

25th Jun 2021.

To

Ms. G. Prasanna,
Email: prasanna12@gmail.com
Contact: +91- 9823654171
Address: Krishna nagar,
Nellore Dist., Andhra Pradesh - 524003.

Dear G.Prasanna,

Sub: Offer Letter for the Position of Trainee Research Associate — ARD.

Based on various discussions we had with you, we are pleased to extend an offer for the position of **Trainee Research Associate — ARI**.

Refer to your interview with us and after the discussion, you are hereby requested to join us on or before 07th Jul 2021. Your initial cost to the company (CTC) is **Rs.2,00,000**(Two Lakhs Rupees Only) per annum. Detailed Breakup is enclosed as Annexure-I for your reference. This appointment can be terminated by giving three-month notice on either side or payment in lieu of shortfall in this notice period.

We look forward for your association and wish you a rewarding and a successful career.

Please return the duplicate copy of this Offer Letter, duly signed as a token of your acceptance along with a Passport Size Photo, Copy of Aadhar Card, PAN Card and last Three months pay slips.

With Best Wishes

Yours faithfully,

For Therallen Pharma Pvt. Ltd.

Authorized Signatory

Employee Name: Maruboina Saiprakash.

Signature

Enclosed; Annexure — I

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Page 1 of 2

25th Jun 2021.

To

Ms. Goli Parameswari,

Email: goliparameswari@gmail.com

Contact: +91- 9244614475

Address: Rebal (v),

Buchi(M), Nellore Dist., Andhra Pradesh - 524305.

Dear Goli Parameswari

Sub: Offer Letter for the Position of Trainee Research Associate — ARD.

Based on various discussions we had with you, we are pleased to extend an offer for the position of **Trainee Research Associate — ARI**.

Refer to your interview with us and after the discussion, you are hereby requested to join us on or before 07th Jul 2021. Your initial cost to the company (CTC) is **Rs.2,00,000**(Two Lakhs Rupees Only) per annum. Detailed Breakup is enclosed as Annexure-I for your reference. This appointment can be terminated by giving three-month notice on either side or payment in lieu of shortfall in this notice period.

We look forward for your association and wish you a rewarding and a successful career.

Please return the duplicate copy of this Offer Letter, duly signed as a token of your acceptance along with a Passport Size Photo, Copy of Aadhar Card, PAN Card and last Three months pay slips.

With Best Wishes

Yours faithfully,

For Therallien Pharma Pvt. Ltd.

Authorized Signatory

Employee Name: Goli Parameswari.

Signature

Enclosed; Annexure — I

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

25th Jun 2021.

To

Ms. Palleboina Madhuripriya,
Email: saiprakash567@gmail.com
Contact: +91- 9182654385
Address: Baba Nagar,
Nellore Dist., Andhra Pradesh - 524003.

Dear Palleboina Madhuripriya,

Sub: Offer Letter for the Position of Trainee Research Associate — ARD.

Based on various discussions we had with you, we are pleased to extend an offer for the position of **Trainee Research Associate — ARD**.

Refer to your interview with us and after the discussion, you are hereby requested to join us on or before 07th Jun 2021. Your initial cost to the company (CTC) is **Rs.2,00,000**(Two Lakhs Rupees Only) per annum. Detailed Breakup is enclosed as Annexure-I for your reference. This appointment can be terminated by giving three-month notice on either side or payment in lieu of shortfall in this notice period.

We look forward for your association and wish you a rewarding and a successful career.

Please return the duplicate copy of this Offer Letter, duly signed as a token of your acceptance along with a Passport Size Photo, Copy of Aadhar Card, PAN Card and last Three months pay slips.

With Best Wishes

Yours faithfully,


For Therallen Pharma Pvt. Ltd.

Authorized Signatory

Employee Name: Ms. Ulsa Chandana.

Signature

Enclosed; Annexure — I


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524.002.

Page 1 of 2

25th Jun 2021.

To

Ms. Valluru Chandana Architha,
Email: architacv@gmail.com
Contact: +91- 9988269471
Address: Near Irugamma Temple,
Nellore Dist., Andhra Pradesh - 524001.

