gratuity Act 1972.

7) **REPORTING:**

You will be reporting to Business Development Manager or any other Officer as directed by the Management.

8) **PROBATION:**

You will be put on Probation for a period of six months with effect from October 02, 2023. The probation period may also be extended depending upon your performance during the probation period.

9) **CONFIRMATION:**

- a) During the probation period, this contract of service may be terminated by either side without assigning any reasons without notice
- b) You will be confirmed in the services of the Company in writing. on successful completion of probation period. After confirmation, your services may be terminated by the Company by giving a notice of one month or one-month salary in lieu thereof If you desire to leave the services of the Company, a written notice of one month will have to be given by you. During the notice period you shall not be eligible for any leave and you are required to discharge your duties and responsibilities as advised by the Company However, in the event you desire to be relieved immediately from the services of the Company, you are liable to pay one month's salary in lieu of notice period of one month

10) **TRANSFER:**

- a) Your services can be transferred at any time to any associate, division, subsidiary, affiliate Company of Modi Mundipharma Pvt. Ltd., any where in India.
- b) Consequent to communication of your transfer order, no cognizance of any leave, including sick leave, shall be taken by the Company. The Company may however, review at its discretion, such cases, where sickness of an individual is supported by Medical Certificate from a Civil Surgeon of a Government Hospital, following a Medical examination arranged at Company's cost, and

*Ruma*

  
**UMESH MODI**





17) JURISDICTION:

Any dispute arising out of and/or related to your employment with the Company shall be subject to **DELHI HIGH COURT JURISDICTION ONLY.**

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

With Best Wishes.

Yours faithfully,  
For **MODI-MUNDIPHARMA PVT. LTD.**  
(Pain Management Division)

**RITU SIKKA**  
**DIRECTOR-HUMAN RESOURCES**

**ENDORSEMENT OF ACCEPTANCE:**

I unconditionally accept the above offer of appointment under the company on the terms and conditions mentioned therein and I agree to abide by that.

Place : \_\_\_\_\_

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

Pan Card :- Enclosed/Not Enclosed

Aadhar Card :- Enclosed/Not Enclosed

(SHAMIMA KHATOON)



**UMESH MODI**



Retaining reasonable medical fitness during the tenure of your employment. Your appointment is subject to not being able to work on Medical grounds for more than 60 days; your services are liable to be terminated

**15) ATTENDANCE:**

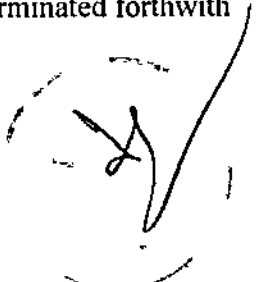
You will be required to report for your duties as per the directives of the management, in the absence of such directives you shall adhere to your tour programme duly approved by the management. On any given day when reporting time is not specified you must ensure that you arrive at your place of work at such an hour that it allows you to make the stipulated number of Calls efficiently & effectively. Your attendance will be marked on the basis of the DCRS received from you on a daily basis. You are required to post your DCR for any given day immediately after completing that days work.

**16) OTHER TERMS OF EMPLOYMENT:**

- a. You will be in full time employment with the Company and shall not engage in or devote any time or attention to any part-time employment or business or monetary position other than that of the Company.
- b. In case the information provided by you regarding personal details and work experience or other relevant details are found to be false, by concealing or not disclosing material facts, the Company has the right to terminate your services.
- c. You shall endeavor to maintain high professional standards and ethical behavior in all your dealings and interactions with the Company's clients and customers such as Doctors, Chemists, Stockists/Retailers as well as internal customer
- d. You are bound by the service rules, other regulations of the Company as annexed. which may be amended from time to time
- e. You will take utmost care for maintaining the Company's property such as literature, samples, gifts articles, and confidential information which may affect the business interests of the Company. In the event of termination/resignation, you will handover all the Company's property to your Business Development Manager or any other official as directed by the company
- f. You shall communicate to the Company any change in your address as well as personal status. All communication sent to you in the normal course at the address given by you shall be deemed to have been received by you.
- g. That, the company shall not be responsible for any expenses you may incur in the execution of the duties of your position unless such expenses are duly authorized by the management prior to their incurrence
- h. That if you will abstain yourself from work without prior consent of your superior or otherwise fail to attend to your duties or abandon your work you shall be liable to be terminated forthwith without any claim over the employer in any respect.

