

# M/S. KMRS SALES AND SERVICES

SPECIALITY : HUMAN MANPOWER, OUTSOURCING SERVICES & HORTICULTURE, LANDSCAPE, GARDEN AND  
LAWN, MAINTENANCE SERVICES, HOUSEKEEPING, CATERING SERVICES, TRANSPORT, CONSTRUCTION .

ADD. : Shop No. 38, Dhanshree Complex, Sitabuldi, Nagpur- 12  
Mobile : 9970585876, 7387762422

Ref No.

Date : 27/09/2022

To,

Anurag Gondane  
Tumsar, Bhandara

Dear Sir/Madam

Sub: - Appointment letter on contract basis for the period of Eleventh months along with following Terms & conditions.

This is to inform you that, you have appointed as a Pharmacist on contract basis for the period of eleventh months in our Company, w.e.f. 17.05.2022, as the company is engaged in business of undertaking the work on contract basis, You will be posted at our client's establishment to carry out the work as per the terms of contract as signed by company with client's establishment, You are being appointed for a fixed period 11 Months or actual tenure of our contract with our client Turada ESIS Dispensary, Gondia which may be reduced or extended further based on requirement of the client from time to time.

## OUR TERMS & CONDITIONS IS AS FOLLOWS:

1. You will not able to raise any claim on ESIS Hospital & KMRS SALES AND SERVICES for further period as a permanent or any type of continuity in service.
2. While working, If you commit mistakes or are irregular in work, you will be terminated from your services without any prior notice and you will not have any right to raise legal claim on ESIS Hospital & KMRS SALES AND SERVICES
3. If any type of indecent behaviour from your side is found by Management during your work, we have full rights to terminate you from service without any prior notice without any compensation, and please note that do not raise any legal claim as it will not be acceptable to us.
4. You don't have any rights to take any legal action on Company for permanence in service.
5. Your appointment is on Temporary basis; do not understand that same is permanent.
6. KMRS SALES AND SERVICES is not taking any consultancy charges from the clients; if any one person takes any charges then we will not be responsible for the same.
7. KMRS SALES AND SERVICES does not take any Amount charges/fees to provide job to selected candidate or appointed candidate. Payment Transaction will be done through NEFT by Company towards candidate.

Your appointment is on Contract basis for the period of eleventh months only from the date of appointment, any type of negligence in your work, carelessness and indecent behaviour during work will not be acceptable to us, for the same Company will have full right to terminate you from the service, please be note.

Please sign the duplicate as a token of acceptance of the above terms.

For M/S. KMRS SALES AND SERVICES  
I accept the above terms

Name:: Anurag Gondane  
Mobile Number: 7758013753  
Aadhar Number : 320068231282  
Date of Birth : 07/02/1997

Anurag Gondane

M/s. KMRS Sales And Services  
Partner  
FOR KMRS SALES & SERVICE



Ref: HR/2023/1092

03<sup>rd</sup> July, 2023

Mr. Shivaji Talde,  
Waghalgaon, Po. & Tal. Sonpeth,  
Dist. Parbhani-431401.

Dear Mr. Shivaji Talde,

**Re.: Letter of Offer– Officer- Production (Nanded).**

This has reference to the discussion we had with you.

We are pleased to offer you employment in the Company in the above post on the specific terms and conditions as informed to you.

The detailed appointment letter containing general terms and conditions will be issued to you on the day you join your duties.

This offer letter is subject to your submitting to the Company work experience certificate of earlier companies, last drawn salary certificate & relieving letter from your present employer by the date confirmed by you here below. In the event of you not submitting to us duly stamped accepted resignation copy by the declared date, your offer stands cancelled. Further, in case you fail to join on the stipulated date of joining, this offer made to you stands cancelled. Also you will have to undergo medical check-up.

Please confirm the date of your joining.

Thanking you,

Yours faithfully,  
for **FLAMINGO PHARMACEUTICALS LTD.**

**AUTHORISED SIGNATORY**

I confirm my date of joining \_\_\_\_\_

I will submit the copy of the resignation letter by \_\_\_\_\_

I will submit the relieving letter by \_\_\_\_\_

Signature: \_\_\_\_\_  
(Shivaji Talde)

**Flamingo Pharmaceuticals Ltd.**

CIN : U51900MH1985PLC036572

Corporate Office : 7/1, Corporate Park, Sion-Trombay Road,  
P. O. Box No. : 27257, Chembur, Mumbai-400 071. INDIA

E-mail : ashf@flamingopharma.com  
Website : www.flamingopharma.com

Phone : 91 - 22 - 3310 7500  
Fax : 91 - 22 - 2523 3085  
91 - 22 - 6797 5249



July 3, 2023

ANNEXURE

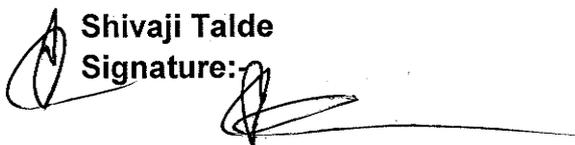
Name : Mr. Shivaji Talde  
Designation : Officer- Production  
Location : Nanded

SALARY STRUCTURE

	Rs.P.M	Rs.P.A.
Basic	15590	
Special / Dearness Allowance	775	
H.R.A.	818	
<b>Total</b>	<b>17183</b>	<b>206199</b>
E.P.F.	1800	21600
<b>Total</b>		<b>227799</b>
ESIC		6701
Gratuity		9441
<b>Gross Total</b>		<b>243942</b>

Gratuity is subject to on completion of five years of continuous service.

Shivaji Talde

Signature: 

**Flamingo Pharmaceuticals Ltd.**

CIN : U51900MH1985PLC036572

Corporate Office : 7/1, Corporate Park, Sion-Trombay Road,  
P. O. Box No. : 27257, Chembur, Mumbai-400 071. INDIA

E-mail : ashf@flamingopharma.com  
Website : www.flamingopharma.com

Phone : 91 - 22 - 3310 7500  
Fax : 91 - 22 - 2523 3085  
91 - 22 - 6797 5249

11-01-2023

Aboli Dattatraya Kondewar

Neharu Nagar, Tumsar, Dist. Bhandara, Maharashtra-441912

Sub- Engagement as Consultant (Manager - Claims Watania)

Dear Aboli,

This is with reference to our discussion in respect of utilizing your professional services for Care Health Insurance Limited (formerly known as Religare Health Insurance Company Limited) (the "Company") / customers.

We are pleased to inform you that we would like to avail your professional services subject to the terms mentioned below: -

1. Effective date of this engagement would be 16.01.2023 until terminated by either of the parties, where either of the parties will have the right to terminate this engagement by servicing written notice of 60 days with or without assigning any reason. In case either of the party terminates the engagement, the terminating party shall intimate the other party at least 60 days prior to such date of termination. In case of failure in providing such prior intimation, the terminating party shall pay a compensation for the number of days for which such prior intimation was not furnished. The compensation shall be as per the agreement rate pro-rated for number of days.
2. All information / documents provided by the company to you for obtaining your advice under this letter are confidential, and you shall at all times ensure that utmost confidentiality is maintained in respect of such documentation / information. This information will not be used in any other form than for Care Health insurance opinion.

You would be paid a professional fee of Rs. 26250/-per month + GST (if applicable) towards the services provided by you. The said amount of Rs. 26250/- per month is post deduction of applicable withholding taxes. At the end of every month you would be required to raise an invoice wherein professional fees would be charged after grossing up of withholding Taxes for the services rendered in the previous month. Deductions in lieu of other legislative charges shall be over and above this. You may be entitled for bonus/incentives allowances from time to time however this will be at a sole discretion of the organization

3. You will neither accept instructions to act against the company or an entity which belongs to the group companies of the company or its shareholders.
4. On termination of this engagement as mentioned in Para 5 above, you shall return / destroy all documents / information provided by the company, lying in your possession including letters or authorization issued in your or your associates favour, and / or any copies of them.

**Care Health Insurance Limited**

Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019  
Corp. Office: Vipul Tech Square, Tower C, 3<sup>rd</sup> Floor, Golf Course Road,  
Sector-43, Gurugram -122009 (Haryana)  
IRDAI Regn. No. 148 | CIN: U66000DL2007PLC161503

REACH US @



Care Health-  
Customer App



WhatsApp  
8860402452

Self Help Portal:  
[www.careinsurance.com/self-help-portal.html](http://www.careinsurance.com/self-help-portal.html)

Submit Your Queries/Requests:  
[www.careinsurance.com/contact-us.html](http://www.careinsurance.com/contact-us.html)

5. The company is liable to terminate the engagement without giving any notice, if anytime during the course of your engagement:
- (i) It is found that you have made false or an incomplete declaration as regard to your qualification/experience and other details.
  - (ii) It is found that you have committed any act of gross misconduct.
  - (iii) It is found that you have committed any serious breach or repeated or continued a material breach in terms of your services.
  - (iv) It is found that you have been guilty of conduct tending to bring yourself or the company into disrepute
  - (v) It is found that you have been convicted of a criminal offence (other than a road traffic offence) for which you are not sentenced to a terms of imprisonment whether immediate or suspended.
  - (vi) It is found that you have Been absent for a continuous period of 6 days (including absence when leave applied for, is not granted or when you overstay period of sanctioned leave of 6 days without approval)

This letter is being sent to you in duplicate. Please sign a copy of this letter in confirmation of your acceptance of the above terms and return the same to us at the earliest.

