



SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA

(Sponsored by the Exhibition Society), Tamaka, Secunderabad

Affiliated to Osmania University, Approved by AICTE & PCI

ISO 9001: 2015 Certified Institution, NBA Accredited B. Pharmacy Course

LIST OF STUDENTS PLACED FOR THE A.Y 2021-22

Pharm. D

S. No	Regd No.	Name of the student	Designation	Name of the Organisation
1	1704-16-882-001	Amara Divya	Clinical Pharmacologist	Yashoda Hospitals
2	1704-16-882-003	Ayesha Tayyiba	Intern –clinical data analyst	Parexal
3	1704-16-882-004	B. Pranathi	Drug safety associate-1	Mitocon
4	1704-16-882-006	Chennupati Pushpasri	Associate	AMPS
5	1704-16-882-008	Chunchu Ashritha	Not working	
6	1704-16-882-009	D. Rathna Kumari	Drug safety associate-1	Mitocon
7	1704-16-882-010	Deverakonda Sunidhi	Clinical Pharmacologist	Yashoda Hospitals
8	1704-16-882-011	Garvandha Ramya Rani	Trainee coder	Omega Medical Coding
9	1704-16-882-012	Hadiya Iram	Asst. Professor	SNVPMV
10	1704-16-882-013	Jangam Gowthami	Trainee coder	Omega Medical Coding
11	1704-16-882-015	Keshetti Manaswini	Trainee	AMPS
12	1704-16-882-016	Minda Anusha	Clinical Pharmacologist	Yashoda Hospitals
13	1704-16-882-017	Mutte Poojitha	CDMA	Hetero drugs
14	1704-16-882-018	Pininti Saahithi Reddy	Director	Director of Business Development and Sales
15	1704-16-882-019	Rushda Ahmed	Clinical Pharmacologist	Apollo hospital
16	1704-16-882-020	Saadiya Afzal	Ambassador	Avenida
17	1704-16-882-021	Safura Sami	Not working	
18	1704-16-882-023	Surigala Umadevi	Omega Healthcare Management Services Pvt Ltd	Trainee coder
19	1704-16-882-024	Arshiya	Not working	
20	1704-16-882-025	Sowmya Thavidaboina	Clinical Pharmacist	Apollo Hospital
21	1704-16-882-027	Umraoan	Not working	
22	1704-16-882-028	Uppala Tejaswi	Drug safety Associate	Pharma Consul
23	1704-16-882-029	V. Bhagya lakshmi	Senior researcher	Global Data Research centre

T. Sarathyosh

PRINCIPAL

Sarojini Naidu Vanita Pharmacy Maha Vidyalaya
Vijayapuri Colony, S.Lalaguda, Tarnaka
Secunderabad-500 017.



SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA

(Sponsored by the Exhibition Society), Tamaka, Secunderabad

Affiliated to Osmania University, Approved by AICTE & PCI

ISO 9001: 2015 Certified Institution, NBA Accredited B. Pharmacy Course

B. Pharmacy

S. No	Regd No.	Name of the student	Designation	Name of the Organisation
24	1704-18-881-001	A. Sejal	Clinical Pharmacist Trainee	AMDAP
25	1704-18-881-007	Ameena Banu	Associate trainee	Wipro
26	1704-18-881-009	Bachu Nikitha	Process Associate Grade Pharma covigilance	TATA
27	1704-18-881-010	Badhe Madhavi	Pharmacy assistant	Yashoda
28	1704-18-881-014	Bhanavath Laxmi Kalavathi	Clinical Pharmacist Trainee	AMDAP
29	1704-18-881-023	Farhana S	Medical Coding Trainee	Transorze
30	1704-18-881-025	G. Nagalakshmi	Process Associate Grade Pharma covigilance	TATA
31	1704-18-881-026	Gade Keerthi Nandan	Process Associate Grade Pharma covigilance	TATA
32	1704-18-881-030	Gurram Sowjanya	Medical Coding Trainee	Transorze
33	1704-18-881-031	Gurrapu Raveena	Clinical Pharmacist Trainee	AMDAP
34	1704-18-881-032	Jogu Sumedha	Pharmacy assistant	Yashoda
35	1704-18-881-036	Karamtoth Swapnanjali	Associate-Trainee	Wipro
36	1704-18-881-037	Kavampalli Madhavi	Associate-Trainee	Wipro
37	1704-18-881-042	Kulthe Geetha	Clinical Pharmacist Trainee	AMDAP
38	1704-18-881-054	Nabeela Sadaf	Medical coding trainee	Omega Healthcare
39	1704-18-881-055	Nagidi Yamini Reddy	Medical Coding Trainee	Transorze
40	1704-18-881-060	P.Jahnavi Pragna Sree	Pharmacy assistant	Yashoda
41	1704-18-881-065	Pujari Geethika	Pharmacy assistant	Yashoda
42	1704-18-881-067	Purama Revathi	Medical coding trainee	Omega Healthcare
43	1704-18-881-071	Shaista Zaheer	Medical coding trainee	Omega Healthcare
44	1704-18-881-073	Siliveri Rasagna	Process Associate Grade Pharma covigilance	TATA
45	1704-18-881-074	Suddala Arathi	Associate-Trainee	Wipro
46	1704-18-881-081	Umema Shifa	Medical coding trainee	Omega Healthcare
47	1704-18-881-082	Vadlapudi Harshitha	Associate-Trainee	Wipro
48	1704-18-881-083	Vanjarapu Anusha	Pharmacy assistant	Yashoda

T. Sarathyosh

PRINCIPAL

Sarojini Naidu Vanita Pharmacy Maha Vidyalaya
Vijayapuri Colony, S.Lalaguda, Tamaka
Secunderabad-500 017.

AMDAP CONSULTING LLP

Letter of Appointment

12 October 2022

A.Sejal

16-9-717/2, Mahmood Towers
Old Malakpet, Wahed Nagar
Hyderabad

Dear Nida Unnisa,

Welcome to Amdap Consulting!

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organization for the position of "Clinical Pharmacist Trainee" **on deputation with YS1 CLINICAL CONSULTANTS LLC.**

Please find the details below:

Position: Clinical Pharmacist Trainee

Date of Joining: On or Before 21st October, 2022

Compensation: Annual Cost to Company of **Rs. 1,44,000 (Rupees One Lakh Forty Four Thousand Only)** per year. (Details are attached in Annexure)

Notice Period: In case of resignation / termination of services, either party will be required to give one month notice in writing.

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to return the signed copy (please sign on all pages) by email to sgeetha@dollartax.ca in acceptance of the same on or before 20 December, 2020. In case of any queries regarding the offer letter acceptance, please feel free to call 9160043330.

Note: Please find the terms & conditions of this offer attached, the details of which are strictly confidential and should not be shared with anyone.

For AMDAP CONSULTING LLP

Name of Candidate: A. Sejal

For AMDAP CONSULTING LLP

PARTNER

Authorized Signatory

Signature of Candidate

Amdap Consulting LLP
No. 5-96/09, Sri Mytri Villas, Opp. Ellenki Engineering College,
Kistareddy, Patancheru – 502319

AMDAP CONSULTING LLP

Name	A. Sejal	Date of Joining : 21 October 2022	
Role	Clinical Pharmacist Trainee		
Location	Hyderabad		
		Rs. Per month	Rs. Per Annum
A) Monthly Salary Components		12,000	
Basic			
TOTAL			1,44,000
ANNUAL COST TO COMPANY			1,44,000
* Variable Target Performance Bonus may be paid basis performance and achievement of targets			

Terms and Conditions

1. Working Hours

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you, which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday. You may be required to work adhoc hours or additional hours at time when targets need to be achieved.

2. Confidentiality

You will be required to maintain utmost confidentiality regarding all matters related to the organization and regarding all matters related to the organization you are on deputation with (Client). Data breach, sharing of data to any outside party, storing of any official data on personal drives, using of organizational data (including client data) outside of organization is strictly prohibited and may lead to legal action.

3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

4. Documents

Our offer is subject to the completion of separation formalities at your previous employer. At the time of joining the organization, you are required to produce a copy of the relieving letter (if you have previous work experience) from your last employer.

Signature of Candidate

For AMDAP CONSULTING LLP
S. Geetha
PARTNER

Amdap Consulting LLP
No. 5-96/09, Sri Mytri Villas, Opp. Ellenki Engineering College,
Kistareddypet, Patancheru – 502319

AMDAP CONSULTING LLP

5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

6. Statutory Compliance

Income Tax and Profession Tax or any other payments will be deducted from your salary, as applicable as per statutory laws.

7. Leave

You are eligible for Privilege Leaves and Casual Leaves as per the organization policy. You are also entitled to avail the Public Holidays as per the organization policy. Leave should be taken, as mutually agreed between you and the Reporting Manager.

For those members who joined the organization after January 1st, leave entitlement for the period between your date of joining and 31st of December will be allocated on a pro rata basis.

8. Background Checks

Background checks (Address, Criminal, Education, Employment and Reference checks or any other check as required by the organization from time to time) are conducted for all associates. Additionally, Advanced Background Checks (Criminal, Education & Employment from the time the associate turned 18 till present along with Address details where the associate has resided in the past 10 years) may be conducted for associates depending on the organization policy / business need. If the information provided by you is misrepresented, the organization would take appropriate action leading up to termination of employment.

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

Name of Candidate: A Sejal

Signature of Candidate

Date: 12 October, 2022

For AMDAP CONSULTING LLP
S. Geetha
PARTNER

Amdap Consulting LLP
No. 5-96/09, Sri Mytri Villas, Opp. Ellenki Engineering College,
Kistareddypet, Patancheru – 502319

AMDAP CONSULTING LLP

Letter of Appointment

12 October 2022 B.

Laxmi Kalavathi

16-9-717/2, Mahmood Towers
Old Malakpet, Wahed Nagar
Hyderabad

Dear Laxmi Kalavathi,

Welcome to Amdap Consulting!

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organization for the position of "Clinical Pharmacist Trainee" **ondeputation with YS1 CLINICAL CONSULTANTS LLC.**

Please find the details below:

Position: Clinical Pharmacist Trainee

Date of Joining: On or Before 21st October, 2022

Compensation: Annual Cost to Company of **Rs. 1,44,000 (Rupees One Lakh Forty Four Thousand Only)** per year. (Details are attached in Annexure)

Notice Period: In case of resignation / termination of services, either party will be required to give one month notice in writing.

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to return the signed copy (please sign on all pages) by email to sgeetha@dollartax.ca in acceptance of the same on or before 20 December, 2020. In case of any queries regarding the offer letter acceptance, please feel free to call 9160043330.

Note: Please find the terms & conditions of this offer attached, the details of which are strictly confidential and should not be shared with anyone.

