



Indian Healthcare BPO

OFFER LETTER

18TH FEBRUARY 2020

To,

K GANGAPRASAD REDDY
Narayana Pharmacy College,
Nellore

Dear Candidate,

With reference to your application and subsequent interview you had with us at the Campus of your college, an initiative for the position of **Medical Billing executive, (For Certificate Paid Training)** Human Resources we are pleased to select you for training and placement program.

You have to attend 15 days ON-JOB CERTIFICATION training. After completion of this training we will conduct the final client assessment for fixing your salary. Based on your shift timings, Job Location and training performance.

Training Location: Chennai or Vellore or Salem or Pondicherry.

Work Location: Chennai, Salem, Bangalore, Coimbatore, Vellore, Pondicherry, Madurai.

Need to submit below Documents

1. Resume with Photograph
2. ID Proof - Aadhar Card
3. Qualification Proof

NOTE:

- You have to submit above mentioned documents on or before **30th JUNE 2020**.
- Need to improve your **typing** speed more than **30 words** per minute.
- You are eligible to join **MEDICAL CODING JOB** after completion of 45 days **ADVANCED CERTIFICATION FOR MEDICAL CODING**. You can speak with your recruiter about this.

Contact us @ 8220213110 / 7200035525 for further process.

Thank you,

Sridhar J
CEO

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.



Indian Healthcare BPO

OFFER LETTER

18TH FEBRUARY 2020

To,

G SARITHA
Narayana Pharmacy College,
Nellore

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M LYDIA
Narayana Pharmacy College,
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Indian Healthcare BPO

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NELLORE - 524 002.



Indian Healthcare BPO

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N PREETHI
Narayana Pharmacy College,
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NELLORE - 524 002.



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Sridhar J
CEO

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

24-01-2020
Employee ID: ESPL9012

G Rohith
Near Railway Station,
Kovur,
Nellore
Andhra Pradesh - 524137

Dear Rohith,

Sub: Appointment Letter

A warm welcome to the Episource family.

Episource is an organization with Indian roots and a global vision. We are aware of the fact; we have a distinctive culture and would like to invite you to and enhance this culture. We are sure that you will contribute to the task ahead of us, in your own special way.

With reference to our Offer Letter dated 24-01-2020, We are pleased to appoint you as Trainee - MCC effective 16-07-2020.

Please note that the terms and conditions of your service contract as intimated here after, is to be treated as strictly confidential and you are not to divulge its content to any employee of the company/person connected with the company, who is not authorized by the management.

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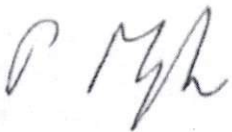
We congratulate you on this occasion and we hope you will render your good services with commitment and dedication.

You are advised to sign and return the duplicate of this letter as token of your acceptance.

We look forward to a long rewarding career with Episource.

With best Wishes,

For EpisourceIndia Pvt Ltd



Manjulaa Palanisamy
Vice President-HR



PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

G Rohith
Page 1 of 9

24-01-2020
Employee ID: ESPL9013

I Nanda Kishore
Parameshwari Nagar,
Mulapeta,
Nellore
Andhra Pradesh - 524001

Dear Kishore,

Sub: Appointment Letter

A warm welcome to the Episource family.

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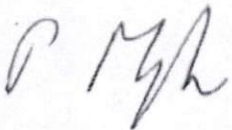
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For EpisourceIndia Pvt Ltd



Manjulaa Palanisamy
Vice President-HR



PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Nanda Kishore
Page 1 of 9

24-01-2020
Employee ID: ESPL9014

M Sai Abhinash
Pidathapolur,
Muthukur,
Nellore
Andhra Pradesh - 524132

Dear Abhinash,

Sub: Appointment Letter

A warm welcome to the Episource family.

Episource is an organization with Indian roots and a global vision. We are aware of the fact; we have a distinctive culture and would like to invite you to and enhance this culture. We are sure that you will contribute to the task ahead of us, in your own special way.

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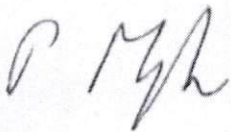
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For EpisourceIndia Pvt Ltd



Manjulaa Palanisamy
Vice President-HR



PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002

Sai Abhinash
Page 1 of 9

24-01-2020
Employee ID: ESPL9015

P Ravali
Janthapeta,
Kavali,
Nellore
Andhra Pradesh - 524201

Dear Ravali,

Sub: Appointment Letter

A warm welcome to the Episource family.

Episource is an organization with Indian roots and a global vision. We are aware of the fact; we have a distinctive culture and would like to invite you to and enhance this culture. We are sure that you will contribute to the task ahead of us, in your own special way.

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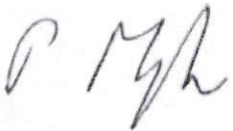
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For EpisourceIndia Pvt Ltd



Manjulaa Palanisamy
Vice President-HR



**PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.**

Ravali
Page 1 of 9

24-01-2020
Employee ID: ESPL9016

SK Reena
2nd Street,
Haranathapuram,
Nellore
Andhra Pradesh - 524002

Dear Reena,

Sub: Appointment Letter

A warm welcome to the Episource family.

Episource is an organization with Indian roots and a global vision. We are aware of the fact; we have a distinctive culture and would like to invite you to and enhance this culture. We are sure that you will contribute to the task ahead of us, in your own special way.

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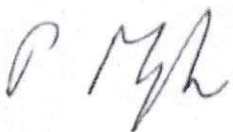
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For EpisourceIndia Pvt Ltd



Manjula Palanisamy
Vice President-HR



PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Reena
Page 1 of 9

24-01-2020
Employee ID: ESPL9017

Y Hima Bindhu
Boyapalli,
Gudluru,
Prakasam
Andhra Pradesh - 523281

Dear Bindhu,

Sub: Appointment Letter

A warm welcome to the Episource family.

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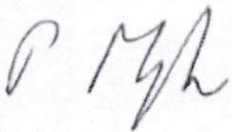
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Manjulaa Palanisamy
Vice President-HR



PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Hima Bindhu
Page 1 of 9

24-01-2020
Employee ID: ESPL9018

G Manoj Ram
Ramnagar,
Ongole,
Prakasam
Andhra Pradesh - 523004

Dear Manoj,

Sub: Appointment Letter

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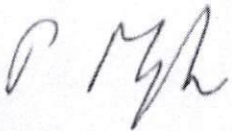
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Vice President-HR



PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Manoj Ram
Page 1 of 9

24-01-2020
Employee ID: ESPL9019

A Nishma
Revenue Colony,
Nellore,
Nellore
Andhra Pradesh - 524004

Dear Nishma,

Sub: Appointment Letter

A warm welcome to the Episource family.

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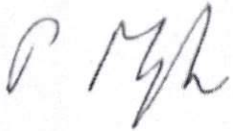
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**PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.**

Nishma
Page 1 of 9

24-01-2020
Employee ID: ESPL9020

M Pavan Kumar
4th lane,
Krishna mandiram,
Nellore
Andhra Pradesh - 524003

Dear Pavan,

Sub: Appointment Letter

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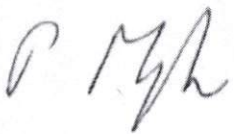
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Manjula Palanisamy
Vice President-HR



PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Pavan Kumar
Page 1 of 9

24-01-2020
Employee ID: ESPL9021

P Jahnvi
4th lane,
Haranathapuram,
Nellore
Andhra Pradesh - 524003

Dear Jahnvi,

Sub: Appointment Letter

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Episource is an organization with Indian roots and a global vision. We are aware of the fact; we have a distinctive culture and would like to invite you to and enhance this culture. We are sure that you will contribute to the task ahead of us, in your own special way.

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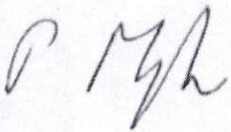
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**PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.**

Jahnvi
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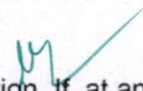
6/10/131,
City/Village : B.V.Nagar
District : Nellore-524004.

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited.

With reference to your application and discussions had with you, we are pleased to offer you a one-year training in Q.C. Department, at Unit-2, situated at Chippada Village, Bhemmunipatnam Mandal, Visakhapatnam District on the following terms and conditions.