Yours Faithfully,

For **Care Health Insurance Limited**



Authorized Signatory

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**Acceptance**

**I hereby consent and agree to provide my services as a consultant on the terms mentioned herein above.**

**Signature with Acceptance**

**Care Health Insurance Limited**

Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019  
Corp. Office: Vipul Tech Square, Tower C, 3<sup>rd</sup> Floor, Golf Course Road,  
Sector-43, Gurugram -122009 (Haryana)  
IRDAI Regn. No. 148 | CIN: U66000DL2007PLC161503

REACH US @



Care Health-  
Customer App



WhatsApp  
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Self Help Portal:  
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Submit Your Queries/Requests:  
[www.careinsurance.com/contact-us.html](http://www.careinsurance.com/contact-us.html)



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्था, सुरत  
सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सुरत  
**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT**  
(An Institute of National Importance, Established under NITSER Act by Ministry of Education, Govt. of India)



No.E/Recrut/2023/PHARMACIST/ 50

Date: 06 April 2023

**By Speed Post/ By E-mail**

To,

**MR.Chavhan Vishal Pralhad**

Dhanishta 11, Tifr Residencial Colony, Old  
Mandala, Mankhurd, Mumbai, Maharashtra, India -  
400088

E-mail Id: vishupbchavhan@gmail.com

**SUB: Offer of appointment to the post of PHARMACIST**

**REF: Your application to the post of PHARMACIST against advertisement  
number no. Advt No. Estt./2022/Gr\_C1/2007 dated 17.10.2022.**

Sir,

With reference to your application reference no. **SVNIT2022/11/21873** for the post of **PHARMACIST** subsequent written test (Stage-1 & Stage-2) and on the recommendations of the Selection Committee duly approved by the Board of Governors, I am directed to offer you the appointment to the post of **PHARMACIST** under **UR Category** in Pay Level 5 of 7<sup>th</sup> **CPC Pay Matrix (Rs29200-92300)** plus allowances as admissible from time to time as per the rules of the Institute & Govt. of India, subject to terms and conditions given in **APPENDIX: 'A'**. This offer of appointment is subject to fulfilling eligibility criteria and producing all relevant original documents for the post.

If this offer of appointment is acceptable to you, please convey your acceptance **within 10 days** from the date of this letter. You are requested to join the above post **within ONE month** from the date of receiving of this offer of appointment.

This is issued with the approval from the competent authority.

Encl: Terms & Condition (APPENDIX: 'A')

  
(Dr. Pramod Mathur)  
REGISTRAR

I agree to and accept the terms and conditions mentioned herein above of this letter and shall report for duty on/by  
.....

(Signature of the Candidate)

- Copy to : 1) Establishment Section/Personal file  
2) Central Library/ Dispensary/ Account Section/ Estate & Store Section  
3) Director/Registrar  
4) Dispatch Section

## **APPENDIX: 'A'**

### **TERMS AND CONDITIONS OF APPOINTMENT**

**(1) NATURE OF APPOINTMENT:**

This offer of appointment is subject to producing of all relevant documents in original for eligibility of the post. The appointment is on probation for a period of One year against permanent post with effect from the date of joining duty at the Sardar Vallabhbhai National Institute of Technology, Surat. You will continue to be on probation until your appointment is confirmed. On your satisfactory completion of probation, you will be confirmed in the post of which separate orders will be issued. On successful completion of the period of probation and only after having been informed that you have successfully completed the period of probation, you will continue to be an employee on a regular basis.

**(2) PAY:**

The pay will be fixed as per rule at **Entry Level Pay** in the relevant **Pay Level as per 7<sup>th</sup> CPC Pay Matrix** plus allowances as admissible as per rules of this institute from time to time.

**(3) DUTY:**

- a. You shall devote your whole time to the service of the Institute and will be subject to the conduct Rules and other provisions contained in NIT Act & Statutes and its amendments from time to time. You have to perform such duties as may be assigned to you by the Director/Registrar, SVNIT, Surat or any other competent authority.
- b. Without prior sanction of the Director, you shall not accept any other job, or get involved in any trade or business or accept remuneration from outside agency which falls outside the scope of your normal duties in the Institute.

**(4) LEAVE:**

Leave will be governed by the Leave Rules of the Institute as admissible to the permanent employee as per NIT Statute.

**(5) RESIDENTIAL ACCOMMODATION:**

You may be provided suitable accommodation subject to availability on payment of license fees as fixed by the Institute from time to time and accordingly you will not be entitled to draw HRA. However, in case the Institute is unable to provide suitable accommodation of your entitlement in the campus, you will have to furnish a certificate in prescribed format for drawal of HRA till allotment of suitable accommodation by the institute.

**(6) MEDICAL EXAMINATION:**

You are required to produce a Certificate of Medical Fitness from a Medical Board consisting of minimum three members and further certificate be signed by Civil Surgeon/ Medical Superintendent. **This certificate should be produced at the time of your joining without which you will not be inducted or allowed to join duty.**

**(7) CHARACTER AND ANTECEDENTS VERIFICATION:**

The offer is subject to the verification of character & antecedents from the District Magistrate, for which the appointee shall have to submit duly filled attestation form at the time of joining [**Format I**]. At the time of joining, you will be required to submit

your character certificate from a Gazette Officer (not related to you) / Head of the Institution; to whom you are known for at least last two years [Format – II]. However, those who are working under Government organization may submit Character and Antecedents verification from their parent organization.

**(8) TERMINATION OF SERVICES:**

- a. Your appointment may be terminated on one month's notice in writing or one month's salary in lieu of thereof on either side and without any cause assigned during the period of probation.
- b. After confirmation, your appointment may be terminated on three months' notice in writing on either side without assigning any reasons thereof. The appointing authority, however, reserves the right to terminate your services forthwith or before the expiry of the stipulated period of notice by making payment to you a sum equivalent to the pay and allowances for the period of notice or for the unexpired portion thereof.
- c. Your services may be terminated by the Institute for infringement of the Central Civil Services (Conduct) Rules–1964, with or without notice as provided for the aforesaid rules and regulations in the NIT Act and Statutes. However, you shall be given every reasonable opportunity to meet the grounds of the charges according to the rules and regulations, the decision of the competent authority shall be final and binding to you.
- d. Your services may be terminated by the Institute for any instance of violation of this offer of appointment with or without any notice. The decision of the competent authority shall be final and binding.

**(9) PLURAL MARRIAGE & DEPENDENT FAMILY MEMBERS:**

At the time of joining, you will be required to submit a declaration of your marital status and information about the dependents in [Format- III] & [Format – IV] respectively.

**(10) DECLARATION OF ASSETS & LIABILITIES:**

You are also required to submit information regarding assets & liabilities in the prescribed format [Format-V] owned by you at the time of joining the post.

**(11) MEDICAL FACILITIES:**

During the period of service with the Institute, you and your dependents shall be governed by the Central Services [Medical Attendance] Rules-1944. However, upon your retirement on attaining the age of superannuation, Medical facilities/ allowances will be as per directives of the Board/ Ministry of Education (earlier Ministry of Human Resource Development), Govt. of India.

**(12) LTC FACILITIES:**

During the period of service with the Institute, you and your dependents shall be entitled to the Leave Travel Concession (LTC) and other facilities as per the applicable Government of India rules for the employees of the Institute. For this purpose, you shall be required to submit Home Town declaration as per enclosed format [Format – VI].

**(13) PENSION SCHEME**

You will be required to join the New Pension Scheme as per Government of India, Ministry of Education (earlier Ministry of Human Resource Development),

Department of Secondary & Higher Education Office Memorandum No.F.20-46/2003-TS-III dated 30/08/2004 and as amended from time to time. For the purpose of joining the New Pension Scheme you shall be required to submit your application in prescribed format for the same [**Format – VII**]. However, this rule is not applicable, if you are already covered under **Central Civil Services (Pension) Rules 1972** as per Govt. of India norms.

**(14) GENERAL CONDITION:**

- a) You will be governed by the service conditions/ rules and regulations of similar category of employees (such as Central Civil Services (Conduct) Rules, 1964, NIT Act 2007; Statutes of NITs and ICC rules etc. as amended from time to time.
- b) You are also required to submit the following certificates before or at the time of joining duty:
  - i. Certificate relating to your educational / technical / professional qualifications.
  - ii. Certificate of age / Date of Birth.
  - iii. Relieving Order, Service / Experience Certificates, if you are working in Govt. organizations / PSUs
  - iv. Certificate affirming that you have not been prosecuted for any criminal offence nor there is any criminal case pending against you in any court of law.
  - v. Certificate from the competent authority in support of your claim that you belong to Scheduled Castes / Scheduled Tribes / OBC / EWS / PWD as applicable.
  - vi. In the case of person working at SVNIT Surat as institute Daily Wager/ Outsourced/ Ad-hoc/ Contractual with one year of service on the last date of online application i.e. 02.12.2022, will be required to produce the proof with relevant documents for his/her service at the institute.

Further, your appointment and confirmation will be subject to verification of all your above 14(b) (i) to (vi) certificate(s) by the Institute authority at any point of time.

- c) You shall not apply for employment for any post in any other institution/ organization without prior approval of the Institute. Your application for employment elsewhere shall be forwarded as per the provisions of the Statutes/ Institute rules.
- d) At the time of joining, you will be required to undertake an oath of allegiance/faithfulness to the constitution of India or make a solemn affirmation to that effect [**Format- VIII**].
- e) You are expected to exhibit high moral and ethical value in the Institute and outside.
- f) **If at any time it comes to the notice of the Institute that you have made any false statement/ information in your application or submitted any false document therewith or suppressed or concealed from the Institute any information which would disqualify you for appointment/ used malpractices during written test examination/ trade test etc., your services are liable to be terminated without giving any notice whatsoever and in addition the Institute reserves the right to take such further action against you as it deems fit.**

- g) In case you accept the offer, you will be taken as a direct and fresh recruit and not on deputation. If your parent office agrees to keep a lien, this institute will not undertake any liability in respect of pension and leave salary contribution.
- h) Any dispute arising as a result of your appointment in this institute, the decision of the Board of Governors shall be final and binding upon you.
- i) You are required to contribute towards Group Insurance Scheme in accordance with the rule in force from time to time.
- j) While accepting the appointment, you must inform in writing and furnish complete details of applications already submitted by you for posts in other Institutes/ other organization and details of any examinations, in which you have appeared. You shall have to abide by the decision of the Director concerning them and shall have to cancel your commitments, if so instructed.
- k) No joining Pay and Travelling Allowance will be admissible.
- l) You will be liable to be transferred anywhere in India or in other Section/ Centre/ Cell/ as per requirement of the Institute and the decision of the Institute Authority shall be final and binding to you.

