

# COVALENT LABORATORIES PRIVATE LIMITED

CIN : U24230TG2002PTC039606

AN USFDA & WHO-GMP Certified Company

Admin. Office : #8-3-677/1B, 2nd Floor, S.K.D. Nagar,  
Yellareddy Guda, Hyderabad - 500 073, Telangana, India

Ph : +91-40-49483333, Fax : +91-40-49483396

Email : info@covalentlab.com Web : www.covalentlab.com



Mr. Bhange Dnyaneshwar Vitthalrao,  
Wadhawana(V),  
Udgir(PO),  
Latur(D),  
Maharashtra-413713.

July 21, 2023

Dear Bhange Dnyaneshwar Vitthalrao,

With reference to the interview you had with us, we are pleased to offer the position of "Tr.Chemist - R&D" in our factory situated at Sy. No: 374, Gundla Machanoor (Vill.), Hatlimora (Mandal), Sangareddy (Dist.) on terms and conditions as discussed with you personally and agreed by you during the interview and you will be paid CTC Rs. 02.28 Lakhs per annum as discussed at the time of interview, subject to the conditions that you would submit all your original educational qualification certificates for verification and other experience certificates etc. at the time of joining and serve the Bond for a minimum period of 3 years with us and further subject to the condition that the candidate needs to attend the shift duties if required and also your appointment is subject to termination by giving three month's notice or by payment of three months salary on either side.

This offer is subject to your Medical fitness (which you are required to undergo pre employment medical examination at MNR Hospital) and further on our understanding that all the details given by you in your Job application form are correct and complete in all respects.

We offer you to join on or before 29.07.2023 and please bring the following documents at the time of joining in our Company. Further, if you fail to join on or before above mentioned date, your offer letter shall stands cancelled.

1. Original Qualification certificates
2. Xerox copies of Qualification certificates.
3. Five pass port size photos.
4. Auidhar card of self and all dependent family members i.e : Father, Mother, Spouse, Children and PAN card of self and UAN Number, ESI Number, if any.

Please confirm the receipt of this letter and mail your acceptance besides confirming your likely date of joining.

We welcome you to Covalent Laboratories Pvt. Limited., and look forward to your significant personal and professional growth during your association with us.

Thanking you,

Yours faithfully,  
for Covalent Laboratories Pvt. Ltd.

M. Narayana Reddy  
Managing Director

  
PRINCIPAL

Shivneri Mahavidyalaya  
(Arts, Commerce & Science)  
Shrirampur, Dist. Latur(M.S.)

TS





**Zydus**  
dedicated to life

**Zydus Healthcare Limited**

ZHLZLHRMKTJ01  
December 04, 2020

**Mr. Satyam Shivling Swami**  
**Latur**

Dear Mr. Swami,

We refer to your application and the subsequent interview you had with us.

We are pleased to offer you the position of **Business Officer** at **Latur** in our organization on the mutually agreed terms and conditions. We shall be issuing the regular letter of appointment on your joining the organization & after completion of successful Training program.

We shall thank you to kindly confirm this arrangement and communicate to us the date of your joining at the earliest.

At the time of joining, we expect you to bring the following:

1. Your resignation letter to your present employer
2. Relieving letter from your present employer
3. Last Salary certificate from your employer
4. Experience Certificate
5. Copy of Testimonials of academic qualifications
6. Two passports and 2 stamp size photographs
7. Photocopy of PAN Card and Aachar Card

We look forward to a long and mutually rewarding relationship.

"Beyond the terms of salary & breakup attached as per signature no other commitment is made applicable"

With best wishes,

Yours in Healthcare  
For Zydus Liva  
(A Division of Zydus Healthcare Ltd.)

**MELWYN LEWIS**  
**DEPUTY GENERAL MANAGER - HR**

I accept and shall join on or before \_\_\_\_\_

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

(Signature) \_\_\_\_\_

Dated: \_\_\_\_\_

Regd. Office : Zydus Corporate Park, Scheme No. 83, Survey No. 536, Ghansi (Gandhinagar), Nr. Vithoba Devi Temple, S. G. Highway, Anantnagar 522 461, India.  
Phone : +91-76-71883000, +91-76-48540500 www.zydusonline.com CIN : U51100CG1889PLC075511

Mumbai Office : Zydus Tower, CTS No. 4806, Village Pujari, Off T. R. Path, Ruar, Goregaon East, Mumbai 400033, India. Phone : +91 22 60921702

**Shivneri Mahavidyalaya**  
(Arts, Commerce & Science)  
Shirur Anantnagar, Dist. Latur (M.S.)



**Zydus**  
dedicated to life

**Zydus Healthcare Limited**

PROPOSED SALARY STRUCTURE		
NAME	Mr. Satyam Shivling Swami	
DESIGNATION	Business Officer	
DIVISION	Zydus Liva	
HEAD QUARTER	Latur	
OFFER DATE	04.12.2020	
<b>SALARY BREAK-UP</b>		
PAYMENTS <span style="float: right;">Per month</span>		
BASIC	Rs.	11000/-
PF (@ 12% OF BASIC SALARY)	Rs.	1320/-
ALLOWANCES		
HRA	Rs.	7000/-
PROFESSIONAL PURSUIT	Rs.	214/-
KIT	Rs.	1400/-
MEDICAL	Rs.	1000/-
EX-GRATIA/BONUS	Rs.	1400/-
GROSS SALARY PER MONTH	Rs.	23334/-
GROSS SALARY PER ANNUM	Rs.	280000/-
I accept as above		
PREPARED BY:	HR Shared Services	
DISCUSSED BY:	Signature	

\* Note: On implementation of ESIC benefit scheme, this amount will be adjusted against the Company's ESIC contribution OR Mediclaim Premium paid by the Company, whichever is applicable.

*Handwritten signature*

Regd. Office: Zydus Corporate Park, Scheme No. 63, Survey No. 526, Khumli (Gardolnagar) Nr. Vajhnevadi Circle, H. G. Highway Ahmednagar 432481, India.  
Phone: +91-79-21820500, +91-79-46040000 www.zyduscd0a.com CIN: U51900GJ1989PLC029503

Mumbai Office: Zydus Tower, CTE No. 460/6, Village Palsadi, Off 1, B. Patel Road, Gergon East, Mumbai 400063, India. Phone: +91-22-42721700

*Handwritten signature*  
Shivneri Mahavidyalaya  
Arts, Commerce & Science  
Shirur Anantpal, Dist. Latur (M.S.)



5. TRANSFER

- a. The services of the officer are transferable from any old or new department or division or unit or branch under the Company's organization or under such other organization or organizations which is / are subsidiary or associate of the Company and also from one place to another anywhere in the country during employment with the Company. The officer's place of posting and territory will be as determined at the Company's discretion and communicated to him / her.
- b. If an officer does not report at the transferred location within the stipulated period, it will amount to serious breach of discipline and he / she will be liable for action which can even include termination of services.

6. CONFLICT OF INTEREST

- a. You are not permitted without prior written sanction of the Company, to engage yourself to any full time or part time employment, trade, business or occupation whether honorary or remunerative. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated.

7. CONFIDENTIALITY AND DATA PROTECTION

- a. During the continuance of your employment and / or anytime thereafter, you will not disclose or communicate any information connected with the Company's trade secrets, methods, processes, plant and machinery, technical knowhow, data, policies and practices, products and the like to any person, group or organization, which may be your personal privilege to know by virtue of your being an employee.
- b. You agree to sign the Confidentiality Agreement or Secrecy Agreement and / or any other agreements as required by the Company to protect the Company's interests.
- c. You shall comply with all relevant privacy or data protection legislation and / or any Company's policy regarding data protection when processing personal data in the course of employment including personal data relating to any employee, supplier, customers, health care professionals, business partners, consultants, contractors or agent of the Company.
- d. In order to manage your contract of employment and for related purposes, such as updating and enhancing our records, analysis for Company purposes and statutory returns, legal and regulatory compliance, you have supplied us with your personal data and we can therefore process, use and disclose personal data to external parties about you who administer employment-related services, including but not limited to payroll administrators, regulatory authorities, governmental or quasi-governmental organizations, as is necessary and in compliance with data protection legislation. The Company expects you to inform the appropriate personnel of changes to your personal data in a timely manner. By signing this agreement, you consent to the Company holding, processing, transferring or disclosing such personal data including any personally sensitive data as above.

8. ASSIGNMENT OF INTELLECTUAL PROPERTY

- a. During your tenure with the Company you shall disclose and assign to the Company, its parent company, subsidiaries or its affiliates as its exclusive property, all developments developed or conceived by you solely or jointly with others that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies or facilities and shall comply with the Policies of the Company in relation to Intellectual Property.

