

5.2.1. Appointment Letters of Specified Students.

KHAN MOHD TAUHEED MOHD AKRAM SURAIYA



16 August 2023

Mr. Tauheed Khan
Hanware hight tower B wing 5th floor 502 flat no,
60 feet road dharavi 400017.

Dear **Tauheed Khan**,

We are delighted to extend you this letter as a Field Educator on a Project basis with Saarathi HealthCare Pvt. Ltd., subject to the following terms and conditions:

Consultancy Period: Your involvement will be exclusively tied to specific projects for the initial month, starting from the **17th August 2023**. Following an assessment of your performance, this arrangement may extend to subsequent months.

Consultancy Fees: Your compensation will amount to Rs. **18000/-** per month, covering consultancy fees, which incorporates a **10% TDS** deduction. Additionally, you will receive a daily working allowance of Rs. **100/-**. Both the consultancy fees and daily allowance will be remunerated to you by the 8th or 9th of the following month.

Location of Work: Your primary place of work will be in Mumbai. However, you may be required to visit various locations within your city to support the Company's projects and camps.

Responsibilities: As a Field Educator, you'll counsel patients at assigned clinics, conduct tests, provide accurate information, and capture doctor's prescriptions for reference purposes. It is mandatory to fill out the CRM data of the patients on a real-time basis.

Equipment: The Company will furnish you with essential training for the Kribado machine or any other equipment that you are designated to operate.

Punctuality: It is essential that you arrive at the camp location at least 15 minutes prior to the scheduled start time. Failure to do so may result in a penalty of Rs. 100.

Absence: Any absence from work has to be pre-informed to the Saarathi well in advance.

Confidentiality: You are required to maintain strict confidentiality regarding patient information, and project documents.

Reporting: Following each camp, you are required to provide the Project Manager/Leader with a CRM patient update on real-time basis and a list of patients, including their contact details and basic information as per the training.

Non-Disclosure: Any sensitive information acquired during your assignment must not be disclosed or shared with third parties, even after the termination of your engagement.

Termination: If, in our judgment, you are found to be non-performing, engaged in fraudulent activities, displaying dishonesty, disobedience, negligence, or any other conduct detrimental to our interests or in violation of the terms outlined in this letter, your services may be terminated without notice.

+91-(022) 6139-1995 | crm@saarathihealthcare.com | www.saarathihealthcare.com
431/432, Lodha Supremus 2, Road No.22, Wagle Estate, Thane (W), 400604 | CIN - U85100MH20



Nitin

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Bandra (East), Mumbai - 400 051



Gifts and Gratification: You must not accept any gifts, commissions, or gratifications, in cash or kind, from individuals, parties, firms, or companies that have dealings with Saarathi HealthCare. If offered, such instances should be reported to the Management immediately.

Property Responsibility: You are responsible for the safekeeping and return of all Company property in your possession, custody, or use, in good condition if any.

If you are in agreement with the aforementioned terms and conditions, kindly sign the enclosed duplicate copy of this letter and return it to us. The original copy will be retained by you.

We warmly welcome you to the Saarathi HealthCare family and look forward to a mutually beneficial collaboration.

Best regards,
Vaidehi Deosthali
HR Manager



Saarathi HealthCare Pvt. Ltd.

FEE PAYMENT - TERMS			
Sr. No.	Head	Amount P.M.	Amount P.A.
A	Professional Fee	18000	2,16,000
	Total	18,000	2,16,000
B	Less: Deduction		
	TDS 10%	1800	21600
	Other Deductions	0	0
	Total Deduction	1,800	21600
	Take Home Fee (A - B)	16,200	1,94,400
C	Total Cost to Company	18,000	2,16,000

Terms of Pay Structure

- All deductions will be deducted as and when applicable to Saarathi Healthcare Pvt Ltd and as per existing laws.
- TDS will be deducted 10% from your professional fee & after the closing of the financial year will provide TDS certificate for the TDS claim purpose.
- You are expected to keep the consultant fee strictly confidential and not to share information regarding the consultant fee with anyone except your close family member.
- Divulging or discussing its contents within or outside the organization is prohibited.
- Breach of this covenant could have serious repercussions as deserved suitable by Senior management even leading up to termination.
- Consultancy fee information is to be treated as strictly confidential with regard to the covenant between you and the company.
- Travel Allowances per working Day Rs. 100.00