  
REGISTRAR 14/1/23

I agree to accept the terms and conditions of appointment to the post of **PHARMACIST** at SVNIT Surat.

\_\_\_\_\_  
(Signature of Candidate)

**MR.Chavhan Vishal Pralhad**  
Dhanishta 11, Tifr Residencial Colony, Old  
Mandala, Mankhurd, Mumbai, Maharashtra,  
India - 400088

**E-mail Id:** vishupbchavhan@gmail.com

## EMPLOYMENT OFFER

16/05/2023

Damini Dharmik  
Hyderabad  
Telangana  
India

Dear Damini Dharmik,

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

1. Date and place of Joining:

You are expected to join on 17/05/2023 You are required to complete the Joining Formalities and the documents required are mentioned in Annexure – A along with other Terms.

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

2. Salary:

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

3. Conditions for the Employment offer:

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

4. Offer Validity:

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

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

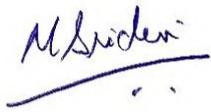
5. Authorized Representative:

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

5.1 Human Resource Department

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

We wish you a long and successful career at PrimEra.



Authorized Signatory

Sridevi Menon

Manager - HR

Date: 16/05/2023

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

Signature of Candidate:

Date:

Place:

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

## SALARY ANNEXURE

Name: Damini Rajendra Dharmik

Designation: Associate

### COMPENSATION DETAILS

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

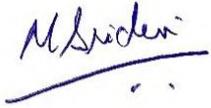
Notes: Details of Benefits offering by the company

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

Documents required to submit -

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

PrimEra Medical Technologies Private Limited



Sridevi Menon  
Manager - HR

# महाराष्ट्र दुकाने व आस्थापना (नोकरीचे व सेवाशर्तीचे विनियमन) नियम, २०१८ Form - 'F'

[See Rule 8]

## APPLICATION FOR INTIMATION

Application ID	102114592303			
Registration Certificate / Intimation Receipt No. नोंदणी क्रमांक / पावती क्रमांक	2342200317393048			
Division / विभाग	Aurangabad			
District / जिल्हा:	Hingoli			
Office Name	Office of the Government Labour Officer,Hingoli, Address- D.R.T. 10, Palatan , Hingoli-43151			
Name of the establishment / आस्थापनेचे नाव	SHIVRAJ MEDICAL शिवराज मेडिकल			
Previous details of establishment / आस्थापनेची पूर्वीची सविस्तर माहिती	New Registration			
Postal address and situation of the Establishment / ( आस्थापनेचा पत्ता )	NANDED ROAD, KHATKALI BAYPASS, HINGOLI, HINGOLI , HINGOLI, HINGOLI, 431513	नांदेड रोड,खटकाळी बायपास,हिंगोली,हिंगोली ,हिंगोली,हिंगोली,431513		
Mobile / भ्रमणधनी क्र.	9552543480			
Email-id / ई - मेल आय डी	shivraj@gmail.com			
Date of commencement of business / व्यवसाय सुरु केल्याचा दिनांक	02/02/2022			
Nature of Business / व्यवसायाचे स्वरूप	MEDICAL	मेडिकल		
Whether establishment falls under public or private sector / आस्थापना सार्वजनिक क्षेत्रात येते की खाजगी क्षेत्रात येते	Private			
Total No. of Employee	Men	Women	Transgender	Total
	1	0	0	1
Name of the Employer / मालकाचे नाव	VISHNU HARIDAS PATHADE		विष्णू हरिदास पठाडे	
Residential Address of the employer / मालकाच्या निवासस्थानाचा पत्ता	NANDED ROAD,KHATKALI BAYPASS,HINGOLI,HINGOLI,HINGOLI,HINGOLI,431513		नांदेड रोड, खटकाळी बायपास, हिंगोली, हिंगोली ,हिंगोली, हिंगोली, 431513	
Resident Since / वास्तव्य	1995			
Status / Designation	OWNER			
Mobile No	9552543480			
E-mail ID	shivraj@gmail.com			
Aadhar No	615411141448			
Name of Manager / व्यवस्थापकाचे नाव				
Residential address of Manager / व्यवस्थापकाच्या निवासस्थानाचा पत्ता				
Contact No				
Fax No				
Email-ID / ई - मेल आय डी				
Aadhar No				
Category Of Establishment / आस्थापनेचे वर्गवारी	SHOP ( दुकाने )			

Category Of Establishment Type / आस्थापनेचे उपवर्गवारी	मेडिकल आणि ड्रगिस्ट स्टोर्स / MEDICAL & DRUGGIST		
Type of organisation / आस्थापनेचा प्रकार	Self Ownership (Proprietary)		
Name of the member of employer's family employed in the establishment / आस्थापनेत नोकरीत असलेल्या मालकांच्या कुटुंबातील इसमांची नावे	VISHNU PATHADE विष्णू पठाडे		
	Men / पुरुष	Women / स्त्रिया	Transgender / इतर
	1	0	0

#### Self Declaration / स्वघोषणापत्र

I MAHESH BABARAO SHINDE, hereby solemnly affirm and state that the business which I MAHESH BABARAO SHINDE have started is not banned or prohibited by any Act, Rules, Law or Order of any Court of Law or any competent authority and the premises where I MAHESH BABARAO SHINDE, are conducting the said business is free from violation of any Act, Rules, Order of any Court of Law or any Competent Authority.

I MAHESH BABARAO SHINDE, hereby declare that the information provided above is true and correct to the best of my/our personal knowledge, information and belief. I MAHESH BABARAO SHINDE, am/are fully aware about the consequences of giving false information. If the information is found to be false, I MAHESH BABARAO SHINDE, shall be liable for prosecution and punishment under the Indian Penal Code (45 of 1860) and /or any other law applicable thereto.

I MAHESH BABARAO SHINDE, have obtained necessary licenses, permissions, permit for the conduct of this business and the place of business from the appropriate Authority.

I MAHESH BABARAO SHINDE, shall be responsible and liable for legal action if the business is conducted without proper licence, permission, permit from the appropriate Authority. I/We submit and declare that I MAHESH BABARAO SHINDE, will not undertake any illegal activity or any business prohibited in law in force in India.

I MAHESH BABARAO SHINDE, declare that the place of business is not located in any area wherein commencing / running of such business is prohibited by any law or order of any Competent Authority.

I MAHESH BABARAO SHINDE, hereby declare that the copies attested by me are true copies of original documents. I MAHESH BABARAO SHINDE, am/are well aware of the fact that if the copies are found false/forged, I/We shall be liable for prosecution and punishment under the Indian Penal Code (45 of 1860) and /or any other law applicable thereto.

I MAHESH BABARAO SHINDE, undertake to abide by the provisions of the Maharashtra Shops and Establishments (Regulation of Employment and Conditions of Service) Act, 2017 (Mah. LXI of 2017) and the Rules and orders passed thereunder by any Authority.

मी महेश बाबाराव शिंदे, याद्वारे गांभीर्यपूर्वक दृढकथन करतो/ करते आणि असे नमूद करतो/ करते की, मी/ आम्ही सुरू केलेल्या व्यवसायावर कोणताही अधिनियम, नियम, कायदा किंवा कोणत्याही विधी न्यायालयाचा अथवा कोणत्याही सक्षम प्राधिकार्याचा आदेश याद्वारे बंदी घालण्यात आलेली नाही किंवा मनाई करण्यात आलेली नाही आणि मी महेश बाबाराव शिंदे ज्या जागेत उक्त व्यवसाय करीत आहे/ आहोत तेथे कोणताही अधिनियम, नियम, कोणत्याही न्यायालयाचा अथवा कोणत्याही सक्षम प्राधिकार्याचा आदेश यांचे उल्लंघन झालेले नाही.

मी महेश बाबाराव शिंदे, याद्वारे असे घोषित करतो/करते की, वर अर्जांमध्ये नमूद केलेली माहिती, माझ्या आमच्या वैयक्तिक ज्ञानानुसार, माहितीप्रमाणे व विश्वासानुसार खरी व बिनचूक आहे. चुकीची माहिती देण्याच्या परिणामाची मला/आम्हाला पूर्ण जाणीव आहे. दिलेली माहिती चुकीची आढळून आल्यास मी महेश बाबाराव शिंदे भारतीय दंड संहिता (1860 चा 45) अन्वये किंवा त्यासंबंधात लागू असलेल्या इतर कोणत्याही कायद्यान्वये खटला भरण्यासाठी व शिक्षेसाठी पात्र आहे/ आहोत.

मी महेश बाबाराव शिंदे, अर्जात नमूद केलेल्या जागेत व्यवसाय करण्यासाठी संबंधित समुचित प्राधिकार्याकडून आवश्यक ती अनुज्ञप्ती, परवानगी, परवाना प्राप्त केला आहे.

मी महेश बाबाराव शिंदे, अनुज्ञप्ती, परवानगी, परवाना न घेता व्यवसाय करीत असल्यास कायदेशीर कारवाईसाठी पात्र व जबाबदार राहू.

मी महेश बाबाराव शिंदे, असे घोषित करतो/करते की, भारतातील लागू असणाऱ्या कायद्यांतर्गत मनाई असलेले बेकायदेशीर कृत्य अथवा व्यवसाय करणार नाही.

मी महेश बाबाराव शिंदे, असे घोषित करतो/करते की, जेथे असा व्यवसाय सुरू करण्यास किंवा चालविण्यास कोणत्याही कायद्याद्वारे किंवा कोणत्याही सक्षम प्राधिकार्याच्या आदेशाद्वारे मनाई केलेली आहे त्या कोणत्याही क्षेत्रामध्ये माझे/ आमचे व्यवसायाचे ठिकाण स्थित नाही.

मी महेश बाबाराव शिंदे, असे घोषित करतो/करते की, अर्जासोबत सादर केलेल्या स्वयं-साक्षात्कृत दस्तावेजाच्या प्रती या मूळ दस्तावेजाच्या सत्यप्रती आहेत. या प्रती असल्या किंवा बनावट असल्याचे आढळून आल्यास भारतीय दंड संहिता (1860 चा 45) आणि / किंवा त्यासंबंधात लागू असलेल्या कोणत्याही इतर कायद्यान्वये माझ्या/आमच्या विरुद्ध न्यायालयीन खटला भरण्यासाठी व शिक्षेसाठी मी महेश बाबाराव शिंदे पात्र आहे/ आहोत याची मला/आम्हाला पूर्ण जाणीव आहे.