1. You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.16000/- per month during your training period.
2. After submit / verification of your B.Pharmacy provisional certificate you will be paid a stipend of Rs.16000/- per month from the 1st of the following month.
3. You will be required to undergo pre-training medical check-up as this offer is subject to your medical fitness and you will be required to undergo periodical medical check-ups during your training period. Your training will be terminated, if you are not found medically fit.
4. Training is given at any one of the departments, branches & manufacturing units of the organization, depending on the requirement at the sole discretion of management. If required, you may be asked to undergo training in shifts as well.
5. You shall be liable to be transferred/posted to any location, department & unit of the organization, depending on the requirement for training. Upon such transfer, you will automatically be governed by the service conditions, rules, regulations and other terms as applicable at such new place.
6. If you intend to discontinue your training during the training period, you have to give three months prior notice in writing or return three months stipend in lieu thereof, which may be modified from time to time and the same will be notified.
7. After completing your training, the organization, at its sole discretion, may or may not offer employment and no trainee shall have the right to demand absorption in employment of the organization.
8. You are entitled to seven casual and five sick leaves during your training period. You will also be covered under ESI act, 1948.
9. This offer of training is based on the information furnished in your application. If, at any given time, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been suppressed, then your training based on this letter of training, is liable to be terminated, without any notice or any stipend in lieu thereof.


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.


1/15/104,
City/Village : Current Office Center,
District : Nellore-524004.

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3. You will be required to undergo pre-training medical check-up as this offer is subject to your medical fitness and you will be required to undergo periodical medical check-ups during your training period. Your training will be terminated, if you are not found medically fit.
4. Training is given at any one of the departments, branches & manufacturing units of the organization, depending on the requirement at the sole discretion of management. If required, you may be asked to undergo training in shifts as well.
5. You shall be liable to be transferred/posted to any location, department & unit of the organization, depending on the requirement for training. Upon such transfer, you will automatically be governed by the service conditions, rules, regulations and other terms as applicable at such new place.
6. If you intend to discontinue your training during the training period, you have to give three months prior notice in writing or return three months stipend in lieu thereof, which may be modified from time to time and the same will be notified.
7. After completing your training, the organization, at its sole discretion, may or may not offer employment and no trainee shall have the right to demand absorption in employment of the organization.
8. You are entitled to seven casual and five sick leaves during your training period. You will also be covered under ESI act, 1948.
9. This offer of training is based on the information furnished in your application. If, at any given time, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been suppressed, then your training based on this letter of training, is liable to be terminated, without any notice or any stipend in lieu thereof.


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002


Amalaya Street,
City/Village : Kadapa,
District : Kadapa-516003.

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited.

With reference to your application and discussions had with you, we are pleased to offer you a one-year training in C Department, at Unit-2, situated at Chippada Village, Bhemmuniapatnam Mandal, Visakhapatnam District on the following terms and conditions.

1. You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.16000/- per month during your training period.
2. After submit / verification of your B.Pharmacy provisional certificate you will be paid a stipend of Rs.16000/- per month from the 1st of the following month.
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PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Lawyer Peta,
City/Village : Ongole,
District : Prakasam-523002.

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited.

With reference to your application and discussions had with you, we are pleased to offer you a one-year training in C Department, at Unit-2, situated at Chippada Village, Bhemmuniapatnam Mandal, Visakhapatnam District on the following terms and conditions.

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PRINCIPAL

AKARSHANA PHARMACY COLLEGE

Chinna Bazar,
City/Village : Nellore,
District : Nellore-524001.

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited.

With reference to your application and discussions had with you, we are pleased to offer you a one-year training in C Department, at Unit-2, situated at Chippada Village, Bhemmuniapatnam Mandal, Visakhapatnam District on the following terms and conditions.

1. You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.16000/- per month during your training period.
2. After submit / verification of your B.Pharmacy provisional certificate you will be paid a stipend of Rs.16000/- per month from the 1st of the following month.
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PRINCIPAL

NARAYANA PHARMACY COLLEGE
NELLORE - 524002.

16/10/131,
City/Village : B.V.Nagar
District : Nellore-524004.

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited.

With reference to your application and discussions had with you, we are pleased to offer you a one-year training in C Department, at Unit-2, situated at Chippada Village, Bhemmuniapatnam Mandal, Visakhapatnam District on the following terms and conditions.

1. You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.16000/- per month during your training period.
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PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002


1/15/104,
City/Village : Current Office Center,
District : Nellore-524004.

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited.

With reference to your application and discussions had with you, we are pleased to offer you a one-year training in C Department, at Unit-2, situated at Chippada Village, Bhemmuniapatnam Mandal, Visakhapatnam District on the following terms and conditions.

1. You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.16000/- per month during your training period.
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PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Ramalayam Street,
City/Village : Kadapa,
District : Kadapa-516003.

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited.

With reference to your application and discussions had with you, we are pleased to offer you a one-year training in IC Department, at Unit-2, situated at Chippada Village, Bhemmunipatnam Mandal, Visakhapatnam District on the following terms and conditions.

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PRINCIPAL

NARAYANA PHARMACY COLLEGE
HYDRAABAD


Lawyer peta,
City/Village : Ongole,
District : Prakasam-523002.

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited.

With reference to your application and discussions had with you, we are pleased to offer you a one-year training in IC Department, at Unit-2, situated at Chippada Village, Bhemmunipatnam Mandal, Visakhapatnam District on the following terms and conditions.

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PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002

Chinna Bazar,
City/Village : Nellore,
District : Nellore-524001.

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited.

With reference to your application and discussions had with you, we are pleased to offer you a one-year training in C Department, at Unit-2, situated at Chippada Village, Bhemmuniapatnam Mandal, Visakhapatnam District on the following terms and conditions.

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BRANDY
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002

ioopalpuram,
ity/Village : Nellore,
istrict : Nellore-524001.

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited.

With reference to your application and discussions had with you, we are pleased to offer you a one-year training in C Department, at Unit-2, situated at Chippada Village, Bhemmunipatnam Mandal, Visakhapatnam District on the following terms and conditions.

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PRINCIPAL

NARAYANA PHARMACY COLLEGE
NELLORE - 524 001

Chinnapadugupadu,
City/Village : Kovuru,
District : Nellore-524137.

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited.

With reference to your application and discussions had with you, we are pleased to offer you a one-year training in IC Department, at Unit-2, situated at Chippada Village, Bhemunipatnam Mandal, Visakhapatnam District on the following terms and conditions.

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PRINCIPAL

MAHARAJA PHARMACY COLLEGE
NELLORE 524 002.

OffLETOct-202015310-TP

March 7,2020

AVULA MADHURI

Tirupati.

Offer Letter

Dear Madhuri,

Congratulations!

Congratulations! We are pleased to offer you the position of **Trainee Process Associate** at AGS Health Private Limited.

Your annual cost to company (CTC) would be **₹.146412**, In addition to this, you will also be eligible for a performance based incentive up to **₹.0 per annum**, to be paid as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.

Your base location will be at Tirupati. You will be required to work in any of our office locations and such locations are subject to change at the discretion of the company. Further, you agree and understand that depending on the business requirements of the company, you may be asked to change your project/process and you may be asked to work in different shift timings

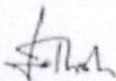
We request you to join us on or before **October 30, 2020**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

You would be provided with an appointment letter along with the Terms and Conditions of Employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. As a candidate seeking employment with AGS Health, it is imperative that you adhere to the Information Security policy guidelines in vogue. You would be briefed about the guidelines at the time of joining.

Please do not hesitate to call us for any information you may need. Please sign the duplicate of this offer letter as your acceptance and forward the same to us.

Sincerely,

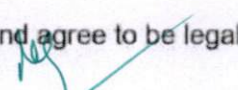


Jothish Gopinathan
Associate Director - Talent Acquisition

Acceptance of Invite:

I accept the terms and conditions of this offer letter and the attached annexures, and agree to be legally bound by the same.

Signature: _____

Date:  PRINCIPAL
NARAYANA PHARMACY COLLEGE
WELLORE - 524 002.

1. The compensation matrix may differ as per prevailing market indices of the base location (i.e. where you will be based out of and will work for AGS Health).

2. At the time of joining, please bring all the documents as mentioned in the Joining Checklist (Annexure B).

OffLETAug-202015458-CH

March 7, 2020

V SRAVANI
NELLORE.

Offer Letter

Dear Sravani,

Congratulations!

Congratulations! We are pleased to offer you the position of **Trainee Process Associate** at AGS Health Private Limited.

Your annual cost to company (CTC) would be **₹.146412**. In addition to this, you will also be eligible for a performance based incentive up to **₹.0 per annum**, to be paid as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.

