



Ph.No.08413-202295  
Mobile: 9493539631

**C B C P**

## **CHILKUR BALAJI COLLEGE OF PHARMACY**

(Approved by AICTE, New Delhi, Govt of Telangana & Affiliated to JNT University, Hyderabad)  
R.V.S. Nagar, Aziz Nagar (Post), Moinabad Road, Near: T.S.Police Academy  
HYDERABAD – 500 075.

### **Criteria 5 - Student Support and Progression**

#### **Key Indicator 5.2 - Student Progression**

*5.2.1 - Average percentage of placement of outgoing students during the last five years*

#### **DVV Query**

Appointment orders of the students placed in 2016-2021.

#### **DVV Response**

The required documents are attached below.



  
**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 075.



March 21, 2022  
Mr. Pathlavath Thulsiram  
Diabetes Care – Hyderabad  
HQ – Hyderabad

**Subject: Offer Letter**

**Dear Mr. Pathlavath Thulsiram,**

With reference to the interview you had with us, as mutually agreed, we are pleased to offer you the post of **Marketing Trainee at MT Grade** in our **Diabetes Care** division based at **Hyderabad**.

You are requested to submit the following:

- Copy of your resignation with your present employer, duly acknowledged by your superior.
- Two passport size photograph
- Copy of resignation acceptance letter from present employer (may be submitted at the time of joining)

You shall be paid gross remuneration of **Rs. 2,50,000/-** per annum inclusive of Provident Fund, Gratuity, Bonus and ESIC given to employees as per rules.

You are requested to join the Company on or before **22.03.2022**.

Please contact **Mr. Venkataramana, Sr. Regional Sales Manager** on mobile no. **9989117743** for further guidance.

The Appointment letter will be given to you on your joining the Company. Your appointment is subject to following:

- Submission of your medical fitness certificate on joining duties.
- Reference check.
- No Criminal records.
- Validation of all above documents.

Kindly return the duly signed copy of this letter in acceptance of the offer.

Wishing you all the very best.

Yours faithfully,

**FOR LUPIN LIMITED**

**PADMA THEVAR**  
**EXECUTIVE – HR**



*[Signature]*  
**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post).  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 075.

Enclosed: Remuneration structure  
LUPIN LIMITED

# LUPIN LIMITED

Mr. Pathlavath Thulsiram,

GRADE DESIGNATION	MT	
	Marketing Trainee	
	PM ( Rs )	PA ( Rs )
BASIC	15,031	180,372
ADHOC ALLOWANCE	394	4,731
<b>GROSS MONTHLY</b>	<b>15,425</b>	<b>185,103</b>
<b>PROVIDENT FUND (12%) of BASIC</b>		<b>21,645</b>
GRATUITY (4.81%) of BASIC		8,676
ESIC (3.25% of Gross Salary)		6,016
<b>TOTAL RETIRALS</b>		<b>36,337</b>
<b>TOTAL FIXED CTC</b>		<b>221,440</b>
<b>BONUS / EXGRATIA</b>		<b>28,560</b>
<b>TOTAL CTC</b>		<b>250,000</b>

1. 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/-

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

  
PADMA THEVAR  
EXECUTIVE - HR



  
**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.M.S. Nagar, Aziz Nagar (Post)  
Moinabad Road, Near Police  
HYDERABAD-500 070



# C B C P CHILKUR BALAJI COLLEGE OF PHARMACY

Ph. No. 08413-202295  
Mobile: 9493539631

(Approved by AICTE, New Delhi, Govt of Telangana & Affiliated to JNT University, Hyderabad)  
R.V.S. Nagar, Aziz Nagar (Post), Moinabad Road, Near T.S. Police Academy  
HYDERABAD - 500 075.

CBCP.C.O/2021/2656

Date: 01.09.2021

To  
**Dr. Sattoju Nithish,**  
H.No:1-3-126/1/403,  
Manasa Ratnam Enclave Apartment,  
Rajendra Nagar, Mahaboob Nagar,  
Telangana.

## APPOINTMENT LETTER

1. With reference to your interest showed regarding the joining of our institution, the college management has agreed to appoint you as Assistant Professor w.e.f. 01.09.2021 in the pay scale of 8000-275-13500. D.A will be paid as per the rules as laid down by the institute. All taxes and other statutory deductions will be deducted at source as per rules that may be applicable from time to time.
2. Your appointment will be on probation for a period of one year from date of joining. During the period of probation, your services may be terminated from either side giving one month's notice or one month's pay in lieu of thereof. However, in case of termination of service on grounds of indiscipline during probation or after confirmation, no notice or salary in lieu of thereof will be given.
3. You shall undertake to abide the Rules and Regulations laid down by the Management Council of the Institute and as amended from time to time as well as such orders/instructions that may be issued by any other authorized officer of the institution.
4. If you accept the appointment as per the terms and conditions mentioned above, kindly intimate in writing the acceptance of your appointment.

*[Handwritten Signature]*  
PRINCIPAL 01/09/21  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYDERABAD - 500 075.

Copy to 01. **Dr. Sattoju Nithish**  
02. Personal File.



*[Handwritten Signature]*  
PRINCIPAL  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 075.

M. KOSICA LIIWALA KUMARI  
APL45941

**APPOINTMENT ORDER**

1. Welcome to the family of **APOLLO PHARMACIES LIMITED**. With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **Product Advisor** with effect from 01 Jan 2022.

Your total emoluments will be as follows :

Components	Monthly	Annual
Basic		
Fixed Dearness Allowance	5440	65280
House Rent Allowance	860	10320
Conveyance Allowance	5040	60480
Other Allowance	630	7560
<b>Fixed Gross (A)</b>	<b>12600</b>	<b>151200</b>
Pf Employer Contribution	907	10884
ESIC Employer Contribution	410	4920
Statutory Bonus	524	6297
Gratuity	303	3636
<b>Total (B)</b>	<b>2145</b>	<b>25740</b>
<b>Cost to the company (A+B)</b>	<b>14745</b>	<b>176940</b>

\*\*Statutory Bonus will be paid as per the Payment of Bonus Act 1965.

\*\*Gratuity will be paid as per the Payment of Gratuity Act 1972.

2. You will be on probation for a period of twelve months, which period may be extended by a further period of six months considered necessary by the management.

3. Subject to clauses 6 & 19 the appointment is terminable by one months' notice on either side or payment of one - m salary in lieu of notice to the other party. This notice of termination is applicable from the date of your joining the company. Further, you should not apply for any leave while on notice period.

4. During probation your services could be terminated without notice if there is even a single instance of misappropriation, fraud, wilful misconduct, insubordination.

5. You will be entitled to twelve days casual leave and twelve days sick leave for every period of twelve months. Leave be availed only on prior sanction of the head of the department. Leave for incomplete year of service will be determined on a prorata basis.





**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 075.

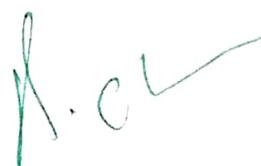
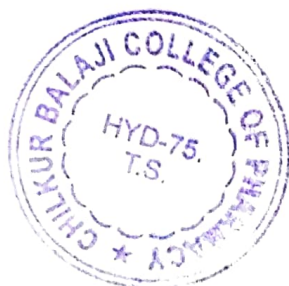
- during the course of your employment with the company you should not accept directly or indirectly any part-time job or contract any business. Your appointment is liable to be terminated with immediate effect, if this understanding is violated.
7. You will observe working hours relevant to the department you are placed in.
8. You will report for work punctually at the appointed time after duly recording attendance. Failure to record attendance in the register provided for the purpose will be treated as unauthorised absence from duty, rendering you liable for appropriate disciplinary action, and salary deduction.
9. Late coming is liable for a proportionate deduction in the day's wage. Reporting late for work thrice a month is considered habitual late coming and is liable for appropriate disciplinary action.
10. You are required to be at your work spot during working hours failing which you will be treated as absent and subjected to disciplinary action.
11. Permission to leave the premises of the organisation during working hours should be authorised by the departmental head. Leaving premises without permission will be treated as absence for the whole day rendering you liable for disciplinary action in addition to a salary deduction.
12. Unauthorised absence for eight consecutive days will be construed as voluntary abandonment of the company employment.
13. The company at any time may require to undergo Medical Examination. If on such examination you are found to be suffering from any infectious disease or any mental illness or any ailment/ illness or its treatment which required frequent absence from work, your services will be terminated with one month's notice or payment in lieu thereof.
14. Any change in residential address should be intimated to the Human Resources Department immediately.
15. You will abide by the conduct and disciplinary rules of the company in force from time to time.
16. You shall not at any point of time work against the interest of the company.
17. You are liable to be transferred to any other department/place/location/region/state or any other company of the group depending on the exigencies of work.
18. You shall not divulge to any unauthorized person any confidential information in regard to the working or process of the company which may come into your possession in the course of work.
19. Your services will be terminated with immediate effect if any information furnished in your application is found false.
20. Your appointment is subject to your being medically fit for regular employment. The Human Resources Department will arrange for your medical examination before joining.
21. Your growth in the company will depend solely upon your performance and Contribution.

Apollo Hospitals Group has pioneered investor-owned hospitals in the country and has already built a reputation for itself in India. We have every hope that your attachment to the Group will be mutually rewarding. Please sign and return the duplicate copy of this letter as a token of acceptance of the above terms and conditions.

With best wishes,  
for **APOLLO PHARMACIES LIMITED.**



**HANEESH MOHAN NAMBIAR**  
SR GENERAL MANAGER - HR



**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Police Station)  
Moinabad Road, Near Police Station  
HYDERABAD-500 075



## Re: Offer Letter - Mr. Anowar Hossain Molla

1 message

Papri Das <pdas@sastasundar.com>

To: anowarhossainmolla516@gmail.com

Cc: Vishal Sharma <vsharma@sastasundar.com>, Ranjana Ghosh <rgosh@sastasundar.com>, HR SUPPORT <hrsupport@sastasundar.com>, s banerjee <s\_banerjee@sastasundar.com>

Wed Dec 8 2021 at 12:03:45 PM

FYI

**From:** "Chaitali Sarkar Pahari" <hrsupport@sastasundar.com>

**To:** anowarhossainmolla516@gmail.com

**Cc:** "Vishal Sharma" <vsharma@sastasundar.com>, "Ranjana Ghosh" <rgosh@sastasundar.com>, "HR SUPPORT" <hrsupport@sastasundar.com>, "s banerjee" <s\_banerjee@sastasundar.com>

**Sent:** Wednesday, December 8, 2021 12:03:45 PM

**Subject:** Offer Letter - Mr. Anowar Hossain Molla

**Dear Mr. Molla,**

**Greetings of the day!**

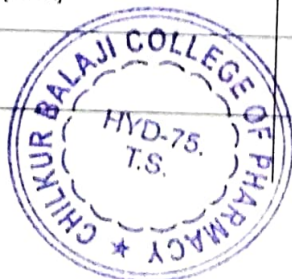
Welcome to our '**SastaSundar MarketPlace Limited**' and the "**Pharmacist**" team! We are pleased that you are joining us as a "**Pharmacist**". As you might imagine, your role is crucial in helping us both to meet and maintain the goals of the department and our company as a whole. We are certain about it that your unique skill set, experiences and qualifications will support you in your new professional endeavour.

You shall join the services of the company **on or before 8-Dec-2021**. You shall be offered **Rs. 227619/-** (Rupees Two lakh Twenty Seven Thousand Six Hundred Nineteen Only) per annum, including Leave, Gratuity and Mediclaim Premium benefits as per policy of the company.