*Ruma*

  
**UMESH MODI**





where no Government Hospital exists. from a reputed private Hospital/Doctor so nominated for this purpose by the Company.

- c) Following communication of Transfer Order, if you do not report at the transferred location, by the stipulated date or such date as permitted by the management, your services shall be terminated. Your failure to abide by the Transfer Order, which is an incident of service, will lead to your termination from service for which no notice shall be required.

#### 11) LEAVE ENTITLEMENT:

You will be eligible to paid leave as per the rules framed by the Company.

a. **CASUAL LEAVE:**

You will be eligible to 15 days Casual Leave in a calendar year which will be given to you on pro-rata basis after your confirmation.

b. **SICK LEAVE:**

You will be eligible to 10 days sick leave.

c. **EARNED LEAVE:**

You will be eligible to 1 day E.L. for every 11 days of working.

#### 12) ROLE & RESPONSIBILITIES AS TERRITORY SALES OFFICER:

As Territory Sales Officer you are the eyes and ears of the Company in the field and represent the Company and are the personification of Company's rules, norms and work ethics for the Doctors, Chemists/Retailers as well as internal customers you meet. You have to fulfill the role of keeping the Company's customers and clients aware and abreast of the Company's products and services.

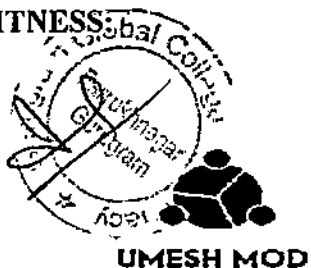
You will render service and maintain high professional standards that lead the Company's customers to understand the Company's core competencies and values while interacting with Doctors/Chemists/ Stockists /Retailers. You will provide appropriate feedback to company from time to time to your immediate superior and Head Office

#### 13) RETIREMENT:

As per the Company's policy, the retirement age is 58 years.

#### 4) PHYSICAL & MENTAL FITNESS

*Renuka*





Ref: HRD: 2022/CK

November 12, 2023

Ms. SWITI KUMARI  
D/O Mr. SWITI KUMARI  
H.NO. 732, SECTOR-16B,  
DWARKA (JYOTI KUNJ) DELHI

**Letter of Offer**

**Dear SWITI KUMARI,**

This has reference to your application and subsequent discussion with us. We are pleased to extend an offer to you to join Samarth Life Management Private Limited as Operations Executive on or before 12th March, 2024. You will be on probation of 3 months and confirmation will be based on your performance.

**Compensation**

You will be paid a compensation of amount of Rs. 3,20,654/- per annum as per Annexure 1. You will be eligible for 2 days of total leave during a month. Work related travel expenses will be reimbursed against actuals as per company policy.

**Confidentiality**

You shall observe strict secrecy with respect to all transactions and activities of the Company. Accordingly, you shall not, except in the performance in good faith of the duties assigned to you, disclose, communicate or part with, directly or indirectly, any confidential or technical information, know-how, proprietary information of any Licensers, plans, drawings, specifications, details or data, or any other information to any other person, including any other employee /consultant /associate of the Company at any time, whether during your contract with the company or thereafter, without written consent of the Company.

You shall safeguard and keep confidential for all times to come, any information, or databases coming to your knowledge or possession, in the course of your engagement with the Company. In addition, you shall not utilize the information obtained from the Company, its clients, collaborators, licensers, agents etc. in its business, for any purpose other than Company's business during the course of your engagement or thereafter, under any circumstances. Failure to observe this condition of employment entitles the Company to summarily cancel this engagement without any prior notice. In addition, the Company shall be free to pursue any action or claim damages in this regard.



Samarth Life Management Private Limited  
Head Office: M 80 South City 1, Gurgaon 122001, INDIA  
t: +91 124 238 4121 e:info@samarthlife.org  
www.samarth.community



**Code of Conduct**

You shall carry out duties and responsibilities as assigned to you by Samarth in compliance with established policies and procedures. You shall not indulge in any unlawful or unsanctioned actions. You will be responsible for the safekeeping and return in good condition and order, all the office properties, equipment, instruments, tools, books etc., which may be given to you for your use or custody. The Company reserves the right to deduct the fair value of its properties from your dues in the event of a failure to account for the previously mentioned properties to the satisfaction of the Company. All other policies of the organization will apply to you.

All work products and Intellectual Property, including but not limited to, know-how, inventions, copyrights, patents or rights of use, for the work done by you during the course of your employment, shall be owned by the Company without restriction as per the Use of Work Product policy of the Company.