Best regards,
Vaidehi Deosthali
HR Manager



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NISHAD JAYPRAKASH SHRIKANT KUMARDEVI



SOFTENGER (INDIA) PVT. LTD

Registered Address : SOFTENGER (INDIA) PVT. LTD.
S No 11/15, Plot No 16, Fire Brigade Road, Vadgoan
bk, Sinhagad Road Pune MH 411051
Tel (020)24348413, CIN:U72200PN1999PTC013923
Website: Softenger India Pvt Ltd

Date:- 21-Dec-2023

To,
Jayprakash Nishad,
Room No.170 Ganesh Chawl Madraswadi Gaondevi Vakola Pipe Line Santacruz East,Vakola Pipe Line
Santacruz,
Mumbai,Maharashtra,
400055

OFFER LETTER

Dear Jayprakash,

With reference to your application and subsequent tests / interview you had with us. We are pleased to offer you a position of Executive in the role of Team Member under the Data Center Operator, Backup Admin profile at SIPL in our organization. You are expected to join the Organization by 27-Dec-2023 .

OFFER VALIDITY

This offer is valid for a period of 4 days from the date of the offer. In case of acceptance of this offer, please let us know your decision within the next 4 days. If applicable, please submit a copy of your resignation letter duly approved by your present employer along with acceptance of our offer. This offer stands unconditionally revoked without any prejudice, if we do not receive email/written acceptance of our offer within the stipulated period.

BACKGROUND VERIFICATION

Our offer is based on information furnished by you. As a standard process, we will verify this information via an independent third party. We expect you to provide photocopies of certain documents to complete this verification process. If any discrepancy is found during this verification process, we retain the right to review and possibly revoke our offer of employment without any prejudice and without any notice.

SALARY

During your service you are entitled to minimum gross emoluments as per the table shown in Annexure-A. These total emoluments (CTC-break-up) will be structured according to taxation and other legal requirements. We may restructure this CTC-break-up to keep in line with any change in taxation and/or statutory requirements. We will ensure that the gross monthly emoluments will remain unchanged after such restructuring. All statutory deductions will have to be borne by you. The salary will be credited directly to your bank account on 6th of every month.

APPRAISAL

Your growth within the company depends solely on merit, that is, your performance and contribution to the Company. We have an annual Appraisal mechanism to evaluate and counsel all employees. Details about appraisal process are available on our internal website and these will be covered during induction process.

800-1701944614945-04950

Softenger India Pvt Ltd

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Softenger India Pvt Ltd

ANNEXURE - A

SALARY BREAKUP

Sr.No	Salary Head	Monthly	Annually
1	Basic	15000.00	180000.00
2	House Rent Allowance	750.00	9000.00
3	Softenger Allowance	10745.51	128946.12
4	Gross Salary	26495.51	
5	Provident Fund		21600.00
6	PF Admin Charges		1800.00
7	Gratuity		8653.85
8	Total CTC		350000.00

Statutory Bonus (If Applicable) will be paid out Quarterly along with the payroll of Mar, Jun, Sept and Dec.



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CHANDELIA MUSKAN KIRANKUMAR SANGEETA



651 N Broad St, Ste 205 #5722
Middletown, Delaware 19709

Date: **Sep. 07,2021**

Dear

Muskan Chandeliya

We are pleased to offer you the position of **Dental Billing Assistant** effective **Sep. 07,2023**. Please note that the employment terms contained in this letter are subject to company policy.

This offer is conditional on your executing the agreement and on your being able to supply proof of your eligibility to work in India (Aadhar Card and PAN).

OTHER TERMS AND CONDITIONS: Definitions:

"Company" shall refer to Livewyre LLC and/or its direct or indirect subsidiaries and affiliates.