Your deliverable would be all about pharmacist related and other related work only.

Please find the salary break-up below :

Remuneration Components	Per Month (Amount in `)	Per Annum (Amount in `)
<b>Monthly Components</b>		
Basic Salary	10800	129600
House Rent Allowance [HRA]	2583	30996
Retaining allowance	2160	25920
<b>Gross Pay Per Month</b>	<b>15543</b>	<b>186516</b>



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<b>Employee Contribution Part</b>		
Employee's Cont. to PF	1296	15552
ESIC	117	1399
Professional Tax	130	1560
<b>Take Home Salary</b>	<b>14000</b>	<b>168005</b>
<b>Non Monthly Components</b>		
Bonus (payable on Durga Puja)		10796
<b>Deferred Payments / Retirement Benefits</b>		
Employer Contribution to PF	1296	15552
<b>Total Employee Remuneration Cost [ERC]</b>	<b>16839</b>	<b>212864</b>
<b>Other Deductions Per Annum</b>		
Gratuity		6234
Leave		8522
<b>Total Deductions :</b>		<b>14755</b>
<b>Total CTC (₹)</b>		<b>227619</b>

**It is mandatory for you to submit all the required documents before joining or on the day of your joining. The date on which you will submit all your documents will be considered as your joining date.**

You are requested to bring the following documents on the date of joining:

v Passport size photograph in formal shirt in blue or grey background – 4 copies.

v Covid-Vaccine Certificate.



**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 075.



- v Aadhaar Card. **(DOB Format should be DD/MM/YYYY)**
- v PAN Card.
- v Proof of date of Birth, Identity and Address (Passport/Driving license/Voter ID card).
- v All educational qualifications proof & professional qualifications proof (if any).
- v Last company appointment letter, Pay Slip for Last 3 Month and Copy of Bank Statement Reflecting the same.
- v Personal bank account details (Front Page of Passbook / Cancelled Cheque) mandatory.
- v Resignation acceptance & Release letter from last employer if applicable.
- v Local doctor's health certificate in original.
- v 2 copies postcard size family photograph (if ESIC is applicable)

*In case you have any further questions or need additional information, we will be happy to answer. Please don't hesitate to contact us by email [hrops@sastasundar.com](mailto:hrops@sastasundar.com) or phone 9051807074.*

*Once again, congratulations, we are truly happy to have you join us! We look forward to meet you on your first day.*

#### **Welcome note**

Bengali

<https://youtu.be/hfjkjXNN-1A>

English

<https://youtu.be/pimdhmcVm7M>

Hindi

<https://youtu.be/lcc7gZ5chHk>



A handwritten signature in green ink, appearing to be "R. V. S.", written over the printed name of the Principal.

**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 078.

**\*\* Please send us a confirmation mail of your joining.**



भारतीय चावल अनुसंधान संस्थान  
राजेन्द्रनगर, हैदराबाद-५०० ०३०

**ICAR-Indian Institute of Rice Research**

(Formerly Directorate of Rice Research)

(Indian Council of Agricultural Research)

Rajendranagar, Hyderabad - 500 030. www.icar-irr.org; email: director.irr@icar.gov.in

for 040 24591216/218. Adm. Officer: 040 24591258/254. Fax: 040 24591217. Email: ao.irr@icar.gov.in




Dr. K Surekha  
Principal Scientist  
Head, Soil Science  
ICAR-Indian Institute of Rice Research,  
Hyderabad-30

27 Mar 2022

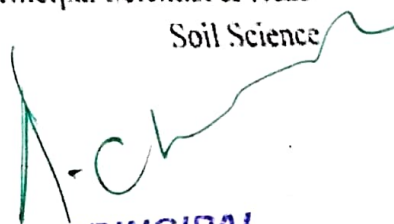
TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Sandiri Nandeshwari is working as a **Lab Technician** in project entitled "South Asian Nitrogen Hub (SANH)" under my supervision from 02.01.2021 to till date i.e., 25.03.22. She is very good in planning and execution of assigned work. She is very sincere and efficient worker with good academic background and knowledge of the subject. She is highly skilled in handling of FOSS, Flamephotometer, AAS, Spectrophotometer, Kjeldahl apparatus, and other soil science lab equipments. She can independently handle different facets of research and laboratory exercise. I may emphatically say that she will prove out to be an asset to any institution, where a position of trust and responsibilities offered to her. I am confident about her good and moral character, and wish her all success in life.

  
Dr. K. Surekha  
25/3/2022

Principal Scientist & Head  
Soil Science



  
**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 075.

Hello @Pavan Myana,

Congratulations on your successfully completion of internship program.

Thanks for all your hard work, dedication and efforts during the internship period. Looking forward for you to continue be part of Cloud First family and be part of success.

I am happy to let you know that now you are part of full time employment and your yearly CTC will 3,60,000/- per year and also additional 50,000/- as performance bonus.

Please feel free to reach out to me if you have any queries or concerns.


Vaibhav Mishra

M: +91-733-115-4698 E: [vaibhav.mishra@cloudfirstgroup.com](mailto:vaibhav.mishra@cloudfirstgroup.com)

CloudFirst

Cloud First Computing, LLC



  
**PRINCIPAL**  
Chitkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post).  
Moinabad Road, Near Police Academy.  
HYDERABAD-500 075.

Date: March 22, 2022

**Mr. Umme Hani**

**Telangana**

Dear Umme,

**Subject: Employment Offer as Pharmacy aide**

We are delighted at the prospect of you joining us and we would like to extend an offer for the position of **Pharmacy aide** in **Aster Pharmacy, Telangana**. We are sure you will be a great fit and will enjoy your role and help us take our business to a whole new level. Your experience and skills will definitely be an asset to our growing company. In this role, you will be working **Full time** in the **Pharmacy Department**. Normal working hours will be in accordance with your working unit. You will be entitled to **1 Day** weekly off as per your working unit.

We're also excited to offer you the following as part of your employment commitment with us. This includes your salary, benefits, and other components relevant to your employment. Please review the summary of terms and conditions for your employment with us.

You will be issued with an appointment letter post your joining. In case of any conflict between the provisions of this letter and the appointment letter, the terms of the appointment letter shall prevail.

Please note that the contents of this letter, including the compensation offered, are highly confidential and shall not be discussed or disclosed with or produced to any third party including your current employer.

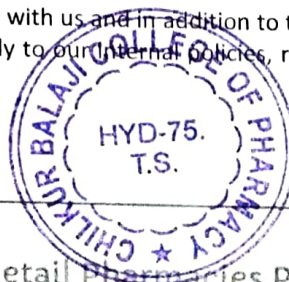
Kindly acknowledge and accept this offer on or before **March 23, 2022** to avoid withdrawal of this offer. In case of non-reporting after acceptance of this offer, you may be required to bear a compensation of an amount equivalent to expenses incurred by us in relation to your selection and offer of employment.

**Terms and conditions of offer:**

Your expected date of joining is **March 23, 2022** and your annual CTC will be **₹.1,92,000/- (One Lakh and ninety two Thousand Only)**, please refer to Annexure 1, for the detailed break-up. Additionally, you are eligible for bonus/variable pay basis your individual and business performance. Please note that your compensation will be subject to statutory and other permitted deductions. The organization reserves the right to restructure the wages if required. We promote strong career opportunities and allow individuals to explore career growth through internal career movements. Based on your experience, and expertise you could be considered for a transfer across any of Aster DM Healthcare's subsidiaries on business requirements and decisions.

You will be expected to serve a probation period of **Six (6) months**. However, the term of probation can also be extended, and your employment will be confirmed by us in writing, upon completion of your probationary period.

During the term of your employment with us and in addition to the terms of this letter and the appointment letter, you will be expected to comply to our internal policies, rules and regulations as amended from time to time.



**PRINCIPAL**  
**Chilkur Balaji College of Pharmacy**  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Acade  
HYDERABAD-500 075

Alfaone Retail Pharmacies Private Limited

27, 27/1 Kalinga Rao Road, Mission Road, Rama Nagar, Bengaluru Urban, Karnataka, 560027

CIN: U51909KA2021PTC142827 | T: 1800 102 3186 | E: customercare@asterpharmacy.in | W: www.asterpharmacy.in

If you accept our offer, please return us a signed copy of this letter along with the following documents:

- Six (6) passport sized photographs
- Educational Certificates: Photocopies of all Certificates and originals for Verification
- Experience Certificates: Photocopies of all Certificates and originals for Verification
- PAN card + Aadhaar Card Photocopy and Original for Verification
- ID Proof and address proof photocopy and Original for Verification
- Photocopy of bank account details.
- Salary certificate from previous employer
- Resignation acceptance /relieving letter from your previous employer

Your further employment processes would include a background verification, document verification, assessments, and pre-employment medical clearance test. This offer is conditional upon the satisfactory outcome of the above applicable processes and the job offer will be valid only upon the clearance of all the above assessments. Your employment offer will be based on the submission of the above- mentioned documents on the date of joining. Please submit original copies of the documents for verification purposes.

As an employer, we deeply care for your well-being and therefore, you will also have access to our comprehensive benefits program which includes your annual, sick, education/conference leaves, health/medical insurance plan and much more. Please refer to *Annexure 2*, for details.

Each one of us are expected to reflect our organization's core values at all times. It is important that ethical and lawful conduct should be evidenced in all business practices. As a potential Asterian, we are confident that you will conduct yourself in a befitting manner and abide by our code of conduct policy.

Please indicate your acceptance of this offer by signing and dating it were indicated below and return a copy of the signed letter. Please note this offer is valid for three (03) days from the date of issue.

On acceptance of the offer, a link will be forwarded to you with an on-boarding checklist with all the necessary documents required to proceed further with the other formalities related to your proposed employment with us.

We value your experience and hope to leverage it in assisting us in our journey ahead. All of us look forward to welcoming you at **Aster at Home**.

**For Alfaone Retail Pharmacies Pvt Ltd**




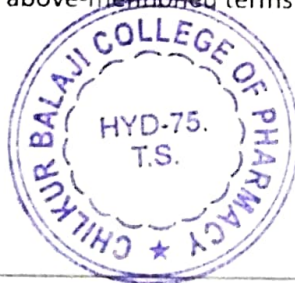
**Ramakrishna Devanaboyina**

**COO- Aster Pharmacy**

I hereby accept the offer and the above-mentioned terms and conditions

**Name of the Candidate:**

**Date:**



**PRINCIPAL**  
Chilkur Balaji College of Pharm  
R.V.S. Nagar, Aziz Nagar (Po  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 075.

**Alfaone Retail Pharmacies Private Limited**

27, 27/1 Kalinga Rao Road, Mission Road, Rama Nagar, Bengaluru Urban, Karnataka, 560027

C N U51909KA2021PTC142827 | T: 1800 102 3186 | E: customercare@asterpharmacy.in | W: www.asterpharmacy.in

**Annexure 1**

**My Remuneration:**

Your detailed salary structure is as follows:

Salary Component	Amount in Rs. (Monthly)	Amount in Rs. (Per Annum)
Basic Salary + DA	10,950	1,31,400
House Rent Allowance	1,547	18,564
Special Allowance	1,547	18,564
<b>Gross Earning</b>	<b>14,044</b>	<b>1,68,528</b>
Provident Fund	1,500	18,000
ESI	456	5,472
<b>Cost to Company</b>	<b>16,000</b>	<b>1,92,000</b>

**Annexure 2**

**My Benefits:**

Benefit Component	Benefit Coverage	Benefit Details
Medical Insurance	As per company policy	As per company policy
Accident Insurance	As per company policy	As per company policy
Holidays and Leave Eligibility a. Annual Leave b. Conference and Education Leave <i>(For all other leave categories kindly refer to the leave policy)</i>	As per grade	As per grade
Gratuity	As per company policy	

Name:

Date:

Signature



*[Handwritten Signature]*  
**PRINCIPAL**  
 Chilkur Balaji College of Pharm.  
 R.V.S. Nagar, Aziz Nagar (Post),  
 Moinabad Road, Near Police Academy,  
 HYDERABAD-500 075.