**Termination of Employment**

During these 3 months, your services at Samarth can be terminated by either party giving the other a notice of 5 working days in writing. On confirmation, a notice period of 30 days will be applicable. In case you are convicted of any offence as per the prevalent laws in India or any other part of the world or found indulging in any malpractices, misconduct, willful negligence or acts of moral turpitude, or in case you have an unexplained absence of more than 7 days, Samarth has the right to terminate you immediately.

Please sign a copy of this letter confirming your acceptance

Sincerely,

*Gaurav*

Gaurav Agarwal

Chief Operating Officer

ACCEPTED

Signature:

Date:



Samarth Life Management Private Limited  
Head Office: M 80 South City 1, Gurgaon 122001, INDIA  
t: +91 124 238 4121 e: info@samarthlife.org  
www.samarth.community

Date: 10-Sept-23

To,

Mr. VIKAS KUMAR JHA

GRAM-POST-JARISO JARSHON

DARBHANGA BIHAR-847201

**Subject: Offer Letter**

Dear VIKAS KUMAR JHA,

**Congratulations!**

Further to the interview you had with us and our subsequent discussions thereof, we are pleased to offer you the position of Officer - Tablet on the terms and conditions mutually discussed and agreed upon in accordance with section 4 of the Indian Contract Act-1872.

Troikaa is one of the fastest growing Pharmaceutical companies in India, where we attach utmost significance to our human resources and firmly believe that our people are our strength. You are selected for employment based on your demonstrated principles, competency and potential for growth which appear to match the values and attributes we look for in our team members. We are looking forward to seeing you grow in our organization with sincerity, dedication, integrity and commitment towards your job and are sure that you will find your work quite rewarding, challenging, and meaningful.

**Offer Details:**

- Designation and Department: Officer - Tablet
- Initial Place of Posting: Thol
- Date of Joining: You are expected to join our organization on or before 04-October-23.
- You will be paid an amount of Rs. 253520/- per annum. Work related travel expenses will be reimbursed as per policy

Please note that this "Offer" of employment is valid subject to positive verification of documents submitted by you before and during joining and thereafter. The formal letter of Appointment will be issued to you post joining the organization and after you have completed all joining formalities including documentation as per Annexure-2.



**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



As a commitment towards the efforts made towards recruiting a candidate, the organization expects you to honour the SOP on "Joining Assurance Deposit (JAD)" and execute the enclosed Declaration-cum- Indemnification to indemnify the Company on breach of the terms of JAD. We request you to go through the attached "Declaration-cum-Indemnification" and execute the same in true spirit of honouring the offer letter(Refer Annexure-3).

If in case you are found to have provided false and / or misleading documents and/or have willfully suppressed information, your offer and / or appointment shall stand withdrawn / terminated with immediate effect without any notice or salary in lieu of notice and the cheque shall be encashed by the Company given under the JAD Declaration-cum-Indemnification as per the policy.

You are required to submit a copy of your resignation letter duly accepted by your current employer within 10 days from date of receipt of this Offer letter, failing which the offer shall stand withdrawn and the cheque will be encashed by the Company as per Policy.

You are requested to sign and return a copy of this letter as a confirmation of your acceptance of employment and the terms and conditions stated herein.

For Troika Pharmaceuticals Limited

Dr. K. M. Ramachandran

Sr. Vice President - HR

**Offer Acceptance Confirmation:**

I hereby absolutely accept the offer and the terms and conditions stated herein pursuant to section 7 of the Indian Contract Act-1872.



Signature:   
Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
I will be joining on: \_\_\_\_\_

**Troika 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: troika@troikaapharma.com, Website: www.troika.com





Ref: HRD: 2023/CK

October 16, 2023

Ms. VIJAY LAKSHMI  
D/O Mr. RANBIR  
VILL- PALRI, GURGAON,  
HARYANA- 122504

**Letter of Offer**

Dear VIJAY LAKSHMI

This has reference to your application and subsequent discussion with us. We are pleased to extend an offer to you to join Samarth Life Management Private Limited as Operations Executive on or before October 16, 2023. You will be on probation of 3 months and confirmation will be based on your performance.

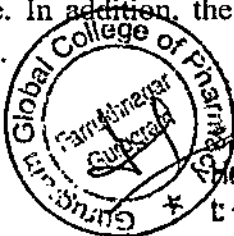
**Compensation**

You will be paid a compensation of amount of Rs. 3,20,654/- per annum as per Annexure 1. You will be eligible for 2 days of total leave during a month. Work related travel expenses will be reimbursed against actuals as per company policy.