In consideration of employment with the Company, and all the benefits conferred by such employment by virtue of entering this Agreement, the receipt and sufficiency of which are acknowledged, I, **Muskan Chandeliya**, hereby agree with the Company as follows:

Employment at Will: I understand that I am "employed at will" and that this Agreement does not create any obligation on the part of the Company to continue my employment for any fixed term, and that my employment may be terminated by myself or the Company at any time with or without cause. Further, I explicitly agree that in the event client declines the offer, once an offer letter is signed by me and the Company, I understand that the Company can withdraw the offer made to me without any liability to the Company.

Responsibilities: I understand that in view of my position and office, I must effectively, diligently and to the best of my ability perform all responsibilities and ensure results. In this connection, I will be required not to engage in activities that have or will have an adverse impact on the reputation and/or business of Livewyre LLC, whether directly or indirectly.

Compensation: See **Schedule A** for the details of wage rate and any expenses /per-diem schedule/ benefits if applicable. The Compensation will **NOT** be subject to any withholding such as income tax, HRA, Provident Fund. The employee will be responsible for filing the tax returns with the Tax and Revenue department of India. You will be **paid monthly on the 1st day of each month** for your services, based on approved time clocked, provided through the online portal or other approved means (E.g. Clockify). The total wages paid will be based on hours recorded in timesheets and approved by the client's manager. You shall not be entitled to any other benefits such as bonus, stock options and or other fringe benefits or other compensations from the Company or the Client. You will be required to clock minimum of 8.5 hrs/day in order to receive the entire compensation mentioned in Schedule A.



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Duration: I understand that the contract duration is up to December 2021, with additional extensions at the option of the Client. I agree that the initial contract duration may be extended or reduced on the same terms and conditions and same wage rate upon the request of the client.

Company Policies: I understand that Livewyre LLC has developed certain employment practices, policies and procedures. I agree to review and abide by all the company practices, policies and procedures set forth.

Compliance: I understand that Livewyre LLC is committed to ensure "Integrity" in all aspects of its functioning and that I am required to ensure that I comply with the standard policies of the company as they form an integral part of the terms of employment with Livewyre LLC. Consequently, that I am required to understand the scope and intent behind these policies and to comply with the same. I understand that these policies are updated/ modified on a periodic basis and new policies may be introduced from time to time. As and when this happens, the company will notify me and I will be required to comply with the same.

Confidentiality: I understand and agree that my employment creates a relationship of confidence and trust between myself and the Company with respect to all Confidential Information. At all times, both during my employment with the Company and after its termination, I will keep in confidence and trust all such Confidential Information, and will not use or disclose any such Confidential Information without the advance written consent of the Company, except as may be necessary in the ordinary course of performing my duties to the Company or as may be required under obligation of law. I further understand that any matter or situation or incident that may arise that could potentially result, or has resulted, in may be violation of the policies or this letter shall require to be immediately brought to notice of Human Resources department or my immediate reporting manager.

Ownership: In connection with my employment and during the term of my employment, I agree to disclose and assign to Livewyre LLC as its exclusive property, all the Work products developed or conceived by me solely or jointly with others (including but not limited to all writings, inventions, improvements, processes, procedures, and/or techniques) and the Company will be the sole owner of all patents, copyrights and other proprietary rights in and with respect to such work. I understand that I am required to comply with the policies of the company in relation to Intellectual Property.

Other employment: During the term of my employment with the Company, I agree to keep the Company informed of any outside employment rendered by me and that such employment will not adversely affect my employment with the Company. For a period of one (1) year after the termination of my employment with the Company, I will inform any prospective employer, before accepting such employment, of the terms of this Agreement.

Notice period: I understand that in the event of separation without reason, I will be required to provide the company with a notice of two (2) weeks. I further understand that if the termination is with cause and/or due to unsatisfactory performance of the job duties assigned to me or due to termination of this project (or work order) by the client, the company is not required to provide any notice for such termination of employment.



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Conflict of Interest and Non-compete: I understand that I will be required to engage exclusively in the work assigned by Livewyre LLC and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly, without the express written consent of my direct reporting manager and Human Resources department. Further, I understand that I am required to ensure that I shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Livewyre LLC.