# C B C P CHILKUR BALAJI COLLEGE OF PHARMACY

Ph. No. 08413 -202295  
Mobile. 9493539631

(Approved by AICTE, New Delhi, Govt of Telangana & Affiliated to JNT University, Hyderabad)  
R.V.S. Nagar, Aziz Nagar (Post), Moinabad Road, Near : T.S. Police Academy  
HYDERABAD - 500 075.

CBCP/AO/2022/2865

Date: 10/02/2022

To  
Mrs. J.Raga Swetha  
H.No. 3-19 , Yenkapally (V),  
Moinabad (M),  
CBII - (P),  
Ranga Reddy (D).

## APPOINTMENT LETTER

- With reference to your interview held on 20/01/2022, we are pleased to appoint you as Assistant Professor w.e.f. 10/02/2022 in the pay scale of 15600-39100 (AGP60). D.A will be paid as per the rules as laid down by the institute. All taxes and other statutory deductions will be deducted at source as per rules that may be applicable from time to time.
- Your appointment will be on probation for a period of one year from date of joining. During the period of probation, your services may be terminated by the institute giving one month's notice or one month's pay in lieu of thereof. However, in case of termination of service on grounds of indiscipline during probation or on confirmation, no notice or salary in lieu of thereof will be given.
- You shall undertake to abide the Rules and Regulations laid down by the Management Council of the Institute and as amended from time to time and such orders/instructions that may be issued by any other authorized office of the institution.
- If you accept the appointment as per the terms and conditions mentioned above, kindly intimate in writing the acceptance of your appointment.

Copy to:

1. Mrs. J.Raga Swetha



*[Handwritten Signature]*  
10/2/22  
PRINCIPAL  
Chilkur Balaji College of Pharmacy,  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYDERABAD - 500 075.

**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy  
HYDERABAD-500 075.



Ph.No.08413-202295  
Mobile: 9493539631

**C B C P**

**CHILKUR BALAJI COLLEGE OF PHARMACY**

(Approved by AICTE, New Delhi, Govt. of Telangana & Affiliated to JNT University, Hyderabad)  
R.V.S. Nagar, Aziz Nagar (Post), Moinabad Road, Near: T.S.Police Academy  
HYDERABAD - 500 075.

Fwd: Episource Joining

Confirmation - 20 December



2021 Inbox



Srinitya 1:02 PM

to me ▾



----- Forwarded message -----

From: **Rajesh Sunkara** <rajesh.sunkara@episource.com>

Date: Thu, Dec 16, 2021, 11:08 AM

Subject: Episource Joining Confirmation - 20 December  
2021

To: Rajesh Sunkara <Rajesh Sunkara@episource.com>

Image result for joining



Dear All,

We are excited to  
welcome you to the  
Episource Family.





# C B C P

## CHILKUR BALAJI COLLEGE OF PHARMACY

(Approved by AICTE, New Delhi, Govt. of Telangana & Affiliated to JNT University, Hyderabad)  
R.V.S. Nagar, Aziz Nagar (Post), Moinabad Road, Near: T.S.Police Academy  
HYDERABAD - 500 075.

Greetings from Corro!Health!!!!!!

We are hiring for life science non-certified coding freshers for 2022.

Terms:

- Free domain Training for 3 Months including AAPC Certification (CRC) sponsorship.
- Rs. 5000 Stipend per month for those who clears CRC certification exam.
- Age Limit: -Below 28 Yrs
- 1.5 Yrs Service Agreement
- Training Timings 9AM - 6PM (day Shift)
- Shift Timings 9PM - 6AM (Night Shift)
- Night Shift Allowance: 2000
- Attendance Allowance: 1000
- Salary: 18000 CTC (After Certification)

Desired Candidate Profile

- 1) Life science or Paramedical Background
- 2) Good Written & Verbal Skills

Benefits:

1. Medical Coding certification Sponsorship
2. Free Food Facility for Night shift
3. Attractive Incentives
4. Free Bus Shuttle Services-Limited Areas (Gowlidhoddi, Gachibowli, DLF) after office resumes

tello Ambika



**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near T.S. Police Academy,  
HYDERABAD-500 075



Ph. No: 08413 - 202295  
Mobile: 90006 86580

# CBCP

## CHILKUR BALAJI COLLEGE OF PHARMACY

(Approved by AICTE, PCI, New Delhi, Govt. of Telangana & Affiliated to JNT University, Hyderabad )  
R.V.S. Nagar, Aziz Nagar (Post), Moinabad Road, Near : T.S. Police Academy,  
HYDERABAD - 500 075.

CBCP/AO/2021/2135

Date: 02/07/2021

To,  
**Ms. Eedigi Navaneetha**  
H.NO.3-44/3, Moinabad,  
Moinabad Mandalm,  
Rangareddy-501504.

### APPOINTMENT LETTER

1. With reference to your interview held on **01/07/2021**, we are pleased to appoint you as Assistant Professor w.e.f. **02/07/2021** in the pay scale of 37400-67000+AGP9000. D.A will be paid as per the rules as laid down by the institute. All taxes and other statutory deductions will be deducted at source as per rules that may be applicable from time to time.
2. Your appointment will be on probation for a period of one year from date of joining. During the period of probation, your services may be terminated from either side giving one month's notice or one month's pay in lieu of thereof. However, in case of termination of service on **grounds of indiscipline during** probation or after confirmation, no notice or salary in lieu of thereof will be given.
3. You shall undertake to abide the Rules and Regulations laid down by the Management Council of the Institute and as amended from time to time as well as such orders/instructions that may be issued by any other authorized officer of the institution.
4. If you accept the appointment as per the terms and conditions mentioned above, kindly intimate in writing the acceptance of your appointment.

Copy to 01. Ms. Eedigi Navaneetha

02. Personal File



*[Handwritten Signature]*  
2/7/21  
**PRINCIPAL**  
**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post).  
Moinabad Road, Near Police Academy  
HYDERABAD - 500 075

*[Handwritten Signature]*  
**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post).  
Moinabad Road, Near Police Academy  
HYDERABAD-500 075



भाकृअनुप - भारतीय चावल अनुसंधान संस्थान  
राजेन्द्रनगर, हैदराबाद - ५०० ०३०, तेलंगाना राज्य  
**ICAR - INDIAN INSTITUTE OF RICE RESEARCH**  
(Formerly Directorate of Rice Research)  
RAJENDRANAGAR, HYDERABAD - 500 030 TELANGANA STATE INDIA



**Dr. D.V.K. Nageswara Rao** [M.Sc. (Ag), Ph.D.]  
Principal Scientist (Soil Science)

Dated 31-03-2022

TO WHOMSOEVER IT MAY CONCERN

I am pleased to write this testimonial for Ms. N. Shilpa Devi, a B. Pharm. graduate who joined my research work to help me in all required aspects from September 2021 to till date. She is a sharp learner and I find no difficulty in assigning any work with a confidence. During the course of time, she gained experience the instrumental methods of chemical analysis of soil and plant samples using instruments including pH electrode, Conductivity Bridge, Flame Photometer and UV-Vis Spectrophotometer. In addition to that she is trained in some aspects of data processing for helping me in my project on Digital Image Processing. She is well disciplined, punctual, responsible, duty bound and positive minded. I am sure she will excel in any assigned professional work as she is very much enthused to learn and experience by doing. I wish her all the success in every aspect of professional and personal life.

  
(D.V.K. Nageswara Rao)



  
**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 075.



Ph. No: 08413 - 202295  
Mobile: 90006 86580

# CBCP

## CHILKUR BALAJI COLLEGE OF PHARMACY

(Approved by AICTE, PCI, New Delhi, Govt. of Telangana & Affiliated to JNT University, Hyderabad.)  
R.V.S. Nagar, Aziz Nagar (Post), Moinabad Road, Near : T.S. Police Academy,  
HYDERABAD - 500 075.

CBCP/AO/2021/2136

Date: 02/07/2021

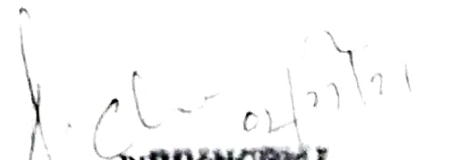
To,  
Mrs. Bandlagudam Kalyani  
H.NO.2-40, Behind Grampanchayat,  
Hydershkot,  
Gandipet-  
Rangareddy - 500075.

### APPOINTMENT LETTER

1. With reference to your interview held on **01/07/2021**, we are pleased to appoint you as Assistant Professor w.e.f. **02/07/2021** in the pay scale of 37400-67000-AGP9000. D.A will be paid as per the rules as laid down by the institute. All taxes and other statutory deductions will be deducted at source as per rules that may be applicable from time to time.
2. Your appointment will be on probation for a period of one year from date of joining. During the period of probation, your services may be terminated from either side giving one month's notice or one month's pay in lieu of thereof. However, in case of termination of service on grounds of indiscipline during probation or after confirmation, no notice or salary in lieu of thereof will be given.
3. You shall undertake to abide the Rules and Regulations laid down by the Management Council of the Institute and as amended from time to time as well as such orders, instructions that may be issued by any other authorized officer of the institution.
4. If you accept the appointment as per the terms and conditions mentioned above, kindly intimate in writing the acceptance of your appointment.

Copy to 01. Mrs. Bandlagudam Kalyani.

CC Person: File

  
**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near T.S. Police Academy,  
HYDERABAD - 500 075.



**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near T.S. Police Academy,  
HYDERABAD - 500 075.



# GLAND PHARMA LIMITED

Date: 07-09-2021

To,  
Name: Talada Harshaja,  
Present Address  
(To be filled by the Candidate)  
H No. 25-35/11/C/1  
Ramachandrapuram  
Telangana

Permanent Address  
(To be filled by the Candidate)  
H No. 25-35/11/C/1  
Ramachandrapuram  
Telangana



## PROVISIONAL OFFER LETTER

Dear Talada Harshaja

With reference to the interview you had with us on [4]

We are pleased to inform you that your candidature is provisionally considered for a placement as [5]  
In [6] Department in our Organization on the following terms and conditions:

- a) Your place of posting shall be at our plant situated at [7]
- b) Your consolidated annual CTC [8]
- c) At the time of joining, you are required to submit the ORIGINAL documents mentioned in Annexure - 1..