9. RETIREMENT

- a. On the basis of the documents / certificates submitted by you, at the time of your joining, your date of birth is recorded as March 13, 1993; as per the Company's policy, the age of retirement is fifty eight (58) years.

Mr. Chandrakant Shrinant Shirur

Glenmark Pharmaceuticals Ltd.  
Glenmark House, B, D, Sewer Marg, Andlani (East, Mumbai - 400 096, India)  
T: 91 22 4018 9999 F: 91 22 4018 9986 CDN No: L24299MH1997BJLCO10082 WP. www.glenmarkpharma.com  
Registration office: 8/2, Maharashtra Chambers, 22 Bhamburda Road, Mumbai - 400 026. Compliance Officer@glenmarkpharma.com

Shrinant Shrinant Shirur  
Arts, Commerce & Science  
Shirur Anganguli



10. LETTER OF APPOINTMENT

- a. This letter of appointment has been issued to you on the basis of the information furnished by you about yourself in the Application for Employment Form or otherwise during the hiring/ joining process. If any of the details and information furnished by you are found to be incorrect or if it is found that you have concealed or withheld any essential details your probation / employment is liable to be terminated on that account.
- b. You have furnished to the Company, information and documentation relating to your conduct, educational qualifications, prior work experience, if any and any other information sought by the Company, and based on the representations made by you, the Company has offered you employment. The Company may conduct background verification directly or through an authorized representative. In the event any authorization or consent is required from you to conduct any verification, you will provide the same or arrange to provide any information as required to enable the background / reference checks; if, at any time, (i) you fail to cooperate with Company and / or its agents in conducting such verification and / or background and / or reference checks; and / or (ii) the background verification reveals that the information / documentation furnished by you is inaccurate, false, inadequate, or has any discrepancies, then the Company shall have the sole discretion to terminate the employment terms or your appointment will be treated as null and void.

11. CORRESPONDENCE AND ADDRESS FOR COMMUNICATION

- a. For all matters in relation to your employment or any related matters, the Company will correspond with you at the address or email address provided by you at the time of joining or updated by you from time to time.
- b. You will keep the Company informed of any change in your residential address, civil or marital status and other such matters.
- c. Any letter sent by the Company by Registered A.D. / Speed Post / through Courier at the last address provided by you will be deemed as proper service.
- d. Any Communication sent by e-mail at the email address provided by you will be deemed as proper service.

12. ACCEPTANCE OF TERMS AND CONDITIONS

- a. All the other Terms and Conditions referred in your Letter of Appointment remain same and are subject to Mumbai City Jurisdiction.
- b. The other regulations, terms and conditions of employment applicable to the position of **Field Sales Officer** are given in Memorandum of Agreement (Annexure B) and Role Profile (Annexure C), and will form an integral part of the appointment.
- c. In case the above Terms and Conditions are unequivocally acceptable to you, please sign and return the duplicate copy of this letter to us in token of having read, understood and accepted the above Terms and Condition.

Yours sincerely,

For GLENMARK CV

(A Division of) GLENMARK PHARMACEUTICALS LTD.

By: GENERAL MANAGER - HUMAN RESOURCES

The above Terms and Conditions mentioned in the letter and the Annexure B have been read and have understood the same, I hereby undertake to abide by the same.

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

Location: \_\_\_\_\_

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

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

Mr. Chandrakant Shrinant Shiraze

Glenmark Pharmaceuticals Ltd.

Glenmark House, B. C. Bazaar Marg, Andheri (East), Mumbai - 400 059, India

T: 91 22 4228 9899 F: 91 22 4218 9946 CIN No: L24299MH1977PLC0195962 W: www.glenmarkpharma.com

Registered office: B-7, Mahatma Chambers, 22 Bhabha Das Road, Mumbai - 400 026. E: comp.humanresources@glenmarkpharma.com



Shrinant Shiraze  
Arts, Commerce & Sciences



ANNEXURE A

Salary offer information

Name: Mr. Chandrakant Shrimant Shirure	BU: India Formulations
Designation: Field Sales Officer	Grade: MS1
Administrative Office: Mumbai	

Salary	Per Month	Per Annum
Basic Salary - A	3137	37644
House Rent Allowance	4566	54792
Education Allowance	200	2400
Medical	1250	15000
Kit Maintenance Allowance	300	3600
Soft Furnishing Allowance	300	3600
Personal Pay	10268	123216
Total Allowances - B	16916	202944
Total Monthly Salary - C (A+B)	26916	323556
Retirement Benefits		
Provident Fund	1800	21600
Gratuity (4.81% of Basic Salary) **	439	5271
Total Retirement Benefits - D	2239	26871
Annual Allowances		
LTA		9133
Annual Bonus*		16800
Total Annual Allowances - E		25933
Gross Salary - F (C+D+E)		365360

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

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

*Handwritten signature*

Glenmark Pharmaceuticals Ltd.  
Glenmark House, B. D. Somwar Marg, Andheri (East), Mumbai - 400 099, India  
T: 91 22 4016 9099 F: 91 22 4018 9985 CIN No: 124199MGT1977PLC019682 W: www.glenmarkpharm.com  
Regional office: B/2, Mahabharat Chowdhry, 22 Bhambhani Desai Road, Mumbai - 400 038 E: [complianceoffices@glenmarkpharm.com](mailto:complianceoffices@glenmarkpharm.com)

*Handwritten signature*  
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Shivneri Mahavidyalaya  
'Arts, Commerce & Science'  
Shirur Anantpal, Dist. Latur (M.S.)



MEMORANDUM OF AGREEMENT

ANNEXURE B

Memorandum of Agreement made between Messrs. Glenmark Pharmaceuticals Ltd (hereinafter called the "Company / Company") of the One Part and Mr. Chandrakant Shrivant Shrivare (hereinafter called the "Field Sales Officer") of the Other Part, wherein it is agreed by and between the parties hereto as under.

The provisions of this Memorandum of Agreement will come into force from the actual date of joining Company's service by the December 01, 2021.

1. The Field Sales Officer has accepted the offer of employment by the Company for carrying out the job responsibilities assigned to him / her by the Company and is bound by the service terms, rules and regulations as are applicable to an employee of the Company. This Memorandum further outlines conditions applicable to the position during the course of his / her employment with the Company integral along with the terms and clauses contained in the letter of appointment and Annexure "C" issued to the Field Sales Officer.
2. In consideration of the obligations / responsibilities being undertaken by the Field Sales Officer, he / she shall receive salary, allowances and benefits as defined in the letter of appointment issued to him / her and as may be modified and communicated from time to time. The said monthly salary/ allowances will normally be payable on the last day of the month in respect of which it has accrued and shall be subject to income-tax and/or other direct taxes. If any Annualized payments, if any, will be paid as per Company rules / practice in force from time to time.
3. The Field Sales Officer shall endeavor to continuously develop requisite knowledge and skills to promote the products and services assigned to him / her from time to time. The Field Sales Officer shall visit at regular intervals doctors, chemists, wholesalers, CSAs, Government Hospitals and Institutions, and such other places / customers as per the work plan / instructions conveyed by the superior from time to time for the purpose of promoting, servicing and developing Company's business.
4. In case it is found that the Field Sales Officer's has sold or disposed off the Company's property or caused damage to the Company's property, his / her employment with the Company will stand terminated with immediate effect. The officer will also be liable for full repayment of the said amounts.
5. The Field Sales Officer shall, at all times, keep full and accurate accounts of all the transactions undertaken by him / her according to the instructions of the Company. The Field Sales Officer shall submit to the Company periodical statement of expenses, accounts and other reports as may be required / instructed from time to time.
6. The Field Sales Officer's attendance in the field shall be monitored through daily reports. If the Daily reports for 3 consecutive working days is not received by the Head Office / Zonal Sales Manager / Regional Sales Manager / District Sales Manager within 8 days from the 3<sup>rd</sup> consecutive working day under reference, his / her services stand terminated; a subsequent letter to this effect will follow from the Head Office.
7. The other documents such as order copies, T.P, T.E.S, M.F.B./I, M.J.I, weekly schedules, stock & sales statements of the stockiest etc. must also be posted / submitted to the Administrative office and respective Managers within the time schedule as made mandatory to the Field Sales Officer.
8. For the purpose of counseling or such other requirement, the Field Sales Officer may be called upon to stop working in the field and attend such sessions at the Head Office / Administrative Office or any other location as deemed appropriate.

Mr. Chandrakant Shrivant Shrivare

Glenmark Pharmaceuticals Ltd.