Non-Solicitation: I agree that during my employment and for a period of one year from the termination of my employment with Livewyre LLC (irrespective of the circumstances of, or the reasons for, the termination) not to solicit, induce or encourage:

I. Any employee of Livewyre LLC to terminate their employment with Livewyre LLC or to accept employment with any competitor, supplier or any customer with whom I am otherwise engaged.

II. Any customer or vendor of Livewyre LLC to reduce their existing business with Livewyre LLC to a third party or to terminate the business relationship with Livewyre LLC.

III. Any existing employee to become associated with, or perform services of any type for any third party. In case of any conflict or when in doubt, I understand that I am required to discuss the matter with my direct reporting manager and Human Resources, to understand the position of Livewyre LLC and resolve the conflict.

Equitable Remedies: I agree that it would be difficult to measure any damages caused to the Company which might result from any breach of the terms of this Agreement, and that in any event money damages would be an inadequate remedy for any such breach. Accordingly, I agree that if I breach, or propose to breach, any portion of this Agreement, the Company shall be entitled, in addition to all other remedies that it may have, to an injunction or other appropriate equitable relief to restrain any such breach without showing or proving any actual damage to the Company. In addition, the party seeking to third-party costs incurred in obtaining enforcement of this Agreement, regardless of whether suit or other legal or equitable is commenced, including attorney fees and costs incurred through engagement in alternative dispute resolution procedures such as mediation or arbitration fees.

Binding Effect: I understand that this Agreement will be binding upon me and legal representatives, successors and assigns and will inure to the benefit of the Company, any subsidiary of the Company, and their respective successors and assigns.

Separation: Upon acceptance of separation notice, I understand that I will be required to immediately return to the company, before I am relieved from my services, all correspondence, specifications, formulae, books, documents, market data, literature, drawings, computer, phone, and any other company and/or client property. I agree that I shall not make or retain any copies of these items.

GENERAL

- I agree that I have not provided the Company with any false declaration or willfully suppressed any material information. I understand that I will be liable for removal from service without notice, if otherwise. I understand that I will be required to inform the company if there are any




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agreements, oral or written, other than with the Company, that I am required to oblige and which relate to my commitment under this Agreement.

- I understand that employment terms may be specially enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason what so ever, the remaining provision of this Agreement shall continue in full force and effect.
- I understand that these employment terms supersede and replace any existing agreement or understanding, if any, between the Company and myself, relating to the same subject matter.

Yours sincerely,
Livewyre LLC

Vinaya Matkar.

Vinaya Matkar
Co-CEO

I confirm that I have read the above terms and Condition and that I accept the appointment by signing a copy of this letter of appointment.



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SHAIKH SANA PARVIN MEHBOOB SAHAB ZARINABI



VANDE MATARAM
Education | Health | Sports | Arts
MALAD WEST, MUMBAI

06.08.2023

Dear,

Shaikh Sana Parvin

With reference to your application and subsequent interview with us, we are pleased to appoint you as Admin Officer in our organization.

The Annual Total Employment Cost to the company would be Rs.1,80,000/- (One Lakh eighty thousand rupees only)

During the probation period your services can be terminated with one month notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side.

Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

We welcome you to Vande Mataram Foundation and look forward to a fruitful collaboration.

With best wishes,


PRESIDENT
VANDE MATARAM EDUCATION SOCIETY




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TIWARI CHANDRAPRAKASH RAMPRATAP VIMLA DEVI



R. S. MOTORS
NXC 61 1/1A, Near Building No.22, Godrej Hiranandani Link Road,
Near Harun Khan Office, Behind Bus Depot, Park Site, Vikhroli (W), Mumbai-79.
Contact Us: 8850285951

Tiwari Chandraprakash

Date: Oct.10,2022

Dear,

Tiwari Chandraprakash

We are pleased to offer you the position of Sales Person effective Oct.10,2022. Please note that the employment terms contained in this letter are subject to company policy.

This offer is conditional on your executing the agreement and on your being able to supply proof of your eligibility to work in India (Aadhar Card and PAN).

OTHER TERMS AND CONDITIONS: DEFINITIONS:

"Company" shall refer to R. S. Motors and/or its direct or indirect subsidiaries and affiliates.