- (4) Dt.04-Sep-2021
- (5) Trainee Chemist
- (6) Research & Development II
- (7) Dundigal
- (8) As Discussed

As a token of your acceptance of the Terms and Conditions, you are required to sign & return a copy of this letter. Please note this offer is valid up to [9]

(9) Dt. \_\_\_\_\_

*Wishing you a Successful Professional Journey.*

For GLAND PHARMA LIMITED

HR Department

Designated Officer Signature:

Name: Praveen Kumar Madapati

Designation: Manager

Department Name: Research & Development II

Designated Officer Signature:

Name: Dr Sridevi

Designation: Senior Vice President

### Annexure - 1

- Educational Certificates (a) YES
- Experience Certificates (b) NO
- Pay Slips (Last 3 Months) (c) NO
- Pan Card (d) YES
- Requirement for Bond  
Yes - 4 Years  
No - (e) YES

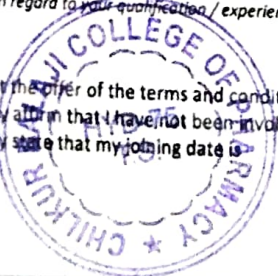
### Annexure - 2

1. In case if you fail to continue with us for the period agreed upon, you will be required to pay penalty amount as mentioned below:  
During Training Period:
  - a) Up to one month - Nil
  - b) More than one month less than six months - Rs.30,000/-
  - c) More than six months less than one year - Rs.40,000/-
 During the period of regular service:
  - a) Less than two years - Rs.50,000/-
  - b) More than two years and less than three years - Rs.40,000/-
  - c) More than three years and less than four years - Rs.30,000/-
2. You shall produce one surety for the above said minimum guaranteed period of 4 years with an absolute and unrestricted right to recover the compensation in case you fail to clear the same.
3. Any time during the 1 year period of training, depending on your progress and performance, your employment may be terminated forthwith or the training period may be extended, all at the discretion of the management.

*This Provisional Offer Letter is conditional to the satisfactory completion of Medical / Health Examination. Please note that failure to clear this & any information or data furnished by you with regard to your qualification / experience / last drawn salary is found incorrect at the time of joining will lead to the immediate withdrawal of this offer letter.*

### DECLARATION BY THE CANDIDATE

I accept the offer of the terms and conditions stated in the offer letter and annexure.  
I hereby affirm that I have not been involved in any monetary transactions to obtain this Job Offer.  
I hereby state that my joining date is \_\_\_\_\_



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Moinabad Road, Near Police Academy,  
HYDERABAD-500 075

(10) \_\_\_\_\_

(11) \_\_\_\_\_

Signature of the Candidate

Ref No: 13981103

14-Nov-2019

M Sravya



Dear M,

With reference to the discussions that we had with you, we are pleased to offer you the role of **Process Executive - Voice** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Hyderabad**.

Your Annual Total Compensation will be **Rs.220,001**. The other details about your compensation is presented in **Annexure A**. We would like to inform you that Cognizant has considered **0** months of your experience as relevant, which would be updated in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

We request you to join us on or before **25-Nov-2019**.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer **Annexure B** for more details.

Please note:

- This appointment is subject to satisfactory professional reference checks
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request

We look forward to your joining us. Should you have any further questions or clarifications, please feel free to contact us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Suresh Bethavandu


Global Head-Talent Acquisition

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

Signature :

Date:



  
**PRINCIPAL**  
Chilkur Balaji College of Pharmacy,  
R.V.S. Nagar, Aziz Nagar (Post),  
Mainabad Road, Near Police Academy,  
HYDERABAD-500 075.

## Annexure A

Name: M. Sravya

Designation:

Process Executive - Voice

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA @60% of basic*	2600	31,200
3	Company's contribution of PF #	1471.428571	17,657
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5294	63,528
6	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	468	5,616
<b>Annual Gross Compensation</b>			<b>220,001</b>
<b>Annual Total Compensation</b>			<b>220,001</b>
Company's contribution towards benefits (Medical, Accident and Life Insurance)			16,000
<b>Annual Total Remuneration</b>			<b>236,001</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

**Provident Fund Wages**

- For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

**ESI**

- Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month which includes any recurring (or) adhoc special payouts during the month
- Contribution to ESI shall be continued till end of the contribution period, if the Associate contributes even for one month in a contribution period

\* Flexible Benefit Plan: Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

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

\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

**Note:**

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

Login to <https://onecognizant.cognizant.com/TotalRewards> for more details.



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HIG004018-2298591

Date: June 27, 2019  
Dear: Syeda Adil Hafsa

**Sub: Letter of Intent**

**Congratulations!** You have been selected by Genpact India Pvt. Ltd. ("the Company") as **Process Associate**.

You will be issued a letter of appointment upon meeting the pre requisites as mentioned below. Meanwhile, the Company is pleased to issue the following letter of intent.

**Salient terms and conditions of your appointment with the Company are as follows.**

1. Your annual Cost to Company (CTC) will be **INR 228,000.00**. Variable component is additional and is paid in addition to your CTC.
2. Applicability of Location specific allowances may vary according to location and/or the Company policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be **India>Hyderabad>Hyderabad Phoenix Towers IN – Office**. However, the Company may transfer you to any location/process on a need basis.
4. Post consultation with you, the following has been agreed upon:

- Date of PHO :
- Date of Joining: **July 3, 2019**
- Reporting Time: **9:00:00 AM**
- Location: **India>Hyderabad>Hyderabad Phoenix Towers IN – Office**

Locations	On-boarding reporting time**	Genpact Office Address
NCR	10:30	Stellar 135 Building, Plot No 5 and 6, Sec-135, Noida, 201301, U.P. ,7th Floor, On-boarding Room , Noida
HYD	10:00	Genpact, Security In Gate no 3, 14-45,IDA,opp NGRI, Habsiguda,Uppal,Hyd-500009
JPR	9:30	Genpact India, JLN Marg , Malviya Nagar, Jaipur (NHO Room)
BLR	9:00	Genpact, # 99, Surya Park, Electronic City, Bangalore 560100
KOL	10:00	Genpact India Unitech Hi Tech Structures Ltd. – IT/ITeS SEZ Building C1, 1st Floor Infospace Complex, DH 1, 2, 3 & 3/1, New Town Kolkata

**\*\*In order to experience a smooth Onboarding, please reach the venue on time**

5. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs.250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."

6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this letter of Intent.

7. The Company operates 7 days a week, 24 hours a day. You will be expected to attend office – as assigned to you by your supervisor in compliance with laws in force. As a Fulltime employee, you will be eligible for 2 weekly offs





**PRINCIPAL**

**Chilkur Balaji College of Pharmacy**  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 075.

**Genpact India Private Limited**  
(Formerly Known as Empower Research  
Knowledge Services Pvt. Ltd.)  
CIN: U73100DL2005PTC307363

Regd. Off.: Delhi Information Technology Park,  
Shastri Park, GT Road, Delhi, India 110053





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(Any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to the Company policy.

8. As a full time employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation /carry-forward of leave will be governed according to existing Company policy in force from time to time and as per relevant applicable laws. For Part time employees, earned leaves will be prorated as per your work schedule.

9. Please note you have agreed that you shall provide Genpact the Relieving Letter (if applicable) from our previous employer within 60 days from time of joining the company, failing which your employment with Genpact shall be terminated. Such termination will be without prejudice to the Company's right to proceed against you through legal means to recover any other amounts due from you to the Company.

10. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per the Company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time irrespective of the fact that you may have formally commenced your training/employment with the Company.

11. The appointment letter issued to you, will, inter alia, contain the following terms

- A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the Company in writing.
- Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, upskilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. This letter of intent is valid for July 11, 2019 from the date of issue unless otherwise specified. In case any terms or conditions are not met, this letter of intent will be considered automatically withdrawn without any obligation on part of the Company.

13. To be filled by the hiring team :Is availability of Valid passport is a precondition for employment Yes ( ) No ( ) **Kindly sign and Initial each page of this letter and return a copy in acceptance. We welcome you and wish you every success in your career with Genpact.**

For Genpact India Pvt. Ltd.

Accepted and Agreed

**Nitin Khurana**  
Vice President-HR

\_\_\_\_\_  
**Syeda Adil Hafsa**

In case of any questions / clarifications regarding your appointment letter/joining/other queries, please contact Sukesh A Y on between 11 am to 7 pm (Monday to Friday)



**PRINCIPAL**  
**Chilkur Balaji College of Pharmacy**  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 075.

**Genpact India Private Limited**  
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Knowledge Services Pvt. Ltd.)  
CIN: U73100DL2005PTC307363  
Regd. Off.: Delhi Information Technology Park,  
Shastri Park, GT Road, Delhi, India 110053



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### Commitment Sheet – Instructions

Dear Candidate,

Thank you for your interest in Genpact. As part of our assessment process, it is mandatory that you sign a "Commitment Sheet"

This Commitment Sheet captures the various aspects of a role and the related challenges/situations you may face with respect to doing the job if selected.

To ensure you have read the complete document, please ensure you:


1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in bold and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet.  
Example:  
Do I have any concern in travelling in non AC cabs or buses – the word concern needs to be written in the column with the heading "Write the word that is in bold & underlined."
3. If you have any additional information that you want to provide related to each statement, please add it in the Comments column. You will need to take a copy of the completed Commitment sheet with you when you attend the "Pre Hire Orientation" (PHO) with the business.

**After your Pre Hire Orientation session, please confirm if you want to join Genpact or not.** It is in the interest of the Company and you to be completely honest and realistic in your decision to accept the offer.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Thank you,  
Genpact Recruitment Team



  
**PRINCIPAL**  
Chilkur Balaji College of Pharm  
R.V.S. Nagar, Aziz Nagar (Post)  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 075.

Genpact India Private Limited  
(Formerly Known as Empower Research  
Knowledge Services Pvt. Ltd.)  
CIN: U73100DL2005PTC307363  
Regd. Off.: Delhi Information Technology Park  
Ghazli Park, GT Road, Delhi, India 110053



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**Commitment Sheet**

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

Name: Syeda Adil Hafsa

Designation: Process Associate

Mobile number: 7702409154

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions

<b>A :- Working hours, shifts and leaves:</b>	<b>Response</b>	<b>Write word that is in BOLD &amp; Underlined</b>	<b>Comments</b>
It has been explained to me that I will work any 5days in a week for <b>9 hours</b> in a day	Yes/No		
I agree I may spend up to 2 hours in <b>travel</b> (one way) depending on my place of residence which excludes the above 9 working hours.	Agree/Disagree		
I don't have any <b>concern</b> travelling in non AC cabs or buses	Agree/Disagree		
In general Trainings and business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work <b>beyond 9</b> working hours.	Agree/Disagree		
The <b>shift</b> I have been told I will be working in is: <b>(please write DAY or NIGHT based on what has been discussed with you).</b>	Yes/No		
I understand the final <b>decision</b> on which shift, process and location I will be assigned to is taken by the Company.	Yes/No		
I understand that <b>weekly</b> offs may be any two days of the week and may not be consecutive, depending upon business requirement.	Agree/Disagree		
<b>B:-</b> Post successful completion of training I would be aligned to any process (based on business requirement) which could be a mix of calling and non-calling, ranging from 0% calling to 100%calling.	Agree/Disagree		
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwali, Christmas, Eid).For this I will get a <b>compensatory</b> off as per the Company policy.	Agree/Disagree		
I know that leaves will be discouraged during the Classroom and on job training (till six months post joining) because this can effect performance and in turn confirmation.	Agree/Disagree		



*(Handwritten Signature)*

**PRINCIPAL**

Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
McInabad Road, Near Police Academy,  
HYDERABAD-500 075.

Genpact India Private Limited  
(Formerly Known as Empower Research  
Knowledge Services Pvt. Ltd.)