For AMDAP CONSULTING LLP

Name of Candidate: B. Laxmi Kalavathi

For AMDAP CONSULTING LLP
S. Geetha
PARTNER

Authorized Signatory

Signature of Candidate

Amdap Consulting LLP
No. 5-96/09, Sri Mytri Villas, Opp. Ellenki Engineering College,
Kistareddypet, Patancheru – 502319

AMDAP CONSULTING LLP

Name	B. Laxmi Kalavathi	Date of Joining : 21 October 2022	
Role	Clinical Pharmacist Trainee		
Location	Hyderabad		
		Rs. Per month	Rs. Per Annum
A) Monthly Salary Components		12,000	
Basic			
TOTAL			1,44,000
ANNUAL COST TO COMPANY			1,44,000
* Variable Target Performance Bonus may be paid basis performance and achievement of targets			

Terms and Conditions

1. Working Hours

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you, which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday. You may be required to work adhoc hours or additional hours at time when targets need to be achieved.

2. Confidentiality

You will be required to maintain utmost confidentiality regarding all matters related to the organization and regarding all matters related to the organization you are on deputation with (Client). Data breach, sharing of data to any outside party, storing of any official data on personal drives, using of organizational data (including client data) outside of organization is strictly prohibited and may lead to legal action.

3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

4. Documents

Our offer is subject to the completion of separation formalities at your previous employer. At the time of joining the organization, you are required to produce a copy of the relieving letter (if you have previous work experience) from your last employer.

Signature of Candidate

For AMDAP CONSULTING LLP
S. Geetha
PARTNER

Amdap Consulting LLP
No. 5-96/09, Sri Mytri Villas, Opp. Ellenki Engineering College,
Kistareddypet, Patancheru – 502319

AMDAP CONSULTING LLP

5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

6. Statutory Compliance

Income Tax and Profession Tax or any other payments will be deducted from your salary, as applicable as per statutory laws.

7. Leave

You are eligible for Privilege Leaves and Casual Leaves as per the organization policy. You are also entitled to avail the Public Holidays as per the organization policy. Leave should be taken, as mutually agreed between you and the Reporting Manager.

For those members who joined the organization after January 1st, leave entitlement for the period between your date of joining and 31st of December will be allocated on a prorata basis.

8. Background Checks

Background checks (Address, Criminal, Education, Employment and Reference checks or any other check as required by the organization from time to time) are conducted for all associates. Additionally, Advanced Background Checks (Criminal, Education & Employment from the time the associate turned 18 till present along with Address details where the associate has resided in the past 10 years) may be conducted for associates depending on the organization policy / business need. If the information provided by you is misrepresented, the organization would take appropriate action leading up to termination of employment.

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

Name of Candidate: B. Laxmi Kalavathi

Signature of Candidate

Date: 12 October, 2022

For AMDAP CONSULTING LLP
S. Geetha
PARTNER

Amdap Consulting LLP
No. 5-96/09, Sri Mytri Villas, Opp. Ellenki Engineering College,
Kistareddypet, Patancheru – 502319

AMDAP CONSULTING LLP

Letter of Appointment

12 October 2022

Gurrapu Raveena

16-9-717/2, Mahmood Towers
Old Malakpet, Wahed Nagar
Hyderabad

Dear G. Raveena,

Welcome to Amdap Consulting!

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organization for the position of "Clinical Pharmacist Trainee" **on deputation with YS1 CLINICAL CONSULTANTS LLC.**

Please find the details below:

Position: Clinical Pharmacist Trainee

Date of Joining: On or Before 21st October, 2022

Compensation: Annual Cost to Company of **Rs. 1,44,000 (Rupees One Lakh Forty Four Thousand Only)** per year. (Details are attached in Annexure)

Notice Period: In case of resignation / termination of services, either party will be required to give one month notice in writing.

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to return the signed copy (please sign on all pages) by email to sgeetha@dollartax.ca in acceptance of the same on or before 20 December, 2020. In case of any queries regarding the offer letter acceptance, please feel free to call 9160043330.

Note: Please find the terms & conditions of this offer attached, the details of which are strictly confidential and should not be shared with anyone.

For AMDAP CONSULTING LLP

Name of Candidate: Gurrapu Raveena

For AMDAP CONSULTING LLP

PARTNER

Signature of Candidate

Authorized Signatory

Amdap Consulting LLP
No. 5-96/09, Sri Mytri Villas, Opp. Ellenki Engineering College,
Kistareddypet, Patancheru – 502319

AMDAP CONSULTING LLP

Name	Gurrapu Raveena	Date of Joining : 21 October 2022	
Role	Clinical Pharmacist Trainee		
Location	Hyderabad		
		Rs. Per month	Rs. Per Annum
A) Monthly Salary Components		12,000	
Basic			
TOTAL			1,44,000
ANNUAL COST TO COMPANY			1,44,000
* Variable Target Performance Bonus may be paid basis performance and achievement of targets			

Terms and Conditions

1. Working Hours

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you, which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday. You may be required to work adhoc hours or additional hours at time when targets need to be achieved.

2. Confidentiality

You will be required to maintain utmost confidentiality regarding all matters related to the organization and regarding all matters related to the organization you are on deputation with (Client). Data breach, sharing of data to any outside party, storing of any official data on personal drives, using of organizational data (including client data) outside of organization is strictly prohibited and may lead to legal action.

3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

4. Documents

Our offer is subject to the completion of separation formalities at your previous employer. At the time of joining the organization, you are required to produce a copy of the relieving letter (if you have previous work experience) from your last employer.

Signature of Candidate

For AMDAP CONSULTING LLP
S. Geetha
PARTNER

Amdap Consulting LLP
No. 5-96/09, Sri Mytri Villas, Opp. Ellenki Engineering College,
Kistareddy, Patancheru – 502319

AMDAP CONSULTING LLP

5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

6. Statutory Compliance

Income Tax and Profession Tax or any other payments will be deducted from your salary, as applicable as per statutory laws.

7. Leave

You are eligible for Privilege Leaves and Casual Leaves as per the organization policy. You are also entitled to avail the Public Holidays as per the organization policy. Leave should be taken, as mutually agreed between you and the Reporting Manager.

For those members who joined the organization after January 1st, leave entitlement for the period between your date of joining and 31st of December will be allocated on a pro rata basis.

8. Background Checks

Background checks (Address, Criminal, Education, Employment and Reference checks or any other check as required by the organization from time to time) are conducted for all associates. Additionally, Advanced Background Checks (Criminal, Education & Employment from the time the associate turned 18 till present along with Address details where the associate has resided in the past 10 years) may be conducted for associates depending on the organization policy / business need. If the information provided by you is misrepresented, the organization would take appropriate action leading up to termination of employment.

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

Name of Candidate: Gurrapu Raveena

Signature of Candidate

Date: 12 October, 2022

For AMDAP CONSULTING LLP
S. Geetha
PARTNER

Amdap Consulting LLP
No. 5-96/09, Sri Mytri Villas, Opp. Ellenki Engineering College,
Kistareddypet, Patancheru – 502319

AMDAP CONSULTING LLP

Letter of Appointment

12 October 2022

Kulthe Geetha

16-9-717/2, Mahmood Towers
Old Malakpet, Wahed Nagar
Hyderabad

Dear Kulthe Geetha,

Welcome to Amdap Consulting!

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organization for the position of "Clinical Pharmacist Trainee" **on deputation with YS1 CLINICAL CONSULTANTS LLC.**

Please find the details below:

Position: Clinical Pharmacist Trainee

Date of Joining: On or Before 21st October, 2022

Compensation: Annual Cost to Company of **Rs. 1,44,000 (Rupees One Lakh Forty Four Thousand Only)** per year. (Details are attached in Annexure)

Notice Period: In case of resignation / termination of services, either party will be required to give one month notice in writing.

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to return the signed copy (please sign on all pages) by email to sgeetha@dollartax.ca in acceptance of the same on or before 20 December, 2020. In case of any queries regarding the offer letter acceptance, please feel free to call 9160043330.

Note: Please find the terms & conditions of this offer attached, the details of which are strictly confidential and should not be shared with anyone.

For AMDAP CONSULTING LLP

Name of Candidate: Kulthe Geetha

For AMDAP CONSULTING LLP
S. Geetha
PARTNER

Signature of Candidate

Authorized Signatory

Amdap Consulting LLP
No. 5-96/09, Sri Mytri Villas, Opp. Ellenki Engineering College,
Kistareddypet, Patancheru – 502319

AMDAP CONSULTING LLP

Name	Kulthe Geetha	Date of Joining : 21 October 2022	
Role	Clinical Pharmacist Trainee		
Location	Hyderabad		
		Rs. Per month	Rs. Per Annum
A) Monthly Salary Components		12,000	
Basic			
TOTAL			1,44,000
ANNUAL COST TO COMPANY			1,44,000
* Variable Target Performance Bonus may be paid basis performance and achievement of targets			

Terms and Conditions

1. Working Hours

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you, which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday. You may be required to work adhoc hours or additional hours at time when targets need to be achieved.

2. Confidentiality

You will be required to maintain utmost confidentiality regarding all matters related to the organization and regarding all matters related to the organization you are on deputation with (Client). Data breach, sharing of data to any outside party, storing of any official data on personal drives, using of organizational data (including client data) outside of organization is strictly prohibited and may lead to legal action.

3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

4. Documents

Our offer is subject to the completion of separation formalities at your previous employer. At the time of joining the organization, you are required to produce a copy of the relieving letter (if you have previous work experience) from your last employer.

Signature of Candidate

For AMDAP CONSULTING LLP
S. Geetha
PARTNER

Amdap Consulting LLP
No. 5-96/09, Sri Mytri Villas, Opp. Ellenki Engineering College,
Kistareddy, Patancheru – 502319

AMDAP CONSULTING LLP

5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

6. Statutory Compliance

Income Tax and Profession Tax or any other payments will be deducted from your salary, as applicable as per statutory laws.

7. Leave

You are eligible for Privilege Leaves and Casual Leaves as per the organization policy. You are also entitled to avail the Public Holidays as per the organization policy. Leave should be taken, as mutually agreed between you and the Reporting Manager. For those members who joined the organization after January 1st, leave entitlement for the period between your date of joining and 31st of December will be allocated on a pro rata basis.

8. Background Checks

Background checks (Address, Criminal, Education, Employment and Reference checks or any other check as required by the organization from time to time) are conducted for all associates. Additionally, Advanced Background Checks (Criminal, Education & Employment from the time the associate turned 18 till present along with Address details where the associate has resided in the past 10 years) may be conducted for associates depending on the organization policy / business need. If the information provided by you is misrepresented, the organization would take appropriate action leading up to termination of employment.