**Confidentiality**

You shall observe strict secrecy with respect to all transactions and activities of the Company. Accordingly, you shall not, except in the performance in good faith of the duties assigned to you, disclose, communicate or part with, directly or indirectly, any confidential or technical information, know-how, proprietary information of any Licensers, plans, drawings, specifications, details or data, or any other information to any other person, including any other employee /consultant /associate of the Company at any time, whether during your contract with the company or thereafter, without written consent of the Company.

You shall safeguard and keep confidential for all times to come, any information, or databases coming to your knowledge or possession, in the course of your engagement with the Company. In addition, you shall not utilize the information obtained from the Company, its clients, collaborators, licensers, agents etc. in its business, for any purpose other than Company's business during the course of your engagement or thereafter, under any circumstances. Failure to observe this condition of employment entitles the Company to summarily cancel this engagement without any prior notice. In addition, the Company shall be free to pursue any action or claim damages in this regard.



Samarth Life Management Private Limited  
Head Office: M 80 South City 1, Gurgaon 122001, INDIA  
t: +91 124 238 4121 e: info@samarthlife.org  
www.samarth.community



### Code of Conduct

You shall carry out duties and responsibilities as assigned to you by Samarth in compliance with established policies and procedures. You shall not indulge in any unlawful or unsanctioned actions. You will be responsible for the safekeeping and return in good condition and order, all the office properties, equipment, instruments, tools, books etc., which may be given to you for your use or custody. The Company reserves the right to deduct the fair value of its properties from your dues in the event of a failure to account for the previously mentioned properties to the satisfaction of the Company. All other policies of the organization will apply to you.

All work products and Intellectual Property, including but not limited to, know-how, inventions, copyrights, patents or rights of use, for the work done by you during the course of your employment, shall be owned by the Company without restriction as per the Use of Work Product policy of the Company.

### Termination of Employment

During these 3 months, your services at Samarth can be terminated by either party giving the other a notice of 5 working days in writing. On confirmation, a notice period of 30 days will be applicable. In case you are convicted of any offence as per the prevalent laws in India or any other part of the world or found indulging in any malpractices, misconduct, willful negligence or acts of moral turpitude, or in case you have an unexplained absence of more than 7 days, Samarth has the right to terminate you immediately.

Please sign a copy of this letter confirming your acceptance

Sincerely,

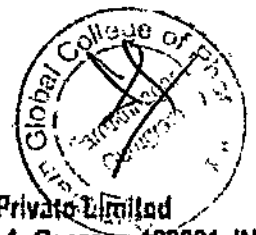
Gaurav Agarwal

Chief Operating Officer

ACCEPTED

Signature:

Date:



Samarth Life Management Private Limited  
Head Office: M 80 South City 1, Gurgaon 122001, INDIA  
t: +91 124 238 4121 e: info@samarthlife.org  
www.samarth.community

2023-Aug-03

MR. PRINCE TANWAR  
S/O ASHBIR SINGH TANWAR  
RZ-30B, SOMESH VIHAR, CHHAWLA, SOUTH  
WEST DELHI, NEW DELHI- 110071

**Dear MR. PRINCE TANWAR,**

This has reference to your application and discussions with you regarding possibility of your joining our organization.

We are pleased to offer you the position of Pharmacist-Level1 in the department of **IP Pharmacy**. Your CTC will be **Rs.3,16,800 (Rupees Three Laks Sixteen Thousand Eight Hundred only) per annum** only. We expect you to join us on or before **06-Sept-2023**

You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer. A detailed appointment letter along with the terms & conditions shall be issued on the day of joining.

This offer of appointment is subject to your successfully completing the hospital's medical examination and reference check. Hoping for a long and mutually beneficial association with you.