Glenmark House, B. D. Sawar Marg, Andheri (East), Mumbai - 400 059, India

T: 91 22 4038 9305 F: 91 22 4016 9989 CDN No. L34799MH1977P1C019882W1 www.glenmarkpharma.com

Registered office: B/2, Mahalaxmi Chaudhari, 73 Baidaladi Dood Road, Shivajinagar - 400 026 Tel: 22241635/22241636/22241637

  
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(Arts, Commerce & Science)  
Shirur Anantpal, Dist. Latur (M.S.)





9. The Field Sales Officer shall at all times conduct himself / herself in a manner befitting the position and show civility and strictly obey and carry out all lawful orders / instructions of persons placed by the Company in authority over the incumbent.
10. The Field Sales Officer will be provided with necessary promotional material, identity / business cards, product literature, training manuals, stationery etc. In the event of leaving the Company by way of resignation, retirement, termination or any reason whatsoever, the Field Sales Officer shall return all the Company's property in his / her possession such as and including printed stationery, unutilized samples, visual aids, detailing folders, guidebooks, gift articles, gadgets, detailing bag, identity cards, NOC from wholesalers, imprest cash / advance, if any, and / or any other articles to the person nominated by the Company and his / her dues shall be settled only on receipt of the Company's property.
11. The Field Sales Officer shall communicate to the Company within 7 days if there is any change in his / her address, personal email id, contact phone number (residence & mobile number) as well as in personal status, as and when it happens, and make himself / herself available for all business related communications. All communications sent by the Company to him / her in the normal course at the address last updated on office record, shall be deemed to have been appropriately served on him / her.
12. Decisions pertaining to matters of promotion, upgradation, demotion, or increment, etc. will depend on the merits and consistency of performance, regularity in attendance, conduct and attitude in all aspects of the Officer's working, and the Company decision thereon shall be final.
13. The Field Sales Officer shall maintain at all times proper documentation, data and records as are necessary for meaningful tracking of the Officer's territory performance, customer coverage and business potential and for improving efficiency and productivity. The Field Sales Officer understands and agrees that it is imperative that the Company must maintain and enhance its sales and competitive status. The Field Sales Officer shall carry out the field working / responsibility with full commitment and render complete and wholehearted co-operation / support to the Company in all measures adopted for attaining these objectives.
14. The Field Sales Officer shall extend full cooperation / support to Company's seniors during field visits and conferences, timely implementation of instructions with regard to field work, briefing sessions, sampling strategy, special campaign evaluations, detailing sessions, submission of reports and use of forms for information and timely feedback as and when required in the interest of the business of the Company. The Field Sales Officer shall maintain sound and healthy relations at all levels. The Field Sales Officer shall follow up on timely collection of outstandings due to the Company from the concerned parties in the assigned territories as per Company's / Supervisor's guidelines laid down for the purpose.
15. The Field Sales Officer shall devote full-time attention and efforts to the furtherance of the business of the Company. The Field Sales Officer shall not, during his / her employment with the Company directly, or indirectly, engage himself / herself in or devote attention to any part-time employment or business or monetary position other than that of the Company nor stand for any public body post. The Field Sales Officer shall be true and faithful to the Company in all dealings and transactions relating to Company's business.
16. Non-submission or delayed submission of daily reports, non-adherence to tour program, constitute serious breach of the terms of appointment.

Mr. Chandrasri Shrinant Shirure

Glenmark Pharmaceuticals Ltd.

Glenmark House, B. D. Sawant Marg, Andheri (East), Mumbai - 400 098, India

T: 91 22 4018 9000 F: 91 22 4018 9980 CIN No L34299MH19772PLC048962 W: www.glenmarkpharma.com

Regional office: W/2, Mahalaxmi Chattram, 22 Bhamburda Cross Road, Mumbai - 400 026 E: [regionaloffice@glencorp-pharma.com](mailto:regionaloffice@glencorp-pharma.com)

  
Shivneri Vidyalaya  
(Arts, Commerce & Science)  
Shirur Anantpal, Dist. Latur (M.S.)



17. The Field Sales Officer shall not, without the Company's consent during employment or thereafter, disclose nor use any secret or confidential information acquired by him / her during the course of his / her employment relating to the operations of the Company, its corporate parent, including but not limited to manufacturing processes, techniques, formulae, recipes, software, drawings or apparatus, the result of investigations and experiments made by or on behalf of the Company, customer lists and methods and cost calculations.
18. The Field Sales Officer shall have no obligation to any former employer or third party which is inconsistent with this Agreement or which restricts your activities with the Company in any way. Also, you shall not at any time disclose to the Company or cause the Company to use any confidential information belonging to others, including your former employers.
19. The Field Sales Officer shall not publish or cause to be published any publication or contribute any article or review to any newspaper, magazine or book, brochure or pamphlet or other publication in any way related to or concerning the Company's products or policies without prior clearance from the Company.
20. For the purpose of Notice Pay under the terms of the Field Sales Officer's appointment or under this Memorandum of Agreement, the definition of "Salary" shall consist of Basic Salary only.
21. The December 01, 2021, shall neither assign nor pledge to third parties including Wholesalers / CBFAs, any financial or other benefits to which he / she is entitled under the terms of his / her appointment or the Memorandum of Agreement with the Company.

Yours sincerely,

For GLENMARK CV

(A Division of) GLENMARK PHARMACEUTICALS LTD.

Oy. GENERAL MANAGER - HUMAN RESOURCES

I have read, understood and agree to accept employment on the terms and conditions herein.

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

Location: \_\_\_\_\_

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

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

Mr. Chandrakant Shrivastava Shirure

Glenmark Pharmaceuticals Ltd.

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

T: 91 22 4018 9999 F: 91 22 4018 9986 CIN No: L24199MH1977PLC019982 W: www.glenmarkpharma.com

Registered office: B/3, Mahabubnagar Chaudhary, J.J. Bhambhani Datta Road, Mumbai - 400 026 E: corplia@glencol.com@glenmarkpharma.com

Shivnari Mahavidyalaya  
(Arts, Commerce & Science)  
Shirur Anantpal Dist. Latur (N.)



ANNEXURE C

ROLE PROFILE

Job title	Field Sales Officer	Division	Glenmark CV
Reports to	District Sales Manager	Cluster	Chrono

APPOINTMENT

The appointment of Field Sales Officer of the Company reflects the importance of the incumbent's role as an important and active link between the Company and its customers in establishing and enhancing customer relationships, territory development and optimizing business potential in the territory for the Company. The incumbent is expected to carry out his / her role which is predominantly Managerial and administrative in nature and with a fair measure of independent responsibility, within the framework of Company policies.

ROLE PURPOSE

As Field Sales Officer the incumbent is expected to be a vital interface between the Company and the medical profession by briefing them on the scientific features and patient care benefits in respect of Company's products, consistently achieve budgeted sales of the products in the assigned territory through planned coverage and systematic implementation of promotional strategies and customer service initiatives and reporting thereof.

JOB SPECIFICATIONS

- **Qualification**
  - Degree in Sciences / Pharmacy or Graduation with relevant experience is desirable.
  - Experience of 1 to 3 years in a similar capacity. Fresh candidate may also be considered based on sound academic background, skill sets and potential capabilities.
- **Special Skills & Knowledge**
  - Knowledge of therapeutic segments and related medical information.
  - Knowledge of regulatory aspects and issues related to the Pharmaceutical industry.
- **Key Competencies**
  - **Drive for Results** - Has a bias for action, takes initiative and pursues goals with ownership and accountability.
  - **Detail Orientation** - Pays close attention to the details, sufficiently complementing it with an eye for the big picture.
  - **Candor** - Respectfully expresses opinions and speaks up in the best interest of all stakeholders.
  - **Resilience** - Stays positive, calm and focused on the outcome even in adverse conditions.
  - **Communication** - Use a broad range of communication styles, and choose the most appropriate, effective ways to communicate to different audiences in diverse situations.
  - **Collaboration** - Is humble and works effectively with diverse groups of people, building strong relationships.
  - **Customer Focus** - Meet or exceed customer needs and expectations and provide excellent service in a direct or indirect manner; effectively transmit and interpret information through appropriate communication with internal and external customers.
  - **Integrity** - Behave in an honest, fair and ethical manner; show consistency in words and action.

Mr. Chandrakant Shiramji Shirur

Glenmark Pharmaceuticals Ltd.