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

Name of Candidate: Kulthe Geetha

Signature of Candidate

Date: 12 October, 2022

For AMDAP CONSULTING LLP
S. Geetha
PARTNER

Amdap Consulting LLP
No. 5-96/09, Sri Mytri Villas, Opp. Ellenki Engineering College,
Kistareddypet, Patancheru – 502319

Date: August 23, 2022

Dear **Nabeela Sadaf**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty One Thousand Nine Hundred Ninety Two Only)**. Your date of joining will be on or before **25 August 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

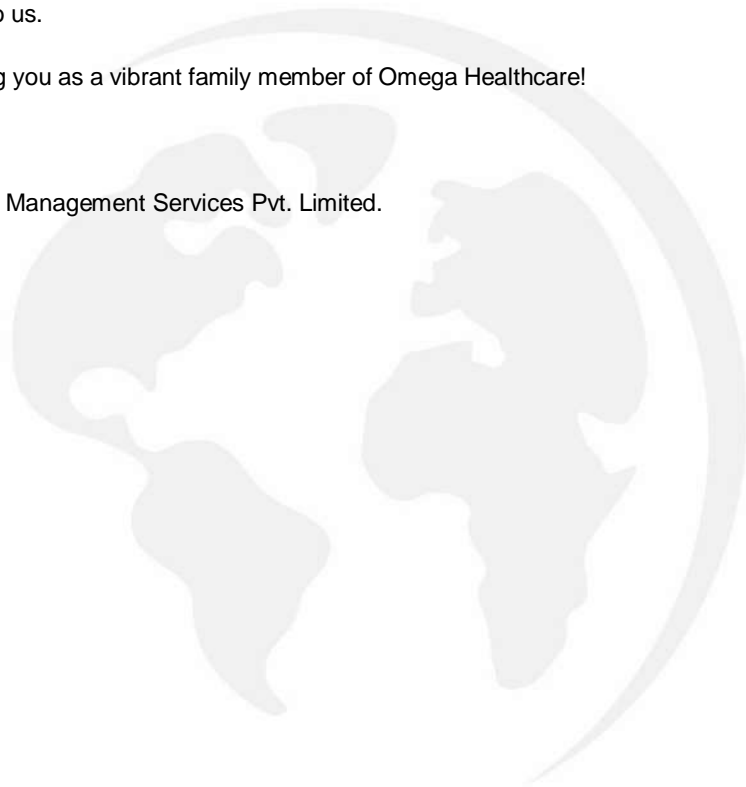
Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Conduct

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
 - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
 - The Code of Business Conduct and Ethics
 - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

- a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period. If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name

Date

Annexure - B
SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by
Vikram Kumar N
Talent Acquisition

Date: August 23, 2022

Dear **Purama Revathi**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty One Thousand Nine Hundred Ninety Two Only)**. Your date of joining will be on or before **25 August 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

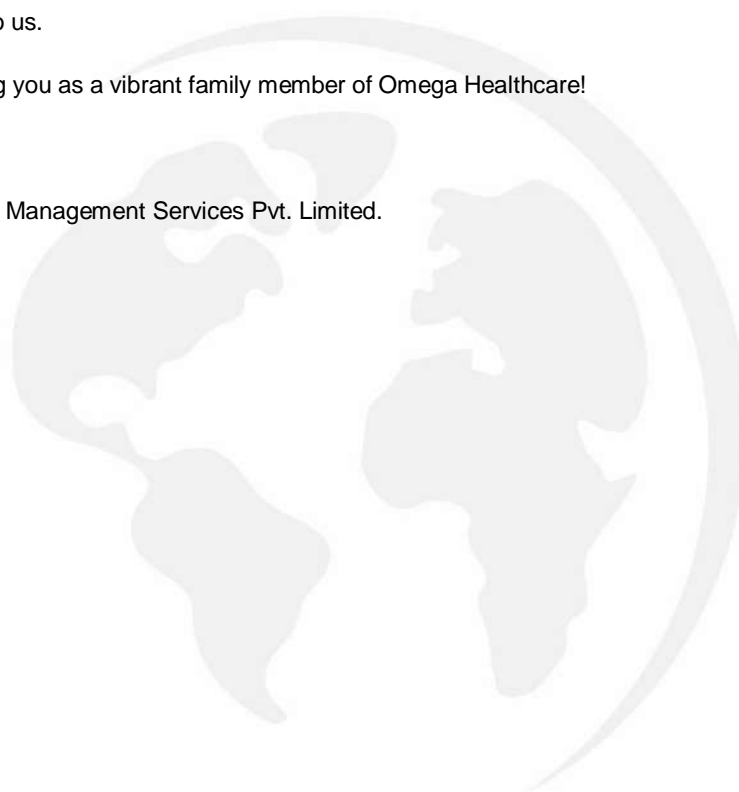
Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Conduct

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
 - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
 - The Code of Business Conduct and Ethics
 - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

- a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period. If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name

Date

Annexure - B
SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by
Vikram Kumar N
Talent Acquisition

Date: August 23, 2022

Dear **Shaista Zaheer**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty One Thousand Nine Hundred Ninety Two Only)**. Your date of joining will be on or before **25 August 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Conduct

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
 - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
 - The Code of Business Conduct and Ethics
 - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

- a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period. If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name

Date

Annexure - B
SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by
Vikram Kumar N
Talent Acquisition

Date: August 23, 2022

Dear **Umema Shifa**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty One Thousand Nine Hundred Ninety Two Only)**. Your date of joining will be on or before **25 August 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Conduct

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
 - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
 - The Code of Business Conduct and Ethics
 - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

- a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period. If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name

Date

Annexure - B
SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benefits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by
Vikram Kumar N
Talent Acquisition



Offer : PHARMAOVIGILANCE ASSOCIATE

Ref : TCSSL/1456923/Mumbai/BPS/PVA

Date : 29-June-2022

Ms. Bachu Nikitha

Dear Ms. Bachu Nikitha,

Sub: Letter of Offer and Terms of Employment

We thank you for exploring career opportunities with **Tata Consultancy Services Ltd.(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of Process Associate in Grade Pharmacovigilance and your present posting will be at Bangalore. Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 3,65,00/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non-submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoke at the sole discretion of the company. Your offer is subject to a positive background check.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the employment and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Ltd..**

A handwritten signature in blue ink, appearing to read 'Girish Nandimath'.

Girish Nandimath
Head Talent Acquisition - India



Offer : PHARMAOVIGILANCE ASSOCIATE

Ref : TCSL/1456923/Mumbai/BPS/PVA

Date : 29-June-2022

Ms. Gade Keerthi Nandan

Dear Ms. Keerthi Nandan

Sub: Letter of Offer and Terms of Employment

We thank you for exploring career opportunities with **Tata Consultancy Services Ltd.(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of Process Associate in Grade Pharmacovigilance and your present posting will be at Bangalore. Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 3,65,00/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non-submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoke at the sole discretion of the company. Your offer is subject to a positive background check.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the employment and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Ltd..**

A handwritten signature in blue ink, appearing to read 'Girish Nandimath'.

Girish Nandimath
Head Talent Acquisition - India



Offer : PHARMAOVIGILANCE ASSOCIATE

Ref : TCSL/1456923/Mumbai/BPS/PVA

Date : 29-June-2022

Ms. G Nagalkshmi

Dear Ms. Naga Lakshmi,

Sub: Letter of Offer and Terms of Employment

We thank you for exploring career opportunities with **Tata Consultancy Services Ltd.(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of Process Associate Grade Pharmacovigilance and your present posting will be at Bangalore. Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 3,65,00/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non-submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoke at the sole discretion of the company. Your offer is subject to a positive background check.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the employment and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Ltd..**

A handwritten signature in blue ink, appearing to read 'Girish Nandimath'.

Girish Nandimath
Head Talent Acquisition - India



Offer : PHARMACOVIGILANCE ASSOCIATE

Ref : TCSL/1456923/Mumbai/BPS/PVA

Date : 29-June-2022

Ms. Siliveri Rasagna

Dear Ms. Siliveri Rasagna,

Sub: Letter of Offer and Terms of Employment

We thank you for exploring career opportunities with **Tata Consultancy Services Ltd.(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of Process Associate in Grade Pharmacovigilance and your present posting will be at Bangalore. Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 3,65,00/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non-submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoke at the sole discretion of the company. Your offer is subject to a positive background check.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the employment and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Ltd..**

A handwritten signature in blue ink, appearing to read 'Girish Nandimath'.

Girish Nandimath
Head Talent Acquisition - India



ISO 9001 : 2015 Certified Company

Name Farhana S

Ref.No: TIPS/EL/1145

Dear Candidate,

Sub: Enrollment as Transorze Medical Coding Trainee and Introduction to terms & conditions of training.

With reference to your application, subsequent enquiries with us, the scores of your entrance examination, and your interest to undergo Medical Coding training, we are pleased to enroll you as Medical Coding Trainee.

On acceptance of this offer you will be governed by the following terms and conditions of our organization.

1. You are required to join the Online / Classroom training with Transorze Solutions,_____. You will undergo rigorous training for a period of 3.5 months from the date of joining and there will be continuous and regular evaluations. Upon successful completion of your 3.5 months training, you will not be eligible for any kind of payment . You will not be eligible for any merit scholarship or stipend during your training period with us.
2. At the end of your 3.5 months training period, you will be given a Final Evaluations Test to evaluate your performance. You are required secure minimum 70% in the written test.
3. Apart from the Final Evaluations Test, your overall performance during the training period also would be considered to issue the Certificate of Course Completion.
4. In case of not meeting the criteria required to qualify the final evaluations Test, the candidate can opt for an extension of training by paying an additional fee of Rs.5000/- provided the candidate has to complete within one month.
5. Your batch details and training time would be intimated to you at the beginning of your training. You are required to attend the classes every day without fail & Absenteeism should not exceed 10% of the total attendance.
6. You will be given periodical assignments, which should be submitted on time. The score of the assignments also would be considered for evaluation. Hence, delay in submission of assignments will be reflected in your score cards and certificates.



TRANSORZE INFORMATION PROCESSING SOLUTIONS Pvt. Ltd.