CIN: U73100DL2005PTC307363

Regd. Off.: Delhi Information Technology Park,  
Shastri Park, GT Road, Delhi, India 110053





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**Declaration:**

I hereby declare that I have disclosed all past, current, and probable educational/competitive endeavors (Graduation/CA/CS/MBA/PG/OTHER) that I was aware of at this moment. Below, are the details of the same: **Education/Entrance Exam Year Results**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

- Apart from the above, I have not enrolled/appeared in any exam or course. I shall inform the organization immediately in writing in case I wish to pursue any educational course/competitive exam
- I declare that all facts / documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I undertake to abide by any disciplinary action in the future.

**After attending the Pre Hire Orientation session, please tick one:** I have attended the Pre Hire Orientation session and I understand the expectations from me.

1. I am comfortable joining Genpact
2. I am not comfortable with the job expectations and hence do not wish to join Genpact

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Interviewer's signature



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**ANNEXURE - II  
COMPENSATION DETAILS**

<b>NAME</b>	Syeda Adil Hafsa
<b>BAND</b>	5A
<b>DESIGNATION</b>	Process Associate
<b>LOCATION</b>	India>Hyderabad>Hyderabad Phoenix Towers IN - Office
<b>COMPONENTS</b>	<b>AMOUNT (PER ANNUM)</b>
BASIC PAY	180,000.00
EMPLOYER CONTRIBUTION TO PF	21,600.00
HOUSING RENT ALLOWANCE	26,400.00
<b>FIXED PAY</b>	<b>228,000.00</b>
<b>ANNUAL PERFORMANCE BONUS*(APB)</b>	<b>7200</b>
<b>PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**</b>	<b>AMOUNT (PER ANNUM)</b>
Best Performer	48,000.00
Average Performer	18,000.00
Low Performer	0.00
<b>Total Earning Potential</b>	<b>Amount (Per Annum)</b>
Best Performer	276,000.00
Average Performer	246,000.00
Low Performer	228,000.00
<b>Benefits</b>	<b>Amount (Per Annum)</b>
Life Insurance Including Employee Deposit Linked Insurance Scheme(EDLIS)	16,01,000.00
Personal Accident/Disability Insurance (For Employee)	10,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Accepted and Agreed

Nitin Khurana  
Vice President-HR

Syeda Adil Hafsa



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Company Contribution ESIC	
Gratuity	As per Act
<b>Other Attractions</b>	8,854.00
Parichay (Employee Referral Scheme)	
Rewards & Recognition	As Per Scheme
Education@Work : Professional Advancement Programs	As Per Performance
Concierge Services	As Per Scheme
	Subsidized Rates

**Notes:**

\* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

\*\*Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) in such cases. Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("PBA") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Genpact reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and the same will be communicated to you at the joining date or at a later date when such change becomes applicable.
- Any employee deduction will be governed by applicable laws and prevalent company policy, and will be subject to change.

For Genpact India Pvt. Ltd.

Accepted and Agreed

Nitin Khurana  
Vice President-HR

Syeda Adil Hafsa



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CIN: U73100DL2005PTC0307363  
Regd. Off.: Delhi Information Technology Park,  
Shastri Park, GT Road, Delhi, India 110053



Ref: HR/SEP/21/A2/59392864/60222127/1001033727

Date: 18 September, 2021

Mr. Syed Irfan  
Hakeempet  
Tolichowki  
Hyderabad 500008  
Telangana, India

Dear **Mr. Syed**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Pharmacist in Executive - A2 grade** in our business on the following terms and conditions:

**1. PLACE OF POSTING:**

Your initial posting will be at **Hyderabad, Telangana**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 18 September, 2021.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,99,500/- (Rupees Two Lac(s) Ninety Nine Thousand Five Hundred Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 2,99,500/- (Rupees Two Lac(s) Ninety Nine Thousand Five Hundred Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 27,784/- (Rupees Twenty Seven Thousand Seven Hundred Eighty Four Only) per annum.**

This includes:

- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @ 4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments

**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 25552600

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.

www.reliance-retail.com

Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 075

received by you would be subject to the prevailing tax rules and regulations.

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,  
For Reliance Retail Limited



**Ramandeep Singh**

---


**ACKNOWLEDGEMENT & ACCEPTANCE**

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



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www.reliance-retail.com

Annexure 1A			
Name: Syed Irfan			
EARNINGS			
CTC Components		Proposed CTC (Rs.)	
		Monthly	Annual
<b>A. Fixed Pay</b>			
1	Basic Pay	10,715	1,28,575
<b>Choice Pay</b>			
2	Conveyance	Refer to Annexure 1B	
3	Fuel & Maintenance	Refer to Annexure 1B	
4	Leave Travel Allowance	Refer to Annexure 1B	
5	Medical Reimbursement	Refer to Annexure 1B	
6	Bonus*	2,143	25,715
7	Residual Choice Pay	4,428	53,137
<b>Housing</b>			
8	House Rent Allowance	5,357	64,288
<b>Retirals</b>			
9	PF - Employer Contribution	1,800	21,600
10	Gratuity (4.81% of Basic)	515	6,184
<b>Total Fixed Pay [A]</b>		24,958	2,99,500
<b>Total CTC (A)</b>		24,958	2,99,500
<p><b>Note:</b> The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.</p> <p>(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.</p> <p>(**) For Insurance Premium debits, please refer Annexure 1B</p>			

Insurance (Pay Slip Debit As Per Grade)		Monthly	Annual
	GPA Insurance Premium		
	Group Term Life Insurance Premium		
	Medical Insurance Premium		



  
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 HYDERABAD-500 075.

Annexure - 2

**TERMS AND CONDITIONS OF EMPLOYMENT**

**1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:**

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

**2. PROBATION:**

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

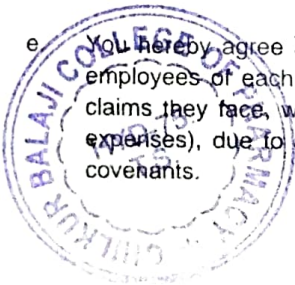
**3. TRANSFER**

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

**4. REPRESENTATIONS AND WARRANTIES:**

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.



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Annexure - 2

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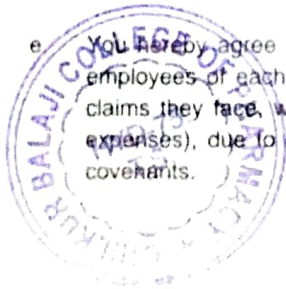
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- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.



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- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

## 5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.

- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You



will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

**Safe-keeping of Company's property:** 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 will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it



deems proper in the event of your failure to account for such material or property to its satisfaction.

j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to 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.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.

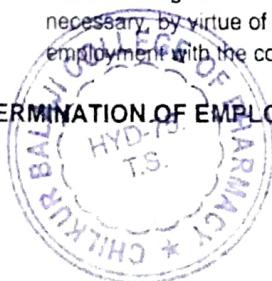
m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.

n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.

o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

6. **TERMINATION OF EMPLOYMENT:**



*[Handwritten Signature]*  
**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Phase II)  
Mehabadi, Guntur, Nellore Police Area, Andhra Pradesh  
HYD-75



- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** 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
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** 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, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-competes:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.



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Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 076.

## 7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

## 8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
  - b. **Rules Regulations and Policy on Ethics:** You will be covered by the 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. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
  - c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
    - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
    - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
- iii. You shall also not disclose non-public information selectively to any particular group as may lead to



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R.V.S. Nagar, Aziz Nagar (Post),  
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HYDERABAD-500 075.

unfair advantage / discrimination.

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.


The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

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

**Employee Name:**

**Signature:**

**Date:**



**PRINCIPAL**  
Chilkur Balaji College of Pharm.  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYD-75. 075.



# OPTUM®

June 21, 2019

Bathula Supriya  
Neknampur near narsing No. 1-27, gandipet Mandal Rajendra Nagar dist  
Hyderabad Telangana  
500089

Dear Bathula Supriya,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Global Solutions (India) Pvt. Ltd. (formerly known as QSSI Technologies India Pvt. Ltd.) ("the Company") a UnitedHealth Group Company, in the position of **Clinical Appeals Reviewer** at **salary grade 23**. Your work location shall be at Company's office located at **Building No 12B, Mindspace, Hyderabad**. The terms and conditions of your employment are set out hereinafter:

## EMPLOYMENT

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than **June 24, 2019**. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the company:

- (i) Highest Degree Certificate
- (ii) PAN Card OR Passport
- (iii) Relieving Letter/ Experience Letter from all the organizations worked in last 5 years, except for the immediate last employer for which you will be granted 45 days from your start date

You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and your employment will be subject to acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

## PROBATION

You shall serve a minimum probation period of **90 days** from the date of your joining the Company ("Probation") following which you shall get confirmed into the Company by default unless you receive a letter for confirmation extension. The Company reserves the right to extend the probation period for an additional Ninety (90) days in the event that your performance is not up to expectation.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies which shall be made available to you upon request, but which otherwise are available on the Company's website.

During the period of Probation, either the Company or you may at any time terminate your employment without cause by giving in



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Moinabad Road, Near Police Academy,  
HYDERABAD-500 075.

writing to the other party, Thirty (30) days notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

## PLACE OF POSTING

Your initial place of posting shall be at the Company's office located at **Building No 12B, Mindspace, Hyderabad**. However, your services are transferable and you may be assigned/ transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company whether in India or abroad. In such a case your relocation expenses shall be borne by the Company and your reimbursement shall be as per the relocation policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the relocation policy of the Company.

The Company operates on a 24X7 basis and is open for 365 days in a year.

## PERFORMANCE OF DUTIES

You shall be assigned with all the duties and responsibilities of the **Clinical Appeals Reviewer** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

## COMPENSATION

As compensation for services to be rendered, you shall be paid an annual fixed salary of **Rs.240,000.00, (Rupees Two Lakhs Forty Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.302,520.00, (Rupees Three Lakhs Two Thousand Five Hundred Twenty Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

The salary shall be payable on a monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Please note that your salary details are highly confidential and should not be disclosed inside or outside the Company by you in any manner whatsoever and any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of appointment.

## BONUS

You shall be eligible for bonus as per the Company's bonus policy.

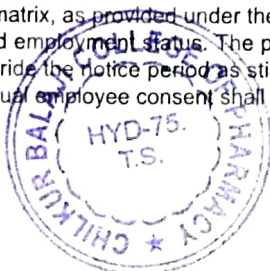
## TERMINATION OF EMPLOYMENT

During the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, Thirty (30) days notice. Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 60 days notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

However, notwithstanding the above, the Employee must refer to the Company's Separation Policy (as available on Company's intranet link) for the notice period days applicable to them based on their entity, grade and employment status at the time of resignation.

The notice period matrix, as provided under the Company's Separation Policy, shall be applicable with the change in employee job family, job role and employment status. The provisions of the notice period matrix, as provided under the Company's Separation Policy, shall override the notice period as stipulated in the appointment contract or any other document issued before this date. No separate individual employee consent shall be necessary for applicability of this clause.



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HYDERABAD 500 075.

In case of any conflict pertaining to the notice period between this Offer letter and the prevalent Separation Policy of the Company, the contents of the Separation Policy shall take precedence over the terms of this offer letter and shall be binding on the employee.

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3 and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.



  
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Moinabad Road, Near Police Academy,  
HYDERABAD-500 075.