Glenmark House, B. D. Sarveswari Marg, Andhpet (East), Mumbai - 400 099, India

T: 91 22 4018 9999 F: 91 22 4018 9986 CIN No: L24209MH1977ELC0199H2 W: www.glenmarkpharma.com

Registered Office: B-2, Madhavai Chambers, 22, Bhambalal Doshi Road, Mumbai - 400 014 E: compliance.officer@glenmarkpharma.com

PRINCIPAL

Shri Venkateswara College  
Arts, Commerce & Science  
Tirumala, Andhra Pradesh



**Confidence & Commitment** - Belief in one's own capability to select an effective approach to accomplish a task or activity in increasingly challenging circumstances, and be motivated to stay focused and committed to the task or activity

**Change Agility** - Is open to changes and constantly seeks new learnings / improvements / innovation

#### KEY ACCOUNTABILITIES:

- **Customer Focus and Coverage:**
  - Imbibe the product related features / benefits including scientific information thereto, so as to effectively communicate with the medical doctors and handle product related customer queries.
  - Actively participate in identifying key and potential medical practitioners and specialists in the respective therapeutic segment in the assigned territory, and prioritize for the purpose of systematic customer coverage so as to generate maximum prescription sales for the Company's range of products as per business plan.
  - Classify the medical practitioners in his / her territory in three categories as per the guidelines of the organization. Current process being classification of medical practitioners as A, B, & C Category in the descending order of importance so as to optimize the share of prescription from potential medical practitioners.
  - Prepare the visit frequency for medical practitioners in the territory, as the guidelines of the organization so as to give more attention to potential medical practitioners. Current process being assigned as TPL, RPL and SPL with TPL being the most important and SPL the least.
  - Review and discuss his/ her plan for the achievement of his / her territory's sales budget each month. Seeks the assistance of his/ her Superiors in formulating sales strategy, delivers marketing messages tailored to each customer need.
  - Ensures thorough pre-call planning and asks for the assistance of the his/her Superiors, wherever necessary.
- **Sales Performance & Results:**
  - Achieve and exceed the sales targets including enhanced targets on a consistent basis through effective implementation of the sales promotion strategies and follow-up initiatives.
  - Constantly sharpen the product knowledge and detailing skills so as to enhance productivity levels as expected by the Company.
- **Planning & Analyzing the Sales Performance :**
  - Follow his/her approved tour program, prepares and send Daily reports electronically on his/her day to day activities mentioning in detail about the calls made by him/her on the doctors' clinics and hospitals so that work can be executed smoothly.
  - Maintain contacts with nursing homes, clinics and hospitals in his/her territory. Collect the data on annual budget for medicines in respect of each of the hospitals, their mode of purchase, rate contract, and drug committee members so that the individual is updated regarding changes in the market.
  - Maintain regular contacts with medical practitioners, consultants, chemists and wholesalers so that the Company's brand image is maintained.
  - Book orders from the retailers to ensure adequate availability at their shelves to meet the market demand. Also assist the display of Company's products on the retailers' shelves so that the Company's products are viewed by the customers who visit the retailers.
  - Prepare and implement special schedule for doctors' visits / calls at the time of new product launch or sales campaign etc. using special presentation, promotional materials and sales strategies to ensure that marketing strategies are followed in toto.
- **Meetings:**
  - Actively participate in Cycle meetings, periodic Sales & Marketing meeting and conventions.
  - Prepare presentations on business plans, its implementation and feedback of his/her territory so as to help him/her monitor his/her performance.

Mt. Chandrakant Shrinant Shirur

Glenmark Pharmaceuticals Ltd.

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

T: 01 22 4018 9999 F: 01 22 4018 9966 CIN No. L242996MH1973PLCO19954 W: www.glenmarkpharma.com

Registered office: B-7, Mahadaxi Chambers, 22 Bhamburda Road, Mumbai - 400 025 E: [complaints@glencol.com](mailto:complaints@glencol.com) [glencol@glencol.com](mailto:glencol@glencol.com)

  
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- **Administrative Values:**
  - Ensure timely submission of daily call report, sales documents, feedback reports, expense reports and other administrative duties are completed in an accurate and timely manner.
  - Adhere and demonstrate leader behaviour.
  - Embrace all forms of technology as advised by the Company such as mobile reporting, web-based reporting etc.
  - Adhere to the IT AUP which will be uploaded by the IT team on GENESIS from time to time.
- **Knowledge Updation:**
  - The officer will conduct appropriate training activities for his/ her junior colleagues to.
  - Build their professional skills and status.
  - Enhance the Division's image.
  - Generate goodwill.
  - Strengthen Team bonding.

This Role Profile for the Position is illustrative in nature and not exhaustive. Additions / deletions may be made as necessary.

All the updated Role Profile will be posted in GENESIS. The changes in Role Profile for the said role will be applicable to you and will be considered as part of appointment order.

Reviewed by:	Dy. General Manager - Human Resources	Name of the Officer:	Mr. Chandrakant Shrimant Shirsare.
Signature of Reviewer:		Signature of Officer:	

Glenmark Pharmaceuticals Ltd.

Glenmark House, B. D. Sawant Marg, Anand (East), Mumbai - 400 090, India

T: (0) 22 6018 9999 F: (0) 22 6018 9966 CIN No. L24299MH1977ELC0219962 W: [www.glenmarkpharma.com](http://www.glenmarkpharma.com)

Registered office: B/2, Mahabaxi Chambers, 22 Thakralji Desai Road, Mumbai - 400 020 E: [glaxo@glaxo.com](mailto:glaxo@glaxo.com)

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- Conduct group meetings, Speaker programs, and round table meetings for the doctors and Chemists to impart product benefits.
- Conduct camps in coordination with the medical Associations.
- **Industry & Product Knowledge:**
  - Regularly visit the chemist in the area to ensure the sale of Company's major products collect information on the sales of competitor's products and regularly update this data.
  - Keep oneself updated on the competitor's activities through personal visits to wholesalers and retailers and through systematic collection and analysis of data.
  - Develop a clear understanding of the Company's SOPs and protocols pertaining to his/her area of work.
  - Imbibe the guidelines pertaining to Adverse Event Reporting and takes prompt action in compliance with the requirements. Collection of Adverse Drug Reaction (ADR) incidences including lack of efficacy related to Glenmark products, in the company specific adverse event form up to the maximum possible level of completeness by putting your signature / date, even in absence of the doctor's signature for any reasons and forwarding the same to local pharmacovigilance team and [GlobalCustomerService@glenmarkpharma.com](mailto:GlobalCustomerService@glenmarkpharma.com) within 24 hrs. The Preliminary report should be forwarded within 24-hrs and if required, the Final Report shall be submitted within 7-working days.
- **Market Analysis:**
  - Maintain quality customer list, current profile of assigned key accounts, key influencers & clinical thought leaders.
  - Actively seek and display knowledge of key customers in territory.
  - Carry out Quarterly Audit of Must See List (MSL) of Doctors so as to have an effective and updated customer list.
  - Capturing doctor data without errors is the essence, hence the officer will be asked to collect visiting cards of doctors in the MSL and send it to the Company for database updation, on regular basis.
  - Collect all information as directed by the superior / Company which would be needed for doing the analysis.
  - Conduct Retail Chemist Prescription Audit at the frequency and interval as prescribed by the Company.
- **Building Relations:**
  - Maintain and develop strong relationships with customers and build up a healthy rapport with them.
  - Work collectively with other team colleagues in arranging speakers, displays, special programs and CME's to meet the educational / knowledge updates of our products marketed by the Company.
- **Distribution & Resource Allocation:**
  - Ensure adequate inventory level with trade partner and take prompt actions to prevent date expiry of products.
- **Financials:**
  - He/ she shall follow up on the timely collection of outstanding due to the Company from the concerned parties in your assigned territory, as per requirements.
  - He/ she shall follow the guideline as per Uniform Code for Pharmaceutical Marketing Practices as issued by the government, from time to time.
  - Achievement of Sales budgets.
  - Assist in the collection of receivables, where required.
  - Proper utilization of product samples, detailing aids and other promotional material and updating the same in G Force / Net Reporting System, these are mandatory requirements as per UCPMP guidelines for audit purpose.
  - Proper accounting and reporting of expenses.
  - Deciding and managing different marketing activities in his/ her territory, up to the financial limit as per Company policy.

Mr. Chandrakant Shrinant Shirur

Glenmark Pharmaceuticals Ltd.