Your base location will be at Chennai. You will be required to work in any of our office locations and such locations are subject to change at the discretion of the company. Further, you agree and understand that depending on the business requirements of the company, you may be asked to change your project/process and you may be asked to work in different shift timings

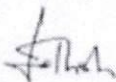
We request you to join us on or before **August 30, 2020**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

You would be provided with an appointment letter along with the Terms and Conditions of Employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. As a candidate seeking employment with AGS Health, it is imperative that you adhere to the Information Security policy guidelines in vogue. You would be briefed about the guidelines at the time of joining.

Please do not hesitate to call us for any information you may need. Please sign the duplicate of this offer letter as your acceptance and forward the same to us.

Sincerely,



Jothish Gopinathan
Associate Director - Talent Acquisition

Acceptance of Invite:

I accept the terms and conditions of this offer letter and the attached annexures, and agree to be legally bound by the same.

Signature:



NARAYANA PHARMACY COLLEGE

NELLORE - 524 002.

Date:

1. The compensation matrix may differ as per prevailing market indices of the base location (i.e. where you will be based out of and will work for AGS Health).

2. At the time of joining, please bring all the documents as mentioned in the Joining Checklist (Annexure B).

OffLETSep-202015770-TP

March 7,2020

K BHAGYARAJ
NELLORE.

Offer Letter

Dear Bhagyaraj,

Congratulations!

Congratulations! We are pleased to offer you the position of **Trainee Process Associate** at AGS Health Private Limited.

Your annual cost to company (CTC) would be **₹.146412**, In addition to this, you will also be eligible for a performance based incentive up to **₹.0 per annum**, to be paid as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.

Your base location will be at Tirupati. You will be required to work in any of our office locations and such locations are subject to change at the discretion of the company. Further, you agree and understand that depending on the business requirements of the company, you may be asked to change your project/process and you may be asked to work in different shift timings

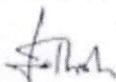
We request you to join us on or before **September 30, 2020**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

You would be provided with an appointment letter along with the Terms and Conditions of Employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. As a candidate seeking employment with AGS Health, it is imperative that you adhere to the Information Security policy guidelines in vogue. You would be briefed about the guidelines at the time of joining.

Please do not hesitate to call us for any information you may need. Please sign the duplicate of this offer letter as your acceptance and forward the same to us.

Sincerely,



Jothish Gopinathan
Associate Director - Talent Acquisition

Acceptance of Invite:

I accept the terms and conditions of this offer letter and the attached annexures and agree to be legally bound by the same.

Signature:


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

1. The compensation matrix may differ as per prevailing market indices of the base location (i.e. where you will be based out of and will work for AGS Health).
2. At the time of joining, please bring all the documents as mentioned in the Joining Checklist (Annexure B).

OffLET Sep-202015546-CH

March 7, 2020

Y PAVANI
NELLORE.

Offer Letter

Dear Pavani,

Congratulations!

Congratulations! We are pleased to offer you the position of **Trainee Process Associate** at AGS Health Private Limited.

Your annual cost to company (CTC) would be **₹.146412**. In addition to this, you will also be eligible for a performance based incentive up to **₹.0 per annum**, to be paid as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.

Your base location will be at Chennai. You will be required to work in any of our office locations and such locations are subject to change at the discretion of the company. Further, you agree and understand that depending on the business requirements of the company, you may be asked to change your project/process and you may be asked to work in different shift timings

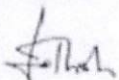
We request you to join us on or before **September 30, 2020**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

You would be provided with an appointment letter along with the Terms and Conditions of Employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. As a candidate seeking employment with AGS Health, it is imperative that you adhere to the Information Security policy guidelines in vogue. You would be briefed about the guidelines at the time of joining.

Please do not hesitate to call us for any information you may need. Please sign the duplicate of this offer letter as your acceptance and forward the same to us.

Sincerely,




Jothish Gopinathan
Associate Director - Talent Acquisition

Acceptance of Invite:

I accept the terms and conditions of this offer letter and the attached annexures, and I agree to be legally bound by the same.

Signature:


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.
Date:

1. The compensation matrix may differ as per prevailing market indices of the base location (i.e. where you will be based out of and will work for AGS Health).

2. At the time of joining, please bring all the documents as mentioned in the Joining Checklist (Annexure B).

OffLETSep-202015229-TP

March 7, 2020

B MANJULA
NELLORE.

Offer Letter

Dear Manjula,

Congratulations!

Congratulations! We are pleased to offer you the position of **Trainee Process Associate** at AGS Health Private Limited.

Your annual cost to company (CTC) would be **₹.146412**. In addition to this, you will also be eligible for a performance based incentive up to **₹.0 per annum**, to be paid as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.

Your base location will be at Tirupati. You will be required to work in any of our office locations and such locations are subject to change at the discretion of the company. Further, you agree and understand that depending on the business requirements of the company, you may be asked to change your project/process and you may be asked to work in different shift timings

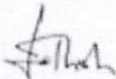
We request you to join us on or before **September 30, 2020**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

You would be provided with an appointment letter along with the Terms and Conditions of Employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. As a candidate seeking employment with AGS Health, it is imperative that you adhere to the Information Security policy guidelines in vogue. You would be briefed about the guidelines at the time of joining.

Please do not hesitate to call us for any information you may need. Please sign the duplicate of this offer letter as your acceptance and forward the same to us.

Sincerely,

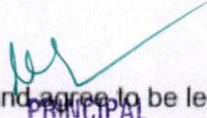


Jothish Gopinathan
Associate Director - Talent Acquisition

Acceptance of Invite:

I accept the terms and conditions of this offer letter and the attached annexures, and agree to be legally bound by the same.

Signature:


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Date:

1. The compensation matrix may differ as per prevailing market indices of the base location (i.e. where you will be based out of and will work for AGS Health).

2. At the time of joining, please bring all the documents as mentioned in the Joining Checklist (Annexure B).

OffLETAug-202015329-TP

March 7,2020

M VISHNU POOJA
NELLORE.

Offer Letter

Dear Vishnu,

Congratulations!

Congratulations! We are pleased to offer you the position of **Trainee Process Associate** at AGS Health Private Limited.

Your annual cost to company (CTC) would be **₹.146412**, In addition to this, you will also be eligible for a performance based incentive up to **₹.0 per annum**, to be paid as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.

Your base location will be at Tirupati. You will be required to work in any of our office locations and such locations are subject to change at the discretion of the company. Further, you agree and understand that depending on the business requirements of the company, you may be asked to change your project/process and you may be asked to work in different shift timings

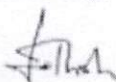
We request you to join us on or before **August 30, 2020**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

You would be provided with an appointment letter along with the Terms and Conditions of Employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. As a candidate seeking employment with AGS Health, it is imperative that you adhere to the Information Security policy guidelines in vogue. You would be briefed about the guidelines at the time of joining.

Please do not hesitate to call us for any information you may need. Please sign the duplicate of this offer letter as your acceptance and forward the same to us.

Sincerely,



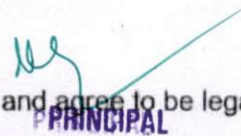
Jothish Gopinathan
Associate Director - Talent Acquisition

Acceptance of Invite:

I accept the terms and conditions of this offer letter and the attached annexures, and agree to be legally bound by the same.

Signature: _____

Date: _____



NARAYANA PHARMACY COLLEGE

NELLORE 524 002.

1. The compensation matrix may differ as per prevailing market indices of the base location (i.e. where you will be based out of and will work for AGS Health).

2. At the time of joining, please bring all the documents as mentioned in the Joining Checklist (Annexure B).

OffLETAug-201915073-TP

August07,2019

P Naveen Kumar
Nellore.

Offer Letter

Dear Naveen,

Congratulations!

Congratulations! We are pleased to offer you the position of **Trainee Process Associate** at AGS Health Private Limited.

Your annual cost to company (CTC) would be **₹.146412**, In addition to this, you will also be eligible for a performance based incentive up to **₹.0 per annum**, to be paid as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.

Your base location will be at Tirupati. You will be required to work in any of our office locations and such locations are subject to change at the discretion of the company. Further, you agree and understand that depending on the business requirements of the company, you may be asked to change your project/process and you may be asked to work in different shift timings

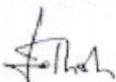
We request you to join us on or before **August 30, 2021**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

You would be provided with an appointment letter along with the Terms and Conditions of Employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. As a candidate seeking employment with AGS Health, it is imperative that you adhere to the Information Security policy guidelines in vogue. You would be briefed about the guidelines at the time of joining.