For **Dr. B.L. Kapur Memorial Hospital,**

**A Unit of Lahore Hospital Society**



**Authorized Signatory**



**PRINCE TANWAR**

*Note: As per the Hospital's Policy, the information on salary and compensation is confidential and you are requested not to share with others.*

**Annexure - A**

BLK-Max Super Speciality Hospital  
Pusa Road, New Delhi-110005  
24-Hour Helpline: 011-3040 3040  
Fax: +91-11-2575 2885, E info@blkhospital.com  
www.blkhospital.com



**Employee Name** MR. PRINCE TANWAR **Designation** Pharmacist-Level1  
**Department** IP Pharmacy **Band Specific** TL1-A  
**Location** Dr.B.L. Kapur Memorial Hospital,(a unit of Lahore Hospital Society)

Pay Component	Monthly Amount	Annual Amount
<b>FixedPay</b>		
<b>Fixed</b>	<b>21332</b>	<b>255988</b>
Basic	12698	152381
HRA	8634	103607
<b>Retirals &amp; Benefits</b>	<b>5068</b>	<b>60812</b>
Bonus	1768	21219
PF Employer Cont	1524	18288
Gratuity	611	7332
Group Medical Coverage: Individual	1073	12875
Group Personal Accident Insurance	12	142
Group Term Life	80	956
<b>Total Fixed Pay</b>	<b>26400</b>	<b>316800</b>
<b>Total CTC</b>	<b>26400</b>	<b>316800</b>

\* Please note the above reflects the Gross Cost to Company-taxes as applicable shall be to the employee's account.

\* Should an employee be eligible to receive ESI Benefits as per ESI Act, Employee's contribution (0.75% of monthly wage) will be deducted from salary. Details of ESI benefits available at [www.esic.nic.in](http://www.esic.nic.in)



**Authorized Signatory**



BLK-Max Super Speciality Hospital  
 Pusa Road, New Delhi-110005  
 24-Hour Helpline: 011-3040 3040  
 Fax: +91-11-2575 2885, E. [info@blkhospital.com](mailto:info@blkhospital.com)  
[www.blkhospital.com](http://www.blkhospital.com)



2023-Aug-03

Ms. MEGHA KUMARI  
D/O SHIV NARAYAN

RZ-30B, SOMESH VIHAR, CHHAWLA, SOUTH  
WEST DELHI, NEW DELHI- 110071

**Dear MS. MEGHA KUMARI,**

This has reference to your application and discussions with you regarding possibility of your joining our organization.

We are pleased to offer you the position of Pharmacist-Level1 in the department of **IP Pharmacy**. Your CTC will be **Rs.3,16,800 (Rupees Three Lakes Sixteen Thousand Eight Hundred only) per annum** only. We expect you to join us on or before **06-Sept-2023**

You are requested to sign and return the duplicate copy of this letter as a token of your acceptance of the above offer. A detailed appointment letter along with the terms & conditions shall be issued on the day of joining.

This offer of appointment is subject to your successfully completing the hospital's medical examination and reference check. Hoping for a long and mutually beneficial association with you.

For **Dr. B.L. Kapur Memorial Hospital,**

**A Unit of Lahore Hospital Society**



**Authorized Signatory**



  
**MEGHA KUMARI**

*Note: As per the Hospital's Policy, the information on salary and compensation is confidential and you are requested not to share with others.*

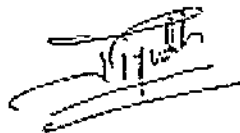
**Annexure - A**

<b>Employee Name</b>	MS. MEGHA KUMARI	<b>Designation</b>	Pharmacist- Level1
<b>Department</b>	IP Pharmacy	<b>Band Specific</b>	TL1-A
<b>Location</b>	Dr.B.L. Kapur Memorial Hospital,(a unit of Lahore Hospital Society)		

Pay Component	Monthly Amount	Annual Amount
<b>FixedPay</b>		
<b>Fixed</b>	<b>21332</b>	<b>255988</b>
Basic	12698	152381
HRA	8634	103607
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Bonus	1768	21219
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Group Medical Coverage: Individual	1073	12875
Group Personal Accident Insurance	12	142
Group Term Life	80	956
<b>Total Fixed Pay</b>	<b>26400</b>	<b>316800</b>
<b>Total CTC</b>	<b>26400</b>	<b>316800</b>

\* Please note the above reflects the Gross Cost to Company-taxes as applicable shall be to the employee's account.