H.O: Rahath Tower, TC 48/48(2), By Pass Road, Ambalathra Jn., Trivandrum
☎ +91 8281114440 | 8281114448 | 9495833319 | 0471 2380244 ✉ info@transorze.com

www.transorze.com

ISO 9001 : 2015 Certified Company

7. You are required to maintain periodical documents pertaining to the progress of your training. In case of not submitting the reports on time, the score of such records would not be entered in the final mark list.
8. You will report to Course Coordinator/ master Faculty and in his/her absence, to Center manager. In case of not getting adequate support from the Course Coordinator/ master Faculty/ center Manager, you may contact the Head Office with proper documentation of the issue. You shall produce necessary supporting documents about the issue faced.
9. The login ID and password provided to you if required should be confidential. Sharing or manipulating of Login ID shall result in permanent disabling of ID & training without any financial benefits.
10. If you remain absent for 6 consecutive working days without prior permission/ notice, it shall be deemed that you have left the training on your own and your name will be removed from the trainee attendance roll and your admission stands cancelled. In such case, you will not be eligible for any financial refund either in partial or in full.
11. At any given point of time, if your total attendance percentage falls below 90%, you are liable to be terminated without any financial benefits.
12. You, as a trainee is enrolled with **Batch-No** Under any conditions, you will not be allowed to change the batch. In case you discontinue the training with a particular batch, you will have to pay an additional fee of Rs.2500/- to join with another batch.
13. You are required to attend all periodical examinations without fail. No re-tests will be allowed. In case you fail to attend a test, the scores will be considered as Zero and the same will be reflected in your mark sheet. If you fail to attend the final evaluations test can reappear for the test with the next batch by paying an additional fee as per the clauses 4.
14. You will not be eligible for a certificate in the event of you not qualifying the Final Evaluation test or securing a grade below B+(70%). In the event of you not qualifying the Final Evaluation Test or securing a grade below B+(70%), you will be issued with a course completion certificate in company Letter Head with the marks attached.
15. You shall maintain absolute confidentiality in respect of the assignments and nature of the training as Medical Coding trainee during the training period. This is a Non-disclosures agreement with the company as per the new HIPAA regulations of USA.
16. You are advised to go through the contents of this terms & conditions before signing the duplicate copy. Please sign the duplicate copy of this letter and return the same to the undersigned in token of your acceptance of the terms and conditions stipulated.
17. Under any condition, the fee once paid will not be refunded in any forms.
18. Transorze Solutions does not provide any Job guarantee. The candidate cannot insist on job in any particular city. However, 100% Placement assistance will be provided based on the available openings in Medical Coding companies after successful completion of the training. Incase the candidate does not attend the first three interview calls or does not accept a job offer referred by Transorze, it shall be understood that the candidate is not interested to be placed through Transorze. In such case, Transorze shall not take further responsibility of the candidate.





ISO 9001 : 2015 Certified Company

19. Candidates need to maintain the privacy of the information related to the training material.

20. General conditions

The level of knowledge, competency, or skill derived from any course of study, is based solely upon the individual's existing level of education and experience, as well as their ability to read, interpret, comprehend, and to then adequately employ the new skills and knowledge acquired from the course. All students are not equal in their abilities, and therefore the resulting level of competency, knowledge, or skill derived from a given course of study, is not equal, nor guaranteed.

Failure to Pass or Certify: As with any course of intellectual study, the student is responsible for all learning, comprehension, and application of the knowledge. Failure to pass the final exam and/or to achieve the necessary score required for certification shall not be grounds for redress under warranty. There are no other warranties or guarantees, express or implied, except as written herein.

WARRANTEE/GUARANTEE DISCLAIMER

Transorze does not warrant or guarantee any of the information in the course material, on-line (electronic) or hard copy versions, including, but not limited to, warranties of fitness for particular purpose or merchantability, nor are any such representations implied with respect to the material set forth, and the author and publisher take no responsibility with respect to such material.

The author and publisher shall not be liable for any special, consequential or exemplary damages resulting in whole or in part, from the readers' use of, or reliance upon, the material contained in the courseware, nor has it performed any independent analysis with any of the information contained herein. It does not assume and expressly disclaims any obligation to obtain and include information other than that provided.

ERRORS:

Though all of the training information has been checked for completeness and accuracy, neither the author, nor the publisher accepts any responsibility or liability with regard to errors, omissions, misuse or misinterpretation.

It is deemed that the candidate has gone through all the details of this information sheet and is willing to join the training if they are selected.

Start and End Dates/Time Allowance:

- i. The start date is the day the enrollment agreement is signed and received by Transorze. The end date is mentioned in Clause One.
- ii. Material should not be reproduced, copied or printed.

Completion Requirement:

At the conclusion of a course, a final examination is required to determine overall competency. The exam is a Pass/Fail grading process. A certificate of completion will be awarded when the final examination is passed with a score of 70-80%, depending upon the course.

Enrollment in these programs provides no guaranty of employment, nor is any kind of warranty intended, extended or implied.





ISO 9001 : 2015 Certified Company

Name G.Nagidi Yamini Reddy

Ref.No: TIPS/EL/1146

Dear Candidate,

Sub: Enrollment as Transorze Medical Coding Trainee and Introduction to terms & conditions of training.

With reference to your application, subsequent enquiries with us, the scores of your entrance examination, and your interest to undergo Medical Coding training, we are pleased to enroll you as Medical Coding Trainee.

On acceptance of this offer you will be governed by the following terms and conditions of our organization.

1. You are required to join the Online / Classroom training with Transorze Solutions,_____. You will undergo rigorous training for a period of 3.5 months from the date of joining and there will be continuous and regular evaluations. Upon successful completion of your 3.5 months training, you will not be eligible for any kind of payment . You will not be eligible for any merit scholarship or stipend during your training period with us.
2. At the end of your 3.5 months training period, you will be given a Final Evaluations Test to evaluate your performance. You are required secure minimum 70% in the written test.
3. Apart from the Final Evaluations Test, your overall performance during the training period also would be considered to issue the Certificate of Course Completion.
4. In case of not meeting the criteria required to qualify the final evaluations Test, the candidate can opt for an extension of training by paying an additional fee of Rs.5000/- provided the candidate has to complete within one month.
5. Your batch details and training time would be intimated to you at the beginning of your training. You are required to attend the classes every day without fail & Absenteeism should not exceed 10% of the total attendance.
6. You will be given periodical assignments, which should be submitted on time. The score of the assignments also would be considered for evaluation. Hence, delay in submission of assignments will be reflected in your score cards and certificates.



TRANSORZE INFORMATION PROCESSING SOLUTIONS Pvt. Ltd.

H.O: Rahath Tower, TC 48/48(2), By Pass Road, Ambalathra Jn., Trivandrum
☎ +91 8281114440 | 8281114448 | 9495833319 | 0471 2380244 ✉ info@transorze.com

www.transorze.com

ISO 9001 : 2015 Certified Company

7. You are required to maintain periodical documents pertaining to the progress of your training. In case of not submitting the reports on time, the score of such records would not be entered in the final mark list.
8. You will report to Course Coordinator/ master Faculty and in his/her absence, to Center manager. In case of not getting adequate support from the Course Coordinator/ master Faculty/ center Manager, you may contact the Head Office with proper documentation of the issue. You shall produce necessary supporting documents about the issue faced.
9. The login ID and password provided to you if required should be confidential. Sharing or manipulating of Login ID shall result in permanent disabling of ID & training without any financial benefits.
10. If you remain absent for 6 consecutive working days without prior permission/ notice, it shall be deemed that you have left the training on your own and your name will be removed from the trainee attendance roll and your admission stands cancelled. In such case, you will not be eligible for any financial refund either in partial or in full.
11. At any given point of time, if your total attendance percentage falls below 90%, you are liable to be terminated without any financial benefits.
12. You, as a trainee is enrolled with **Batch-No_** Under any conditions, you will not be allowed to change the batch. In case you discontinue the training with a particular batch, you will have to pay an additional fee of Rs.2500/- to join with another batch.
13. You are required to attend all periodical examinations without fail. No re-tests will be allowed. In case you fail to attend a test, the scores will be considered as Zero and the same will be reflected in your mark sheet. If you fail to attend the final evaluations test can reappear for the test with the next batch by paying an additional fee as per the clauses 4.
14. You will not be eligible for a certificate in the event of you not qualifying the Final Evaluation test or securing a grade below B+(70%). In the event of you not qualifying the Final Evaluation Test or securing a grade below B+(70%), you will be issued with a course completion certificate in company Letter Head with the marks attached.
15. You shall maintain absolute confidentiality in respect of the assignments and nature of the training as Medical Coding trainee during the training period. This is a Non-disclosures agreement with the company as per the new HIPAA regulations of USA.
16. You are advised to go through the contents of this terms & conditions before signing the duplicate copy. Please sign the duplicate copy of this letter and return the same to the undersigned in token of your acceptance of the terms and conditions stipulated.
17. Under any condition, the fee once paid will not be refunded in any forms.
18. Transorze Solutions does not provide any Job guarantee. The candidate cannot insist on job in any particular city. However, 100% Placement assistance will be provided based on the available openings in Medical Coding companies after successful completion of the training. Incase the candidate does not attend the first three interview calls or does not accept a job offer referred by Transorze, it shall be understood that the candidate is not interested to be placed through Transorze. In such case, Transorze shall not take further responsibility of the candidate.





ISO 9001 : 2015 Certified Company

19. Candidates need to maintain the privacy of the information related to the training material.

20. General conditions

The level of knowledge, competency, or skill derived from any course of study, is based solely upon the individual's existing level of education and experience, as well as their ability to read, interpret, comprehend, and to then adequately employ the new skills and knowledge acquired from the course. All students are not equal in their abilities, and therefore the resulting level of competency, knowledge, or skill derived from a given course of study, is not equal, nor guaranteed.

Failure to Pass or Certify: As with any course of intellectual study, the student is responsible for all learning, comprehension, and application of the knowledge. Failure to pass the final exam and/or to achieve the necessary score required for certification shall not be grounds for redress under warranty. There are no other warranties or guarantees, express or implied, except as written herein.

WARRANTEE/GUARANTEED DISCLAIMER

Transorze does not warrant or guarantee any of the information in the course material, on-line (electronic) or hard copy versions, including, but not limited to, warranties of fitness for particular purpose or merchantability, nor are any such representations implied with respect to the material set forth, and the author and publisher take no responsibility with respect to such material.

The author and publisher shall not be liable for any special, consequential or exemplary damages resulting in whole or in part, from the readers' use of, or reliance upon, the material contained in the courseware, nor has it performed any independent analysis with any of the information contained herein. It does not assume and expressly disclaims any obligation to obtain and include information other than that provided.

ERRORS:

Though all of the training information has been checked for completeness and accuracy, neither the author, nor the publisher accepts any responsibility or liability with regard to errors, omissions, misuse or misinterpretation.

It is deemed that the candidate has gone through all the details of this information sheet and is willing to join the training if they are selected.

Start and End Dates/Time Allowance:

- i. The start date is the day the enrollment agreement is signed and received by Transorze. The end date is mentioned in Clause One.
- ii. Material should not be reproduced, copied or printed.

Completion Requirement:

At the conclusion of a course, a final examination is required to determine overall competency. The exam is a Pass/Fail grading process. A certificate of completion will be awarded when the final examination is passed with a score of 70-80%, depending upon the course.

Enrollment in these programs provides no guaranty of employment, nor is any kind of warranty intended, extended or implied.





ISO 9001 : 2015 Certified Company

Name Gurram Sowjanya

Ref.No: TIPS/EL/1143

Dear Candidate,

Sub: Enrollment as Transorze Medical Coding Trainee and Introduction to terms & conditions of training.

With reference to your application, subsequent enquiries with us, the scores of your entrance examination, and your interest to undergo Medical Coding training, we are pleased to enroll you as Medical Coding Trainee.

On acceptance of this offer you will be governed by the following terms and conditions of our organization.