Please do not hesitate to call us for any information you may need. Please sign the duplicate of this offer letter as your acceptance and forward the same to us.

Sincerely,



Jothish Gopinathan
Associate Director - Talent Acquisition

Acceptance of Invite:

I accept the terms and conditions of this offer letter and the attached annexures, **BRINUPAE** to be legally bound by the same.

Signature:


BRINUPAE
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.
Date:

1. The compensation matrix may differ as per prevailing market indices of the base location (i.e. where you will be based out of and will work for AGS Health).

2. At the time of joining, please bring all the documents as mentioned in the Joining Checklist (Annexure B).

PLIPL/HR-PR/IQVIA-APL/No 047/20-21
Date: 28th January 2021

CONFIDENTIAL

GADDAM HARSHINI REDDY
6-45, Ashok nagar,
navalakula gardens,
Nellore, Landmark: near
sree sairam school AP 524002,


Dear GADDAM HARSHINI REDDY,

SUBJECT: LETTER OF APPOINTMENT on contract - Safety Associate Trainee

We have pleasure in appointing you on contract for a Fixed Term Assignment as "Safety Associate Trainee". The Fixed Term Assignment will be for a period of 10-11 months, commencing from 1st February 2021. The assignment is to be carried out by you for our client, IQVIA RDS (INDIA) PRIVATE LIMITED, the same being extendable upon client's request.

The following are the terms and conditions of your employment with us:

- 1 Your appointment will be effective from 1st February 2021. You will be required to report on 1st February 2021.
- 2 During the tenure of employment, you will be paid a consolidated salary of **Rs. 27,389** (Twenty-seven thousand three hundred eighty-nine) **Gross CTC per month.** (inclusive of on- site and transit insurance). Tax Deducted at Source as applicable.
- 3 During the tenure of your assignment, you will be expected to abide by the rules and regulations which will be conveyed to you by your supervisor at the client organization.
- 4 You will be required to observe the working hours as assigned by the client, Monday to Friday (i.e., 5 days a week)
- 5 You will be required to execute an agreement of confidentiality and non-disclosure of the confidential information of the client entrusted to you during your assignment.
- 6 You may terminate this Agreement by giving Pharmaleaf 60 day's written notice, however in case you resign from your job, Pharmaleaf India Pvt. Ltd will re-claim an equivalent of two month's salary as a penalty towards break in the Fixed term Contract as well as will with-hold your relieving documents.
- 7 You will be entitled to a performance-based retention bonus, in addition to your monthly salary under this contract. You will receive a retention bonus of an equivalent of one month's salary 25K during the term of this Contract for every 6 months of uninterrupted service completed, subject to approval from your reporting manager at the Client site.


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NELLORE - 524 002.



- 8 Leave for sickness and other exigencies will be at the discretion of your supervisor and would have to be sanctioned in advance (not more than 1 day in a month during the entire contract period).
- 9 At the end of your assignment, you may be assigned to another company. In such an event, you will be required to execute a separate agreement with the company and will be governed by the terms and conditions applicable to that company.
- 10 This contract of employment is terminable by M/s Pharmaleaf India Pvt. Ltd. Without notice or cause if so, directed by the client, Pharmaleaf India Pvt Ltd. may at its discretion relieve as it may deem fit even before the expiry of the contract period without compensating for the unexpired period and is not bound to give any reason thereof.
- 11 During the period of such deputation, you will continue to be on the rolls of M/s Pharmaleaf India Pvt Ltd. and at no point in time will you be considered as an employee of our client.

If these terms and conditions are acceptable to you, please do signify your acceptance by signing the duplicate copy of this contract and return the same to us.

We trust we will mutually build a meaningful career for you.

Best wishes

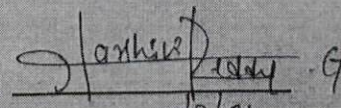
Sincerely
For PHARMALEAF INDIA PRIVATE LIMITED





Mr. Mohammed Zaki Khaleeli
(Director Business Services)
Authorized Signatory

The above terms of employment are agreeable to me.

Full Name: G. Harshini Reddy
Date: 5-03-2021

Signature: 
5/3/21


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002

Date:14.03.2020,

To,
Miss. Pati Sowmya
D/o Veera Raghavaiah
City/Village : Pajarla,
Mandal : Gudlur,
District : PRAKASAM-523292.

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited.

With reference to your application and discussions had with you ,we are pleased to offer you a one-year training in QC Department, at Unit-2, situated at Chippada Village, Bhemmuniapatnam Mandal, Visakhapatnam District on the on the following terms and conditions.

1. You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.16000/- per month during your training period.
2. After submit / verification of your B.Pharmacy provisional certificate you will be paid a stipend of Rs.16000/- per month from the 1st of the following month.
3. You will be required to undergo pre-training medical check-up as this offer is subject to your medical fitness and you will be required to undergo periodical medical check-ups during your training period. Your training will be terminated , if you are not found medically fit.
4. Training is given at any one of the departments, branches & manufacturing units of the organization, depending on the requirement at the sole discretion of management. If required, you may be asked to undergo training in shifts as well.
5. You shall be liable to be transferred/posted to any location, department & unit of the organization,depending on the requirement for training. Upon such transfer, you will automatically be governed by the service conditions, rules,regulations and other terms as applicable at such new place.
6. If you intend to discontinue your training during the training period, you have to give three months prior notice in writing or return three months stipend in lieu thereof, which may be modified from time to time and the same will be notified.
7. After completing your training, the organization, at its sole discretion, may or may not offer employment and no trainee shall have the right to demand absorption in employment of the organization.
8. You are entitled to seven casual and five sick leaves during your training period. You will also be covered under ESI act,1948.
9. This offer of training is based on the information furnished in your application. If, at any given time, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been suppressed, then your training based on this letter of training, is liable to be terminated, without any notice or any stipend in lieu thereof.

.....43919.....


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

10. You are required at all times to maintain the highest order of discipline and secrecy as regards the training of the organization. Any of technical / personal information, which might come into your possession during continuance of your training in the organization, shall not be disclosed, divulged or made public by you even thereafter.
11. You shall adhere to Organization's policies, procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
12. You shall forthwith intimate any change in your residential address as and when any change takes place.
13. Your training is liable for termination at any time without notice or enquiry, if you are found indulging in any misconduct.
14. Your progress in training is reviewed from time to time and if found unsatisfactory, your training will be terminated without notice.
15. You are required to submit the following at the time of joining
 - a. For verification purpose, we need your original certificates of S.SC, Inter, & B.Pharmacy and photo copies of the same.
 - b. Four passport size color photographs.
 - c. Four copies of post card size black & white group photo of yours along with your dependent parents, and your spouse & children if married.
 - d. Photo copies of Aadhaar & PAN cards of yours along with your father, mother, spouse and children, if Married.
 - e. Photo copy of SBI savings bank account passbook.

In case the terms and conditions of training stated above are acceptable to you, please sign this letter in token of you having understood and having accepted the same and shall submit before you join for training.

You shall join training within a week after completion of your final year examination including practical's, provided if you cleared all the subjects in previous examinations. You may bring marks memo's as a proof of passed previous examinations at the time of joining .

We take this opportunity to welcome you to the organization and wish you good luck.

Yours sincerely,

For DIVI 'S LABORATORIES LTD

K.SUBBA RAO

GENERAL MANAGER (P&A)


ACCEPTANCE


I understand the contents of offer of training and I hereby accept the terms and conditions mentioned there in.

Signature: _____

Date: _____

Road Map : Vizag to Tagarapuvalasa - Bus available. Tagarapuvalasa to Chippada - Autos available.

 :08922 248917/927


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

.....43919.....



Offer : BUSINESS PROCESS SERVICES
Ref : TCSL/DT20207403780/Chennai/BPS/BSPA
Date : 2-Nov-2020

Ms. Rohitha Nagareddy,
No: 16-6-255, Vijaya Mahal Gate,
Sreenivasa Agraharam, Nellore
Andhra Pradesh - 524002

Dear Ms. Rohitha Nagareddy

Sub: Letter of Offer and Terms of Traineeship

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

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 Senior Process Associate in Grade BPO2 and your present posting will be at Chennai. Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 4,20,000/- 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.

Private & Confidential
TCSL/DT20207403780

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Plot No 41, IT/ITES/ SEZ, Garima Park, Gandhinagar - 382009
Tel: 91 79 61703700 Fax: 91 79 61703702 e-mail: corporate.office@tcs.com Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400021


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.