मी महेश बाबा राव शिंदे, महाराष्ट्र दुकाने व आस्थापना (नोकरीचे व सेवाशर्तीचे विनियमन) अधिनियम, 2017 (2017 चा 61) व त्याअंतर्गत तयार केलेल्या नियमातील तरतुदींचे आणि सक्षम प्राधिकारी यांचेकडून निर्गमित करण्यात आलेले आदेश यांचे पूर्णतः पालन करण्याची हमी देतो/देते.



VISHNU HARIDAS PATHADE  
Name and Signature of the Employer

Ref: Glenmark/HR/Offer/June/2022/01  
Date: June 20, 2022

Mr. Pavan Shankar Jaybhaye  
At- Dagadwadi, Post- Mehuna Raja,  
Tal- Deulgaon Raja, Dist- Buldhana- 443206

Dear Mr. Pavan Shankar Jaybhaye,

Subsequent to the meetings that we had, we believe there is an excellent match between your skills and the career opportunities available with us for you as a member of our Organization. It gives us great pleasure to extend to you an offer to join our Organization as **Officer - Production** in the Grade of **SM1** at **Aurangabad** You are required to join as early as possible, but not later than **September 22, 2022**

As mutually agreed your total India compensation is given in Annexure A.

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

1. Certified photocopies of educational certificates
2. Employment relieving letter from previous employer
3. Certificate for last drawn salary & Form No. 16
4. Four photographs (passport size)
5. PAN Card & Aadhar Card (mandatory)
6. PF UAN Card (mandatory)
7. Bank Account Details (HDFC/ICICI/AXIS cheque is mandatory)

Please note, your employment with Glenmark is subject to your being found medically fit subsequent to the pre-employment medical checkup, satisfactory completion of background check which will be conducted by the Company / or its authorized agents at any time prior to or after your effective start date. In case the information / documentation furnished by you is found to be false, inadequate, erroneous and / or incorrect, then the Company has the sole right to terminate the employment contract by issuing a letter of termination without notice and without any liability on the Company whatsoever.

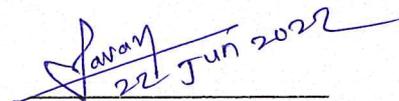
Please note that all costs incurred by the Company towards your Joining Bonus, Notice Pay and Relocation costs will be recovered from you in case you voluntarily leave the services of the Company within 24 months from your date of joining.

This letter is being issued to you in duplicate. You are requested to return one copy of this letter duly signed by you towards the acceptance of our offer.

Yours sincerely

For **GLENMARK PHARMACEUTICALS LIMITED**

  
**SANDEEP SURYAVANSHI**  
SENIOR MANAGER - HUMAN RESOURCES

  
Accepted

  
**Glenmark Pharmaceuticals Ltd.**

B-25, MIDC Shendra, Aurangabad-431 154.

T : 91 240 2622036/39, W : www.glenmarkpharma.com

CIN No.: L24299MH1977PLC019982 E: complianceofficer@glenmarkpharma.com

Emp. Name: Mr. Pavan Shankar Jaybhaye  
Designation: Officer

Annexure A

Salary Components	INR Per Month	INR Per Annum
<b>Basic Salary - A</b>	10500	126000
House Rent Allowance	5250	63000
Education Allowance	200	2400
Conveyance	1600	19200
Medical	1250	15000
Personal Pay	10334	124007
<b>Total Allowances - B</b>	18634	223607
<b>Total Salary - C (A+B)</b>	29134	349607
<b>Retirement Benefits</b>		
Provident Fund	1800	21600
Gratuity {4.81% of Basic Salary} **	505	6061
<b>Total Retirement Benefits - D</b>	2305	27661
<b>Annual Allowances</b>		
LTA		10500
Annual Bonus*		32232
<b>Total Annual Allowances - E</b>		42732
<b>Gross Salary - F (C+D+E)</b>		420000
** Gratuity will be payable as per Gratuity Act.		
*Annual Bonus is an indicative annualized amount. Kindly note that 35% of the aforementioned Bonus amount, for the given financial year, will be paid as an interim bonus disbursed in equal payout over 12 months from the date of joining. The balance 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.		

*[Signature]*  
21/06/2022

*[Signature]*

**Glenmark Pharmaceuticals Ltd.**

B-25, MIDC Shendra, Aurangabad-431 154.

T : 91 240 2622036/39, W : www.glenmarkpharma.com

CIN No.: L24299MH1977PLC019982 E: complianceofficer@glenmarkpharma.com



December 19 2022

### Appointment letter

**Mr. Sachin Yadavrao Dahule**  
**EMP Code - 40015460**  
**Address : At.Chandrapur Near Zade**  
**Hospital Yekori Ward Chandrapur**  
**Maharashtra - 442402**

**Dear Mr. Sachin Yadavrao Dahule,**

Congratulations! We are very excited to have you on board!

This refers to your application and our subsequent offer, which has been accepted by you. The details of your appointment and the terms and conditions are given here below.

1. Designation / Grade : **Marketing Executive/ SE1**
2. Department/Division : **Ariser**
3. Location : Your initial posting will be at **Chandrapur**
4. Commencement Date : **19.12.2022**

The Salary break-up, benefits and perquisites applicable to your designation are attached as **Annexure-I** to this letter.

5. This appointment is further subject to the "General Terms and Conditions of Service for Managerial Personnel" employed by this Company, a copy of which is attached to this letter as **Annexure-II**.
6. A brief Job Description of your role is attached to this letter as **Annexure - III**.

All the annexures mentioned above shall form a part and parcel of this Letter. You are required to treat this Letter and its contents as strictly confidential. If the terms and conditions enumerated in this Letter, including its annexure are acceptable to you, please confirm your acceptance by signing on the duplicate copy of this Letter and return it to us.

We sincerely hope that this will be the beginning of a long and mutually beneficial association.

Yours sincerely,

For **Lupin Limited**

**SANJAY MISHRA**  
**GENERAL MANAGER - HR**



**ANNEXURE-I**

**Compensation and Benefits Program**

**Name** : **Mr. Sachin Yadavrao Dahule**  
**Designation / Grade** : **Marketing Executive/ SE1**  
**Department/ Division** : **Ariser**

<b>Break - up</b>	<b>Salary P.M.</b>	<b>Salary P.A.</b>
	<b>(Rs.)</b>	<b>(Rs.)</b>
BASIC	15100	181200
HOUSE RENT ALLOWANCE	1812	21744
ADHOC ALLOWANCE	7185	86221
<b>GROSS MONTHLY</b>	<b>24097</b>	<b>289165</b>
PROVIDENT FUND (12%) of BASIC		21744
GRATUITY (4.81%) of BASIC		8716
<b>TOTAL RETIRALS</b>		<b>30460</b>
<b>TOTAL FIXED CTC</b>		<b>319625</b>
BONUS / EXGRATIA		30375
<b>TOTAL CTC</b>		<b>350000</b>

You will be eligible for daily/travel allowances as per travel policy applicable to your grade from time to time.

- In-addition to the above, you will be covered under the following Schemes as per Company Policy:
  - Mediclam: This Policy covers self, spouse, two children and dependent parents, subject to a limit of Rs.1,25,000/-.
  - Group Accident Insurance: The Insurance coverage for your grade is Rs.10,00,000/-.
  - Group Term Life Insurance: The Insurance coverage for your grade is Rs.10,00,000/-.
- All payments are subject to the provisions of Income Tax Act.

Yours sincerely,

For **Lupin Limited**

**SANJAY MISHRA**  
**GENERAL MANAGER - HR**

\* Gratuity will be paid as per provisions of Payment of Gratuity Act as applicable from time to time.

\*\* Company retains the right to adjust amount paid towards Performance/Sales Incentive against Statutory bonus payout.

\*\*\* In case of change in the statute/legal requirement company can change employee's salary structure without changing employee's cost to company and any additional financial burden due to change in statute/legal requirement will be adjusted against Employee's cost to company.



## ANNEXURE-II

### **GENERAL TERMS AND CONDITIONS OF SERVICE FOR MANAGERIAL PERSONNEL EMPLOYED BY**

#### **LUPIN LIMITED**

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The following are the broad terms and condition of your employment at the Company. Your employment with the Company shall be subject to the policies of the Company as applicable from time to time read together with the terms of this Letter.