1. You are required to join the Online / Classroom training with Transorze Solutions,_____. You will undergo rigorous training for a period of 3.5 months from the date of joining and there will be continuous and regular evaluations. Upon successful completion of your 3.5 months training, you will not be eligible for any kind of payment . You will not be eligible for any merit scholarship or stipend during your training period with us.
2. At the end of your 3.5 months training period, you will be given a Final Evaluations Test to evaluate your performance. You are required secure minimum 70% in the written test.
3. Apart from the Final Evaluations Test, your overall performance during the training period also would be considered to issue the Certificate of Course Completion.
4. In case of not meeting the criteria required to qualify the final evaluations Test, the candidate can opt for an extension of training by paying an additional fee of Rs.5000/- provided the candidate has to complete within one month.
5. Your batch details and training time would be intimated to you at the beginning of your training. You are required to attend the classes every day without fail & Absenteeism should not exceed 10% of the total attendance.
6. You will be given periodical assignments, which should be submitted on time. The score of the assignments also would be considered for evaluation. Hence, delay in submission of assignments will be reflected in your score cards and certificates.



TRANSORZE INFORMATION PROCESSING SOLUTIONS Pvt. Ltd.

H.O: Rahath Tower, TC 48/48(2), By Pass Road, Ambalathra Jn., Trivandrum
☎ +91 8281114440 | 8281114448 | 9495833319 | 0471 2380244 ✉ info@transorze.com

www.transorze.com



ISO 9001 : 2015 Certified Company

7. You are required to maintain periodical documents pertaining to the progress of your training. In case of not submitting the reports on time, the score of such records would not be entered in the final mark list.
8. You will report to Course Coordinator/ master Faculty and in his/her absence, to Center manager. In case of not getting adequate support from the Course Coordinator/ master Faculty/ center Manager, you may contact the Head Office with proper documentation of the issue. You shall produce necessary supporting documents about the issue faced.
9. The login ID and password provided to you if required should be confidential. Sharing or manipulating of Login ID shall result in permanent disabling of ID & training without any financial benefits.
10. If you remain absent for 6 consecutive working days without prior permission/ notice, it shall be deemed that you have left the training on your own and your name will be removed from the trainee attendance roll and your admission stands cancelled. In such case, you will not be eligible for any financial refund either in partial or in full.
11. At any given point of time, if your total attendance percentage falls below 90%, you are liable to be terminated without any financial benefits.
12. You, as a trainee is enrolled with **Batch-No_** Under any conditions, you will not be allowed to change the batch. In case you discontinue the training with a particular batch, you will have to pay an additional fee of Rs.2500/- to join with another batch.
13. You are required to attend all periodical examinations without fail. No re-tests will be allowed. In case you fail to attend a test, the scores will be considered as Zero and the same will be reflected in your mark sheet. If you fail to attend the final evaluations test can reappear for the test with the next batch by paying an additional fee as per the clauses 4.
14. You will not be eligible for a certificate in the event of you not qualifying the Final Evaluation test or securing a grade below B+(70%). In the event of you not qualifying the Final Evaluation Test or securing a grade below B+(70%), you will be issued with a course completion certificate in company Letter Head with the marks attached.
15. You shall maintain absolute confidentiality in respect of the assignments and nature of the training as Medical Coding trainee during the training period. This is a Non-disclosures agreement with the company as per the new HIPAA regulations of USA.
16. You are advised to go through the contents of this terms & conditions before signing the duplicate copy. Please sign the duplicate copy of this letter and return the same to the undersigned in token of your acceptance of the terms and conditions stipulated.
17. Under any condition, the fee once paid will not be refunded in any forms.
18. Transorze Solutions does not provide any Job guarantee. The candidate cannot insist on job in any particular city. However, 100% Placement assistance will be provided based on the available openings in Medical Coding companies after successful completion of the training. Incase the candidate does not attend the first three interview calls or does not accept a job offer referred by Transorze, it shall be understood that the candidate is not interested to be placed through Transorze. In such case, Transorze shall not take further responsibility of the candidate.





ISO 9001 : 2015 Certified Company

19. Candidates need to maintain the privacy of the information related to the training material.

20. General conditions

The level of knowledge, competency, or skill derived from any course of study, is based solely upon the individual's existing level of education and experience, as well as their ability to read, interpret, comprehend, and to then adequately employ the new skills and knowledge acquired from the course. All students are not equal in their abilities, and therefore the resulting level of competency, knowledge, or skill derived from a given course of study, is not equal, nor guaranteed.

Failure to Pass or Certify: As with any course of intellectual study, the student is responsible for all learning, comprehension, and application of the knowledge. Failure to pass the final exam and/or to achieve the necessary score required for certification shall not be grounds for redress under warranty. There are no other warranties or guarantees, express or implied, except as written herein.

WARRANTEE/GUARANTEE DISCLAIMER

Transorze does not warrant or guarantee any of the information in the course material, on-line (electronic) or hard copy versions, including, but not limited to, warranties of fitness for particular purpose or merchantability, nor are any such representations implied with respect to the material set forth, and the author and publisher take no responsibility with respect to such material.

The author and publisher shall not be liable for any special, consequential or exemplary damages resulting in whole or in part, from the readers' use of, or reliance upon, the material contained in the courseware, nor has it performed any independent analysis with any of the information contained herein. It does not assume and expressly disclaims any obligation to obtain and include information other than that provided.

ERRORS:

Though all of the training information has been checked for completeness and accuracy, neither the author, nor the publisher accepts any responsibility or liability with regard to errors, omissions, misuse or misinterpretation.

It is deemed that the candidate has gone through all the details of this information sheet and is willing to join the training if they are selected.

Start and End Dates/Time Allowance:

- i. The start date is the day the enrollment agreement is signed and received by Transorze. The end date is mentioned in Clause One.
- ii. Material should not be reproduced, copied or printed.

Completion Requirement:

At the conclusion of a course, a final examination is required to determine overall competency. The exam is a Pass/Fail grading process. A certificate of completion will be awarded when the final examination is passed with a score of 70-80%, depending upon the course.

Enrollment in these programs provides no guaranty of employment, nor is any kind of warranty intended, extended or implied.





APPOINTMENT LETTER

23 August 2021

Dear **Ameena Bhanu**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of an **Associate-trainee** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-TG-Hyderabad**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the company from time to time.
2. You will be expected to attend office – except when travelling on business during working hours/shifts as may be decided by the Company.

2.Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the company shall pay you an annual basic salary of **Rs 83600**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on company business.
3. You will be provided with Retirement Benefits namely, Provident fund and Gratuity, in accordance with the laws of the country, and /or, as per the company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3.Reimbursement of Expenses:

The company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the company with respect thereto.



APPOINTMENT LETTER

23 August 2021

Dear **Karamtoth Swapnanjali**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of an **Associate-trainee** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-TG-Hyderabad**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the company from time to time.
2. You will be expected to attend office – except when travelling on business during working hours/shifts as may be decided by the Company.

2.Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the company shall pay you an annual basic salary of **Rs 83600**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on company business.
3. You will be provided with Retirement Benefits namely, Provident fund and Gratuity, in accordance with the laws of the country, and /or, as per the company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3.Reimbursement of Expenses:

The company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the company with respect thereto.



APPOINTMENT LETTER

23 August 2021

Dear **Kavampalli Madhavi**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of an **Associate-trainee** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-TG-Hyderabad**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the company from time to time.
2. You will be expected to attend office – except when travelling on business during working hours/shifts as may be decided by the Company.

2.Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the company shall pay you an annual basic salary of **Rs 83600**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on company business.
3. You will be provided with Retirement Benefits namely, Provident fund and Gratuity, in accordance with the laws of the country, and /or, as per the company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3.Reimbursement of Expenses:

The company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the company with respect thereto.



APPOINTMENT LETTER

23 August 2021

Dear **Suddala Arathi**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of an **Associate-trainee** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-TG-Hyderabad**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the company from time to time.
2. You will be expected to attend office – except when travelling on business during working hours/shifts as may be decided by the Company.

2.Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the company shall pay you an annual basic salary of **Rs 83600**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on company business.
3. You will be provided with Retirement Benefits namely, Provident fund and Gratuity, in accordance with the laws of the country, and /or, as per the company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3.Reimbursement of Expenses:

The company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the company with respect thereto.



APPOINTMENT LETTER

23 August 2021

Dear **Vadlapudi Harshitha**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of an **Associate-trainee** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-TG-Hyderabad**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the company from time to time.
2. You will be expected to attend office – except when travelling on business during working hours/shifts as may be decided by the Company.

2.Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the company shall pay you an annual basic salary of **Rs 83600**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on company business.
3. You will be provided with Retirement Benefits namely, Provident fund and Gratuity, in accordance with the laws of the country, and /or, as per the company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3.Reimbursement of Expenses:

The company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the company with respect thereto.

To

Ms. Badhe Madhavi,
19-33 Ramayampet Mandal,
Medak Telangana-502101.

Dear Madhavi,

Sub: Letter of Offer for the position of '**Pharmacy Assistant**'

With reference to your application dated on 14-April-2022 and the subsequent interview you had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation : **Pharmacy Assistant**
Department : **Pharmacy**
Salary : **As discussed and agreed at the time of your interview**
Joining Date/Time : **On or before 19th April 2022 at 09:00 am**
Location : **Hitech City**

This offer is made based on the credentials you have furnished in your resume and as discussed during the interview. The validation of this offer is subject to back ground verification.

The offer stands cancelled if your acceptance is not received within 3 days from the date of receipt of this letter.

With Best Wishes,



A.V. Balaji Babu
Vice President-HR





Date: 18- Apr-2022

To

Ms. Jogu Sumedha

Dear Jogu Sumedha,

Sub: Letter of offer for the position of 'Pharmacy Assistant'

With reference to your application dated on 01-April-2022 and the subsequent interview you had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation : Pharmacy Assistant
Department : Pharmacy
Salary : As discussed and agreed at the time of interview
Joining Date/Time : On or before 20th April 2022 at 09:00 am
Location : Somajiguda

This offer is made based on the credentials you have furnished in your resume and as discussed during the interview. The validation of this offer is subject to back ground verification.

The offer stands cancelled if your acceptance is not received within 3 days from the date of receipt of this letter.

With Best Wishes,

A.V. Balaji Babu

Vice President-HR





Date: 18- Apr-2022

To

Ms. P. Jahnvi Pragna Sree

Dear Jahnvi Pragna Sree,

Sub: Letter of offer for the position of 'Pharmacy Assistant'

With reference to your application dated on 01-April-2022 and the subsequent interview you had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation : Pharmacy Assistant
Department : Pharmacy
Salary : As discussed and agreed at the time of interview
Joining Date/Time : On or before 20th April 2022 at 09:00 am
Location : Secunderabad

This offer is made based on the credentials you have furnished in your resume and as discussed during the interview. The validation of this offer is subject to back ground verification.

The offer stands cancelled if your acceptance is not received within 3 days from the date of receipt of this letter.