It is a pleasure to welcome you as a part of **Optum Global Solutions (India) Pvt. Ltd.**, We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

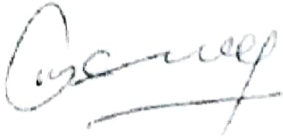
Congratulations and welcome to **Optum Global Solutions (India) Pvt. Ltd.** You shall be receiving an e-mail communication from us shortly for your new hire orientation training. You are requested to attend the same on your first day of reporting along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Bathula Supriya, we thank you for considering **Optum Global Solutions (India) Pvt. Ltd.** as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do **your life's best work.**<sup>SM</sup>

**For Optum Global Solutions (India) Private Limited**



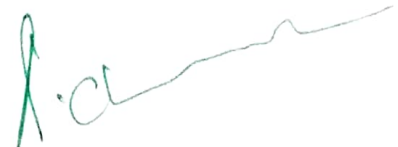
**Sumek Gopal**  
Senior Director | Human Capital

I accept this letter of appointment on the terms and conditions as described herein.

**ACKNOWLEDGEMENT:**

\_\_\_\_\_  
Bathula Supriya

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



**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 075.

## Appendix 1

Employees shall be entitled to health, personal accident and life insurance benefits as per the Company's policy (over and above CTC)

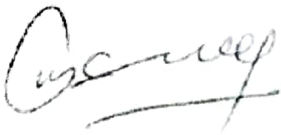
- i. Gratuity shall be paid as per the Gratuity Act (over and above CTC)
- ii. Employees shall be eligible for provident fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952
- iii. Employees shall be eligible for Employees State Insurance as per the Employees State Insurance Act, 1948
- iv. No payment under the Rewarding Results Plan/ bonus is guaranteed, and is subject to attainment of corporate and business unit's financial performance thresholds as well as individual performance ratings attained for the year as per the Company discretion.
- v. Take home salary shall be net of provident fund & income tax deductions depending on your savings under various schemes. Also, the monthly take home shall be impacted depending on the reimbursements claims every month.
- vi. Leave travel allowance (LTA) shall be payable once in a year as governed by the internal policy of the Company.

## Appendix 2

Please come prepared with the following required documents (photocopies & originals) on your first day of joining:

- Highest Degree Certificate OR Highest Qualification Marksheet
- PAN CARD – In case you do not have PAN CARD, please apply for a PAN CARD and submit a copy of 'Acknowledgement of PAN CARD Application'
- Date of Birth Proof – Class Xth Certificate
- 6 passport size photographs
- Relieving letter / Experience letter for your immediate last employment. In case the relieving letter has not been issued as yet, kindly carry a copy of your resignation acceptance
- Copy of UAN CARD or FORM 11 (downloaded from EPFO portal) This is applicable for the employees with prior work experience, if UAN has been issued by the previous employer
- Copy of AADHAAR CARD – In case you do not have AADHAAR, please apply for AADHAAR and submit a copy of 'Acknowledgement of AADHAAR Application'

Your employment with the Company shall be subject to submission of the above documents and required joining forms within 45 (forty five) days of your joining. The Company reserves the right to terminate your employment, in the event the above documents and forms are not submitted within the time stated above.



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## Appendix 3

### STANDARD TERMS AND CONDITIONS OF EMPLOYMENT

This appendix containing the Standard Terms and Conditions of employment is attached to the letter of appointment and shall be deemed to be an integral part thereof. Your employment is conditional upon your acceptance of the standard terms and conditions detailed herein.

#### 1. CONFIDENTIALITY

1.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public/outside at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its employees, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence, and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality Agreement' in this regard, the terms of which shall form an inalienable part of this letter of appointment.

1.2 You undertake not to make copies or duplicates of any tangible Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.

1.3 You shall keep strictly confidential, details of your salary and the employment benefits provided to you, within and outside the Company.

1.4 You agree and confirm that the terms and conditions of this Section 1 shall survive the termination or discontinuation of your Services with the Company.

#### 2. NON-SOLICITATION

You shall not, during the term of your employment and for a period of twelve (12) months immediately following any termination of such employment (regardless of whether such termination is voluntary or involuntary), directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity: (a) interfere with the Company's continuing relationships with its other employees, (b) disparage the Company with such other employees, (c) attempt to induce such other employees to leave their employment with the Company, (d) interfere with the Company's continuing relationships with its suppliers or customers, (e) disparage the Company with suppliers or customers, (f) sell, attempt to sell or solicit the sale of products competitive with those of the Company to the Company's customers, or (g) take any action to discourage or divert any suppliers or customers from doing business with the Company.

#### 3. NON-COMPETITION

3.1 You agree that some restrictions on your activities during and after your employment are necessary to protect the goodwill and other legitimate interests of the Company. During your employment, you agree not to engage yourself for any outside business competitive with the Company. During the employment and for a period of one year after your employment terminates/expires (the "Restriction Period") with the Company, you undertake not to compete, directly or indirectly, with the Company in the Territory described below, whether as an employee, consultant, agent, partner, owner, investor, or otherwise. Specifically, but without limiting the foregoing, you agree not to engage in any manner in any activity that is directly or indirectly competitive or potentially competitive with the business of the Company as conducted or under consideration at any time during your employment. For purposes of this provision, the business of the Company shall include all services and products offered by the Company in any manner or under development, and your undertaking shall encompass all items, products, and services that may be used in substitution for the products. You acknowledge that the Company's business is global in scope and therefore the "Territory" referred to above shall include the entire world.

3.2 Notification Requirement: Within (six) months after the period set forth in Section 3.1, you undertake to notify the Company in



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R.V.S. Nagar, Aziz Nagar (Post)  
Moinabad Road, Near Police Station,  
HYDERABAD-500 075

writing of any change in your address and of each new job or other business activity in which you plan to engage, at least 30 days prior to beginning such job or activity. Such notice shall state the name and address of any new employer and the nature of your position/designation.

#### 4. INTELLECTUAL PROPERTY RIGHTS

You shall disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all times belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. If and when required by the Company, you shall at the Company's expense take out or apply for patents, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

You shall not use the name and/or logo of the Company for any purpose whatsoever nor shall you use any copyright, patent, trademark, trade name, registered design or any other like right vested in the Company except for performing services stipulated in the letter of appointment.

#### 5. DISCIPLINARY ACTION PROCEDURE

Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee shall be regarded as a disciplinary or capability matter. Your immediate superior shall normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be dealt in the manner set out under the Company's regulations/policies.

#### 6. COMPANY'S REGULATIONS/POLICIES

You shall abide and be bound by the Company's regulations/policies, and the same shall form part of this letter of appointment. The Company's regulations/policies may be changed / amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You shall also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

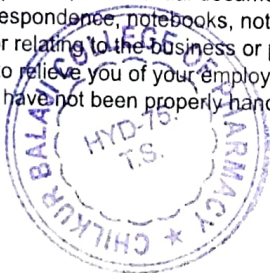
#### 7. TERMINATION OF EMPLOYMENT

7.1 During Probation period either the Company or you may at any time terminate your employment with the Company, without cause, by giving in writing to the other party, 1 (one) months' notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition set forth in Section 7.6 below.

7.2 After completion of the Probation period, either the Company or you may at any time terminate your employment, without cause, by giving in writing to the other party, notice of 60 days or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice.

7.3 After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

7.4 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.



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7.5 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in Section 3 of the letter of appointment, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you shall continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You shall not be entitled to engage in any other employment, work or business during this notice period.

7.6 In addition to all the rights of the Company provided for in this agreement or in any other policies/regulations of the Company or under law, the Company may terminate your employment forthwith in any of the following circumstances:

- i. Breach by you of any of the terms of this letter of appointment ;Breach of any clauses of the Company's regulations/policies as referenced in Section 6 hereinabove;
- ii. Unauthorized absence beyond a period of seven consecutive days;
- iii. Inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
- iv. Physical or mental incapacitation to perform your duties;
- v. Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- vi. Commission of any act detrimental to the interests of the Company;
- vii. Commission of any act of moral turpitude;
- viii. Misconduct;
- ix. Commission of an act of insolvency;
- x. Conviction in any court of law for the commission of any crime; or
- xi. Your performance is continuously measured as below expectation.

Notwithstanding anything contained in Section 7.1, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clauses of clause 7.6 hereinabove.

## 8. REPRESENTATION

You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking (including but without limitation any non-competition or non-solicitation undertakings) or any other disability of any nature which may in any way restrict or prohibit you from entering into this letter of appointment or from performing your duties and providing services under this agreement of employment on the terms and condition contained herein.

## 9. INTERPRETATION

If any of the provisions of this letter of appointment shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or un-enforceability shall not affect any other provisions of this letter of appointment, and this letter of appointment shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of appointment. If, moreover, any one or more of the provisions contained in this letter of appointment shall for any reason be held to be excessively broad as to duration, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall the appear.

## 10. DISPUTES

All disputes or differences whatsoever arising between the Company and you out of or relating to the construction, meaning and operation or effect of this letter of appointment or the breach thereof shall be settled by a senior officer of the Company and the decision made in pursuance thereof shall be binding on you and the Company.

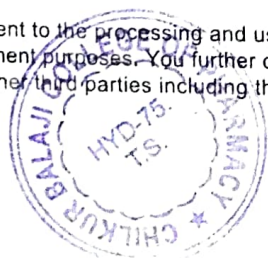
## 11. WAIVER OF BREACH

Any waiver by the Company of a breach of any provision of this letter of appointment shall not operate or be construed as a waiver of any subsequent breach.

## 12. EMPLOYEE PERSONAL INFORMATION

12.1. The Company understands that privacy of information is important to you. The Company does not sell or otherwise share personally identifiable information except as provided below.

12.2. You consent to the processing and use of your Personal Data held by the Company for legal, personnel, administrative and/or management purposes. You further consent to the transfer of your Personal Data to other members of the UnitedHealth Group and to other third parties including those who provide products or services to the Company (such as benefit providers,



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record maintenance and payroll administrators), legal counsel, regulatory authorities, potential or future employers and potential purchasers of the Company or the business in which you work provided that the transfer is for one of the purposes referred to above, even where the recipient of the data is located in a country or territory which does not maintain adequate data protection standards but where the Company has nevertheless installed reasonable technical safeguards to avoid unauthorized access.

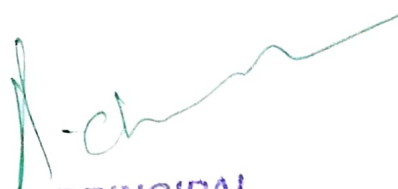
12.3. You further consent to your Personal Data being stored on a central database in the USA or wherever it may be located in the future, which is accessible by persons from the UnitedHealth Group and other third parties mentioned above in a number of different countries or territories, including countries and territories which do not maintain adequate data protection standards. For the purposes of this consent, "Personal Data" includes, but is not limited to: name, address and contact details, date of birth, marital status, educational background, employment application, history with the company, job title, areas of expertise, details of salary and benefits, social security number, bank details, performance appraisals, salary reviews, records relating to holiday and other leave, working time records, details of any shares of common stock or directorships of the Company or any other member of the UnitedHealth Group held by you, details of all stock options, phantom stock options, or any entitlement to shares of common stock of the Company or any other member of the UnitedHealth Group awarded, cancelled, exercised, vested, unvested or outstanding in your favor and other management records. Personal Data also includes Sensitive Personal Data relating to your health (including information in the employee medical questionnaire, records of sickness absence, medical certificates and reports).