In consideration of employment with the Company, and all the benefits conferred by such employment by virtue of entering this Agreement, the receipt and sufficiency of which are acknowledged, I, Tiwari Chandraprakash, hereby agree with the Company as follows:

Employment at Will: I understand that I am "employed at will" and that this Agreement does not create any obligation on the part of the Company to continue my employment for any fixed term, and that my employment may be terminated by myself or the Company at any time with or without cause. Further, I explicitly agree that in the event client declines the offer, once an offer letter is signed by me and the Company, I understand that the Company can withdraw the offer made to me without any liability to the Company.

Responsibilities: I understand that in view of my position and office, I must effectively, diligently and to the best of my ability perform all responsibilities and ensure results. In this connection, I will be required not to engage in activities that have or will have an adverse impact on the reputation and/or business of R. S. Motors, whether directly or indirectly.

Compensation: See Schedule A for the details of wage rate and any expenses /per-diem schedule/ benefits if applicable. The Compensation will NOT be subject to any withholding such as income tax, HRA, Provident Fund. The employee will be responsible for filing the tax returns with the Tax and Revenue department of India. You will be paid monthly on the 1st day of each month for your services, based on approved time. You shall not be entitled to any other benefits such as bonus, stock options and or other fringe benefits or other



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compensations from the Company or the Client. You will be required to clock minimum of 9 hrs./day in order to receive the entire compensation mentioned in Schedule A.

Duration: I understand that the contract duration is up to September 2023, with additional extensions at the option of the Client. I agree that the initial contract duration may be extended or reduced on the same terms and conditions and same wage rate upon the request of the client.

Company Policies: I understand that R. S. Motors has developed certain employment practices, policies and procedures. I agree to review and abide by all the company practices, policies and procedures set forth.

Compliance: I understand that R. S. Motors is committed to ensure "Integrity" in all aspects of its functioning and that I am required to ensure that I comply with the standard policies of the company as they form an integral part of the terms of employment with R. S. Motors. Consequently, that I am required to understand the scope and intent behind these policies and to comply with the same. I understand that these policies are updated/ modified on a periodic basis and new policies may be introduced from time to time. As and when this happens, the company will notify me and I will be required to comply with the same.

Confidentiality: I understand and agree that my employment creates a relationship of confidence and trust between myself and the Company with respect to all Confidential Information. At all times, both during my employment with the Company and after its termination, I will keep in confidence and trust all such Confidential Information, and will not use or disclose any such Confidential Information without the advance written consent of the Company, except as may be necessary in the ordinary course of performing my duties to the Company or as may be required under obligation of law.

Ownership: In connection with my employment and during the term of my employment, I agree to disclose and assign to R. S. Motors as its exclusive property, all the Work products developed or conceived by me solely or jointly with others (including but not limited to all writings, inventions, improvements, processes, procedures, and/or techniques) and the Company will be the sole owner of all patents, copyrights and other proprietary rights in and with respect to such work. I understand that I am required to comply with the policies of the company in relation to Intellectual Property.

Other employment: During the term of my employment with the Company, I agree to keep the Company informed of any outside employment rendered by me and that such employment will not adversely affect my employment with the Company. For a period of one (1) year after the termination of my employment with the Company, I will inform any prospective employer, before accepting such employment, of the terms of this Agreement.

Notice period: I understand that in the event of separation without reason, I will be required to provide the company with a notice of two (2) weeks. I further understand that if the termination is with cause and/or due to unsatisfactory performance of the job duties assigned to me or due to termination of this project (or work order) by the client, the company is not required to provide any notice for such termination of employment.



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SCHEDULE - A

2. Wage: 18,000 INR/month
3. Position classification: Contractor
4. Role/Description of Work to be performed: Sales Person
5. Work Week Hours: M-F, 9 hours/day (9 am -6 pm IST)
6. Start Date: Oct 10,2022 (Tentative)
 - Note: Start date listed in this document is tentative and may change in accordance with R. S. Motors on-boarding process.
7. Estimated End Date/Duration: 12 months with possible extension
 - Note: End date may vary based on changes made by R. S. Motors.
8. Probation period: 6 months.
 - Note: Any leaves taken during this period will be deducted from the salary.
9. Sick Leaves: 3 every 6 months.
 - Note: Starts ONLY after the end of probation period.