Glenmark House, B. D. Somwar Marg, Anantpal (Dist. Marathwada) - 400 009, India

T: 01 22 4018 9999 F: 01 22 4018 9966 CIN No: L24299MH1987PLC01008230; [www.glenmarkpharma.com](http://www.glenmarkpharma.com)

Registered office: B/2, Mahalaxmi Chaudhoni, 22 Shastriji Road, Marathwada - 400 008 E: [complaints@glencp@glenmarkpharma.com](mailto:complaints@glencp@glenmarkpharma.com)

  
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Chitaur Anantpal, Dist. Latur



## APPOINTMENT LETTER

Reference Code: HR/1221/IF-120002  
Date: December 01, 2021  
Employee code: 90037997  
CCG Code: FD1400

Mr. Chandrakant Shrimant Shirure  
U C Sable Amsaya Niwas  
Opp Velbhay Ganesh Mandir Velbha Nagar  
Latur, Maharashtra - 413512

Dear Mr. Chandrakant Shrimant Shirure,

With reference to the offer letter issued to you, we are pleased to inform you that you have been appointed in Glenmark Pharmaceuticals Ltd. as **Field Sales Officer** in Grade M51 with effect from November 29, 2021.

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

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

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

### 1. PROBATION

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

Mr. Chandrakant Shrimant Shirure

Glenmark Pharmaceuticals Ltd.

Glennmark House, E. D. Sawar Marg, Aundh (East), Mumbai - 400 090, India

T: 91 22 4018 9999 F: 91 22 4018 9986 CIN No. L24209MH1977PLC115982 W: www.glenmarkpharma.com

Regional office: B/2, Malabar Chambers, 72 Madhavji Dadas Road, Mumbai - 400 026 E: sales@glennmark.com@glenmarkpharma.com

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Latur, Maharashtra



## 2. LEAVE, TRAVEL ALLOWANCE AND OTHER BENEFITS

- During the probation period or while in confirmed service you will be entitled for leave and paid holidays as applicable to the field force in accordance with the Company's rules in force from time to time.
- Leave Travel Allowance payable to you is subject to the Company's rules and after successful completion of probation period.
- You are entitled to following benefits if applicable and eligible:
  - You will be covered under Provident Fund as per rules of the Employees' Provident Fund Act, 1952.
  - You will be entitled to Gratuity as per the terms, rules, conditions of eligibility and limits as stipulated under the Payment of Gratuity Act, 1972.

## 3. DISCHARGE OR TERMINATION OF SERVICES OR DISMISSAL

- During probation, your employment with the Company is liable to termination without any notice or giving reasons on either side.
- After confirmation, your employment with the Company can be terminated by either side, without assigning any reasons, by giving a notice of **one (1) month** in writing. In the event you decide to terminate your employment with the Company for any reason whatsoever, then at the discretion of the Company, you will have to serve a notice period of **one (1) month** and / or with recovery by the Company from the dues. If any, owed to you, for any shortfall in the notice where applicable. Notwithstanding the above, the Company reserves the right to terminate your employment forthwith or with lesser notice period by paying you salary in lieu of such short notice period.
- For any reasons, should you decide to leave your employment with the Company, your resignation from the Company shall be deemed as accepted by the Company on the date you submit the same unless otherwise informed to you in writing.
- Without prejudice to clause 3.b, your absence from work for more than 8 continuous days, without intimation, when your leave has been refused or have overdrawn for a continuous period of 10 days beyond the originally granted leave period, it would be deemed that you have left the services on your own, tantamount to resigning from the employment with the Company.
- Without prejudice to clause 3.b, the officer is subject to be medically fit for the work during his / her employment with the organization. He / she will undergo such Medical Examination as the Company may require of him / she from time to time at the Company's cost by any doctor / doctors nominated by the Company. If, after such examinations, the Company is of the opinion that continuance of his / her employment is medically not advisable or that he / she is not in a position to discharge the duties satisfactorily, the Company may terminate his / her employment forthwith.
- Without prejudice to clause 3.b, your employment with the Company is liable to be terminated forthwith without notice or compensation, in case of continued non-performance, or any act involving moral turpitude on your part, or the Company losing confidence in you as a result of any act of dishonesty, fraud, coercive action or such other serious actions which in the opinion of the Company is detrimental to Company's interest or that which adversely affects the reputation of the Company / lowering of image of the Company including if indulged in the field or not or in any other public area during or after working hours.
- Without prejudice to clause 3.b, the Company may exercise its right to terminate an officer without any notice or compensation if there are acts or omissions such as elaborated below by way of an example but also including any other acts not mentioned herein:
  - Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior;
  - Going on an illegal strike or abetting, inciting, instigating or acting in furtherance thereof;
  - Willful slowing down in performance of work, or abetment or instigation thereof;
  - Theft, fraud or dishonesty in connection with the Company's business or property or the theft of property or the theft of property of another officer within the premises of the establishment; or outside;
  - Taking or giving bribes or any illegal gratification;
  - Drunkenness, riotous, disorderly or indecent behavior on the premises of the establishment; or outside, during working hours or otherwise;

Mr. Chandrakant Shrivant Shirure

Glenmark Pharmaceuticals Ltd.

Glenmark House, B. D. Nandan Marg, Andheri (East), Mumbai - 400 059, India

T: 91 22 4016 9049 F: 91 22 4018 9534 CTR No: L242005 (H) 0771ELCOHWA2 W: www.glenmarkpharma.com

Registered office: B/2, Maheshwari Chambers, 22, Bhambhat Road, Mumbai - 400 016. E: [enquiry@glpharma.com](mailto:enquiry@glpharma.com) [glpharma@glpharma.com](mailto:glpharma@glpharma.com)

  
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- Commission of any act subversive of discipline or good behavior on the premises of the establishment or outside;
  - Habitual neglect of work, or gross or habitual negligence;
  - Willful damage to work in process or to any property of the establishment;
  - Disclosing to any unauthorized person any information in regard to the processes of the establishment which may come into the possession of the officer in the course of his / her work;
  - Refusal to attend Performance review meetings or any other official meetings, except official communication from the organization etc. or refusing to work as per Company's systems, including new systems;
  - Falsely reporting Doctors / Retailers;
  - False claims of expenses, sale of sample, promotional inputs etc.;
  - Sends false orders to the Distributors / Stockist for execution and / or collects unauthorized money due and payable to the Company;
  - Misbehavior, threats, gheraos, holding meetings, etc., anywhere outside Company's premises;
  - Behavior resulting in damaging or lowering Company's image in eyes of outsiders;
  - Refusal to accept other methods / gadgets of working;
  - Continued non performance
  - Any behavior detrimental to Company;
  - Non achievement of sales & work norms as per targets given by Company from time to time;
  - Sexual harassment which includes any one or more of the following unwelcome acts or behavior (whether directly or by implication), such as but not limited to the below:
    - o Physical contact and advances; or
    - o Demand or request for sexual favors; or
    - o Making sexually colored remarks; or
    - o Showing pornography; or
    - o Sharing loud jokes or stories without consent; or
    - o Any other unwelcome physical, verbal or nonverbal conduct of sexual nature;
- i. The Company may also suspend you pending investigation and pay you 50% of last drawn Basic Salary.
- l. Without prejudice to clause 3.5, your services are liable to be terminated at any time without any notice or compensation if:
- The Company comes to know of any police case or conviction by the Court of Law, during the tenure of your service with us or before joining us;
  - Any bad record in the past under your previous employer;
- j. Please note that any costs incurred by the Company towards your notice period buyout, joining bonus, relocation expenses and any other reimbursements given at the time of joining will be recovered from you in case you voluntarily leave the services of the Company within 24 months from your date of joining.

#### 4. RESPONSIBILITIES

- a. You shall abide by all rules, regulations, policies, practices and instructions, whether expressed or implied, applicable to your category or unit, as expressed, framed or modified by the Company from time to time.
- b. You are expected to comply with the policies of the Company including the Glenmark Code of Conduct and other policies of the Company as they form an integral part of the terms of employment with the Company. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- c. You shall communicate to the Company within 7 days if there is any change in your address, personal email id, contact phone number (residence & mobile number) as well as in personal status, as and when it happens, and make yourself available for all business related communications. All communications sent by the Company to you in the normal course at the address last updated on office record, shall be deemed to have been received by you.

Mr. Chandrakant Shrinant Shirur

Glenmark Pharmaceuticals Ltd.

Glenmark House, B. D. Sawar Marg, Andheri (East), Mumbai - 400 056, India

T: 91 22 4018 9999 F: 91 22 4018 9066 CDS No: 12423049107777(C)10/02 W: www.glenmarkpharmaceuticals.com

Regional office: B/7, Maladisar Chaudhari, 22 Bhamburda Devi Road, Mumbai - 400 026 E: compliance@glencorp.com; Glenmark@glencorp.com



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Shirur Anantpal Dist. Latur



**Apollo Health and Lifestyle Limited**  
(CIN - U85110TG2000PLC115819)

4-Jan-24

To,  
Atish Murlidhar Sonkamble,  
AHL10987,  
M. Phule Nagar, Somnathpur Road, Udgir,  
Maharashtra, 413517.