- 1) **COMPENSATION:** You shall be paid compensation as per the details mentioned in Annexure I of this Letter with effect from the date of your joining.
- 2) **PLACE OF WORK:** Depending on the business needs of the Company, you may be required to undertake a periodic visit to the Company's other locations within or outside India. In view of the nature of our business, the Company may transfer you to different divisions, head quarter, associate companies, concerns, sections, subsidiaries, entities, offices or location of Company on a temporary or permanent basis whether within or outside India at its discretion as it may consider necessary from time to time. You will then be governed by the terms and conditions of service applicable to your new assignment/location. You may be sent on deputation to any other organization anywhere in the Country or abroad which may be under the same management or under different managements.
- 3) **ROLES AND RESPONSIBILITIES:** You shall properly, diligently and honestly perform all the duties, responsibilities which the Company may assign to you from time to time. For any duties performed by you not in good faith or in violation of applicable law or breach of this Letter and/or the policies of the Company, you shall be solely liable and shall reimburse the Company for any loss incurred by it as a consequence thereof. Brief Job description of your role is attached as an Annexure III.
- 4) **LEAVE, WEEKLY OFF & PAID HOLIDAYS:** You shall be governed by the Company's policy pertaining to leave, weekly off & paid holidays. If required, you will willingly put extra efforts in discussion with reporting manager and complete the work.
- 5) **PROBATION:** You will be on probation for a period of six months. Upon successful completion of the probation and subsequent performance evaluation, your position may be confirmed. During the period of your probation, if your performance is found to be inadequate or there are deficiencies in your performance, the Management may at its discretion with a view to give you an opportunity to improve upon your performance, extend your period of probation by a letter in writing. Unless confirmed in writing, you will continue to be on probation.
- 6) **INCREMENTS & PROMOTIONS:** Annual increment and promotion will be given as per company policy as applicable from time to time. Increments will be based strictly on individual and business performance and the same shall be at the sole discretion of the Company. In case individual and/or business performance is not satisfactory, you will not be entitled to any increments whatsoever. Your Performance and contribution to the company will be an important consideration for salary increments and promotions. Neither the promotion nor the increment can be claimed as a matter of right.
- 7) **PROVIDENT FUND:** The Company's contribution to the Provident Fund shall be in line with provisions of The Provident Fund Act, 1952 as applicable from time to time.
- 8) **GRATUITY:** You will be entitled to Gratuity as per the provisions of Payment of Gratuity Act, 1972 as applicable from time to time.
- 9) **GROUP MEDICLAIM POLICY:** Group Mediclaim Policy is applicable to all the Management Staff working with company for his/her family members (presently it is extended to Spouse, two children upto 25 years and dependent parents). Hospitalization expenses due to accidental injury or sickness will be covered. The limits of coverage to employees, would be as mentioned in the Company policy and would vary as per the management band in which you are placed at any given time period of your service. The Group Mediclaim Policy is applicable from the date of joining of your commencing work with the company. The policy is liable to Change as per the discretion of the management from time to time. Employees should refer to the policy board for changes/revisions/rules, which may take place from time to time.
- 10) **PERSONAL ACCIDENT:** You will be covered under the Company's Group Personal Accident Policy, as per the rules and regulations governing the said scheme as applicable from time to time.



- 11) **TAX:** You will be fully liable for the payment of income tax on your total remuneration including bonuses/ variable pay/incentive to the income tax authorities including other such statutory dues/taxes and this will be your personal responsibility. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.
- 12) **DEDUCTIONS FROM ANNUAL GROSS REMUNERATION PACKAGE:** You agree that, at any time during your employment or on termination, the Company will deduct from your Annual Gross Remuneration Package any overpayment made or amounts owed by you. This includes but is not limited to any excess holiday/leave, outstanding loans, advances, joining expenses, relocation expenses, and the cost of repairing any damage or loss to Company's property or equipment caused by you.

The Company shall be entitled to retain any and all amounts due to you including salary, remuneration, compensation and other amounts as applicable; and to adjust and deduct there from, any or all amounts due to be recoverable from or payable by you to the Company on any count.

13) **NOTICE OF RESIGNATION/TERMINATION:**

- a) **DURING PROBATION:** 30 (Thirty) days notice on either side with the Company retaining the right to pay salary in lieu of the notice if so required. The payment in lieu of notice will be calculated on your Basic Salary. However, based on your performance during the probation period, the company reserves the right to reduce/dispense with or extend the probationary period at its sole discretion or terminate your service with immediate effect, without giving any notice or assigning any reasons.
- b) **POST CONFIRMATION:** 30 days notice with or without assigning any reasons on either side with the Company retaining the right to pay salary in lieu of the notice. The payment in lieu of notice will be calculated on your Basic Salary.
- c) The Company reserves its right to dispense with the notice period and/or part thereof in its sole discretion by accepting your resignation with immediate effect i.e. even before the last date of working/resignation mentioned in the resignation. In such an event you shall be paid salary calculated on your basic salary for the notice period and/or part thereof.
- d) If at any time, in the opinion of the Management, you are found guilty of indiscipline, dishonesty, disobedience, disorderly behavior, moral turpitude, theft, fraud, carrying out lethal weapons, GxP compliances or violation of the Code of Conduct or withholding of any information in the Application form or any other form of misconduct, in ordinary parlance negligence or acted in a manner detrimental to the interests of the Company, your services are liable for termination with immediate effect and in this case notice pay will not be payable by the company.
- e) Your services can be terminated for loss of confidence. In such an eventuality you will be kept informed in writing the reasons for losing confidence.
- 14) **RETIREMENT AGE:** You will retire on attaining the age of 58 years. Your date of birth as given by you, with the Company is recorded as **22.12.1997** and the same shall be treated as authoritative and final in the records of the Company. The same will remain unchanged and as a condition of employment you will automatically retire at the end of the month in which you attain the superannuation age and that no further notice whatsoever to you will be necessary in this regard. No request for change in date of birth will be entertained during the period of your service

- 15) **COMPANY PROPERTY:** During the course of employment, company may issue you property/assets required to perform your duties/ roles & responsibilities, i.e. laptop, company material, other promotional material, stationary etc. In case of your resignation/ termination/ retirement, voluntarily or otherwise you will be required to handover/return the said property / assets to the company's designated representative. In event of your failure to return the above referred property/ assets, company reserves the right to recover amount equivalent to the value of the property/ asset from you.

16) **INTELLECTUAL PROPERTIES:**

- a) You acknowledge that ownership of, and all right, title, and interest in the Intellectual Properties shall at all-time vest in the Company. You expressly agree that all Intellectual Properties created by you during the course of your employment shall be under a contract of service and shall belong to the Company only.
- b) You shall, whenever requested so to do by the Company whether during or after the termination of your employment hereunder, at the cost of the Company execute and sign any and all applications, assignments and other instruments which the Company may deem necessary or advisable in order to apply for and to obtain Letters, patent, design, registration or other forms of protection for the aforesaid improvements, inventions and discoveries in such countries as the Company may direct and to vest in the Company the whole, right, title and interest therein.



- c) You may have access to third party intellectual property that has been acquired by the Company by licenses or otherwise in the course of your employment in the Company. Any unauthorised reproduction, transmitting, publishing, adapting, storing, copying, modifying, distributing, displaying, reformatting, editing, excerpting, hosting, broadcasting, routing or any other misuse of the third party intellectual property by you is strictly prohibited and will constitute grounds for immediate termination of employment.
- d) Whenever required, you shall execute and comply with the proprietary information and inventions agreement with the Company, which prohibits unauthorized use or disclosure of Company's inventions and proprietary information.

17) **CONFIDENTIALITY:**

- a) The Employee by virtue of their employment with the Company may have direct or indirect, access to confidential information under their control, direction, connection, engagement or relationship with the Company.
- b) The Employee agrees and undertakes that he / she shall during their employment and after the cessation / termination of their services with the company, hold such Confidential Information of the Company in strict confidence and not disclose any Confidential Information about the company to any third party, agent or affiliate, whether directly or indirectly, for any purpose whatsoever, without the prior written approval of the Company.
- c) The Employee shall protect the Confidential Information by using the highest degree of care and highest security precautions, to prevent the unauthorized use, dissemination, or publication of the Confidential Information during the tenure of their services.
- d) The Employee shall return all originals, copies, reproductions and summaries of Confidential Information in his / her control at the time of cessation / termination of the services of the Employee.
- e) Nothing herein shall be construed as prohibiting the Company or its Affiliates from pursuing any other remedies available for such breach or threatened breach of confidentiality including the recovery of damages, specific performance or any injunctive relief.

18) **ALTERNATIVE EMPLOYMENT:** As a full time employee of the company, you are not permitted to undertake any other business, assume any Public office, honorary or remunerative, in any capacity whatsoever without the written permission of the company.

19) **DATA PRIVACY:** During the course of your employment with us, the Company, as your employer, will collect, store, use and disclose personal information relating to you for a variety of employment related and Company's business purposes, both during and after your employment with the Company. This information may also be shared with third parties within or outside the country for similar purposes. The Company is committed to ensuring that your personal information is handled in accordance with the applicable data privacy laws. By accepting employment with the Company, you consent to Company collecting, storing, processing, using, transferring and disclosing including to third parties (within or outside the country) of personal information relating to you for the aforesaid purposes. You also agree that you will adhere with company policy and practices in this regards and breach of the same will make you liable for disciplinary action.

20) **MEDICAL EXAMINATION DURING SERVICE PERIOD:** You will undergo such medical examination as the Company may require of you from time to time at the Company's cost by any doctor or doctors nominated by the Company. If, from such examination, the Company is of the opinion that continuance of your service is medically not advisable or that you are not in a position to discharge your duty satisfactorily or you are found to be incapacitated from performing your duties, the Company may terminate your services on the grounds of continued ill-health.

21) **CODE OF CONDUCT:** You would be governed by the Company Code of Conduct, which requires you to perform your duties with the preview of the Company's policies and procedures without prejudicing the interests of the Company in any manner.

22) **BACKGROUND VERIFICATION:** This employment has been offered to you based on the information furnished by you about yourself. If during the employment it is found that any of the details and/or information furnished in by you is incorrect/false or is in contravention to the Company's code of conduct or rules of the Company or if it is found that you have concealed/fabricated documents/records/testimonials of your past training/employment, your service shall be liable to be terminated at source without any notice and such cessation of the employment will be for the reasons attributable to you.

23) **NON DISPERAGE:** During the course of your employment or upon cessation of your employment with the Company, you shall not make any statements or representations or take any action which may directly or indirectly disparage the Company. Further you shall not disparage or criticise or defame the Company or its officers or employees either publicly or privately or through media or print or electronics or otherwise.