With Best Wishes,

A.V. Balaji Babu

Vice President-HR

YASHODA HEALTHCARE SERVICES PVT LTD, SECUNDERABAD
S P Road Secunderabad, Telangana - 500 003
Registered Office: 16-10-29 Nalgonda X Roads, Malkajpet
Hyderabad, Telangana - 500 036
Corporate Identity Number (CIN): U45200TG1990P1001071
email: secunderabode@yashodahospitals.com | www.yashodahospitals.com



FOR EMERGENCY/QUERIES
040 6723 2320 (24 HRS)

FOR APPOINTMENTS
040 4567 4567 (24 HRS)





Date: 18- Apr-2022

To

Ms. Pujari Geethika

Dear **Geethika,**

Sub: Letter of offer for the position of 'Pharmacy Assistant'

With reference to your application dated on 01-April-2022 and the subsequent interview you had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation : Pharmacy Assistant
Department : Pharmacy
Salary : As discussed and agreed at the time of interview
Joining Date/Time : On or before 20th April 2022 at 09:00 am
Location : Malakpet

This offer is made based on the credentials you have furnished in your resume and as discussed during the interview. The validation of this offer is subject to back ground verification.

The offer stands cancelled if your acceptance is not received within 3 days from the date of receipt of this letter.

With Best Wishes,

A.V. Balaji Babu

Vice President-HR





Date: 18- Apr-2022

To

Ms. **Vanjarapu Anusha**

Dear **Anusha**,

Sub: Letter of offer for the position of 'Pharmacy Assistant'

With reference to your application dated on 01-April-2022 and the subsequent interview you had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation : Pharmacy Assistant
Department : Pharmacy
Salary : As discussed and agreed at the time of interview
Joining Date/Time : On or before 20th April 2022 at 09:00 am
Location : Hitech City

This offer is made based on the credentials you have furnished in your resume and as discussed during the interview. The validation of this offer is subject to back ground verification.

The offer stands cancelled if your acceptance is not received within 3 days from the date of receipt of this letter.

With Best Wishes,

A.V. Balaji Babu

Vice President-HR



To

Ms. Amara Divya,
HNo:10-5-339/2,
Tukaramgate North Lalguda,
Secunderabad Hyderabad,
Telangana-500017.

Dear Divya,

Sub: Letter of Offer for the position of '**Clinical Pharmacologist**'

With reference to your application dated on 12-April-2022 and the subsequent interview you had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation : **Clinical Pharmacologist**
Department : **Clinical Audit**
Salary : **As discussed and agreed at the time of your interview**
Joining Date/Time : **On or before 18th April 2022 at 09:00 am**
Location : **Secunderabad**

This offer is made based on the credentials you have furnished in your resume and as discussed during the interview. The validation of this offer is subject to back ground verification.

The offer stands cancelled if your acceptance is not received within 3 days from the date of receipt of this letter.

With Best Wishes,



Dr.A Lingalah
Director of Medical Services

2



YASHODA YASHODA YASHODA YASHODA

M. Anusha
MAnusha
24869
0004774273 072.55681

24 June 2022

INTERNSHIP AGREEMENT

Dear Ayesha Tayyiba,

Parexel is pleased to offer you an Internship Opportunity as an **Intern - Clinical Data Analyst**, for a period of 6 months from **04 July 2022 to 04 January 2023**.

During this period, you shall receive a stipend of INR 15000.00 per month for 6 months.

During your internship, you will have access to confidential information belonging to the organization, which includes, without limitation, trade secrets, processes, formulae, data and know-how, discoveries, developments, designs, improvements, inventions, techniques, marketing plans, strategies, forecasts, new products, software, software documentation, unpublished financial statements, budgets, projections, licenses, prices, costs and customer and supplier lists.

By accepting this offer of internship, you acknowledge that you must keep all these information's strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Organization. In addition, you agree that upon conclusion of your internship, you will immediately return to the Organization all of its property, equipment and documents, including electronically stored information.

Your internship will include training/orientation and gaining a deeper understanding of concepts through hands-on application of the knowledge and applying the same in few projects. During your internship you would be assigned tasks and projects that improve your understandings of the concepts you learned and there for you would be expected to put your best efforts in executing the assignments given to you.

You will be assigned a supervisor who will guide and brief you on your roles and responsibilities. Please note that your internship with the Organization does not constitute employment. The internship relationship with the Organization may be terminated at any time with or without notice, with or without good cause or for any or no cause at the option of Organization and can also be terminated by you by providing 30 days' notice to the organization.

By signing this agreement, you will also comply with all applicable policies and practices governing the conduct of our business and employees. We hope that your association with the Organization will be successful and rewarding. Please indicate your acceptance of this offer by signing below.

Full Name of the Intern: Ayesha Tayyiba

Signature of the Candidate: _____

Yours Sincerely,

For **Parexel International (India) Private Limited**,



Ranjit Dadigela
Director, Talent Acquisition

Strictly Private and Confidential

Date: 20 May 2022

To,
Varkuti Bhagya Lakshmi
Hyderabad

Dear Varkuti Bhagya Lakshmi,

Thank you for the keen interest you have shown in joining our organisation. Consequent to your application, interviews and subsequent discussions with us, we are pleased to offer you a career at **GD Research Center Private Limited**, Hyderabad. Please accept our heartiest congratulations and a warm Welcome to the **GDRC** Family.

You would be designated as **Senior Researcher**. Your employment start date is **23-May-2022**. Your annual emoluments will be **Rs.288081 (Rupees Two Lakhs Eighty Eight Thousand Eighty One Only)** Total Cost to Company (CTC) basis. Please refer to **Annexure A** for the break-up.

You will be governed by the Company's Rules and Regulations in force from time to time and as applicable to you.

Terms and Conditions:-

1. Working Hours:-

Your working hours will be regulated from time to time purely at the discretion of the management of the establishment to which you are attached. You should be flexible to work in shifts as per business needs.

2. Please note if the information and supporting documents provided by you, based on which this offer is being extended, is found to be incorrect or unauthentic, your services will be terminated with immediate effect, without any notice or notice pay.

3. You will devote whole time attention to the business of the company and will not be interested or engaged directly or indirectly in other trade or business or as principal agent or servant for any person, firm or company

4. Your employment is transferable to any of the group companies in India or abroad.

5. Leaves :-

You shall be entitled to avail leave and other benefits applicable to you as per the company policy, in force and/or which may be revised from time to time. Leave of any type can be taken, in excess of this would be treated as leave without pay. Leave will have to be pre-approved by your manager. Refer to leave policy in the HR Handbook.

6. Performance Appraisals :-

Your performance and promotion readiness will be assessed on the basis of your competency and skills, the results of your work, the value you contribute to successful project delivery and client development efforts, and your demonstrated stewardship and commitment to the Company.

You will be eligible for a promotion and salary review assessment in the next appraisal cycle as per company policies. Your emoluments will be reviewed on an annual basis. Please note that eligibility for promotion assessment does not automatically qualify you for promotion but only makes you entitled to be evaluated for a possible selection to the next level.

7. Probation and Notice Period:- (depending on designation)

Employees at the level of **Senior Researcher** will be on probation for a period of six months. During this time the notice period will be **Fifteen** days or salary in lieu thereof, as agreed and if approved by Director. On the completion of probation period, the notice period will be **Thirty** days or salary in lieu thereof as agreed and if approved by Director.

8. Provident Fund:-

You will be entitled to become a member of PF scheme, which is governed under the Employee Provident Fund Act, 1952. The current rate of contribution is 12% of basic per month (however, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance) and equal contribution will be made by the company, which will be a part of gross emoluments.

9. Medical Scheme:-

You will be eligible to participate in Company's Group Medical & Term Life Insurance Policy as applicable to your category of employees.

10. Gratuity:-

Applicable as per the Government Regulation.

11. Income Tax:-

Income Tax will be deducted as applicable from your salary. You shall be responsible to the company for all Taxes and obligations. Company shall not be liable for any misstatement or declaration. Permanent Account Number (PAN) is mandatory.

12. Customary Bonus:-

The Customary bonus will be payable in the month of your anniversary date and will be based on your prevailing CTC salary as of your anniversary date. This Bonus payment will be subject to prevailing customary bonus policy.

Please note that your compensation is confidential information. Under no circumstance you should divulge your compensation details to anybody within or outside the organisation, without written permission from the organisation. Any non-adherence to this clause will be constituted as indiscipline and could lead to action as per the HR policies of the organisation, including termination from the services of the organisation without any notice or notice pay.

Please ensure that by accepting this offer, you warrant that before your date of Joining with the company you will clear all the pending issues with your previous organisation and GDRC is not liable to make any payments in respect of the same. By accepting this offer, you also accept the terms and conditions of Non disclosure agreement and HR policies of the Company. The full terms and conditions of your employment are as detailed in the GD Research Center Private Limited staff manual which will be provided to you on your commencement date.

Please contact Human Resources (040-67426702) if you have any questions. In the meantime, we look forward to you commencing employment with us and hope that it proves to be the start of a long and successful working relationship.

By accepting this offer, you also hereby declare that you have never indulged in any criminal activity and convicted for any criminal or illegal activities. You also declare that there are no legal cases pending against you as on this date

Annexure "A"

Date: 20 May 2022

Name: Varkuti Bhagya Lakshmi**Designation: Senior Researcher**Compensation details with effect from **23-May-22** are as given below -

Component	Annual Gross (INR)	Monthly Gross(INR)	Particulars
Basic	168000	14000	Base Pay
HRA	67200	5600	House Rent Allowance (Tax exempted as per prevailing IT Act)
Provident Fund contribution 12%	20700	1725	Employer contribution towards Provident fund will be made on both Basic and Special allowance with an upper ceiling limit of INR 15000.
Customary Bonus*	19600	1633	Annual Component & will be paid after completion of each full year of service as per company's Policy
Special Allowance	4500	375	
Gross Compensation	280000	23333	
Gratuity @ 4.81% on Base Salary	8081	673	Paid as per Gratuity Act.
TOTAL CTC	288081	24007	Cost to Company

* *Customary Bonus is a yearly fixed component and will be paid after completion of each full year of service as per company's policy.*

Yours sincerely

Praveen Kumar Chanda
Head - Human Resources, APAC

Acceptance of offer

I understand and accept all the terms & conditions of employment mentioned in the 'Offer of Appointment'. I confirm that there have been no other commitment made during the hiring process other than those specified in the offer letter. (Example Salary Hike, Promotion, transport facility etc). Please clarify in case any such commitment was made during the offer process.

Candidate's Signature

Date:

Place:



Date: 30th Apr, 2022

To

Ms. Deverakonda Sunidhi
H No 3-52/11E Choutuppal,
Yadadri - 508252

Dear Sunidhi,

Sub: Letter of Offer for the position of 'Clinical Pharmacologist'

With reference to your application dated 22nd Apr, 2022 and the subsequent interview you had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation : Clinical Pharmacologist
Department : Clinical Audit
Salary : As discussed and agreed at the time of your interview
Joining Date/Time : On or before 02nd May, 2022 at 09:00 am
Location : Malakpet

This offer is made based on the credentials you have furnished in your resume and as discussed during the interview. The validation of this offer is subject to back ground verification.