### LETTER OF APPOINTMENT

Dear Atish Murlidhar Sonkamble

With reference to your application and subsequent offer which has been accepted by you, we are pleased to appoint you as "Senior Scientific Officer - Cytogenetics" in Apollo Health and Lifestyle Limited, on the following terms and conditions.

1. **Place of Posting**

This appointment takes effect from your date of joining which as per records stands 4-Jan-24. Your posting shall be at Hyderabad Balanagar - Diagnostics. During employment you may be posted or transferred to any location and/or department/division or any of the group companies, associates or affiliates existing or to be set up anywhere in India or abroad, with/without additional remuneration, on issuance of sufficient notice. You shall be governed by the policies, procedures and rules of the company during your employment period. The management reserves the right to amend such policies during this period and the same shall be notified to you accordingly.

2. **SALARY AND OTHER COMPONENTS**

2.1 **SALARY AND ALLOWANCES**

Your annual CTC shall be **₹20000/- (Rupees Eight Lakhs Twenty Thousand Only)** which shall be inclusive of basic salary, allowances, retiral and other benefits as detailed in Annexure-I hereto. You shall be governed by the policies, procedures and rules of the company related to the salary, allowances, benefits and perquisites as detailed in this appointment letter. The company may at its sole discretion modify such allowances, benefits and perquisites from time to time in accordance with its policies.

2.2 **CONSIDERATION PROSPECTIVE**

Increase in your compensation and future prospects in the company shall be governed by the policies, procedures and rules of the company and will entirely depend on your performance, hard work and regularity in attendance, sincerity, good conduct and such other relevant factors and the company's performance. Such increase in no case shall be automatic or a matter of right. You shall be eligible for increment and performance linked variable pay (if applicable), only on successful completion of your probation.

2.3 **BACKGROUND VERIFICATION**

Your employment by the Company is conditional upon and subject to completion of background verification of your employment application and documents submitted by you. If any of the details are found to be incorrect or falsified at any point of time during your employment, Company reserves the right to terminate your employment without a any notice.

Regd. Office: FF-1-617/A, 615 & 616, 7th Floor, Imperial Towers, Opp to Ameerpet Metro Station, Ameerpet, Hyderabad-500038  
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# Apollo Health and Lifestyle Limited

(CIN - UBS110TG2000PLC115819)

### 3. PROBATION AND CONFIRMATION

You shall be on probation initially for a period of 6 (six) months with effect from the date of joining. Your performance during the probation period would be assessed as per the company policy. Unless explicitly given in writing about your probation extension your services will be deemed confirmed after completion of six months. During the probation period contract of employment can be terminated by either side by giving to the other 15 days' notice in writing or gross salary in lieu thereof. However, in the event of your resignation, the company in its sole discretion shall have an option to accept the same and relieve you prior to completion of the stipulated notice period of months, without any pay in lieu of the notice period.

### 4. DUTIES AND RESPONSIBILITIES

4.1 The company shall expect you to work with a high standard of initiative, efficiency & integrity. You shall perform, observe and conform to such duties, directives and instructions assigned or communicated to you by the company and those in authority over you.

4.2 You shall devote your entire business hours/time to the work of the company and shall not undertake any direct/indirect business/work/consultant assignments, honorary or with remuneration except with the written permission of the Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.

4.3 Whether or not the confidential information has been designated as "confidential", the same shall be deemed to be confidential in nature. You shall not at any time now or in future either directly or indirectly, disclose, publish, or use the confidential information without AHLL's prior written consent. You shall use high standard of care and discretion to avoid disclosure of the confidential information. Your obligation to keep such information in confidential even on termination of this employment for a period of 3 years from the date of such termination as the case may be.

4.4 You shall not enter into any commitments or dealings on behalf of the company for which you have no clear authority nor alter or be a party in any alteration of any principle or policy of the company or exceed the authority or discretion vested in you without the previous sanction of the company or those in authority over you.

4.5 You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company shall have right to assess on its own basis and recover the damages of all such materials from you and take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

### 5. Intellectual Property Rights

"Intellectual Property Rights" includes without limitation any patent, copyright, design right, trade mark, service mark, trade dress, trade name, goodwill, geographical indication, integrated circuit layout-design right, know-how, Confidential information, trade secret, any application (whether pending, in process or issued) for any of the foregoing, any other industrial, intellectual property or protected right similar to the foregoing (whether registered, registrable or unregistered) in any country worldwide and in any form, media or technology now known as later to be developed.

5.1 You acknowledge and agree that during your employment with the Company, all processes, studies, flow charts, diagrams, devices, programs, reports and other data, writings, tape recordings, computer programs or any other works or materials, whether in paper, electronic or any other form, that are created, generated or developed by you (whether alone or with any other person, and whether or not they are created, generated or developed by you during or outside of office hours, and within the Company's premises or otherwise) or which has been furnished by the Company to you or which you have obtained as a result of your employment with the Company (hereinafter referred to collectively as the "Work Product"), shall remain the property of the Company.

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# Apollo Health and Lifestyle Limited

(CIN - U85110TG2000PLC15819)

- 5.2 All Intellectual Property Rights subsisting in or in relation to any Work Product created by you (whether alone or with any other person and whether or not it is created, generated or developed by you during or outside of office hours, and within the Company's premises or otherwise) during your employment with the Company shall belong to the Company exclusively upon creation, and you shall promptly record and disclose such Work Product to the Company, and at the request and expense of the Company do all things necessary or desirable to assign the rights to the Company in relation to such Work Product.
- 5.3 You shall not at any time do or cause to be done any act of thing that in any way threatens or which may tend to impair the Company's ownership, title and/or interest in the Intellectual Property Rights or Work Product. Upon termination of your employment in any manner provided herein, you shall cease to and desist from all use of the Intellectual Property Rights or Work Product.
- 5.4 You shall not do anything during the course of your employment that would in any way breach, violate or infringe any applicable laws, regulations, rules, directives, circulars, notices or directions relating to any/or governing the Intellectual Property Rights of any third parties. Without limitation to the foregoing, you shall not download any material that infringes any Intellectual Property Rights, or use any unauthorized or infringing copies of software in the course of performing your duties.
6. **TRAINING**  
You may be selected and sponsored by the company for familiarization or training assignments with our technical collaborators or any other institutions or organizations in India or abroad. You shall diligently and beneficially take part in the training and such assignments. This will be done based on the job requirement and in no case is a matter of right. The same shall be as per the policies, procedures and rules of the company.
7. **Discipline**
- 7.1 You will be covered by the policies, service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time.
- 7.2 You are strictly prohibited from smoking, chewing tobacco and drinking while On Duty and/or in Office Premises. Strict disciplinary action will be taken against you, if found indulging in such activities.
- 7.3 You shall be required to sign and abide by the rules and regulations which the company has at this level and shall undertake to sign such declarations that the policy may be amended from time to time. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. During this entire period of such suspension you will be paid a suspension allowance at the rate of 50% of the last drawn monthly salary (basic & allowances). The salary for the suspension period shall be paid to you only when you are found "not guilty" of any of the charges for which you were suspended and not otherwise.
- 7.4 In case particulars mentioned in your application are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
8. **RETIREMENT OR TERMINATION**
- 8.1 You shall automatically retire from the service of the company on attaining the superannuation age of 58 years.
- 8.2 If you absent yourself without sanctioned leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your service without giving notice unless you resume your duties within 4 (four) days from the commencement of such absence and provide explanation to the satisfaction of the management for such absence.

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Jalur Anampal, Dist. Latur (M.S.)



# Apollo Health and Lifestyle Limited

(CIN - U85110TG2000PLC115819)

8.3 Your services are liable to be terminated without any notice or salary in lieu thereof in case of misconduct, including loss of confidence arising out of reasonable suspicion of misconduct, disloyalty, commission of act involving moral turpitude and act of indiscipline.

On satisfactory completion of the probation period and confirmation, the contract of employment can be terminated by either side by giving to the other 30 days' notice in writing or gross salary in lieu thereof. However, in the event of your resignation, the company in its sole discretion shall have an option to accept the same and relieve you prior to completion of the stipulated notice period of months, without any pay in lieu of the notice period.

Please note that your terms of employment, including the remuneration, shall be treated in strict confidence.

We look forward to your joining our team for a long, successful and mutually beneficial association.