\* Should an employee be eligible to receive ESI Benefits as per ESI Act, Employee's contribution (0.75% of monthly wage) will be deducted from salary. Details of ESI benefits available at [www.esic.nic.in](http://www.esic.nic.in)


**Authorized Signatory**

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 Fax: +91-11-2575 2885, E: [info@blkhospital.com](mailto:info@blkhospital.com)  
[www.blkhospital.com](http://www.blkhospital.com)





## Modi - Mundipharma Private Limited

REGD OFFICE:

1400, MODI TOWER, 98 NEHRU PLACE, NEW DELHI- NEW DELHI-110 019, INDIA

TELEPHONE : 26286581, 42504555 FAX : (011) 26445914, 26451659

CIN : U74899DL1990PTC041928

REF: MMPL/HR/APPT/TSO/2023

October 09 , 2023

Mr. RITIK RAJ  
S/o SUDARSHAN MISHRA  
GURGAON, HARYANA- 122505

**REG: YOUR APPOINTMENT IN MODI-MUNDIPHARMA PVT. LTD.  
(PAIN MANAGEMENT DIVISION) AS TERRITORY SALES OFFICER**

Dear Mr. RITIK RAJ,

We are pleased to offer you employment as a TERRITORY SALES OFFICER in our organization at Delhi Head Quarter with effect from **October 09, 2023** on the following terms and conditions:

**1) EMOLUMENTS:**

Your emoluments will be as under:

BASIC	:	2520.00 per month
HOUSE RENT ALLOWANCE	:	2520.00 per month
SPECIAL ALLOWANCE	:	1250.00 per month
ADVANCE BONUS/SPECIAL ALLOWANCE-II	:	980.00 per month
MEDICAL ALLOWANCE	:	420.00 per month
LEAVE TRAVEL ALLOWANCE	:	700.00 per month
CITY COMPENSATORY ALLOWANCE	:	2000.00 per month
ADD VEHICLE MAINTENANCE ALLOWANCE	:	1000.00 per month

- 2) You will also be paid a **Vehicle Maintenance Allowance of 2800/-** (Rupees Two Thousand Eight Hundred only) per month on production of an undertaking duly certified by your RBM that you have your own vehicle and you are using the same for company's work.

In addition to the above, you will also be entitled for:

**3) WORKING ALLOWANCE:**

You will be entitled to working allowance as per the Company policy from time to time.

**4) PROVIDENT FUND:**

*R. Umesh*



UMESH MODI





You will be covered under Employee Provident Fund & Employee Pension Scheme as per Rules

5) **BONUS:**

You will be entitled to Bonus as per the provisions of Payment of Bonus Act 1965.cd

6) **GRATUITY:**

You will be entitled to Gratuity as per the provisions of Payment of Gratuity Act 1972.

7) **REPORTING:**

You will be reporting to Business Development Manager or any other Officer as directed by the Management.

8) **PROBATION:**

You will be put on Probation for a period of six months with effect from October 09, 2023. The probation period may also be extended depending upon your performance during the probation period.

9) **CONFIRMATION:**

- a) During the probation period, this contract of service may be terminated by either side without assigning any reasons without notice.
- b) You will be confirmed in the services of the Company in writing, on successful completion of probation period. After confirmation, your services may be terminated by the Company by giving a notice of one month or one-month salary in lieu thereof. If you desire to leave the services of the Company, a written notice of one month will have to be given by you. During the notice period you shall not be eligible for any leave and you are required to discharge your duties and responsibilities as advised by the Company. However, in the event you desire to be relieved immediately from the services of the Company, you are liable to pay one month's salary in lieu of notice period of one month

10) **TRANSFER:**

- a) Your services can be transferred at any time to any associate, division, subsidiary, affiliate Company of Modi-Mundipharma Pvt. Ltd., any where in India.
- b) Consequent to communication of your transfer order, no cognizance of any leave, including sick leave, shall be taken by the Company. The Company may however, review at its discretion, such cases, where sickness of an individual is supported by Medical Certificate from a Civil Surgeon of a Government Hospital, following a Medical examination arranged at Company's cost, and where no Government Hospital exists from a reputed private Hospital/Doctor so nominated for this purpose by the Company.

*Ruma*







- c) Following communication of Transfer Order, if you do not report at the transferred location, by the stipulated date or such date as permitted by the management, your services shall be terminated. Your failure to abide by the Transfer Order, which is an incident of service, will lead to your termination from service for which no notice shall be required.

#### 11) LEAVE ENTITLEMENT:

You will be eligible to paid leave as per the rules framed by the Company.

##### a. CASUAL LEAVE:

You will be eligible to 15 days Casual Leave in a calendar year which will be given to you on pro-rata basis after your confirmation.

##### b. SICK LEAVE:

You will be eligible to 10 days sick leave.

##### c. EARNED LEAVE:

You will be eligible to 1 day E.L. for every 11 days of working.