The offer stands cancelled if your acceptance is not received within 7 days from the date of receipt of this letter.

With Best Wishes,

Dr. A. Lingalah
Director - Medical Services



Date: August 23, 2022

Dear **Jangam Gowthami**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty One Thousand Nine Hundred Ninety Two Only)**. Your date of joining will be on or before **25 August 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorata basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Conduct

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
 - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
 - The Code of Business Conduct and Ethics
 - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

- a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.



Signature

Name Jangam Gowthami

Date 23/8/2022

Annexure - B
SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by
Vikram Kumar N
Talent Acquisition



SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA

College for Women (Sponsored by The Exhibition Society), Tamaka, Secunderabad

Affiliated to Osmania University, Approved by AICTE & PCI

ISO : 9001 : 2015 Certified Institution

NBA Accredited B. Pharmacy Course

Ref.: SNVPMV/

Date:

SNVPMV/ADMN/2022-2023

DATE:19 /11/2022


APPOINTMENT ORDER

Sub: SNVPMV-Appointment of **Dr. Hadiya Iram** as Assistant Professor- Reg.

Ref: Proceedings of the OU Staff Selection Committee meeting held on 18.11.2022.

In pursuance of the proceedings of the OU Staff Selection Committee meeting held on 18.11.2022, you are appointed as Assistant Professor in the pay scale of Rs. 15,600 -39,100 with a gross pay of Rs.22,000/- per month. All other terms and conditions are applicable as per the Governing Rules and Regulations of the institution

You are directed to join duty within one month, failing which the said Appointment Order stands cancelled.


(V. Sainath Dayaker Shastri)
Hon. Secretary

To

Dr. Hadiya Iram

Flat No: 202, Teachers residency,

Sri Datta Nagar,

Kanchanbagh, Hyderabad-500 078

H.No. 12-5-31 & 32, Vijayapuri Colony, Tamaka, Secunderabad - 500 017. Telangana, INDIA.

Phone: 040-27002221, Fax: 040-27002220, Mobile: 92480 77972

e-mail: principal@snvpharmacycollege.com www.snvpharmacycollege.com

4th March 2022
Manaswini Keshetti

Hyderabad

Dear Manaswini,

We are pleased to appoint you as **Trainee** on a retainer ship basis in our organization on the following terms and conditions.

1. Your consultancy period shall be for a period of three months, beginning from **7th March 2022**, which can be extended further or terminated earlier with One Month's notice on either side, without assigning any reason.
2. You will be paid Rs.25000/-(Rupees Twenty Five thousand only) as consultancy charges per month.
3. Your present place of work will be at Hyderabad, but during the course of the above assignment, you shall be liable to be posted/transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.
4. This appointment and your continuance as **Trainee**.
5. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
6. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, company's polices, Company's patterns & Trade Mark and company's Human assets profile.
7. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
8. Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.

9. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission, or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of the reason of any of the acts or omission the company shall be entitled to recover the damages from you.

10. You will not accept any present, commission, or any sort of gratification in cash or kind from any person, party firm, or Company that has dealt with the company and if you are offered any, you should immediately report the same to the Management.

11. You will be responsible for the safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge.

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return it to us. The original shall be retained by you.

We welcome you to the AMPS family and look forward to a fruitful collaboration.

With best wishes,
For, AMPS

Milind Dadape

Annexure 'A

List of Documents to be submitted prior to joining AMPS

S No.	Description
1	Education provisional certificate and mark sheets of the highest qualified degree / professional qualification.
2	Experience Certificate and Relieving Letter (and/or Acceptance of resignation letter) of last two employers
3	Copy of passport (first and last pages)
4	Two (2) passport size photographs
5	PAN (Permanent Account Number) card & Aadhar Card

Letter type no.: MBPL/2019/0001

Date: 22 DEC 2021

OFFER LETTER

Dear Ms. Pranathi Banothu,

With reference to your application, the management is pleased to offer you the Designation **Drug Safety Associate-I (Pharmacovigilance)** in Cadre 0-1 with **MITOCON BIOPHARMA PVT LTD.**

As discussed, your cost to company will be as per the agreed terms and conditions i.e. INR 2,16,000/- (Two Lakh Sixteen Thousand Rupees only) P.A. A formal "Appointment Letter" detailing the break-up of CTC will be issued on the Date of Joining.

You are requested to report at below mentioned corporate office on or before **DOJ i.e., 22 DEC 2021.**

Reporting Address:

H.No: 1-11-251/1B
First floor, Vasant Towers,
Begumpet,
Hyderabad-500016

We look forward for a mutually beneficial association with you.

Thanking you,

For Mitocon Biopharma Pvt. LTD.

Authorized Signatory



Name: B. PRANATHI

Signature: 



Poojitha Mutte

CDMA

Bood Group: B+ve

Employee Code: 227505



1st July 2022
Chennupati Pushpasri
Hyderabad

Dear **Pushpasri**,
Congratulations!

Thank you for the keen interest you have shown in our organization. Consequent to your application, Interviews, and personal discussions with us, we are pleased to offer you a career with Advanced Medical Pricing Solutions (AMPS). Please accept our heartiest Congratulations.

- 1) If you accept this offer and join our services, you will be designated as an "**Associate**", at our Hyderabad center with annual compensation of **Rs. 4,25,000/-** (Four Lakhs and twenty-five thousand only) per annum with the Date of joining as **1st July 2022**. This offer of employment with AMPS is subject to the successful completion of your Background Verification conducted by AMPS or any other agency appointed by AMPS.
- 2) You will be on probation for a period of six (6) months from the date of joining AMPS. If necessary and at the discretion of AMPS, the probation period may be extended by a further period of three (3) months. You will be confirmed for employment upon successful completion of the probation period.
- 3) As per company policy you are required to sign a Non-Disclosure-Agreement with the company on your joining as part of your joining process.
- 4) During your employment with AMPS, you will adhere to the company policies in general and information security policies in particular that are issued from time to time.
- 5) Your duties will be governed by the rules and regulations of the company which will be elaborated on and detailed in the appointment letter.

Please confirm your acceptance of this offer by return email.

In case you have any further clarifications, Pl feel free to call me at +91-9885005723 or email me at mdadape@amps.com

For AMPS Healthcare (India) Pvt Ltd

DocuSigned by:
A handwritten signature in black ink that reads "Milind Dadape".
53290C09B31141B...

Milind Mukund Dadape
Manager- Human Resources



Annexure 'A'
Compensation and Benefits Summary

1st July 2022

Team Member Name: Chennupati Pushpasri
Designation: Associate
Date of Joining: 1st July 2022

Your total annual compensation package is as follows

Components	P.A(INR)	P.M(INR)
Basic	212500	17708
HRA	127500	10625
Employer PF	21600	1800
Flexi Benefit Plan	63400	5283
Leave Travel Allowance*	63400	5283
Total Fixed CTC	425000	35417
Variable Pay	0	0
Total CTC	425000	35417

* The above-mentioned Compensation is subject to Income tax

* Please note PF contribution of both Employee and Employer are considered as part of above Fixed CTC.

Thanking you for AMPS Healthcare (India) Pvt Ltd

DocuSigned by:
Milind Dadape
53290C09B31141B...

Milind Mukund Dadape
Manager- Human Resources

Agreed to and accepted by:

Chennupati Pushpasri



Annexure 'B

List of Documents to be submitted prior to joining AMPS

S No.	Description
1	Education provisional certificate and mark sheets of the highest qualified degree / professional qualification.
2	Experience Certificate and Relieving Letter (and/or Acceptance of resignation letter) of last two employers
3	Copy of passport (first and last pages)
4	Two (2) passport size photographs
5	PAN (Permanent Account Number) card & Aadhar Card

Date: August 23, 2022

Dear **Garvandha Ramya Rani**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty One Thousand Nine Hundred Ninety Two Only)**. Your date of joining will be on or before **25 August 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorata basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Conduct

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
 - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
 - The Code of Business Conduct and Ethics
 - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

- a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name

Date

Annexure - B
SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by
Vikram Kumar N
Talent Acquisition



Dr T. Venu <tallavenu@gmail.com>

Fwd: --OFFER CONFIRMATION--

2 messages

Rathna Kumari <rathnakumari156@gmail.com>
To: tallavenu@gmail.com

Wed, May 18, 2022 at 11:35 AM

Fyi

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

From: **HR Dept** <hr@mitoconbiopharma.com>
Date: Tue, 21 Dec, 2021, 11:18 am
Subject: --OFFER CONFIRMATION--
To: <rathnakumari156@gmail.com>
Cc: MANAGEMENT <management@mitoconbiopharma.com>

Dear Ms. Rathna Kumari**Greetings from Mitocon Biopharma Pvt Ltd!**

Congratulations Stock Illustrations – 130,242 Congratulations Stock Illustrations, Vectors & Clipart - Dreamstime

In respect of your subsequent interview, it is with great pleasure that we are able to offer you a position at **MITOCON BIOPHARMA PVT LTD**.

We at **MITOCON BIOPHARMA PVT LTD** pleased to have helped you in achieving your career goals and are sure that you will make a superb addition to the company.

We wish you good luck and much success in your new position. If you have any questions, please call me.

Your original offer letter you will receive on your joining date.

Date of Joining: 22 DEC 2021

Timings: 10:30a.m

REQUIRED DOCUMENTS TO CARRY ON THE DATE OF JOINING

The copies of the following should be relevant or equivalent documents:

Educational Documents (Photocopies):

SSC Marks list,

Intermediate Marks list,

Graduation Marks list,

Graduation Provisional Certificate,

Post-Graduation Marks list, PG Provisional Certificate,

Diploma/Technical/ Process Certificates (If any).

Covid-19-test reports.