Yours sincerely,  
For Apollo Health and Lifestyle Limited,

  
Divi Prasad Dash  
Chief Human Resources Officer

Signature of the Employee  
Date of joining: 4-Jan-24

  
Principal  
Shivnani Mahavidyalaya  
Arts, Commerce & Science  
Wing Anantapur, Dist. Latur (M.S.)



# Apollo Health and Lifestyle Limited

(CIN - U85110TG2000PLC115819)

## ANNEXURE - 1

Name	Atish Murlidhar Sonkamble	
Designation	Senior Scientific Officer - Cytogenetics	
Band Title	Senior Executive	
Company	Apollo Health and Lifestyle Limited	
Cost Center	Hyderabad Balanagar - Diagnostics	
Band	A2	
Total Cost to Company (per annum)		
<b>Fixed Components</b>		<b>820000</b>
Basic Salary	Monthly	Yearly
House Rent Allowance	24167	410000
Special Allowance	13567	154000
<b>Total Fixed Salary (A)</b>	<b>17057</b>	<b>204679</b>
Provident Fund	64890	778679
ESIC	1800	21600
Gratuity	0	0
<b>Total Statutory (B)</b>	<b>1643</b>	<b>19721</b>
<b>Total Cost to Company (A+B)</b>	<b>68333</b>	<b>41121</b>
		<b>820000</b>
* Employee can increase his / her PF contribution under the Voluntary PF option		
* Medical Insurance Coverage as per company policy		
* Mobile reimbursement & other reimbursements as per company policy		
* You will be covered under the Payment of Gratuity Act and will be eligible for gratuity benefits under the scheme after completion of stipulated period of employment in AHLL. The gratuity is payable on retirement from service or separation from the company on meeting the conditions of the act. Period of absence without pay will not be included for arriving the period of service for Gratuity entitlement		

Yours sincerely,  
For Apollo Health and Lifestyle Limited,

  
Devi Prasad Ozsh  
Chief Human Resources Officer

Signature of the Employee  
Date of joining: 4-Jan-24

  
PRINCIPAL  
Shivneri Mahavidyalaya  
Arts, Commerce & Science  
Shrirur Anantapur, Dist. Latur (A)



महाराष्ट्र शासनान्वय, स्वयं चर्चसहायित कर्मचारी विनाअनुदानित  
U-ENSE Code : 27281200414 Reg. No. MH 6426/96, F 4620/97



**Netizens**  
Foundation School

The Pioneer School of Latur Foundation Pattern

REF.NO.Net/2023-24/ 14 /Appointment

Date: 25/12/2023

OFFER LETTER

To,

Miss. Vaishnavi Vyankat Telange

S/O: Narayan Galli, Shirur Anantapal,

Tq. Shirur Anantapal, Dist. Latur PIN: 413544

Sub: - Appointment letter for the post of Faculty in Chemistry on contract Basis in Netizens Foundation, Latur.

Ref: 1. Your consent letter dated: - 20/05/2023

Dear sir,

With Reference to above subject, we are pleased to offer you the post of CHEMISTRY Teacher on contract Basis from 21/05/2023 in the Academic Year 2022-2023 at Netizens Foundation, Latur.

You will receive a fixed salary Rs. 18000/- per Month w.e.f. 21.05.2023 per month subject to the following terms and conditions attached here in with this letter.

Yours faithfully,  
  
Principal

Netizens Foundation School, Latur

  
PRINCIPAL  
Shivneri Mahavidyalaya  
Arts, Commerce & Science  
Shirur Anantapal, Dist. Latur(M.S.)

### Terms and Conditions for Agreement

1. Your appointment will be purely on temporary and Contract Basis in this School for the period of 12 months i.e. from 21/05/2023 to 31/05/2024, and your salary will be Rs. 18000/- Per Month.
2. You will have to communicate your acceptance within a week from the date of receipt of this offer letter OR your appointment is liable to be cancelled.
3. If you accept the appointment, you shall have to execute and sign a Service Agreement within 10 days from the date of joining on non-judicial (Rs. 100 onwards) Stamp paper.
4. Your appointment will be governed by the rules and regulations of the institute.
5. You will not conduct or engage yourself in any private tuition or other coaching classes. As you will be engaged in five to six classes per day and your duty will be titled as "Full Time."
6. Your appointment stands terminated on 15/12/2024, OR with one month's Prior notice by us OR you can intimate through written application to leave the job before 3 months in advance. You cannot leave the job without 3 months prior notice.
7. You have to deposit Blank cheque within 15 days from joining towards assurance for the agreement.
8. You cannot leave the job without fulfilling the condition No. 6. If you fail to fulfil this condition, you will have to pay back your One-year salary to the school as per agreement.
9. If your work is not satisfactory, then also your services will be terminated with one month's prior notice. Your weekly/monthly as well as quarterly performance will be observed, monitored and recorded continuously. It will be used as indicators for your next year appointment.
10. You will have to remain present in this academy/school for max 8 hours and engage yourself in teaching, preparing assignments, question papers, making computerized records and assist academic process. You may be asked to conduct extra classes on holidays / Sundays, as per requirement.
11. You will have to conduct 1 to 6 classes in concerned subjects as per syllabus. You will have to submit Unit test / Grand test or any other test question papers well before time. You have to submit the result for the tests within three days of exams.
12. You are strictly instructed not to misbehave / misguide / mislead to any student or parent of this academy/school. You are not permitted to interact directly with any parent.
13. Govt. holidays or Local Holidays will be applicable as per the policies of the academy/school. Diwali Vacations are applicable as per the holidays set by the academy/school.
14. Deduction of Profession Tax (PT) is applicable. (Min ₹ 175 to ₹ 300)
15. During your contract period, 8 casual leaves are permissible. If leave taken without permission, double salary will be deducted for the concerned day/s. Continuous three or more days casual leave will not be accepted. Double salary will be deducted for the concerned day/s after 8 leaves.
16. You must follow reporting timing, Daily Attendance muster signature, etc. according to class timings.
17. You should not join/open any academy within this city at least for one year, after leaving this academy/school.
18. TDS/EPT deductions will be subject to the conditions.



  
Employer  
Principal

  
Employee

VAISHNAVI VYANKAT TELANGE

Netlsem Foundation School, Latur.

Place: - Latur

Date:

  
PRINCIPAL  
Shivneri Mahavidyalaya  
Arts, Commerce & Science  
Shirur Anantpal, Dist. Latur (M.S.)





**ALKEM LABORATORIES LTD.**

Regd. Office : ALKEM HOUSE, Genetel, Dapar Marg,  
Lower Parel (West), Mumbai - 400 013, Maharashtra, India.

• Phone: +91 22-0089 8900

• Fax: 022-0485 2965

• Email: [contact@alkem.com](mailto:contact@alkem.com)

• Website: [www.alkemlabs.com](http://www.alkemlabs.com)

• CIN: L00095MH1673PLC774231



Date : 13-May-2023

MR. BALAJI SHIRMANT SHIRURE  
ANUSAYA NIWAS VAIBHAV NAGAR  
KHADGAON ROAD LATUR  
LATUR / LATUR 413512  
MAHARASHTRA  
M:8308078922

Dear MR. BALAJI SHIRMANT SHIRURE,

**Subject: Offer cum Appointment letter for the post of MARKETING EXECUTIVE**

On behalf of the Management, I take great pleasure in offering you appointment as **MARKETING EXECUTIVE** in grade **ME** in our **MAGNA** Division.

The terms and conditions of the employment are as per **ANNEXURE - I**.

Your posting will be presently at **LATUR**.

Your Basic Salary will be **Rs. 3,50,000/- per annum (Rupees Three Lakh Fifty Thousand Only)**. In addition to this you will be entitled to benefits as indicated in **ANNEXURE II**.

Your appointment is subject to you being found medically fit and on the understanding that all the details mentioned by yourself in the job application form are correct and complete in all respect.

Your tentative date of joining will be **15-May-2023**. In case you do not join on or before this date, the offer cum appointment letter shall stand cancelled. Should there be any change in date of joining, please keep us informed in advance.

We welcome you to the Alkem family and look forward to your significant personal and professional growth during your association with us.

With Best Wishes,

For Alkem Laboratories Limited

ABINASH DAS  
DEPUTY GENERAL MANAGER

PRINCIPAL  
Shivneri Mahavidyalaya  
Arts, Commerce & Science  
Shirur Anantpal, Dist. Latur (M. S.)



## ALKEM LABORATORIES LTD.

Regd. Office : ALKEM HOUSE, Ganapati Bapat Marg,  
Lower Parel (West), Mumbai - 400 013, Maharashtra, India  
• Phone: +91 22-2962 0099 • Fax: 022-2416 2952  
• Email: contact@alkem.com • Website: www.alkemlabs.com  
• CIN: L60030MH1973PLC121601



### ANNEXURE - I

#### 1. LIST OF DOCUMENTS :

Please bring the originals and a copy of the following documents at the time of your joining. These documents are mandatory for activation of joining process.