**LUPIN**

24) **OTHER TERMS AND CONDITIONS:**

- a) In addition to the terms and conditions of employment hereinabove mentioned, you shall observe and comply with and shall be bound by any rules, regulations and procedures which the company may from time to time separately frame for observance and compliance by its officers and which would be communicated by the Company to you as and when required. You will also adhere with law of the land.
- b) You will, unless prevented by ill health or accident or on approved leave, devote the whole of your time, attention and abilities to the business of the Company.
- c) You will not at any time hereafter, without the consent of the Company in writing, except under legal duress, divulge or make public any matter relating to the Company's transactions, dealings or plans which are of confidential nature.
- d) You will be true and faithful to the Company in all your accounts, dealings and transactions whatsoever relating to the business of the Company, and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as shall be so authorized by the Company.
- e) You shall not enter into any contract or by any act or make any representation or give any warranties to any third party on behalf of the Company, unless authorized in writing by the Company.
- f) You shall, at all times during the course of your employment in the Company (and even after the termination with respect to the terms contained herein) agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any unauthorized disclosure or use of the Confidential Information by you or any person related to you that may have access to such Confidential Information through you.
- g) If you or your dependent family has a financial /gainful interest in any business firm and such a firm proposes to do business with the Company, then it would be obligatory on your part to make a written declaration to this effect to the Company and obtain its prior approval before any such business deal is entered into with the company.
- h) In case of your overstaying the sanctioned leave or for any absence without permission for more than 10 calendar days, you shall loose lien on your services and it will be considered you have voluntary abandoned from the service & the company will be entitled to strike off your name from its rolls without any reference to you.
- i) In case you being arrested by police for any offence and remaining in custody for more than 48 hours or you are convicted by Judicial Authority under Civil Procedure code, Criminal Procedure Code or Indian Penal Code it will lead to breach of trust.
- j) between employer and employee relationship and company retains the right to terminate your services forthwith of such arrest or pronouncement.
- k) In case there is investigation/disciplinary matter pending against you, company retains the right to put you under suspension pending investigation till completion of such investigation/disciplinary matter. In such event, company will pay you 50% of monthly gross salary for first 90 days of such suspension pending investigation. In the event investigation prolong beyond 90 days, you will be paid 75% monthly gross salary from 91<sup>st</sup> day to 180<sup>th</sup> day of such suspension pending investigation and beyond 180 days of suspension pending investigation full monthly gross salary will be paid to you.
- l) The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular.
- m) In case of any dispute, Mumbai will be considered as the place where the cause of action shall be deemed to have arisen. And that the courts, Tribunals and or authorities at Mumbai only shall have exclusive jurisdiction to entertain, try and decide such dispute irrespective of your working headquarter being elsewhere at that time.
- n) As company we give utmost importance to Safety, Quality and Environmental laws. In your area you will be responsible for observance/implementation of the same.
- o) It will be your duty to intimate in writing to HR whenever there is any change of your address.
- p) Lupin Ltd is in the business of Production and/or Marketing, Research & Development of drugs and pharmaceuticals products. Thus, all our establishments are come under the purview of Essential commodities Act. In case of any kind of local or national disaster, pandemic or emergencies etc. by law we are required to keep our business and operations running. Your services will be required uninterrupted during such times.



- q) It is expressly agreed that this Appointment is made on the basis that your services being mainly of a Management and/or Supervisory nature, you will not be entitled to any rights, privileges and benefits as may be or become applicable to employees covered by the Industrial Disputes Act, 1947/Industrial Dispute chapter as applicable from time to time.

\*\*\*\*\*

Yours sincerely,

For **Lupin Limited**

**SANJAY MISHRA**  
**GENERAL MANAGER - HR**

**I have read & understood the contents of this letter and I accept the same.**

**Name:**

**Sign:**

**Date:**



### ANNEXURE III

#### **Job Description:**

- 1) Your responsibility will be to plan and achieve sales targets product-wise, value-wise primary and secondary sales, territory profitability, increase and maintain brand market shares through effective planning of resources, distribution management, customer relation management, key opinion leader engagement initiatives and control on expenses as decided with your superiors and Head Office from time to time.
- 2) You will also be equally responsible for Market Research and Customer Care & Services in the territory assigned to you and will contribute in the Strategic Planning process. You need to develop and execute market intelligence plan to obtain feedback on market conditions and impact of promotional strategy on movement of company's products as well as that of competitors. Develop and align the resource plan to meet the business objectives of the Company (territory) and ensure optimal deployment so as to ensure profitability of the assigned territory. In short, your primary job responsibilities are of supervisory/managerial in nature.
- 3) You need to prepare and propose strategic distribution plan for the assigned territory for the year to meet business objectives and ensure its supervision and execution. You are required to recommend appointment of distributors after evaluating all the factors. You must ensure that stock and sales statements are sent by the distributors on due date. You will also ensure adequate availability of company products at key retailers to meet the patient and customer requirements. You have to develop and approve distributor orders as per the business plan, ensure proper supply of goods and also ensure that all payments and dues are collected from the Distributor as per distribution policy.
- 4) You should also educate and train the distributors on company systems and processes and ensure distributor compliance to agreed service levels as per the need. You also need to continuously review distributor financial health (pipeline and outstanding) and make appropriate recommendation to company to ensure good business health.
- 5) You are also responsible to guide, train and mentor other newly joined colleagues in your own territory or other territory as assigned by the company on organization policies, process and strategic initiatives.
- 6) You will prepare doctors visit list in your territory and decide the frequency to meet doctors as well as provide strategic inputs to doctors as per company's requirement.
- 7) You will help/enable company officials in finding out right talent by referring suitable candidates for the vacancies.
- 8) Your responsibility is also to audit and approve claims of breakages and expiry up to Rs 2500/-per month. Same need to be validated by company officials. You are also required to ensure that the claims of the distributors are settled by company within specified time limits. You are also responsible for finding and implementing ways to improve operational efficiency and controlling of costs. In order to ensure that the Company must maintain and improve its sales and competitive status and earning capacity, through concerted efforts aimed at improving overall efficiency and productivity, we will expect your full co-operation with the Company in all measures adopted for achieving this objective and improve the prevailing practices in your area of work.

Please note that this is only illustrative and not exhaustive list of your Job Role.

**I have read & understood the contents of this letter and I accept the same.**

**Name:**

**Sign:**

**Date:**



GlaxoSmithKline  
Pharmaceuticals Ltd. GSK  
House, Dr. Annie Besant Road,  
Worli, Mumbai - 400 030

Tel No: +91 22 2495 9595

Fax No: +91 22 2495 9494

Web: [www.gsk.india.com](http://www.gsk.india.com)

Email: [askus@gsk.com](mailto:askus@gsk.com)

12th April, 2023

**Personal & Confidential**

Shubham Dahake  
Dattey College Road  
Yavatmal, Maharashtra, 445001  
India

Dear Shubham Dahake,

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.

Yours faithfully,

**for GlaxoSmithKline Pharmaceuticals Limited, India**

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**Chinmay Sharma**

**Executive Vice President, Human Resources**

**"FORM A"**

**LETTER OF APPOINTMENT**

Medical Business Associate

1. Name of the establishment: GlaxoSmithKline Pharmaceuticals Limited.
2. Address: Dr. Annie Besant Road, Worli, Mumbai 400 030.
3. Name of the employer: GlaxoSmithKline Pharmaceuticals Limited.
4. Name & Team of Employee: Shubham Dahake, Fortior (MBA).
5. Shubham Dahake is appointed as a Medical Business Associate in this establishment with effect from 12th April, 2023.
6. Your appointment is on probation for 6 months with effect from 12th April, 2023. The said probationary period may be extended if considered necessary by the Company for a further period of a maximum of 6 months.
  - a) Your scale of wages is Rs.170-15-200-(EB I)-20-240-(EB II)-25-315 plus Dearness Allowance. Your basic salary during the period of probation will be Rs.170/- p.m. plus Dearness Allowance, and such other allowances as may be sanctioned from time to time. During the period of probation or any extension thereof, your services may be terminated by either side at any time, without notice or pay in lieu thereof without assigning any reasons, and in such event, you will only be paid the salary and allowances, if any, earned by you up to the date of such termination.
  - b) On confirmation, you will be placed in Grade 'I' in the scale of Rs. 170-15-200-(EBI)-20-240-(EB II)-25-315 plus Dearness Allowance and such other allowances as are applicable and in force for the time being and which may be sanctioned/ modified/ altered from time to time. You will be governed by the terms and conditions of service mentioned hereunder subject to such amendments, additions, deletions, changes, modifications, variations as may be affected from time to time. You will also be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
7. You will draw total wages of Rs.28,215 /- p.m. (depending upon the CPI prevailing at that time), provided you fulfill all the requirements for being eligible for the same under the various agreements applicable to the MBAs of the Pharmaceuticals Division.

Basic: Rs. 170 /- p.m.  
Dearness Allowance (D.A.) at All India Average CPI 8539 variable according to CPI as per Settlement: Rs 25,655.50/- p.m.  
House Rent Allowance: As applicable to your grade in terms of Settlement.  
Education Allowance: As applicable to your grade in terms of Settlement.  
Leave Travel Allowance: As applicable to your grade in terms of Settlement.

Kit Allowance: As applicable to your grade in terms of Settlement.

8. You will be entitled to a Daily Allowance for the actual days worked, as mentioned hereunder subject to you fulfilling the terms mentioned hereunder:

Headquarter –

- For Metropolitan city - Rs.355/- per day.
- For towns other than Metro cities - Rs.335/- per day.
- Ex-headquarter - Rs.345/- per day Upcountry - Rs.750/- per day.

## **OTHER CONDITIONS OF SERVICE**

9. You will be governed by the terms and conditions of service annexed hereto, subject to such amendments, additions, deletions, changes, modifications, variations as may be affected from time to time.

10. You will also be subject to Company Rules and Regulations for the time being in force and as varied from time to time.

11. It is an integral part of the terms and conditions of your service with the Company that:

a) In the event of your leaving the Company by way of resignation, retirement, termination, or any reason whatsoever, you shall return all the Company's property which may be in your possession at the time of leaving the Company, such as, and including, printed stationery, unutilized samples, detailing folder, guide books, gift articles, gadgets, detailing bag, electronic gadgets and/or any other articles belonging to the Company and your dues shall be settled only on receipt of such Company's property.

b) Whatever material and/or information and/or training is given to you during your employment with the Company, will be used by you as per the instructions given to you in this regard from time to time for the purpose of the Company's business only and shall not be used by you for any other purposes whatsoever. The same shall not be revealed and/or divulged, and/or made known, and/or given by you to any person other than the person/s for whom it is intended.

c) During the period of your employment with GlaxoSmithKline Pharmaceuticals Ltd ("GSK"), you will be working in the Pharma Commercial department and will be dealing with certain sensitive reports, agreements, information, and data which are also confidential in nature, ("the Information"). GSK considers and you acknowledge that the Information is GSK's proprietary and confidential property. Accordingly, you hereby agree as follows:

- You shall keep confidential the Information you have access to before, on or after the date of this Agreement. The Information shall always remain the property of GSK.
- You shall not make any copies or reproductions of the Information except for the purpose of your employment with GSK, nor shall you use of the Information, nor disclose such Information to any third party whatsoever.
- The confidentiality and non-use obligations accepted by you under this Agreement shall expire on the fifth (5th) anniversary of the date of your acceptance hereof.