### 13. OTHERS

13.1. You shall be bound by the Company's regulations/policies, and all other rules, instructions, and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Company's regulations/policies, rules, instructions, etc. were part of this letter of appointment. In case of any conflict between this letter of appointment and Company's regulations/policies, the terms and conditions herein shall override/prevail.

13.2. You shall inform the Company as soon as possible about any change in your residential address.

13.3. Survival: Section 1, 2, 3, 4 & 12.3 shall survive the termination of this letter of appointment.



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# OPTUM®

June 21, 2019

Bathula Supriya  
Neknampur near narsing No. 1-27, gandipet Mandal Rajendra Nagar dist  
Hyderabad Telangana  
500089

Dear Bathula Supriya,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Global Solutions (India) Pvt. Ltd. (formerly known as QSSI Technologies India Pvt. Ltd.) ("the Company") a UnitedHealth Group Company, in the position of **Clinical Appeals Reviewer at salary grade 23**. Your work location shall be at Company's office located at **Building No 12B, Mindspace, Hyderabad**. The terms and conditions of your employment are set out hereinafter:

## EMPLOYMENT

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than **June 24, 2019**. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the company:

- (i) Highest Degree Certificate
- (ii) PAN Card OR Passport
- (iii) Relieving Letter/ Experience Letter from all the organizations worked in last 5 years, except for the immediate last employer for which you will be granted 45 days from your start date

You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and your employment will be subject to acceptance by the Company of those external interests.

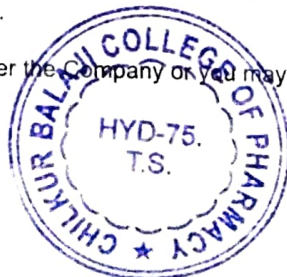
Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

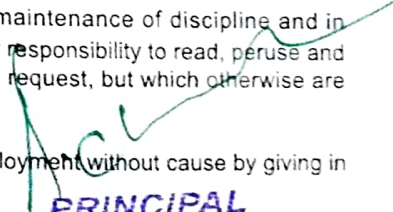
## PROBATION

You shall serve a minimum probation period of **90 days** from the date of your joining the Company ("Probation") following which you shall get confirmed into the Company by default unless you receive a letter for confirmation extension. The Company reserves the right to extend the probation period for an additional Ninety (90) days in the event that your performance is not up to expectation.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies which shall be made available to you upon request, but which otherwise are available on the Company's website.

During the period of Probation, either the company or you may at any time terminate your employment without cause by giving in



  
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writing to the other party, Thirty (30) days notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

## PLACE OF POSTING

Your initial place of posting shall be at the Company's office located at **Building No 12B, Mindspace, Hyderabad**. However, your services are transferable and you may be assigned/ transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company whether in India or abroad. In such a case your relocation expenses shall be borne by the Company and your reimbursement shall be as per the relocation policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the relocation policy of the Company.

The Company operates on a 24X7 basis and is open for 365 days in a year.

## PERFORMANCE OF DUTIES

You shall be assigned with all the duties and responsibilities of the **Clinical Appeals Reviewer** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

## COMPENSATION

As compensation for services to be rendered, you shall be paid an annual fixed salary of **Rs.240,000.00, (Rupees Two Lakhs Forty Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.302,520.00, (Rupees Three Lakhs Two Thousand Five Hundred Twenty Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

The salary shall be payable on a monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Please note that your salary details are highly confidential and should not be disclosed inside or outside the Company by you in any manner whatsoever and any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of appointment.

## BONUS

You shall be eligible for bonus as per the Company's bonus policy.

## TERMINATION OF EMPLOYMENT

During the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, Thirty (30) days notice. Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 60 days notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

However, notwithstanding the above, the Employee must refer to the Company's Separation Policy (as available on Company's intranet link) for the notice period days applicable to them based on their entity, grade and employment status at the time of resignation.

The notice period matrix, as provided under the Company's Separation Policy, shall be applicable with the change in employee job family, job role and employment status. The provisions of the notice period matrix, as provided under the Company's Separation Policy, shall over-ride the notice period as stipulated in the appointment contract or any other document issued before this date. No separate individual employee consent shall be necessary for applicability of this clause.



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In case of any conflict pertaining to the notice period between this Offer letter and the prevalent Separation Policy of the Company, the contents of the Separation Policy shall take precedence over the terms of this offer letter and shall be binding on the employee.

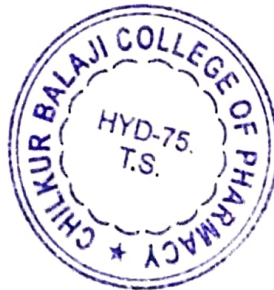
Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3 and the same shall form an integral part of this letter of appointment.


Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.



  
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It is a pleasure to welcome you as a part of **Optum Global Solutions (India) Pvt. Ltd.**, We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.


Congratulations and welcome to **Optum Global Solutions (India) Pvt. Ltd.** You shall be receiving an e-mail communication from us shortly for your new hire orientation training. You are requested to attend the same on your first day of reporting along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Bathula Supriya, we thank you for considering **Optum Global Solutions (India) Pvt. Ltd.** as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do **your life's best work.**<sup>SM</sup>

**For Optum Global Solutions (India) Private Limited**



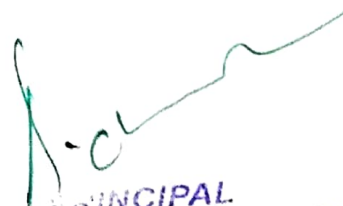
**Sumeek Gopal**  
Senior Director | Human Capital

I accept this letter of appointment on the terms and conditions as described herein.

**ACKNOWLEDGEMENT:**

\_\_\_\_\_  
Bathula Supriya

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



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## Appendix 1

Employees shall be entitled to health, personal accident and life insurance benefits as per the Company's policy (over and above CTC)

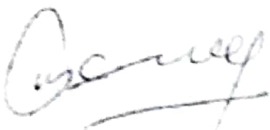
- i. Gratuity shall be paid as per the Gratuity Act (over and above CTC)
- ii. Employees shall be eligible for provident fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952
- iii. Employees shall be eligible for Employees State Insurance as per the Employees State Insurance Act, 1948
- iv. No payment under the Rewarding Results Plan/ bonus is guaranteed, and is subject to attainment of corporate and business unit's financial performance thresholds as well as individual performance ratings attained for the year as per the Company discretion.
- v. Take home salary shall be net of provident fund & income tax deductions depending on your savings under various schemes. Also, the monthly take home shall be impacted depending on the reimbursements claims every month.
- vi. Leave travel allowance (LTA) shall be payable once in a year as governed by the internal policy of the Company.

## Appendix 2

Please come prepared with the following required documents (photocopies & originals) on your first day of joining:

- Highest Degree Certificate OR Highest Qualification Marksheet
- PAN CARD – In case you do not have PAN CARD, please apply for a PAN CARD and submit a copy of 'Acknowledgement of PAN CARD Application'
- Date of Birth Proof – Class Xth Certificate
- 6 passport size photographs
- Relieving letter / Experience letter for your immediate last employment. In case the relieving letter has not been issued as yet, kindly carry a copy of your resignation acceptance
- Copy of UAN CARD or FORM 11 (downloaded from EPFO portal) This is applicable for the employees with prior work experience, if UAN has been issued by the previous employer
- Copy of AADHAAR CARD – In case you do not have AADHAAR, please apply for AADHAAR and submit a copy of 'Acknowledgement of AADHAAR Application'

Your employment with the Company shall be subject to submission of the above documents and required joining forms within 45 (forty five) days of your joining. The Company reserves the right to terminate your employment, in the event the above documents and forms are not submitted within the time stated above.



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HYDERABAD-500 075.

### Appendix 3

#### STANDARD TERMS AND CONDITIONS OF EMPLOYMENT

This appendix containing the Standard Terms and Conditions of employment is attached to the letter of appointment and shall be deemed to be an integral part thereof. Your employment is conditional upon your acceptance of the standard terms and conditions detailed herein.

#### 1. CONFIDENTIALITY

1.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public/outside at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its employees, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence, and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality Agreement' in this regard, the terms of which shall form an inalienable part of this letter of appointment.

1.2 You undertake not to make copies or duplicates of any tangible Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.

1.3 You shall keep strictly confidential, details of your salary and the employment benefits provided to you, within and outside the Company.

1.4 You agree and confirm that the terms and conditions of this Section 1 shall survive the termination or discontinuation of your Services with the Company.

#### 2. NON-SOLICITATION

You shall not, during the term of your employment and for a period of twelve (12) months immediately following any termination of such employment (regardless of whether such termination is voluntary or involuntary), directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity: (a) interfere with the Company's continuing relationships with its other employees, (b) disparage the Company with such other employees, (c) attempt to induce such other employees to leave their employment with the Company, (d) interfere with the Company's continuing relationships with its suppliers or customers, (e) disparage the Company with suppliers or customers, (f) sell, attempt to sell or solicit the sale of products competitive with those of the Company to the Company's customers, or (g) take any action to discourage or divert any suppliers or customers from doing business with the Company.

#### 3. NON-COMPETITION

3.1 You agree that some restrictions on your activities during and after your employment are necessary to protect the goodwill and other legitimate interests of the Company. During your employment, you agree not to engage yourself for any outside business competitive with the Company. During the employment and for a period of one year after your employment terminates/expires (the "Restriction Period") with the Company, you undertake not to compete, directly or indirectly, with the Company in the Territory described below, whether as an employee, consultant, agent, partner, owner, investor, or otherwise. Specifically, but without limiting the foregoing, you agree not to engage in any manner in any activity that is directly or indirectly competitive or potentially competitive with the business of the Company as conducted or under consideration at any time during your employment. For purposes of this provision, the business of the Company shall include all services and products offered by the Company in any manner or under development, and your undertaking shall encompass all items, products, and services that may be used in substitution for the products. You acknowledge that the Company's business is global in scope and therefore the "Territory" referred to above shall include the entire world.

3.2 Notification Requirement: Until 6 (six) months after the period set forth in Section 3.1, you undertake to notify the Company in



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writing of any change in your address and of each new job or other business activity in which you plan to engage, at least 30 days prior to beginning such job or activity. Such notice shall state the name and address of any new employer and the nature of your position/designation.

#### 4. INTELLECTUAL PROPERTY RIGHTS

You shall disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all times belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. If and when required by the Company, you shall at the Company's expense take out or apply for patents, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

You shall not use the name and/or logo of the Company for any purpose whatsoever nor shall you use any copyright, patent, trademark, trade name, registered design or any other like right vested in the Company except for performing services stipulated in the letter of appointment.

#### 5. DISCIPLINARY ACTION PROCEDURE

Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee shall be regarded as a disciplinary or capability matter. Your immediate superior shall normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be dealt in the manner set out under the Company's regulations/policies.

#### 6. COMPANY'S REGULATIONS/POLICIES

You shall abide and be bound by the Company's regulations/policies, and the same shall form part of this letter of appointment. The Company's regulations/policies may be changed / amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You shall also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

#### 7. TERMINATION OF EMPLOYMENT

7.1 During Probation period either the Company or you may at any time terminate your employment with the Company, without cause, by giving in writing to the other party, 1 (one) months' notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition set forth in Section 7.6 below.

7.2 After completion of the Probation period, either the Company or you may at any time terminate your employment, without cause, by giving in writing to the other party, notice of 60 days or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice.

7.3 After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

7.4 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.



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7.5 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in Section 3 of the letter of appointment, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you shall continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You shall not be entitled to engage in any other employment, work or business during this notice period.