Agreed to and accepted with the express intent to be legally bound.



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SAYYED ALIYA ZAKI AHMED HASEEN FATIMA



25-09-2023

SAYYED ALIYA ZAKI

Dear Aliya Sayyed,

Subject: Appointment Letter

We are pleased to offer you the position of Data Manager at Vande Mataram Foundation, effective 01-10-2023.

Salary: Your annual salary will be Rs. 2,40,000, paid monthly.

Joining Date: 01-10-2023

Probation Period: 6 months

Please sign and return the enclosed copy of this letter to confirm your acceptance.

Welcome to Vande Mataram Foundation!

Sincerely,



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Bandra (East), Mumbai - 400 051

NALAWADE RUPAL SANTOSH SMITA

KNOWLEDGE INCLUSION

EDUCATION AND CONSULTING COMPANY

knowledgeinclusion@gmail.com

LGR 44, Sunder Baug, Kamani Kurla , Mumbai – 400070



APPOINTMENT LETTER

9th July, 2023

Dear, Nalawade Rupal

With reference to your application and subsequent interview with us, we are pleased to appoint you as Data Entry Operator in our organization on the following terms and conditions.

Date of Joining: You have joined us on 09.07.2023.

Salary: Your Annual Total Employment Cost to the company would be Two Lakh rupees only the details of which is been given in the Annexure attached below.

Probation/Confirmation: You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the company in written after six months.

During the probation period your services can be terminated with seven days' notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side.

Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

We welcome you to Knowledge Inclusion family and look forward to a fruitful collaboration. With best wishes,

Director

Knowledge Inclusion




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MOHAMMAD SHAMSHAD MOHAMMAD AHMAD SABIA KHATOON

Mohammad Shamshad
Email : m.stowingservice2003@gmail.com

6394421722
8009678877



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Relief Road, Near Raheja Collage, Traffic Chowki,
Santacruz (W), Mumbai - 400 054



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SHINDE ANIRUDDHA RAJESH RAJESHREE

F. E. DINSHAW TRUST

C-1, Wadia International
Centre, (W.I.C.), Pandurang
Budhkar Marg, Worli,
Mumbai - 400 025
Tel: 022 661 93459/58

4th September 2023

Mr. Aniruddha Shinde,
Room No-14, Prakash
Kunj Chawl, Golibar Road, Jawahar Nagar,
Khar (East), Mumbai - 400051.

Dear Mr. Shinde,

With reference to your interest shown for an employment with our organization and the subsequent interviews and discussions you had with us, we are pleased to appoint you in the Management cadre of our organization with effect from 4th September, 2023 on the following terms and conditions:

1. **Designation and Level:**
Your Designation will be **Clerk in Grade VII in Administration** department of **F.E. Dinshaw Trust**.
2. **Place of Posting:**
You will be currently posted at **Island City Centre** but liable to be transferred to any other location.
3. **Transfer:**
Your services are also liable to be transferred to any of the companies / associates of Wadia Group.
4. **Remuneration:**
 - 4.1. Your **Basic Salary** will be **Rs.15,000/-** per month. Your **compensation** will be **Rs.3,00,000/-** per annum (Rupees: **Three Lakhs Only**) per annum including all monthly and yearly allowances and benefits.
 - 4.2. **Performance Linked Pay**
In addition, to your fixed compensation, you will be eligible for annual Performance Linked Pay (PLP) upto **Rs.10,000/-** p.a (Rupees: **Ten Thousand Only**) per annum as per the applicable scheme.

The performance linked variable pay will be payable after the annual performance appraisal and as per performance linked pay scheme of the Trust, which will be based on the set targets.

Your compensation details are furnished in the enclosed Annexure - 1

Page



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SHAIKH TANVIR AHMED ASHFAQUE SITARA



APPOINTMENT LETTER

Reference Code: HR/0622/IF-114207
Date: June 13, 2022
Employee code: 90039831
CCG Code: FD3400

Mr. Tanvir Asfaque Shaikh
P1, Room No-415, Boris Compound
Goregaon West, Maharashtra
Pin - 400104

Dear Mr. Tanvir Asfaque Shaikh,

With reference to the offer letter issued to you, we are pleased to inform you that you have been appointed in **Glenmark Pharmaceuticals Ltd.** as **Territory Business Manager** in Grade **MS1** with effect from **June 08, 2022**.