COMPENSATION AND BENEFITS

The details of your compensation and benefits are given below:

FIXED COMPENSATION

Basic Salary:

Your Basic Salary will be Rs. 6,000/- per month.

Bouquet of Benefits (BoB)

Bouquet of Benefits (BoB) offers you the flexibility to design part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. The components under Bouquet of Benefits are listed below. The amounts given here for each of the components are as per pre-defined structure. However, you may want to split the Bouquet of Benefits amount between the components as per your tax plan. To design your Bouquet of Benefits, you may access the link for BoB in the "Global Employee Self Service" (GESS) on "Ultimatix", the internal portal of TCS.

Taxation will be governed by the Income Tax rules. The Company will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance

Your HRA will be Rs. 2,400/- per month.

While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to 8.33% of basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary.

To avail income tax benefits, you need to apply for a minimum of 3 days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be set up to a maximum of Rs. 2,500/- per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

4. Personal Allowance

You will be eligible for a monthly personal allowance of Rs. 17,353/- per month. This component is subject to review and may change as per the company's compensation policy.

Night Shift Allowance

TCSL has agreed to provide its clients 24 X 7 production support environment. Shift working is therefore an incident and condition of service. Failure, refusal or inability to work in the night shift without reasonable cause may lead to severance of employment.

Employee assigned to night shifts on client request in the BPO department, would be eligible for a Night Shift Allowance of Rs. 200/- per shift. In order to avail this allowance the associate must work between 11.30p.m. and 6.30 a.m. IST excluding break. All approved claims will be paid post tax deduction along with monthly salary.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Plot No 41, IT/ITES/ SEZ, Garima Park, Gandhinagar - 382008

Tel: 91 79 61703700 Fax: 91 79 61703702 e-mail: corporate_office@tcs.com Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400021.


PRINCIPAL

NARAYANA PHARMACY COLLEGE

NELLORE - 524 002.



Variable Allowance (VA)

Monthly Performance Pay

You will receive a monthly performance pay of Rs. 4,200/-. The same will be reviewed on completion of your first Anniversary with the organization and will undergo a change basis your own ongoing individual performance.

Monthly performance pay is also linked to your allocation status and will undergo a change in case you are unallocated for a period of one month or more.

CITY ALLOWANCE

You will be eligible for a City Allowance of Rs. 380/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

1. Health Insurance Scheme:

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan. You will be eligible for Domiciliary and Hospitalization covers as per the default plan applicable. These benefits are extended on payment of applicable premium as per the scheme.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax.

- a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.
- b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.
- c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the default plan applicable.

i Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

i Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document.

2. Maternity Benefits:

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer to TCS India Policy- Maternity Leave.

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TCSL/DT20207403780

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Plot No 41, IT/ITES/ SEZ, Garima Park, Gandhinagar - 382009

Tel: 91 79 61703700 Fax: 91 79 61703702 e-mail: corporate.office@tcs.com Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400021.

PRINCIPAL

NARAYANA PHARMACY COLLEGE

NELLORE - 524 002.



3. Compensation Benefits under ESI Act / Employees' Compensation Act**:

If you are covered under Employees State Insurance Act (ESI Act) you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial. For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance after joining the company.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

4. Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

5. Tata Sons & Consultancy Services Employees' Welfare Trust (TWT):

You will become a member of the TWT, on completion of continuous service of one year from the date of joining TCSL and a nominal annual membership fee of ` 250/- will be borne by you. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

SOCIAL SECURITY / RETIRALS BENEFITS

1. Provident Fund:

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund, as per the provisions of the said Act. You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer or your PF and/or Pension account number with previous employer on the Declaration Form (Form 9) at the time of joining TCSL so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

2. Employees' Pension Scheme:

Your enrolment under the Employees' Pension Scheme will be based on the details you provide under the Declaration Form (Form 9) at the time of joining TCSL.

3. Gratuity:

You will be eligible to gratuity in accordance with the rules applicable.

The company will consider the number of years of service completed for the purpose of calculation of gratuity.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Plot No 41, IT/ITES/ SEZ, Garima Park, Gandhinagar - 382009

Tel: 91 79 61703700 Fax: 91 79 61703702 e-mail: corporate.office@tcs.com Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400021.


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NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.



TERMS OF EMPLOYMENT

1. Employment Pre-requisites:

Your appointment will be subject to successful completion of your graduation / post-graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation / post-graduation your traineeship / services with TCSL will be discontinued without any notice or notice pay.

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/ revoke the offer of traineeship / appointment at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

2. Traineeship Period:

You will be required to undergo class room and on the job training in the first twelve months, during which you will be appraised for satisfactory performance during/after which the company would normally confirm you. This confirmation will be communicated to you in writing.

If your performance is found unsatisfactory during the training period, the company may provide you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, the company may terminate your traineeship forthwith. However, TCS may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory.

The terms and conditions of the training will be governed by company's training policy. TCS reserves the right to modify or amend the training policy.

3. Working Hours:

You may be required to work in shifts and/or in extended working hours, as permitted by law.

4. Leave:

You will be eligible for leave as per the Company's Leave Policy.

5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. Mobility:

The Company reserves the right to transfer/utilise your services at its sole discretion at any of its offices, work sites, or associate or affiliate companies, firms in India or outside India which are currently in existence or which may likely to come into existence anywhere in India or abroad, on the terms and conditions as applicable to you at the time of transfer. In case you refuse to join duty at the transferred location within stipulated period, your services are liable to be terminated. This is without prejudice to the company's right to take disciplinary action under the Industrial Employment Standing Orders Act, 1946.

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7. Increments and Promotions:

Your merit, performance and contribution to the company will be one of the most important consideration for salary increments and promotions. Salary increments and promotions will be based on the company's Compensation and Promotion policy. Increments shall not be automatic and shall depend on several factors like company's performance, your individual performance and contribution to the company, attendance, behaviour and conduct during the period under review as per the Company's policy as may be applicable from time to time.

8. Alternate Employment:

As a whole-time associate of TCSL, you are not permitted to undertake any other employment, business, assume any public office or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement:

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of the company and its clients.

10. International Deputation Agreement:

You are required to sign the Master International Deputation Agreement (MIDA), which requires you to serve TCSL for a minimum of 90 days, on completion of every overseas deputation that exceeds 30 days. MIDA is a one-time agreement, applicable for the entire tenure of employment with the company.

This is to ensure that the knowledge and information gained by you during your deputation is shared and available to the company and its employees in India. This transfer of knowledge and information is essential for the company to continue to serve its clients and customers better.

If you are deputed internationally for training, you will be required to sign an agreement to serve the company for a minimum period of 90 days on completion of each such training.

11. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as an employee of TCSL.

12. Retirement:

You will retire from the services of the Company on completion of 60 years of age as per the proof of age submitted by you at the time of joining.

13. Medical Tests:

You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the company's doctor. This is a pre-condition for employment. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of employment. The opinion of the doctor appointed by the company shall be final and binding on both parties. The company also reserves the right to get yourself examined by a doctor at any time during your employment to ascertain your medical fitness. Your failure, refusal or inability to appear for such medical examination will result in the determination of your employment contract without any notice or notice pay in lieu of notice.

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

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14. Notice Period:

During the first 3 Months of employment with TCSL, you may terminate this contract of employment by giving 30 calendar days' notice to the Management.

In case your performance, behavior and / or conduct during the probation period is found unsatisfactory/incompatible, TCSL reserves the right to terminate your employment without any notice or notice pay in lieu of notice.

On completion of 3 Months, this contract of employment is terminable by you by giving 90 calendar days' notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

On completion of 3 Months, this contract of employment may be terminated by TCSL by giving you 90 calendar days' notice or payment in lieu thereof.

Notwithstanding the above, this contract of employment may be terminated by the company without any notice or notice pay, in the event your performance / behavior and/or conduct during the period of probation is found to be unsatisfactory / incompatible.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

15. Background Check:

Your employment will be subject to a background check in line with the company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

The offer of employment is subject to the condition that the person concerned has not been guilty or convicted for any criminal offence in the past.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

16. Submission of Documents:

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Experience certificate from your previous employer(s) indicating the following :
 1. Period of employment
 2. Technology areas you worked on
 3. Certificates for any training provided by your previous employers in various technologies

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- a. Release letter from your current employer indicating the date of release
- b. Passport
- c. 6 photographs - passport size
- d. A photocopy of your Permanent Account Number (PAN) Card
- e. An affidavit / notarised undertaking that there is no criminal offence registered/pending against you

Your original documents will be returned to you after verification

17. Letter of Appointment:

You will be issued a letter of appointment at the time of your joining and completing joining formalities as per the company's policy.

18. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

19. Terms and Conditions:

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

20. Employment in India:

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and or any other permissions and / or documentation as prescribed by the Government of India for permanent employment with TCSL.

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21. Rules and Regulations of the Company:

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of the company as applicable to you and the changes therein from time to time.

22. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and /or condition would entitle TCS in withdrawing this offer letter at its sole discretion.

A handwritten signature in green ink, appearing to be 'M' or 'N', is written over the printed name.

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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 Limited

Rustom Beheram Sigamoria
Head Talent Acquisition, TCS Business Process Services

Encl: Annexure 1: Benefits Gross Salary Sheet
Annexure 2: Confidentiality, Data and
Intellectual Property Protection Terms

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Annexure 1

GROSS SALARY SHEET

Name	Ms. Rohitha Nagareddy		
Designation	Senior Process Associate		
Grade	BPO2	Relevant Experience (In Years)	0

Table 1: Compensation Details: (All Components are in Rs)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	6,000	72,000
Bouquet of Benefits #	22,753	273,037
2) Variable Compensation		
Monthly Variable Allowance	4,200	50,400
Quarterly Variable Allowance	0	0
3) City Allowance		
City Allowance	380	4,560
4) Annual Components/Retirals		
Health Insurance	NA	7,900
Provident Fund (at 12% of Basic Salary)	720	8,640
Gratuity Fund (at 4.81% of Basic Salary)	289	3,463
Total of Annual Components & Retirals	1,009	20,003
TOTAL GROSS	34,342	420,000

Refer to Table 2 for TCSL defined Structure
In case, you wish not to opt for the BoB, Defined Structure as given in Table 2 will be applicable.

Table 2: TCSL defined structure for BoB (All Components in Rs)

Component Category	Monthly	Annual
House Rent Allowance	2,400	28,800
Leave Travel Allowance	500	6,000
Food Card	2,500	30,000
Personal Allowance	17,353	208,237
GROSS BOUQUET OF BENEFITS	22,753	273,037

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Confidentiality, Data and Intellectual Property Protection Terms
- Annexure 2

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as 'TCS') (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any

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renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

- a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.
- b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;
 - i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND
 - ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.
- c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity.

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and

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information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained, acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS' prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS' notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS' obligations hereunder.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

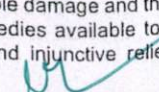
9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms Confidentiality Clause by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law

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10. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.
- (e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on 3/11/2020
I hereby accept this Offer and intend to join service on 11/11/2020

Name: N. Rohitha
Address: Bangalore
Signature: N. Rohitha
Date: 4/11/20


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OffLETAug-202001414-TP

August 21,2020

Maru Keerthi
Tirupati.

Offer Letter

Dear Maru,

Congratulations!

Congratulations! We are pleased to offer you the position of **Trainee Process Associate** at AGS Health Private Limited.

Your annual cost to company (CTC) would be **₹.146412**, In addition to this, you will also be eligible for a performance based incentive up to **₹.0 per annum**,to be paid as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.

Your base location will be at Tirupati. You will be required to work in any of our office locations and such locations are subject to change at the discretion of the company. Further, you agree and understand that depending on the business requirements of the company, you may be asked to change your project/process and you may be asked to work in different shift timings

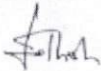
We request you to join us on or before **August 26, 2020**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

You would be provided with an appointment letter along with the Terms and Conditions of Employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. As a candidate seeking employment with AGS Health, it is imperative that you adhere to the Information Security policy guidelines in vogue. You would be briefed about the guidelines at the time of joining.

Please do not hesitate to call us for any information you may need. Please sign the duplicate of this offer letter as your acceptance and forward the same to us.

Sincerely,



Jothish Gopinathan
Associate Director - Talent Acquisition

Acceptance of Invite:

I accept the terms and conditions of this offer letter and the attached annexures, and agree to be legally bound by the same.

Signature: _____

Date: _____

1. The compensation matrix may differ as per prevailing market indices of the base location (i.e. where you will be based out of and will work for AGS Health).

2. At the time of joining, please bring all the documents as mentioned in the Joining Checklist (Annexure B).

AGS Health Private Limited, 4 Canal Bank Road, Chennai 600 113, India
P: +91 44 4510 4520 | F: +91 44 4510 4521

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Annexure A:

CONFIDENTIAL

	Monthly ₹	Annual ₹
CTC		
Base Salary + Retirals	12,201	146,412
Base Salary + Retirals + incentive (See Note below)	12,201	146,412

Base Salary		
Basic Salary	6,500	78,000
Statutory Bonus	1,400	16,800
BOA	3,000	36,000
Gross Salary	10,900	130,800

Retirals and Insurance		
Provident Fund (Employer)	780	9,360
Gratuity	313	3,752
Health Insurance	208	2,496
Retirals Total	1,301	15,612

Performance Incentive		
Monthly Performance incentive (See note Below)	0	0

* includes city compensatory allowance.

Note:

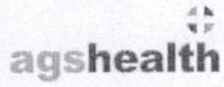
Performance incentive is paid based on company's incentive policy. You have potential to earn maximum of Rs.0 per month based on achievement of certain key performance and quality metrics as per the incentive policy applicable for different processes. The targets and actual performance (production and quality) are measured using tracking tools and are available for the agents to view online. Including incentive, you have the potential to earn from Rs.10,038 per month to Rs.10,038 per month.

Signature:

Date:



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NELLORE - 524 002.



Candidate's Name:

Offer finalization checklist		
S. No	Checklist	Comments
1	About AGS	
2	Department	
3	Title	
4	Process/ Specialty (if applicable)	
5	Job Description / Role	
6	Facilities/ Project (okay to work out of any facility and project)	
7	Shift	
8	Work week & days	
9	Dress Code	
10	Offered Compensation (explain all the components) annual CTC	
11	Incentives	
12	Buddy Referral Scheme	
13	Appraisal	
14	Career progression	
15	Aspire	
16	Training – Cut off, assessments, attendance, salary	
17	Date of joining	
18	Documents Checklist	
19	Final status	


Additional Comments (if any):

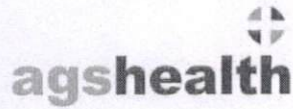
Applicant's signature

Date:

Recruiter's signature

Date:


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NELLORE - 524 002.



Welcome to AGS Health!

The documents mentioned below are mandatory and need to be submitted on or before the joining day. Appointment letter will be issued only after verification of all documents.
Passport Size Photograph - 3 nos.

Documents Required	Please Tick
Government Identity /Address Proof (copy of any 3 of the following)	
Permanent driving license	
Voters ID card	
Bank pass book with attested photo	
Passport copy (first and last page)	
Ration card	
Aadhaar Card	
PAN card copy	
Education Proof (copy of all documents)	
10 th Std School SSLC Mark Sheet / Certificate	
12 th Std School HSC Mark Sheet / Certificate	
UG Degree certificate / Mark Sheets (if any)	
PG Degree certificate / Mark Sheets (if any)	
Diploma certificate (if any)	
Certificate courses completed (if any)	
Previous Employment Proof (copy of all documents)	
Latest 3 months pay slip	
Offer Letter from all the previous employer	
Relieving letter / Experience letter from all previous employer	
Bank statement of salary account matching pay slip	

Ok to work in the following location		Ok to work in the following shift	
ECCO Green Building, Karakambadi road		Morning (8.00 am till 5.00 pm)	
		Morning (9.00 am till 6.00 pm)	

Note – It is mandatory that you submit your pan card & passport copy at the time of joining. If you do not have a pan card or passport, please apply for the same and submit the acknowledgement slip to the HR team on the date of joining. For pan card assistance please follow <https://www.tin-nsdl.com/bank-center.php>

CTC:

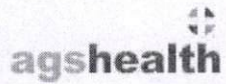
Take home:

Date & Signature:

AGS HEALTH PVT LTD

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NELLORE - 524 002.



DOCUMENT OF UNDERSTANDING

Facility / Place of work:

- I will be required to work out of any office in Tirupati based on business requirements

Shift Hours / Process / Project:

- I will be required to work any 9 hour shift and be deployed in any project / process based on business requirements

Compensation / Salary:

- The take-home offered by AGS Health is pre-tax. Any professional / income tax that is applicable will be deducted from the take-home offered

I understand and agree to abide by all the requirements mentioned above as part of my employment with AGS Health

Signature:

Date:

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

APP/LETT/Aug/17508

August 26, 2020

Rayachoty Lalitha Sudha
Tirupati

Dear Lalitha,

SUB: EMPLOYMENT LETTER

We are pleased to provide you an Employment Letter as **Trainee - Process Associate** with AGS Health Private Limited ('the Company') with appropriate responsibilities for such role. The commencement date of your employment shall be **August 26, 2020**.