Dear Chandana Architha,

Sub: Offer Letter for the Position of Trainee Research Associate — ARD.

Based on various discussions we had with you, we are pleased to extend an offer for the position of **Trainee Research Associate — ARD**.

Refer to your interview with us and after the discussion, you are hereby requested to join us on or before 07th Jul 2021. Your initial cost to the company (CTC) is **Rs.2,00,000**(Two Lakhs Rupees Only) per annum. Detailed Breakup is enclosed as Annexure-I for your reference. This appointment can be terminated by giving three-month notice on either side or payment in lieu of shortfall in this notice period.

We look forward for your association and wish you a rewarding and a successful career.

Please return the duplicate copy of this Offer Letter, duly signed as a token of your acceptance along with a Passport Size Photo, Copy of Aadhar Card, PAN Card and last Three months pay slips.

With Best Wishes

Yours faithfully,

For Therallēn Pharma Pvt. Ltd.

Authorized Signatory

Employee Name: Ms. Valluru Chandana Architha.

Signature

Enclosed; Annexure — I

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524.002.

Page 1 of 2

25th Jun 2021.

To

Ms. Ummaleti Ramani,

Email: ramani&01@gmail.com

Contact: +91- 9182694785

Address: Kotamitta,

Nellore Dist., Andhra Pradesh - 524001.

Dear Ummaleti Ramani ,

Sub: Offer Letter for the Position of Trainee Research Associate — ARD.

Based on various discussions we had with you, we are pleased to extend an offer for the position of **Trainee Research Associate — ARI**.

Refer to your interview with us and after the discussion, you are hereby requested to join us on or before 07th Jul 2021. Your initial cost to the company (CTC) is **Rs.2,00,000**(Two Lakhs Rupees Only) per annum. Detailed Breakup is enclosed as Annexure-I for your reference. This appointment can be terminated by giving three-month notice on either side or payment in lieu of shortfall in this notice period.

We look forward for your association and wish you a rewarding and a successful career.

Please return the duplicate copy of this Offer Letter, duly signed as a token of your acceptance along with a Passport Size Photo, Copy of Aadhar Card, PAN Card and last Three months pay slips.

With Best Wishes

Yours faithfully,

For Therallien Pharma Pvt. Ltd.

Authorized Signatory

Employee Name: Ms. Ummaleti Ramani.

Signature

Enclosed; Annexure — I

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

25th Jun 2021.

To

Mr. Maruboina Saiprakash,
Email: saiprakash567@gmail.com
Contact: +91- 9882344515
Address: Pragati nagar,
Nellore Dist., Andhra Pradesh - 524003.

Dear Maruboina Saiprakash,

Sub: Offer Letter for the Position of Trainee Research Associate — ARD.

Based on various discussions we had with you, we are pleased to extend an offer for the position of **Trainee Research Associate — ARD**.

Refer to your interview with us and after the discussion, you are hereby requested to join us on or before 07th Jul 2021. Your initial cost to the company (CTC) is **Rs.2,00,000**(Two Lakhs Rupees Only) per annum. Detailed Breakup is enclosed as Annexure-I for your reference. This appointment can be terminated by giving three-month notice on either side or payment in lieu of shortfall in this notice period.

We look forward for your association and wish you a rewarding and a successful career.

Please return the duplicate copy of this Offer Letter, duly signed as a token of your acceptance along with a Passport Size Photo, Copy of Aadhar Card, PAN Card and last Three months pay slips.

With Best Wishes

Yours faithfully,

For Therallēn Pharma Pvt. Ltd.

Authorized Signatory

Employee Name: Maruboina Saiprakash.

Signature

Enclosed; Annexure — I

PRINCIPAL

NARAYANA PHARMACY COLLEGE

NELLORE - 524 002.

Page 1 of 2

25th Jun 2021.

To

Ms. Shaik Thafseen,
Email: Thafseen1@gmail.com
Contact: +91- 9187653075
Address: DL Puram,
Nellore Dist., Andhra Pradesh - 524003.

Dear Shaik Thafseen,

Sub: Offer Letter for the Position of Trainee Research Associate — ARD.