Effective your date of joining and until further notified, for the time being you will be based at **Mumbai** Head Quarter (HQ). Moving forward, based on the changing business requirements your Head Quarter can be changed from one location or territory to another or subdivided into further territories or merged with any new territories or other Head Quarters, anywhere in India.

The appointment is subject to the service rules / regulations of the Company that are currently in force and which may be amended / introduced from time to time.

The terms and conditions applicable to the position while on probation or in confirmed employment are as follows:

1. PROBATION

- You will be on probation for a period of **six (6) months** from the date of joining. The probation period can be extended at the discretion of the Company. You will continue to remain on probation until you are confirmed or otherwise as may be advised to you in writing.
- During your probation period you will be paid the compensation package as per the attached **Annexure A**. The compensation / benefits due to you will be liable to tax in accordance with the provisions of the applicable legislations. The compensation arrived at includes any extra hours of working.
- You will compulsorily go through a Performance Appraisal and Discipline Worthiness Test towards the end of your probation period. If and only if your performance levels are exhibited as satisfactory in the above Appraisal and the Company is fully satisfied with your probation and are found suitable, only then will you be confirmed in writing. Your probation period may be extended based on the assessment as detailed above. Unless otherwise confirmed in writing, your probation period shall be deemed to have been extended for a period or periods as the case may be.
- While on probation you will be imparted with product training and will also be trained to acquire Communication skill, Territorial skill, Salesmanship skill and other skills. During the product training you will also be informed regarding the competitive brands and the strategies to be employed against the same using the above skills. On acquiring the Communication, Territorial, Salesmanship and other skills as prescribed by the Company if it is brought to our notice by your superiors that the above skills have not been efficiently developed by you or there has been no effort from you to develop the above skills, your probation will be terminated. However depending upon the circumstances then prevailing and further opportunity as requested for by the Officer, such opportunity will be granted by extending your probation period as the case may be. The Company reserves its right to extend the probation period if it is found that your Performance or Attendance and / or General behavior are not satisfactory.

Mr. Tanvir Asfaque Shaikh

Glenmark Pharmaceuticals Ltd.

Glenmark House, B. D. Sawant Marg, Andheri (East), Mumbai - 400 099, India

T: 91 22 4018 9999 F: 91 22 4018 9986 CIN No: L24299MH1977PLC019982 W: www.glenmarkpharma.com

Registered office: B/2, Mahalaxmi Chambers, 22 Bhulabhai Desai Road, Mumbai - 400 026 E: complianceofficer@glenmarkpharma.com



Nitin

I/C PRINCIPAL
Mahendra Pratap Sharada Prasad Singh College
of Arts, Commerce & Science
Bandra (East), Mumbai - 400 051

ANNEXURE A

Salary offer information

Name: Mr. Tanvir Asfaque Shaikh	BU: India Formulations
Designation: Territory Business Manager	Grade: MS1
Administrative Office: Mumbai	

Salary	Per Month	Per Annum
Basic Salary - A	7500	90000
House Rent Allowance	3750	45000
Education Allowance	200	2400
Medical	1250	15000
Kit Maintenance Allowance	300	3600
Soft Furnishing Allowance	300	3600
Personal Pay	7514	90171
Total Allowances - B	13314	159771
Total Monthly Salary - C (A+B)	20814	249771
Retirement Benefits		
Provident Fund	1800	21600
Gratuity (4.81% of Basic Salary) **	361	4329
Total Retirement Benefits - D	2161	25929
Annual Allowances		
LTA		7500
Annual Bonus*		16800
Total Annual Allowances - E		24300
Gross Salary - F (C+D+E)		300000

* Gratuity will be payable as per Payment of Gratuity Act, 1972.

** Bonus is an indicative annualized amount. Please note that the Bonus amount will be paid in line with applicable regulations and will be paid within statutory timelines. The Company reserves the right to revise or amend this payout subject to amendments to the statutory laws and business performance.



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