This letter will set forth the economic and key employment terms and conditions of your employment which are binding on both the Company and you, and by signing a copy of this letter, you accept our offer based on the valid consideration of a professional opportunity of employment with appropriate remuneration in our Company.

1. Probation Period

You will be on Probation from the date of commencement of your employment for a period of six (6) months. Your probation period will continue to be so unless and until you are expressly confirmed in the regular service of the Company but in any event shall not be for a period exceeding one year.

Notwithstanding anything stated herein, during the probation period, if your services are found unsatisfactory at any time during the period of your probation, your appointment will be terminated/cancelled without notice or compensation in lieu of notice. This Letter is contingent upon satisfactory completion of a pre-employment background verification process.

In the event of your resigning from the services of the Company during probation period, you will be required to give one month notice or an amount equivalent to one month's gross salary in lieu thereof. However, it would be at the discretion of the Company to waive the notice period on a case to case basis.

2. Compensation & benefits

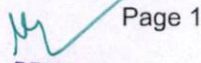
Your compensation & benefits will be as mutually agreed and specified in the offer letter provided to you. During your employment period your compensation & benefits are subject to change based on your performance and also based on the Company's performance. You will also be eligible to participate in other benefit plans that are made available by the Company from time to time, as applicable to your Grade. The Company reserves the right to terminate, change or modify any or all aspects of any compensation & benefits programs at any time.

As mutually agreed between us, any incentive or variable pay that may be applicable to you, will be paid based on achievement of certain key result areas on such parameters as may be fixed by your reporting authority with your concurrence. Such payment being purely linked to performance will vary according to performance. Statutory Bonus as applicable will be paid to you at the appropriate rates either on a monthly basis or annual basis at the discretion of the Company. Your monthly compensation has been fixed for a 48 hour working week.

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Page 1 of 4


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3. Leave Policy

You shall be governed by the Leave Policy of the Company as amended from time to time.

4. Medical Fitness

You will be requested to provide medical fitness certificate or undergo certain medical tests either on your joining date or during the course of your employment at the discretion of the management.

5. Other Key Employment Conditions:

- i. The Company shall be entitled to modify the terms of your employment subject to applicable statutory legislations and after taking your due consent for the same. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedure and policies framed, amended, modified or omitted by the Company from time to time. Such announcement will be communicated through mail or through the **Employee Handbook**. Any non-compliance will be subject to disciplinary action. The Employee Handbook, as amended from time to time, will always be available with Human Resources Department and in Company's Intranet which will govern the conditions of your employment. It is your responsibility to go through the Employee Handbook and update yourself periodically with the changes that are made.
- ii. You can be transferred to any location where the Company is carrying on its business, as per the business requirements of the Company.
- iii. During the course of your Employment with the Company, you may be asked to sign a commitment bond, for undergoing certifications/ specialized training program provided by the Company. As part of the consideration for providing such learning opportunity, you fully agree to abide by all the terms and conditions of such bond and you will not raise any objection or concerns at the time of signing such bonds.
- iv. You warrant that you do not own or possess any information or property belonging to any of your previous employers and that your performance of your duties as an employee of the Company will not breach any inventions, assignment, proprietary or confidential information, declarations and non-disclosure agreements with any of your former employers or any other party.
- v. You are not allowed to undertake any other activity in the nature of employment or business except with the prior written consent of the Company whether or not you receive financial compensation for such activities. You understand that the position with AGS Health calls for full time employment and you are expected to commit yourself exclusively to the business of the Company. You cannot take up any other work whether by yourself or in the name of any of your family members, on part time or otherwise, whether for profits or not, or as freelancer, or work on advisory capacity or be interested directly or indirectly in any other trade or business, during the course of your employment with the Company, without obtaining prior written consent of the Company.
- vi. Any inventions, improvements, reports, manuals or any other form of publication containing information relating to the services of the Company ("Intellectual Property Rights") you may produce or formulate during the course of your employment, shall always remain the property of the Company. You agree and understand that such Intellectual Property Rights in respect of any work created or performed will be deemed to have been assigned to the Company.

- vii. You must always maintain highest degree of secrecy of the strategy, names of fellow employees, business lines, Intellectual Property Rights, records, and any other information relating to our Company as may be deemed as "confidential information" from time to time.

If you are found to be violating any of these key employment conditions, you will be subjected to strict disciplinary action against you by the Company and you agree to abide by any decision that the Company may take in this regard including termination of your employment with the Company and / or claiming compensation for any damages suffered by the Company as a result of such violation. You agree that the Company can seek monetary damages as may be quantified by the Company for any such violation or breach of your employment, without having to show anything other than the fact of such breach or violation.

6. Termination of Employment

During the term of your employment, your services with the Company are liable to be terminated at any time, by giving two months notice except in case of a termination due to misconduct. The Employee shall be eligible for Salary and benefits only until the last date of actual employment with the Company. If the Employee is required to serve full notice period, he shall not be entitled to avail of (or adjust/set off) any accrued leave during / against such notice period.

7. Resignation by Employee

- i. You may terminate employment with the Company subject to you giving not less than two month's written notice to the designated officer of the Company.
- ii. The Employee shall either be required to continue working for AGS Health for the full applicable notice period or for such short period as may be required for transition or be relieved from the services immediately, solely at the discretion of the management.
- iii. If required by the management of the Company, you will also be required to train your replacement during such notice period.

8. Restrictions during and after employment

You will not during the term of your employment with the Company and for a period of 1 (one) year following the date of termination of your employment, do or permit any of the following without prior written consent of the Company:

- i. Solicit any client of the Company or its associates or clients of the Company's clients for the purpose of offering to that person services similar to or competing with those of the Company;
- ii. Cause or permit any person directly or indirectly under your control to do any of the acts or things specified above; and
- iii. Solicit any employees of the Company, which includes the persons employed by the Company after termination of your employment with the Company, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by you or not.

Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given above.

In view of the nature of your duties with the Company, and the compensation and benefits granted by the Company to you, each of the Company and you consider the undertaking in this paragraph to be reasonable in all circumstances. However, if one or more undertakings in this paragraph are held invalid as unenforceable or invalid for any reason by a competent court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operations as may be necessary to make them enforceable and valid.

9. Indemnity

You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Employment Letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

10. Governing Law, Arbitration and Severability of Terms

This Employment will be subject to jurisdiction of courts in Chennai, Tamil Nadu, India, without regard to its choice of law provisions. Any dispute or claim that arises out of this Employment Letter shall be resolved by final and binding arbitration in accordance with Indian Arbitration and Conciliation Act, 1996, by an arbitrator to be appointed by the Company. In the event that any provision of this Employment Letter may be held invalid or unenforceable, such provision shall be ineffective without invalidating the remaining provisions of this Employment Letter.

If the terms of this Employment Letter are acceptable to you, please sign below.

We look forward to a long and mutually rewarding relationship.

Sincerely,



Name: Prasad P K

Title: General Counsel. VP – Legal and Corporate Affairs

ACCEPTANCE BY EMPLOYEE

I, **Rayachoty Lalitha Sudha** have read & understood and agree to the above terms and conditions governing my services and employment with AGS Health Pvt Ltd.; I hereby agree to be legally bound by the same.

Signature of Employee:

Name: Rayachoty Lalitha Sudha

Place: Tirupati

Date: August 26, 2020

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NELLORE - 524 002.

OffLETAug-202001426-TP

August 21,2020

Thambi Subhodaya
Tirupati.

Offer Letter

Dear Thambi,

Congratulations!

Congratulations! We are pleased to offer you the position of **Trainee Process Associate** at AGS Health Private Limited.

Your annual cost to company (CTC) would be **₹.146412**, In addition to this, you will also be eligible for a performance based incentive up to **₹.0 per annum**,to be paid as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.

Your base location will be at Tirupati. You will be required to work in any of our office locations and such locations are subject to change at the discretion of the company. Further, you agree and understand that depending on the business requirements of the company, you may be asked to change your project/process and you may be asked to work in different shift timings

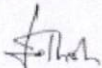
We request you to join us on or before **August 26, 2020**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

You would be provided with an appointment letter along with the Terms and Conditions of Employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. As a candidate seeking employment with AGS Health, it is imperative that you adhere to the Information Security policy guidelines in vogue. You would be briefed about the guidelines at the time of joining.