12. On confirmation you will be entitled to leave facilities in accordance with the Company's rules and as applicable to representational staff. Even after confirmation, your services may be terminated by the Company without assigning any reason by giving one month's notice or one month's salary in lieu thereof. Should you wish to leave the services of the Company, you shall give to the Company one-months' notice in writing.



13. You will not, under any circumstances, ask for any change favorable to you in your date of birth recorded by the Company at the time of your appointment based on the statements and documents submitted by you.
14. You will retire from the services of the Company on attaining the age of 60 years. You will also be entitled to Gratuity and Provident Fund as per the existing rules of the Company. We enclose requisite forms in respect of PF, Family Pension Scheme and Gratuity. Kindly complete and sign all these forms and return to Field Support Cell along with the signed copy of this letter.
15. You will in the first instance, be stationed either in Mumbai/Delhi/Kolkata & Chennai Selling Area, but the Company reserves the right to transfer you anywhere in India, from one Region to another, from one territory to another in the country, from one selling Division to another and from one area of activity to another (including a subsidiary or an associate Company) for business interest.
16. You will be governed by the Sales Promotion Employees (Service Conditions Act), 1976 as applicable to you and other Settlements/Agreements or law which may be entered into/made applicable to you from time to time. Further this appointment letter will also be treated as "Letter of Appointment" under the Sales Promotion Employees (Service Conditions Act), 1976 in view of prescribed details under Form A of the said Act being stated herewith in compliance with the requirements.
17. You shall neither assign nor pledge to third parties, including the Company's Stockists/ Retailers/ C & F Agents', any financial or other benefit to which you are entitled under the terms of your employment/ agreement/ contract with the Company, nor shall you avail of any personal benefit, whether in cash or in kind or in goods, from such third parties, including the Company's Stockist/ Retailers/ C & F Agents.
18. The personal and background information submitted by you at the time of joining will be verified by an external agency. On verification, if any of this information is found to be false, incorrect or given by way of fraudulent misrepresentation or in violation of the laws applicable, from time to time, you will be liable to be dismissed from the services of the company, apart from the company's right to initiate/take criminal action against you as per law.
19. In the event of any dispute or difference in connection with or arising out of your employment terms/conditions, the location for the purpose of jurisdiction shall be the State Labor Authority under the Industrial Disputes Act 1947, ["the said Authority"] situated in Chennai for MBA's of Chennai Selling Area; the said Authority situated in Delhi for the MBA's of Delhi Selling Area, the said Authority situated in Kolkata for the MBA's of Kolkata Selling Area: or the said Authority situated in Mumbai for the MBA's of Mumbai Selling Area, as the case may be, depending upon the Selling Area in which your current/last HQ is based.
20. You are advised to submit us the PAN No. and Aadhaar No. issued by Income Tax Department at the time of joining to enable us to update records.
21. Provide Provisional Certificate from college that you are Bonafede student at the college and appeared for final year exam of the course.
22. Should you fail to bring your graduation passing certificate for the requisite examination, then your candidature will not be considered, and the probation period will be terminated forthwith.
23. Disciplinary action up to and including termination of employment, in accordance with local labor laws, will be taken if you are found guilty of any act of sexual harassment as contemplated in the 'Sexual Harassment of Women at Workplace Act' 2013.

24. These terms and conditions as set out herein are acceptable to you, and you have signified your acceptance by signing the duplicate copy of this letter and the attached copies of the terms and conditions of service.

Enclosed copy of Code of Conduct.



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**Chinmay Sharma**  
**Executive Vice President, Human Resources**

I accept this appointment and terms of service as stated above, as well as in the Agreement/Settlement along with Code of Conduct.



## **GSK ANTI-BRIBERY AND CORRUPTION REQUIREMENTS TO BE ABIDED BY THE EMPLOYEE**

1. The GSK Anti-Bribery and Corruption Policy (POL-GSK-007) requires compliance with the highest ethical standards and all anti-corruption laws applicable in the countries in which GSK (whether through a third party or otherwise) conducts business. POL-GSK-007 requires all GSK employees and any third party acting for or on behalf of GSK to ensure that all dealings with third parties, both in the private and government sectors, are carried out in compliance with all relevant laws and regulations and with the standards of integrity required for all GSK business. GSK values integrity and transparency and has zero tolerance for corrupt activities of any kind, whether committed by GSK employees, officers, or third parties acting for or on behalf of the GSK.

You shall comply with the following:

1. You shall always comply fully with all applicable laws and regulations, including but not limited to applicable anti- corruption laws.
2. You agree that you have not, and covenant and that you will not, during the course of your employment with GSK, directly or indirectly, promise, authorize, ratify or offer to make or make any “payments” of “anything of value” (as defined in the glossary section) to any individual (or at the request of any individual) including a “Government Official” (as defined in the glossary section) for the improper purpose of influencing or inducing or as a reward for any act, omission or decision to secure an improper advantage or to improperly assist him/ her or GSK in obtaining or retaining business.
3. You agree that you have not, and covenants and that you will not, during your employment with GSK, directly or indirectly, promise, authorize, ratify, or offer to make or make any “Facilitation Payments” (as defined in the glossary section) to any individual (or at the request of any individual) including a Government official.
4. You shall not contact, or otherwise meet with any Government Official otherwise as required as part of your job responsibilities during your employment with GSK.
5. You represent that you have not been convicted of or pleaded guilty to a criminal offence, involving fraud or corruption. You shall inform GSK in writing, if, during this Agreement, you are convicted of or plead guilty to a criminal offence involving fraud or corruption or become the subject of any government investigation for such offenses, or are listed by any government agency as debarred, suspended, proposed for suspension or debarment, or otherwise ineligible for government program.
6. You represent and warrant that except as disclosed in writing: (1) you do not have any interest which directly or indirectly conflicts with your proper and ethical performance during the course of your employment with GSK; (2) you shall inform GSK in writing at the earliest possible opportunity of any conflict of interest that arises during the performance of this Agreement; and (3) you shall maintain arm’s length relations with all third parties (including government officials) with which you deal for or on behalf of GSK or in course of employment with GSK.
7. You shall ensure that all transactions done during your employment with GSK are properly and accurately recorded in all material respects on GSK’s books and records and each document upon which entries such books and records are based is complete and accurate in all material respects. You must maintain a system of internal accounting controls reasonably designed to ensure that you maintain no off-the-books accounts.
8. You agree that, if GSK believes that there has been a possible violation of the terms of this Agreement, GSK may make full disclosure of information relating to a possible violation of the terms of these Anti Bribery and Corruption Requirements at any time and for any reason to any competent government bodies and its agencies, and to whomsoever



GSK determines in good faith has a legitimate need to know.

## **GLOSSARY**

The terms defined herein should be construed broadly to give effect to the letter and spirit of POL-GSK-007.

“Anything of value”: this term includes cash or cash equivalents, gifts, services, employment offers, loans, travel expenses, entertainment, political contributions, charitable donations, subsidies, per diem payments, sponsorships, honoraria, or provision of any other asset, even if nominal in value.

“Facilitation Payments”: otherwise known as “greasing payments” shall mean a payment to an individual to secure or expedite the performance of a routine government action by government officials.

“Government Official” shall mean: (i) Any officer or employee of a government or any department, service provider or instrument of a government; (ii) Any person acting in an official capacity for or on behalf of a government or any department, service provider, or instrument of a government; (iii) Any officer or employee of a company or business owned in whole or part by a government; (iv) Any officer or employee of a public international organization such as the World Bank or United Nations; (v) Any officer or employee of a political party or any person acting in an official capacity on behalf of a political party; and/or (vi) Any candidate for political office. “Payments”: this term refers to and includes any direct or indirect offers to pay, promises to pay, authorizations of or payments of anything of value.”

## **Code of Conduct**

### **1. PURPOSE**

It is vital to the financial success of GlaxoSmithKline that we conduct our business with honesty and integrity and in compliance with all applicable legal and regulatory requirements. This Code of Conduct sets out the fundamental standards to be followed by employees in their everyday actions on behalf of the Company. Further guidance on the Company’s standards in specific areas will be provided through related corporate policies and guidelines.

### **2. SCOPE**

This policy applies to all GSK employees world-wide, within all sectors, regions, areas, and functions.

### **3. POLICY**

Each GlaxoSmithKline employee must:

- 3.1 Conduct the Company’s business with honesty and integrity and in a professional manner that protects the Company’s good public image and reputation.
- 3.2 Build relationships with customers, vendors and fellow employees based on trust and treat every individual with respect and dignity in the conduct of Company business.
- 3.3 Become familiar with and comply with legal requirements and Company policy and procedures.
- 3.4 Avoid any activities that could involve or lead to involvement in any unlawful practice or any harm to the Company’s reputation or image.
- 3.5 Avoid actual or potential conflicts of interests with the Company, or the appearance thereof, in all transactions.
- 3.6 Provide accurate and reliable information in records submitted, safeguard the Company’s confidential information, and respect the confidential information of other parties with whom the Company does business or competes.
- 3.7 Promptly report to the Company any violations of law or ethical principles or Company policies that come to the employee’s attention, and cooperate fully in any audit, enquiry, review, or investigation by the Company.
- 3.8 Always provide the Company’s External Auditor with access to the Company’s records and accounts (in whatever form they are held) and provide additional information as requested by the External Auditor. If such requested information is



legally privileged the employee must contact the Legal Department before responding to the request.

#### **4. RESPONSIBILITY**

4.1 All employees must uphold these standards in the conduct of Company business and the Company must handle, in a manner consistent with these standards and related policies, all actual and apparent conflicts of interest between personal and professional relationships and all other matters governed by this Code and such related policies. If a decision about a particular action is not covered specifically by this Code or related corporate policies, employees are required to seek guidance from their supervisor or appropriate internal resources, such as the Legal Department, Human Resources or Compliance Officers.