- Educational Qualifications  
(Provisional or final certificates of S.S.C, H.S.C, Graduation, Post-Graduation etc till date)
- Proof of Date of Birth  
(Certificate obtained from SSC / Aadhaar with date of birth mentioned)
- Permanent Account Number (PAN Card)
- Aadhaar Card
- Offer Letter, Relieving letter and Salary Slips (last 3 months) of previous employer.
- Cancelled Cheque of your saving's account.
- One Latest Passport size photograph of yourself in white background.



#### 2. PROBATION / CONFIRMATION:

You will initially be on probation for period of six months from date of joining the Company, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable either by the company or by you without assigning any reason whatsoever. On completion of probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation.

#### 3. TRANSFER:

Divisions / SBUs / Subsidiary Companies / Associated Companies / Affiliated Companies etc, which are in existence or which may be set up in future, will be automatically governed by the terms & conditions, to which you are transferred.

#### 4. CESSATION OF EMPLOYMENT:

On the basis of documents / certificates submitted by you, your date of birth is recorded as 05-May-1995

- As per the policy of the company the age of superannuation is on completion of 58 years
- On satisfactory completion of the probation period and / or after you have received your confirmation in writing except for the reason mentioned in this appointment letter, your services can be terminated by the company at any time or you can choose to leave the company by giving 1 MONTH notice in writing or fixed gross salary (basic + allowances) in lieu of notice at the discretion of the management.
- If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - Return to work within 8 days from the commencement of such absence and
  - Give an explanation to the satisfaction of the Management regarding such absence.

  
PRINCIPAL  
Shivneri Mahavidyalaya  
Arts, Commerce & Science  
Anantpal, Dist. Latur (M.)



## ALKEM LABORATORIES LTD.

Regd. Office : ALKEM HOUSE, Gendalli Road, Meru,

Lower Panel (West), Mumbai - 400 072, Maharashtra, India.

• Phone: +91-22-2952-0999 • Fax: 022-2445 2855

• Email: [contact@alkem.com](mailto:contact@alkem.com) • Website: [www.alkemlabs.com](http://www.alkemlabs.com)

• CIN: L60000MH1992PLC174201



d. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.

### 5. GENERAL:

- a. You will not engage yourself in any other business, occupation, employment, part time or otherwise, while in the company's services.
- b. You will be entitled to privilege leave, sick leave and casual leave as per company's rule.
- c. You are expected to maintain strict secrecy regarding the business affairs of the company and are responsible for the safe custody of the company's property lying with you which you are expected to return to us in the event of cessation of employer employee relationship for any reason whatsoever.
- d. You are liable to use the E-detainer in the Form of TABLET for promoting the company's product in the Doctor's chambers along with the accessories. You are expected to carry out the detailing through the same device and also need to maintain the complete confidentiality and secrecy which has been incorporated in the TABLET and you will be sole custodian for the same. You are also liable to handover the TABLET along with the accessories on your last field working day in the event of cessation of employment of whatsoever reason to your immediate Reporting manager &/or the person nominated by him &/or Depot Manager nearest to your HQ. If you fail to do so, Management reserve the rights to recover the appropriate amounts as deemed fit based on the valuations and usage.
- e. You will be governed by the rules & regulations of the company as applicable to you currently and as may be varied by the company from time to time, including but not limited to the services rules, which is an integral part of your letter of offer cum appointment, a copy of which is enclosed herewith.
- f. You are required to keep us informed of any changes in your personal details (residential address, marital status, educational qualifications, dependant details etc.) or in your civil status.
- g. You are also liable to return reimbursements if any form done like joining bonus, relocation expenses, notice period of previous employer or any other reimbursements subject to conditions discussed during the time of joining if you resign from service of the company prior to first anniversary of employment.
- h. In the event of any dispute regarding the terms and conditions of your appointment, you will be subject to the jurisdiction of the relevant courts of law at the headquarters of the company viz. Mumbai.
- i. Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not to share information regarding the same with anyone.
- j. Collection of Adverse Drugs Reaction (ADR) incidences including lack of efficacy related to 'Alkem Lab's' any drug product/medicinal product, in company specified format up to the maximum possible level of completeness and forwarding the same to the company's assigned person(s) in your PV-system by putting their signature / date even in absence of the doctor's signature for any reasons. The Preliminary report should reach to PV-head within 24-hrs. and if required, the Final Report shall be submitted within 7-working days.





ANANTPAL  
Shivneri Mahavidyalaya  
(Arts, Commerce & Scienc...)  
Shivur Anantpal, Dist. Latur (M.S.)

**ALKEM LABORATORIES LTD.**

Regd. Office : ALKEM HOUSE, Senapati Bapat Marg,

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• Phone: +91-22-2581 0090 • Fax: 022-2445 2058

• Email: contact@alkem.com • Website: www.alkemlabs.com

• CIN: L00001MH1923PLC174201

**Great  
Place  
To  
Work.  
Certified****ANNEXURE - II**

Salary	Monthly Amount	Yearly Amount
Basic	14,072	1,68,912
HRA	7,036	84,456
Vehicle Maintenance Allowance	150	1,800
KIT Allowance	50	600
Metro Allowance*	900	10,800
LTA	100	1,200
Special Allowance	2,977	35,798
<b>Total (A)</b>	<b>25,251</b>	<b>3,03,476</b>
<b>Benefits</b>		
Provident Fund**	1,800	21,600
Bonus***	1,400	16,800
Gratuity****	677	8,124
<b>Total (B)</b>	<b>3,877</b>	<b>46,524</b>
<b>Total (A+B)</b>	<b>29,128</b>	<b>3,50,000</b>

\*Payable monthly through Payroll

\*\*Company Contribution as per EPF &amp; MP Act

\*\*\*Payable annually as per Payment of Bonus Act

\*\*\*\*Payable as per Payment of Gratuity Act

Note : Above payments are subject to Income Tax, as applicable

In addition to the above you will be covered under the following schemes as per company policy :

You are eligible for sales incentives as per the company policy.

Daily Allowances :	Per Day (Rs.)
Daily Head Quarter Allowances	275
Daily Ex-Head Quarter Allowances	300
Outstation Allowances	550

a) MEDICLAIM : HOSPITALISATION COVERAGE : The policy covers self, spouse and two children subject to the over all limit of Rs 2.00 Lacs per annum.

b) Accident Insurance Benefit in case of disablement upto Rs 4.00 Lacs and in case of Death Benefit to Rs. 15.00 Lacs.

c) Term Life Insurance Benefit in case of Death of Rs.10.00 Lacs.



  
PRINCIPAL  
Shivneri Mahavidyalaya  
'Arts, Commerce & Science'  
Jinor Ananttal Dist. Latur (M.S.)

प्राज्ञे कुठे वी शास्त्र



# SHIVNERI BANK

Ishwar Kamgunda

Employee No. : 450315

*[Handwritten signature]*

Issuing Authority



*[Handwritten signature]*



डा. अजय चव्हेर पाटील सारथे

# काॅसमॉस अकाॅडमी

SYMBOL OF HUMANITY & DISCIPLINE

Contact No. : 9112390055, 9112490055

To,

Date: 15/06/2023

Miss Shradha Dilip Potdar

Dear Mam,

Ref No Ac/OL/2662023

### Offer Letter with General Terms and conditions of Employment

With reference to your application and subsequent interview, I have much pleasure in informing you that you have been selected for appointment as Assistant Teacher in Cosmos Academy, Latur on the following terms and conditions

1. Gross Pay will be as per your discussion Rs.15000/-month to your providing of last Salary Slip. You will be provided with the facility and even entitled to Leave, etc Prior approval for leave should be taken otherwise action will be taken against your act.
2. Your appointment is on probation-01 for a period of one month. During the period of probation/extended period of probation, service can be terminated by either side without assigning any reason by giving a notice or paying 30 days' salary in lieu thereof to the other party. After completion of one month probation-01, you will initially be on the probation-2 for a period of twelve months from the actual date of your joining the Academy and would continue to be so unless and until you are expressly confirmed in the regular services of the Organization
3. You will be subject to and governed by the Service and Conduct Rules of the Cosmos Academy, Latur presently in force and/or as amended from time to time.
4. Whenever required, it will be expected of you to come early and/or stay back after Academy hours or on a holiday, for performing Academy duties.

  
Ashwini Manoj Patil  
Founder & Director  
Cosmos Academy, Latur