Please do not hesitate to call us for any information you may need. Please sign the duplicate of this offer letter as your acceptance and forward the same to us.

Sincerely,



Jothish Gopinathan
Associate Director - Talent Acquisition

Acceptance of Invite:

I accept the terms and conditions of this offer letter and the attached annexures, and agree to be legally bound by the same.

Signature: _____

Date: _____

1. The compensation matrix may differ as per prevailing market indices of the base location (i.e. where you will be based out of and will work for AGS Health).

2. At the time of joining, please bring all the documents as mentioned in the Joining Checklist (Annexure B).

AGS Health Private Limited, 4 Canal Bank Road, Chennai 600 113, India
P: +91 44 4510 4520 | F: +91 44 4510 4521

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NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Annexure A:

CONFIDENTIAL

	Monthly ₹	Annual ₹
CTC		
Base Salary + Retirals	12,201	146,412
Base Salary + Retirals + incentive (See Note below)	12,201	146,412

Base Salary		
Basic Salary	6,500	78,000
Statutory Bonus	1,400	16,800
BOA	3,000	36,000
Gross Salary	10,900	130,800

Retirals and Insurance		
Provident Fund (Employer)	780	9,360
Gratuity	313	3,752
Health Insurance	208	2,496
Retirals Total	1,301	15,612

Performance Incentive		
Monthly Performance incentive (See note Below)	0	0

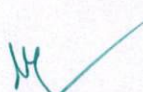
* includes city compensatory allowance.

Note:

Performance incentive is paid based on company's incentive policy. You have potential to earn maximum of Rs.0 per month based on achievement of certain key performance and quality metrics as per the incentive policy applicable for different processes. The targets and actual performance (production and quality) are measured using tracking tools and are available for the agents to view online. Including incentive, you have the potential to earn from Rs.10,038 per month to Rs.10,038 per month.

Signature:

Date:


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NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Candidate's Name:

Offer finalization checklist		
S. No	Checklist	Comments
1	About AGS	
2	Department	
3	Title	
4	Process/ Specialty (if applicable)	
5	Job Description / Role	
6	Facilities/ Project (okay to work out of any facility and project)	
7	Shift	
8	Work week & days	
9	Dress Code	
10	Offered Compensation (explain all the components) annual CTC	
11	Incentives	
12	Buddy Referral Scheme	
13	Appraisal	
14	Career progression	
15	Aspire	
16	Training – Cut off, assessments, attendance, salary	
17	Date of joining	
18	Documents Checklist	
19	Final status	


Additional Comments (if any):

Applicant's signature

Date:

Recruiter's signature

Date:


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NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.



Welcome to AGS Health!

The documents mentioned below are mandatory and need to be submitted on or before the joining day. Appointment letter will be issued only after verification of all documents.
Passport Size Photograph - 3 nos.

Documents Required	Please Tick
Government Identity /Address Proof (copy of any 3 of the following)	
Permanent driving license	
Voters ID card	
Bank pass book with attested photo	
Passport copy (first and last page)	
Ration card	
Aadhaar Card	
PAN card copy	
Education Proof (copy of all documents)	
10 th Std School SSLC Mark Sheet / Certificate	
12 th Std School HSC Mark Sheet / Certificate	
UG Degree certificate / Mark Sheets (if any)	
PG Degree certificate / Mark Sheets (if any)	
Diploma certificate (if any)	
Certificate courses completed (if any)	
Previous Employment Proof (copy of all documents)	
Latest 3 months pay slip	
Offer Letter from all the previous employer	
Relieving letter / Experience letter from all previous employer	
Bank statement of salary account matching pay slip	

Ok to work in the following location		Ok to work in the following shift	
ECCO Green Building, Karakambadi road		Morning (8.00 am till 5.00 pm)	
		Morning (9.00 am till 6.00 pm)	

Note – It is mandatory that you submit your pan card & passport copy at the time of joining. If you do not have a pan card or passport, please apply for the same and submit the acknowledgement slip to the HR team on the date of joining. For pan card assistance please follow <https://www.tin-nsdl.com/bank-center.php>

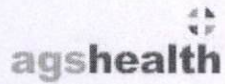
CTC:

Take home:

Date & Signature:

PRINCIPAL

NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.



DOCUMENT OF UNDERSTANDING

Facility / Place of work:

- I will be required to work out of any office in Tirupati based on business requirements

Shift Hours / Process / Project:

- I will be required to work any 9 hour shift and be deployed in any project / process based on business requirements

Compensation / Salary:

- The take-home offered by AGS Health is pre-tax. Any professional / income tax that is applicable will be deducted from the take-home offered

I understand and agree to abide by all the requirements mentioned above as part of my employment with AGS Health

Signature:

Date:


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

To,
Miss. Mannarapu Srilakshmi Supriya
D/o Sudhakar
City/Village : Yellayapalem,
Mandal : Kodavalur,
District : NELLORE-524137.

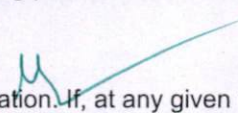
Date:14.03.2020,

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited.

With reference to your application and discussions had with you ,we are pleased to offer you a one-year training in Production Department, at Unit-2, situated at Chippada Village, Bhemmunipatnam Mandal, Visakhapatnam District on the following terms and conditions.

1. You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.16000/- per month during your training period.
2. After submit / verification of your B.Pharmacy provisonal certificate you will be paid a stipend of Rs.16000/- per month from the 1st of the following month.
3. You will be required to undergo pre-training medical check-up as this offer is subject to your medical fitness and you will be required to undergo periodical medical check-ups during your training period. Your training will be terminated , if you are not found medically fit.
4. Training is given at any one of the departments, branches & manufacturing units of the organization, depending on the requirement at the sole discretion of management. If required, you may be asked to undergo training in shifts as well.
5. You shall be liable to be transferred/posted to any location, department & unit of the organization,depending on the requirement for training. Upon such transfer, you will automatically be governed by the service conditions, rules,regulations and other terms as applicable at such new place.
6. If you intend to discontinue your training during the training period, you have to give three months prior notice in writing or return three months stipend in lieu thereof, which may be modified from time to time and the same will be notified.
7. After completing your training, the organization, at its sole discretion, may or may not offer employment and no trainee shall have the right to demand absorption in employment of the organization.
8. You are entitled to seven casual and five sick leaves during your training period. You will also be covered under ESI act,1948.
9. This offer of training is based on the information furnished in your application. If, at any given time, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been suppressed, then your training based on this letter of training, is liable to be terminated, without any notice or any stipend in lieu thereof.


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

10. You are required at all times to maintain the highest order of discipline and secrecy as regards the training of the organization. Any of technical / personal information, which might come into your possession during continuance of your training in the organization, shall not be disclosed, divulged or made public by you even thereafter.
11. You shall adhere to Organization's policies, procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
12. You shall forthwith intimate any change in your residential address as and when any change takes place.
13. Your training is liable for termination at any time without notice or enquiry, if you are found indulging in any misconduct.
14. Your progress in training is reviewed from time to time and if found unsatisfactory, your training will be terminated without notice.
15. You are required to submit the following at the time of joining
 - a. For verification purpose, we need your original certificates of S.SC, Inter, & B.Pharmacy and photo copies of the same.
 - b. Four passport size color photographs.
 - c. Four copies of post card size black & white group photo of yours along with your dependent parents, and your spouse & children if married.
 - d. Photo copies of Aadhaar & PAN cards of yours along with your father, mother, spouse and children, if Married.
 - e. Photo copy of SBI savings bank account passbook.

In case the terms and conditions of training stated above are acceptable to you, please sign this letter in token of you having understood and having accepted the same and shall submit before you join for training.

You shall join training within a week after completion of your final year examination including practical's, provided if you cleared all the subjects in previous examinations. You may bring marks memo's as a proof of passed previous examinations at the time of joining.

We take this opportunity to welcome you to the organization and wish you good luck.

Yours sincerely,

For DIVI 'S LABORATORIES LTD

K.SUBBA RAO

GENERAL MANAGER (P&A)

ACCEPTANCE

I understand the contents of offer of training and I hereby accept the terms and conditions mentioned there in.

Signature: _____

Date: _____

Road Map : Vizag to Tagarapuvalasa - Bus available. Tagarapuvalasa to Chippada - Autos available.

 :08922 248917/927

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NELLORE - 524 002.