4.2 Senior management should be a role-model for these standards by visibly demonstrating support and by regularly encouraging adherence by managers. Managers should ensure all their employees receive guidance, training and communication on ethical behavior and legal compliance relevant to their duties for the Company.

4.3 Failure by any employee to comply with this or any GSK policy will subject employees, including supervisors who ignore prohibited conduct, or have knowledge of the conduct and fail to correct it, to disciplinary action up to and including separation from employment with the Company.

4.4 When in doubt as to the correct action to take, ask the following question. "Would I feel comfortable in explaining this action to my family or close friends or seeing my action reported on the front page of the local newspaper?" The Company is best served when each employee's answer to this question is an unqualified, "Yes."

### **GlaxoSmithKline Employee Personally Identifiable Information Protection Notice (PII)**

#### **1. Introduction**

GlaxoSmithKline plc and its affiliated entities ("GSK") operate in many different countries. We are committed to protecting the privacy of our employees. This Notice explains how we collect, use and disclose the Personally Identifiable Information (as defined below) relating to our employees.

#### **2. Information We Collect About You and Why**

In the course of your employment with a local GSK company (the "Company"), the Company will collect information about you and your dependents relating to your working relationship with the Company. We refer to such information as "Personally Identifiable Information" or "PII." Please see pages 3 and 4 of this Notice for a description of PII collected and the purposes for which we use that PII.

#### **3. Transfer and Joint Use of Personally Identifiable Information**

Due to the global nature of our operations, and as we grow globally, GSK needs to be able to move employees' PII across our organization. Accordingly, the Company may disclose and transfer certain PII to personnel and other departments throughout GSK to fulfill the purposes described in this Notice. This may include transferring the PII to locations outside the country in which you work (including the US and outside the European Economic Area ("EEA")). For a list of the Company affiliates that may jointly process and use PII, please contact Human Resources. GlaxoSmithKline plc is the entity responsible for the management of jointly used PII.

Access to, processing and use of PII within GSK will be limited to those individuals who have a need to know the information and may include your manager, as well as personnel in Human Resources, Legal, Technology Services, Security, Accounting, and Internal Audit. All personnel within GSK will generally have access to business contact information such as name, position, workplace telephone numbers, work address and work email address.

From time to time, GSK may need to make PII available to other parties, such as legal and regulatory authorities; accountants, auditors, lawyers and other outside professional advisors; and to companies that provide products and services to GSK (such as payroll, pension scheme, insurance or medical benefits providers; human resources services, performance management, IT systems suppliers and support; and other third parties engaged to assist GSK in carrying out business activities), located wherever GSK operates. Some of these services will be provided from countries outside of the



jurisdiction where you work. GSK takes steps to ensure that these service providers protect the confidentiality and security of PII, and to ensure that PII is processed only for the provision of the services to GSK and in compliance with applicable law.

#### **4. Security**

The Company will take the appropriate legal, organizational, and technical measures to protect PII consistent with applicable privacy and data security laws. When the Company retains a third-party service provider, that provider will be carefully selected and required to use appropriate measures to protect the confidentiality and security of the PII.

#### **5. Data Integrity and Retention**

The Company takes reasonable steps to ensure that PII we process is reliable for its intended use, accurate, and complete as necessary to carry out the purposes described in this Notice. The Company will retain PII for the period necessary to fulfill the purposes outlined in this Policy, unless a longer retention period is required or permitted by law.

#### **6. Access and Correction Requests, Questions and Complaints**

If you have any questions or concerns about how we process PII please contact Human Resources. In certain countries you may have the right to access or modify PII or object to the use of PII, in limited circumstances, as specified by the applicable national law. Please contact Human Resources with any such requests. Please note that certain PII may be exempt from such access, correction, or objection rights pursuant to local data protection laws.

#### **7. Employee's Obligations**

You have the duty to keep PII up to date and to inform us of any significant changes to PII about you. You agree to inform your dependents whose PII you provide to the Company about the content of this Notice.

You agree to follow the Company's policies and procedures in handling any personal data to which you have access in the course of your relationship with the Company. You will not access and will not use any personal data for any purpose other than in connection with and to the extent necessary for your work with the Company. You understand that these obligations continue to exist after termination of your relationship with the Company. Violations of these obligations may result in disciplinary actions, up to and including termination of employment in some countries.

#### **Consent**

I have read and agree to comply with the GlaxoSmithKline Employee PII Protection Notice. I understand that the Company may collect, use, process, transfer, and disclose PII about me as described in the Notice. I also understand that under applicable law, some PII can be collected, used, transferred, or disclosed without my consent and that the Company reserves the right to undertake that activity when appropriate, and that the PII might be transferred to other entities both within and outside of the country in which I am based.

I consent to the collection, use, processing, transfer, and disclosure of my PII as described in this Notice.

#### **Personally Identifiable Information Collected**

The following categories of PII may be used for the purposes described below. The examples given in the list of each category are not an exhaustive list of all types of PII included in each category for the purposes of this Notice.

- Personal Details: Name, maiden name and surname, home, e-mail and telephone details, home address, birth date, national identification number, gender, marital status, dependents, emergency contact information, photograph.
- Documentation Required Under Immigration Laws: Citizenship, passport data, details of residency or work permit.



- Business travel and expenses: form of address, preferred language of communication, license plate number (if applicable, for company or private car), Swift number, IBAN, corporate credit card.
- Personal financial information (if applicable): for participation in GSK programs such as childcare and relocation.
- Information Workplace: PII processed in relation to email accounts and collaboration tools, including instant text messaging, desktop sharing, virtual meetings, meeting agendas and actions management, document repositories and portals, including GSK social networking websites, used for publishing information in relation to GSK business units.
- Payroll Data: Banking details, working time records (including vacation and other absence records, leave status, hours worked and contractual or department standard hours), tax codes, and termination date.
- Position: Description of current position, title, salary plan, pay grade or level, unit/department, location, supervisor(s) and subordinate(s), employee identification number, employment status and type, terms of employment, employment contract, works council ID (if applicable), work contact details, work history with GSK, (re-)hire and termination date(s), length of service, retirement eligibility, promotions, and disciplinary records.
- Talent Management Information: Details contained in letters of application and resume/CV, previous employment background, education history, professional qualifications, language and other relevant skills, details on performance management ratings, development plan and willingness to relocate.
- Compensation and benefits: Base salary, bonus, benefits, pay enhancements for dependents, overtime and shift work, salary step within assigned grade, details on stock options, stock grants and other awards, currency, pay frequency, effective date of current compensation, salary reviews and performance appraisals.
- Management Records: Details of any shares of common stock or directorships; and
- Sensitive Personally Identifiable Information as required and permitted by Applicable Law: for example, diversity-related Sensitive Personally Identifiable Information (such as racial or ethnic origin) in order to comply with legal obligations and internal policies relating to diversity and anti-discrimination; health information as necessary to manage sickness absence and provide employee health and safety program, including employee assistance plans and flu pandemic response; and information necessary to perform appropriate background checks.

**The purposes for which we collect, use and transfer Personally Identifiable Information include:**

- **Managing Workforce:** Managing work activities and personnel generally, including evaluations, promotions and succession planning; administering and paying salary and salary reviews, wages and other awards such as stock options, stock grants and bonuses, health care, pensions and savings plans, providing total reward statements; managing and administering training and development; leave, health, employee assistance, and safety program; promotions, transfers and secondments; honoring other contractual benefits and loans; performing workforce analysis and planning, and background checks; managing recruitment for internal positions; coaching; employee relations and disciplinary matters; employee service center activity (inquiries, policy interpretation, transactions); terminations and outplacement services; and making business travel arrangements.
- **Communications and Emergencies:** Facilitating communication with employees; providing references; ensuring business continuity, including pandemic planning and flu vaccine or anti-viral distribution, protecting the health and safety of employees and others; safeguarding IT infrastructure, office equipment and other property; and facilitating communication in

an emergency.

- **Business Operations:** Operating and managing the IT and communications systems; managing product and service development; improving products and services; managing company assets; allocating company assets and human resources; strategic planning; project management; business continuity; compilation of audit trails and other reporting tools; maintaining records relating to manufacturing and other business activities; budgeting, financial management and reporting; communications; and managing mergers, acquisitions and re-organizations or disposals, including providing information to future purchasers of the Company or of the business in which you work.
- **Compliance:** Complying with legal and other requirements, such as income tax and national insurance deductions; record- keeping and reporting obligations; conducting audits; compliance with government inspections and other requests from government or other public authorities; responding to legal process such as subpoenas; pursuing legal rights and remedies; defending litigation and managing any internal complaints or claims; and complying with internal policies and procedures.
- **Employee Resource Usage and Corporate Investigations:** Monitoring activities as permitted by local law (including the monitoring telephone, email, Internet, site access and other company resources); and conducting internal investigations.



GPPL/2022-23/003.  
June, 20, 2022  
By Hand Delivery.

To,  
Ms. Deepti. D. Bobade  
Jawahar Nagar, Navsari Stop,  
AMRAVATI -444604.

**Subject: Appointment as a 'Quality Control Chemist' in  
Q.C. Department**

Ms. Deepti. D. Bobade,

With reference to your application dated 18/06/2022 and personal interview with us on 20/06/2022, we have pleasure in appointing you as a 'Quality Control Chemist' in Q.C. Department at our G-5, MIDC, Amravati plant under the following condition:

- 1. Probation:** You shall be on Probation with effect from your joining date for the period of three months.
- 2. Remuneration:** During the period of probation you will get Rs. 7,000=00 (Rupees Seven Thousand Only) per month as consolidate salary.
- 3. Performance:** Your performance during probationary period shall be reviewed periodically. The appointment authorities can terminate the service any time without giving prior notice in case unsatisfactory performance.

Thanking you,

Yours faithfully,  
For Glacier Pharmaceuticals Pvt Ltd,



Director  
[Mr. Ashok I. Nanwani]

Signed and deliver by me:  
Within named in presence of

[Ms. Deepti. D. Bobade]