#### 12) ROLE & RESPONSIBILITIES AS TERRITORY SALES OFFICER:

As Territory Sales Officer you are the eyes and ears of the Company in the field and represent the Company and are the personification of Company's rules, norms and work ethics for the Doctors, Chemists/Retailers as well as internal customers you meet. You have to fulfill the role of keeping the Company's customers and clients aware and abreast of the Company's products and services

You will render service and maintain high professional standards that lead the Company's customers to understand the Company's score competencies and values while interacting with Doctors/Chemists/ Stockists /Retailers. You will provide appropriate feedback to company from time to time to your immediate superior and Head Office

#### 13) RETIREMENT:

As per the Company's policy, the retirement age is 58 years.

#### 4) PHYSICAL & MENTAL FITNESS:

Retaining reasonable medical fitness during the tenure of your employment. Your appointment is subject to not being able to work on Medical grounds for more than 60 days; your services are liable to be terminated

*R. S. Modi*





#### 15) ATTENDANCE:

You will be required to report for your duties as per the directives of the management, in the absence of such directives you shall adhere to your tour programme duly approved by the management. On any given day when reporting time is not specified you must ensure that you arrive at your place of work at such an hour that it allows you to make the stipulated number of Calls efficiently & effectively. Your attendance will be marked on the basis of the DCRS received from you on a daily basis. You are required to post your DCR for any given day immediately after completing that days work.

#### 16) OTHER TERMS OF EMPLOYMENT:

- a. You will be in full time employment with the Company and shall not engage in or devote any time or attention to any part-time employment or business or monetary position other than that of the Company.
- b. In case the information provided by you regarding personal details and work experience or other relevant details are found to be false, by concealing or not disclosing material facts, the Company has the right to terminate your services.
- c. You shall endeavor to maintain high professional standards and ethical behavior in all your dealings and interactions with the Company's clients and customers such as Doctors, Chemists, Stockists/Retailers as well as internal customer.
- d. You are bound by the service rules, other regulations of the Company as annexed, which may be amended from time to time.
- e. You will take utmost care for maintaining the Company's property such as literature, samples, gifts articles, and confidential information which may affect the business interests of the Company. In the event of termination/resignation, you will handover all the Company's property to your Business Development Manager or any other official as directed by the company
- f. You shall communicate to the Company any change in your address as well as personal status. All communication sent to you in the normal course at the address given by you shall be deemed to have been received by you.
- g. That, the company shall not be responsible for any expenses you may incur in the execution of the duties of your position unless such expenses are duly authorized by the management prior to their incurrence
- h. That, if you will abstain yourself from work without prior consent of your superior or otherwise fail to attend to your duties or abandon your work, you shall be liable to be terminated forthwith without any claim over the employer in any respect.

#### 17) JURISDICTION:

*Ruma*



UMESH MODI





Any dispute arising out of and/or related to your employment with the Company shall be subject to **DELHI HIGH COURT JURISDICTION ONLY.**

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

With Best Wishes.

Yours faithfully,  
For **MODI-MUNDIPHARMA PVT. LTD.**  
(Pain Management Division)

**RITU SIKKA**  
**DIRECTOR-HUMAN RESOURCES**

**ENDORSEMENT OF ACCEPTANCE:**

I unconditionally accept the above offer of appointment under the company on the terms and conditions mentioned therein and I agree to abide by that.

Place : \_\_\_\_\_

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

(RITIK RAJ)

Pan Card :- Enclosed/Not Enclosed

Aadhar Card :- Enclosed/Not Enclosed



**UMESH MODI**





GlaxoSmithKline  
Pharmaceuticals Ltd. GSK  
House, Dr. Annie Besant Road,  
Worli, Mumbai-400030

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

2<sup>nd</sup> October, 2023

**Personal & Confidential**

ASHISH GUPTA  
S/O JAY PRAKASH GUPTA  
NEW DELHI-110043

Dear ASHISH GUPTA

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

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

You will be paid a compensation of amount of Rs. 3,35,250/- per annum. You will be eligible for 2 days of total leave during a month. Work related travel expenses will be reimbursed against actuals as per company policy.