Employment Documents (If previously employed):

1. Accepted resignation letter from the current organization.
2. Relieving letter
3. Hike Letters
4. Experience Letters of all the previously employed organizations
5. Last 4 months salary slips or pay slips
6. Last 6 months bank statement (Corporate account or salary credit account)

Others:

Passport size photographs (Self-3)

Id Proofs:

PAN card – 1 Photocopy,

Aadhar copy - 1 Photocopy

Kindly share me your acceptance/Confirmation

Thanks and Regards,

Keerthi Boga

Assistant Manager – Human Resource



1st floor, Vasant Towers

Begumpet

Hyderabad-500016 INDIA

Contact No: +91 40-48583855(Ext:-22)/9154383165

www.mitoconbiopharma.com

2 attachments



image001.png
44K



image002.jpg
3K

Rathna Kumari <rathnakumari156@gmail.com>
To: "Dr T. Venu" <tallavenu@gmail.com>

Sat, Mar 9, 2024 at 11:12 AM

[Quoted text hidden]

2 attachments



image001.png
44K



image002.jpg
3K

AMBASSADOR



AVENIDA



**SAADIYA
AFZAL**

PHARM.D STUDENT



Sarojini Naidu Vanita Pharmacy
Maha Vidyalaya
Class of 2022



Saahithi Reddy · 1st
Director of Business Development and Sales
Hyderabad, Telangana, India · [Contact info](#)

383 connections
Deepika Kendre, Manoj Jalagam, and 9 other mutual connections

[Message](#) [More](#)

Highlights

Saahithi is celebrating 2 years at StatDoc
[Message](#)

Ad
Venu, make connections that matter most in your job search

See who's viewed your profile in the last 90 days
[Try for free!](#)

- People also viewed**
- Ajay Kumar** · 2nd
Business Development Manager at StatDoc Pvt Ltd.
[Connect](#)
 - Sagar Bhor** · 2nd
Business Development Consultant
[Follow](#)
 - Pritam Sonawane** · 3rd
Actively looking for Opportunity as Statistica
[Connect](#)



Apollo Hospitals Enterprise Limited

UNIT : APOLLO PHARMACY

Apollo Health City, Jubilee Hills, Hyderabad - 500 096, TELANGANA, INDIA
Telefax : (91)-(40)-2343 1739, E-mail : hr_hyd@apollopharmacy.in

Date: 30.03.2023

SALARY CUM SERVICE CERTIFICATE

NAME : Ms. THAVIDABOINA SOWMYA
EMP.NO. : APH4719
DEPARTMENT : PHARMACY
DESIGNATION : CLINICAL PHARMACIST
DATE OF JOINING : 20.07.2022
DATE OF LEAVING : 13.09.2023
SALARY AT LEAVING : Rs. 13600/- per month
CONDUCT : GOOD

For **APOLLO HOSPITALS ENTERPRISE LIMITED**

K.SUDHEER BABU

SR.MANAGER - HR



Thavidaboina Sowmya

Clinical Pharmacist

Pharmacy



Issuing Authority



Apollo Health City

HYDERABAD

Jubilee Hills, Hyderabad - 500 033, TS, India

Tel: +91 40 23607777 Fax: +91 40 23608050

E-mail: apollohyd@apollohospitals.com

Web: www.apollohealthcity.com

Date: August 23, 2022

Dear **Surigala Devi Uma**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty One Thousand Nine Hundred Ninety Two Only)**. Your date of joining will be on or before **25 August 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorata basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Conduct

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
 - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
 - The Code of Business Conduct and Ethics
 - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

- a. The retirement age of the company is **58** years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name

Date

Annexure - B
SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by
Vikram Kumar N
Talent Acquisition



APPOINTMENT LETTER

DATE: 30/04/2022

Dear Tejaswi Uppala,

Welcome to PharmConsul Pvt Ltd.

We are pleased to appoint you as a **"Drug Safety Associate"** at our Hyderabad Division. Please note that your assignment is subject to the terms & conditions contained in this letter & company policy.

1. PLACE OF POSTING :

Your initial place of work will be at Madhapur, Hyderabad. However, your services are transferable, and you may be assigned, after reasonable notice and mutual consultation, to any location in India or abroad where PharmConsul Pvt Ltd conducts Business. Your date of joining will be with effect from the day you join the Company, **04th May 2022**.

2. SALARY & ALLOWANCES

- I. Your CTC (Cost to Company) shall be Rs.2, 16,000/- P.A (Rupees Two Lakh and Sixteen thousand only) which is subject to contribution to Provident Fund and Statutory Income Tax Deductions. Your Salary is payable at the end of each month and will be reviewed from time to time based on your performance.
- II. Contribution towards **PF (Provident Fund)** of both the parties **Employer & Employee** would be deducted from your Gross Salary.

3. PROBATION/CONFIRMATION

1. You will be with us for One and Half Year Contract will come into force **from 04th May 2022** on the date the Employee joins the Company, and shall remain in force for One and half Year or such time as it is terminated in terms hereof. The period includes training and confirmed services.
2. You shall be initially on probation for a period of **six months**, which may be extended or reduced at the sole discretion of the Management. The company reserves the right to terminate your employment with immediate effect for the violation of the terms and conditions of your confidentiality and Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. if you wish to terminate this contract, you have to give payment of salary in lieu thereof. There will not be any notice period or Notice pay for termination of employment in this situation.

PHARMCONSUL PVT. LTD.

Plot No 191, 4th Floor, Tagore Towers, Kavuri Hills, Beside D Mart, Madhapur, Hyderabad-500033
Telangana, India.

Phone : 040-40036118, CIN: U72200TG2019PTC133251



3. Absence of a continuous period of **5** days without prior approval of your Manager, (including overstay of leave) or during crucial project execution days, as may be intimated by an authorized executive of the company, can lead to your employment being terminated without notice or explanation. There will not be any notice period or notice pay for termination of employment in this situation.

4. MEDICAL FITNESS & VERIFICATION OF PARTICULARS

Your appointment is subject to:

- (1) You being declared medically fit by a certified medical practitioner and your continuing to remain medically fit.
- (2) In case particulars mentioned in your application are found false, not authentic, or without documentary proof, your services would be liable for termination at any time without any notice or compensation in lieu thereof.

5. INCREMENTS

Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct. Company's performance and such other relevant factors as adjudged by the management. Generally, employee's performance is reviewed once a year. Any action arising out of this review is solely at the discretion of the Management.

6. DUTIES & RESPONSIBILITIES

- a) You will be required to effectively carry out all duties and responsibilities assigned to you by your Manager and others authorized by the Company to assign such duties and responsibilities. Your Performance will be subject to periodic appraisal by your Manager. You are responsible for completing the given assigned task as per the client requirements, and to ensure quality output in all task that you do..
- b) You will not be permitted to undertake any other employment or engage in any activities of a commercial nature without prior written approval.
- c) You shall not divulge to any third party any information regarding the affairs or business matters of the company or information regarding its clients or customers. All information that comes to your Knowledge by reasons of your Employment with the Company is deemed to be confidential and is bound by the Employment and Confidentiality Agreement.

PHARMCONSUL PVT. LTD.

Plot No 191, 4th Floor, Tagore Towers, Kavuri Hills, Beside D Mart, Madhapur, Hyderabad-500033
Telangana, India.

Phone : 040-40036118, CIN: U72200TG2019PTC133251



- d) You will be required to apply and maintain the Highest Standards of personal conduct and Integrity and comply with all the Company Policies and Procedures.
- e) Any intentional Violations of these or any of the company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
- f) Upon separation from the company on account of either resignation or termination, you need to immediately return to the company all the assets and property of the company including laptops, documents, files, books, papers and memos in your possession or custody.

TERMINATION OF PERMANENT SERVICES:

- a) You shall automatically retire from the services of the Company on attaining the age of 58 years. You may be retired earlier if found medically unfit.
- b) 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 abandoned your employment without giving any notice unless you:
 - i. Return to work within 8 days from the commencement of such absence
 - ii. Give an explanation to the satisfaction of the Management regarding such absence. In the event of any misconduct, the Company reserves the right to take appropriate action as it may deem fit.
 - iii. The company reserves the right to terminate your employment with immediate effect for the violation of the terms and conditions of your confidentiality and Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. if you wish to terminate this contract, you need to serve **Three Months of Notice Period in advance after completing of your One and Half Year in Pharmconsul Pvt Ltd.**
- c) After confirmation, either party may terminate the appointment by giving to the other **three months' notice** or payment of salary in lieu thereof.
- d) If the Company terminates your employment for reason of negligence or Willful misconduct on your part, it shall not be required to give you notice or compensation as set in clause 6 (e) above.
- e) Late coming, absenteeism, dishonesty, adopting fraudulent means, disobedience etc. are viewed seriously as acts of willful misconduct and negligence and would lead to termination of the services immediately.
- f) After the first One and Half Year of service this contract shall be terminable by the Employee or the Company by giving three months of notice in writing or

PHARMCONSUL PVT. LTD.

Plot No 191, 4th Floor, Tagore Towers, Kavuri Hills, Beside D Mart, Madhapur, Hyderabad-500033
Telangana, India.

Phone : 040-40036118, CIN: U72200TG2019PTC133251



salary in lieu of notice, to the Company and and your Full & Final Settlement will be process as per the company policy.

7. GENERAL

Upon confirmation, you will be entitled to leaves, to be taken in agreement with the Company and in accordance with the company leave policy. You will also be eligible for Health Insurance and other benefits in accordance with the company policies, from time to time.

- a) Sick leave more than 2 (Two days) should be supported with Medical Certificate & holidays as are applicable under the Company's Leave Policy.
- b) Your date of birth mentioned in the Matriculation/Higher Secondary Certificate shall be deemed to be the conclusive proof of your date of birth.
- c) Your compensation can be restructured at any time, protecting the gross salary and considering the tax implications.
- d) You shall be required to submit the following documents, if you have not submitted the same earlier
- e) You shall submit the Certificates in support of your educational / professional qualifications, experience, in original for verification.
- f) Two copies of your recent passport size photographs.
- g) Relieving letter from your last employer in case you were employed.

8. Company Rules:

- a) Your office timings will be 9.00 A.M to 6.00 P.M from Monday to Saturday with half an hour lunch break and two 15 minutes break unless changed by the Management. **2nd and 4th Saturday will be off.**
- b) Mobiles phone are strictly not use at your work station. You shall deposit your Mobile Phones at the Reception while on duty.
- c) Formal dress code should be followed.
- d) Maintaining the Ethics of the company.
- e) ID Display
- f) Personal visitors should be minimum and during break times as far as possible. You shall not take them to your work station.
- g) You shall not leave the office often without the permission of management during the working hours except during the lunch and the break times.
- h) The offer and employment agreements are subject to the jurisdiction of the courts in Hyderabad, Telangana only.
- i) Please note that your compensation package is strictly personal and confidential to you and you are therefore advised not to divulge the same.

PHARMCON SUL PVT. LTD.

Plot No 191, 4th Floor, Tagore Towers, Kavuri Hills, Beside D Mart, Madhapur, Hyderabad-500033
Telangana, India.

Phone : 040-40036118, CIN: U72200TG2019PTC133251



By executing this appointment letter you are in addition agreeing to be bound, in letter and spirit, by the terms of this letter, authorizing the company to conduct reference a background checks as may be deemed appropriate by the company.

We welcome you and wish you every success in your career with PHARMCONSUL PVT LTD

With warm regards,
For **PHARMCONSUL PVT LTD**



Authorized Signature

Date: 30/04/2022

Acknowledgement & Acceptance

I shall report for duty on_____.

I have read and understood the above terms and conditions of employment and the implication thereof. I hereby accept the aforesaid terms and conditions and agree to abide by the same.

Signature

Date

PHARMCONSUL PVT. LTD.

Plot No 191, 4th Floor, Tagore Towers, Kavuri Hills, Beside D Mart, Madhapur, Hyderabad-500033
Telangana, India.

Phone : 040-40036118, CIN: U72200TG2019PTC133251