7.6 In addition to all the rights of the Company provided for in this agreement or in any other policies/regulations of the Company or under law, the Company may terminate your employment forthwith in any of the following circumstances:

- i. Breach by you of any of the terms of this letter of appointment ;Breach of any clauses of the Company's regulations/policies as referenced in Section 6 hereinabove;
- ii. Unauthorized absence beyond a period of seven consecutive days;
- iii. Inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
- iv. Physical or mental incapacitation to perform your duties;
- v. Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- vi. Commission of any act detrimental to the interests of the Company;
- vii. Commission of any act of moral turpitude;
- viii. Misconduct;
- ix. Commission of an act of insolvency;
- x. Conviction in any court of law for the commission of any crime; or
- xi. Your performance is continuously measured as below expectation.

Notwithstanding anything contained in Section 7.1, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clauses of clause 7.6 hereinabove.

## 8. REPRESENTATION

You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking (including but without limitation any non-competition or non-solicitation undertakings) or any other disability of any nature which may in any way restrict or prohibit you from entering into this letter of appointment or from performing your duties and providing services under this agreement of employment on the terms and condition contained herein.

## 9. INTERPRETATION

If any of the provisions of this letter of appointment shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this letter of appointment, and this letter of appointment shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of appointment. If, moreover, any one or more of the provisions contained in this letter of appointment shall for any reason be held to be excessively broad as to duration, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall the appear.

## 10. DISPUTES

All disputes or differences whatsoever arising between the Company and you out of or relating to the construction, meaning and operation or effect of this letter of appointment or the breach thereof shall be settled by a senior officer of the Company and the decision made in pursuance thereof shall be binding on you and the Company.

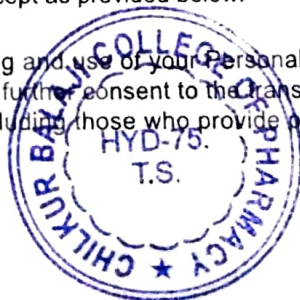
## 11. WAIVER OF BREACH

Any waiver by the Company of a breach of any provision of this letter of appointment shall not operate or be construed as a waiver of any subsequent breach.

## 12. EMPLOYEE PERSONAL INFORMATION

12.1. The Company understands that privacy of information is important to you. The Company does not sell or otherwise share personally identifiable information except as provided below.

12.2. You consent to the processing and use of your Personal Data held by the Company for legal, personnel, administrative and/or management purposes. You further consent to the transfer of your Personal Data to other members of the UnitedHealth Group and to other third parties including those who provide products or services to the Company (such as benefit providers,



*[Signature]*  
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R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 075.

record maintenance and payroll administrators), legal counsel, regulatory authorities, potential or future employers and potential purchasers of the Company or the business in which you work provided that the transfer is for one of the purposes referred to above, even where the recipient of the data is located in a country or territory which does not maintain adequate data protection standards but where the Company has nevertheless installed reasonable technical safeguards to avoid unauthorized access.


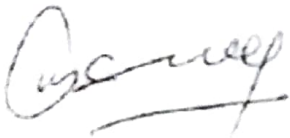
12.3. You further consent to your Personal Data being stored on a central database in the USA or wherever it may be located in the future, which is accessible by persons from the UnitedHealth Group and other third parties mentioned above in a number of different countries or territories, including countries and territories which do not maintain adequate data protection standards. For the purposes of this consent, "Personal Data" includes, but is not limited to: name, address and contact details, date of birth, marital status, educational background, employment application, history with the company, job title, areas of expertise, details of salary and benefits, social security number, bank details, performance appraisals, salary reviews, records relating to holiday and other leave, working time records, details of any shares of common stock or directorships of the Company or any other member of the UnitedHealth Group held by you, details of all stock options, phantom stock options, or any entitlement to shares of common stock of the Company or any other member of the UnitedHealth Group awarded, cancelled, exercised, vested, unvested or outstanding in your favor and other management records. Personal Data also includes Sensitive Personal Data relating to your health (including information in the employee medical questionnaire, records of sickness absence, medical certificates and reports).

### 13. OTHERS

13.1. You shall be bound by the Company's regulations/policies, and all other rules, instructions, and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Company's regulations/policies, rules, instructions, etc. were part of this letter of appointment. In case of any conflict between this letter of appointment and Company's regulations/policies, the terms and conditions herein shall override/prevail.

13.2. You shall inform the Company as soon as possible about any change in your residential address.

13.3. Survival: Section 1, 2, 3, 4 & 12.3 shall survive the termination of this letter of appointment.



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Jainabad Road, Near Police Acad.  
HYDERABAD-500 075.



CBCP/AO/2019/2000-A

Date: 05/11/2019

To,  
Ms.G.SRIJA  
3-63/2, Devampally,  
Manakondur,  
Karimnagar.

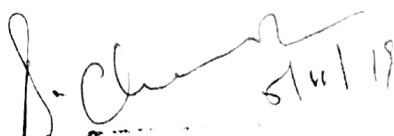
APPOINTMENT LETTER

1. With reference to your interview held on 04/11/2019, we are pleased to appoint you as Assistant Professor w.e.f. 05/11/2019 in the pay scale of 15600-39100+AGP6000. D.A will be paid as per the rules as laid down by the institute. All taxes and other statutory deductions will be deducted at source as per rules that may be applicable from time to time.
2. Your appointment will be on probation for a period of one year from date of joining. During the period of probation, your services may be terminated from either side giving one month's notice or one month's pay in lieu of thereof. However, in case of termination of service on grounds of indiscipline during probation or after confirmation, no notice or salary in lieu of thereof will be given.
3. You shall undertake to abide the Rules and Regulations laid down by the Management Council of the Institute and as amended from time to time as well as such orders/instructions that may be issued by any other authorized officer of the institution.
4. If you accept the appointment as per the terms and conditions mentioned above, kindly intimate in writing the acceptance of your appointment.

Copy to 01. Ms. G.SRIJA

02. Personal File



  
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Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
HYDERABAD-500 075

  
**PRINCIPAL**  
Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post),  
Moinabad Road, Near Police Academy,  
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# C B C P CHILKUR BALAJI COLLEGE OF PHARMACY

Ph No 08413 20229  
Mobile 949319911

(Approved by AICTE, New Delhi) & Affiliated to JNTU, Hyderabad  
R.V.S. Nagar, Aziz Nagar, East, Moinabad Road, Near Police Colony,  
HYDERABAD - 500 075

CBCP/AO/2021/2655

Date: 04/01/2022

To  
Mrs. M. Shiroja,  
Plot No. 12-2-823/B/58,  
Income Tax colony, Mehdiapatnam  
Hyderabad,  
Telangana - 500028.

## APPOINTMENT LETTER

1. With reference to your interview held on 01/12/2021, we are pleased to appoint you as Assistant Professor w.e.f. 03/01/2022 in the pay scale of 15000-39100-AGP6000. D.A will be paid as per the rules as laid down by the institute. All taxes and other statutory deductions will be deducted at source as per rules that may be applicable from time to time.
2. Your appointment will be on probation for a period of one year from date of joining. During the period of probation, your services may be terminated from either side giving one month's notice or one month's pay in lieu of thereof. However, in case of termination of service on grounds of indiscipline during probation or after confirmation, no notice or salary in lieu of thereof will be given.
3. You shall undertake to abide the Rules and Regulations laid down by the Management Council of the Institute and as amended from time to time as well as such orders/instructions that may be issued by any other authorized officer of the institution.
4. If you accept the appointment as per the terms and conditions mentioned above kindly intimate in writing the acceptance of your appointment.

Copy to:

1. Mrs. M. Shiroja.

PRINCIPAL

PRINCIPAL

Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar  
Moinabad Road, Near Police Colony,  
HYDERABAD-500 075

PRINCIPAL

Chilkur Balaji College of Pharmacy  
R.V.S. Nagar, Aziz Nagar (Post)  
Moinabad Road, Near Police Colony,  
HYDERABAD-500 075.

Received original copy





Ph.No 08413-202295  
Mobile: 9493539631

# C B C P

## CHILKUR BALAJI COLLEGE OF PHARMACY

(Approved by AICTE, New Delhi, Govt. of Telangana & Affiliated to JNT University, Hyderabad)  
R.V.S. Nagar, Aziz Nagar (Post), Moinabad Road, Near: T.S.Police Academy  
HYDERABAD - 500 075.

### SUMMARY REPORT 2016-2021

#### 5.2.1 Average percentage of placement of outgoing students during the last five years

Year	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
2020-2021	Dr.Sattoju Nithish	Pharm.D	Chilkur Balaji College of Pharmacy	2.4 per Annum
2020-2021	Mr.Pathlavath Tulisiram	Bpharmacy	Lupin-santacruz,mumbai 400055	2.5 per Annum
2020-2021	Ms.Kosica Ujwala Kumari	Bpharmacy	Apollo Pharmacies-Jubileehills, Hyderabad	1.76940 per Annum
2020-2021	Mr. Srinitya	Bpharmacy	Epi source -Medical coding	2.1per Annum
2020-2021	Mr.Pavan myana	Bpharmacy	Cloud first computing-banjarahills	3.6 per Annum
2020-2021	Mr. Anowar Hossain Molla	Bpharmacy	Sasta sundar market place limited	227619 per Annum
2020-2021	G.Ambika	Bpharmacy	Corro health- Medical coding Gachibowli	18000 per month
2020-2021	Mr.Umme Hani	Bpharmacy	Alfaone Retail Pharmacies pvt ltd	1,92,000 per Annum
2020-2021	J.Raga Swetha	Mpharmacy	Chilkur Balaji College of Pharmacy	2.58 per Annum
2019-2020	Ms. Eedigi Navaneetha	Mpharmacy	Chilkur Balaji College of Pharmacy	2.58 per Annum
2019-2020	Mrs. Bandlagudam Kalyani	Mpharmacy	Chilkur Balaji College of Pharmacy	2.58 per Annum
2018-2019	Sandiri Nandeshwari	Bpharmacy	ICAR-Indian Institute of Rice Research, Hyderabad	2 per Annum
2018-2019	Syeda Adil Hafsa	Bpharmacy	Genpaot ,delhi, India - 110053	2,28,000 per Annum

Email : [cbcp.edu.org@gmail.com](mailto:cbcp.edu.org@gmail.com)

Website: [www.chilkurbalajipharmacy.com](http://www.chilkurbalajipharmacy.com)



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2018-2019	N.Shilpa devi	Bpharmacy	ICAR-Indian Institute of Rice Research, Hyderabad	2 per Annum
2018-2019	Talada Harshaja	Bpharmacy	Gland Pharma Limited, Ramachandrapuram, Telangana	2.3per Annum
2018-2019	M.Sravya	B.Pharmacy	Cognizant	220,001 per Annum
2018-2019	Mr.Syeda Irfan	Bpharmacy	Reliance- Dhobi Taloo,Mumbai-400002	299500per Annum
2017-2018	Bathula Supriya	Bpharmacy	Optum-Mindspace.Hyderabad	4.0 per Annum
2017-2018	G.Sreeja	Mpharmacy	Chilkur Balaji College of Pharmacy	2.58 per Annum
2017-2018	Tamali Rakesh kumar	Bpharmacy	Optum-Mindspace.Hyderabad	3.6 per Annum
2016-2017	Mrs.M.Shiroja	Mpharmacy	Chilkur Balaji College of Pharmacy	2.58 per Annum



  
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