Yours faithfully,

for GlaxoSmithKline Pharmaceuticals Limited, India

Chingh

Chinmay Sharma  
Executive Vice President, Human Resources





Ref.: OHC/OFF/39/2023-2024

Date: 18/09/2023

MS. ADITI RANJAN  
D/O RAJIV RANJAN  
GURUGRAM HARYANA-122001

M.NO 9953855106

Place: Daman

### OFFER LETTER

With reference to your application and subsequent interview had with us, we are pleased to offer you the position of "Officer" in IPQA Department in our organization. We would expect you to join as early as possible, but not later than before 18th October 2023, beyond which, the offer would stand withdrawn, unless a new date is agreed by us in writing. On the date of joining, you may please submit the following documents:

1. Proof of Age, PAN Card, Aadhar Card & Copies of Educational Certificate.
2. Relieving & Experience Certificate, Appointment letter, Last 3 month pay slip received, Form 16 (TDS Certificate) form the previous employer, if any.
3. 2 Passport Size Photographs.
4. Medical Examination Report (Refer: Parikh Nursing Home, Chala, Vapi. T: 0260-2463606, (Mo: 7698666776)

Your appointment will be subject to verification of the above documents, reference and based on confirmation from your side that you are medically fit for the job profile.

You shall be on probation for the period of six (06) months from the date of joining. If your service is not found satisfactory, the management may extend your probation period, if it is so desire and you shall continue to remain in probation till the time your service are confirmed in writing.

You will be paid an amount of Rs. 321525/- per annum. Work related travel expenses will be reimbursed as per policy

This appointment could be terminated with 24 hours notice during your probation period, without assigning any reason or one-month notice in writing or one-month basic pay in lieu. If employee wants to resign form service it is mandatory to give resignation letter in written, approved by the management and should serve notice period for a month or one-month salary in lieu of notice period. If employee leaves the job without serving notice period or salary in lieu he/she will not be eligible for full & final settlement. Please sign duplicate copy of this letter as a token of acceptance of the same.

Best Regard

For live Healthre ODAMAN

Best Regards  
For Olive Healthcare  
DAMAN  
396 210  
Authorised Signatory



I, ADITI RANJAN accept this offer letter.  
My Joining date will be 18/09/23

*Aditi*  
Signature ADITI RANJAN

Regd Office Godrej Colisem, Somalya Hospital Road, B-3, 2nd Floor Sion (East) Mumbai- 400 022, INDIA Tel: +91-22-66288888, Fax: 91-22-2408 4323, Email: customes.careulolivehealthcare.co.in Fact. Unit-ii, Plot No. 163/1&163/2, Mahatma Gandhi Udyog Nagar, Dohel Village, Nani Daman Damon-396210, INDIA Tel.:0260 6622222



Ref.: OHC/OFF/41/2023-2024

Date: 18/09/2023

Mr. SHOBIT SINGH  
S/O KAUSHAL SINGH

Place: Daman

### OFFER LETTER

With reference to your application and subsequent interview had with us, we are pleased to offer you the position of "Officer" in IPQA Department in our organization. We would expect you to join as early as possible, but not later than before 18th October 2023, beyond which, the offer would stand withdrawn, unless a new date is agreed by us in writing. On the date of joining, you may please submit the following documents:

1. Proof of Age, PAN Card, Aadhar Card & Copies of Educational Certificate.
2. Relieving & Experience Certificate, Appointment letter, Last 3 month pay slip received, Form 16 (TDS Certificate) form the previous employer, if any.
3. 2 Passport Size Photographs.
4. Medical Examination Report (Refer: Parikh Nursing Home, Chala, Vapi. T: 0260-2463606, (Mo: 7698666776)

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Best Regard

For live Healthre ODAMAN

Best Regards  
For Olive Healthcare  
DAMAN  
396 210  
Authorized Signatory

I. SHOBIT SINGH accept this offer letter.  
My joining date will be 18/09/23



Signature SHOBIT SINGH



Ref.: OHC/OFF/42/2023-2024

Date: 18/09/2023

Mr. ZEBA GOURD  
S/O MUKARRAM ALI

Place: Daman

### OFFER LETTER

With reference to your application and subsequent interview had with us, we are pleased to offer you the position of "Officer" in IPQA Department in our organization. We would expect you to join as early as possible, but not later than before 18th October 2023, beyond which, the offer would stand withdrawn, unless a new date is agreed by us in writing. On the date of joining, you may please submit the following documents:

1. Proof of Age, PAN Card, Aadhar Card & Copies of Educational Certificate.
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Best Regard

For live Healthcare ODAMAN

Best Regards  
For Olive Healthcare  
ODAMAN  
396 210  
Authorized Signatory

I, ZEBA GOURD accept this offer letter.  
My Joining date will be 18/09/23



Signature ZEBA GOURD