Based on various discussions we had with you, we are pleased to extend an offer for the position of **Trainee Research Associate — ARD**.

Refer to your interview with us and after the discussion, you are hereby requested to join us on or before 07th Jul 2021. Your initial cost to the company (CTC) is **Rs.2,00,000**(Two Lakhs Rupees Only) per annum. Detailed Breakup is enclosed as Annexure-I for your reference. This appointment can be terminated by giving three-month notice on either side or payment in lieu of shortfall in this notice period.

We look forward for your association and wish you a rewarding and a successful career.

Please return the duplicate copy of this Offer Letter, duly signed as a token of your acceptance along with a Passport Size Photo, Copy of Aadhar Card, PAN Card and last Three months pay slips.

With Best Wishes

Yours faithfully,

For Therallen Pharma Pvt. Ltd.

Authorized Signatory

Employee Name: Shaik Shehebazuddin.

Signature

Enclosed; Annexure — I

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Page 1 of 2

Conflict of Interest Statement and Disclosure Form for Employees, Directors, Officers and Staff of IQVIA

The purpose of this form is to help employees, directors, officers and staff of IQVIA to understand what is or may be a conflict of interest, assist them in identifying and disclosing actual and potential conflicts of interest, and help ensure appropriate avoidance and management of conflicts of interest.

As stated in the IQVIA worldwide Code of Conduct, *Doing the Right Thing*, IQVIA respects your right to be involved in personal activities, business interests and transactions as long as the personal activities, business interests and transactions do not interfere with or restrict your ability to meet your responsibilities to IQVIA, negatively affect your job performance, or conflict with IQVIA's interests.

You must avoid any activity, relationship, business interest or transaction that might conflict — or appear to conflict — with IQVIA's interests.

A conflict of interest may arise if you, your relative, or a close personal relation have a financial interest in, a job with, or serve on the Board of Directors of a customer, potential customer, competitor, supplier or vendor of IQVIA. A conflict of interest may exist if you or a relative directly or indirectly have financial interest in any company that competes, does business or seeks to do business with IQVIA, or if you or a relative have a personal financial interest in a transaction involving a IQVIA customer, competitor, or vendor.

A conflict of interest may also arise if you, your relative, or a close personal relation hold a position within a government or public entity.

You must disclose any interests in or positions you hold with customers, potential customers, competitors, suppliers, vendors, or government or public entities. This does not apply to a personal investment in publicly traded mutual funds that may include the stock of a customer, vendor or competitor of IQVIA.

You must disclose potential conflicts of interest when they arise. You must also take any actions deemed by IQVIA as being necessary to address your situation. Most conflicts of interest can be resolved in a mutually acceptable way.

Please complete and sign the certification which follows on the next page.

PRIVACY NOTICE

This document requires that you provide IQVIA with certain personal information about yourself and, potentially, other parties related to you. This includes information such as your name, contact details, and business associations you might have or associations you might have with government or public officials. Please note that this information will be retained by IQVIA and IQVIA will review and assess your responses in order to ensure its compliance with domestic and U.S. laws, including domestic and foreign anti-corruption laws and other laws and regulations that are applicable to the company. In the event that potential compliance concerns are identified, information that you provide may be shared with IQVIA's external legal advisors and/or domestic and foreign regulatory authorities, such as the US Securities and Exchange Commission and domestic legal authorities. In addition, the information you provide may be transmitted to IQVIA's customers in response to requests for this information. In accordance with IQVIA's normal auditing practices and procedures, this document may be selected and reviewed by IQVIA's internal corporate audit department or its external auditors.



PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Certification

I [insert full name] certify that: Shruti Rukhsana Kousar

I have not engaged in and will continue to avoid any activity, relationship, business interest or transaction that might conflict — or appear to conflict — with IQVIA interests or with my ability to meet my responsibilities to IQVIA.

Except as stated below, I do not have any business interests outside of IQVIA:

Yes, I accept the offer

None of the above mentioned business interests (if any), conflict with my obligations to IQVIA.

I am not a "Government Official" (as defined below), except as provided in a Statement of Exceptions attached to this form. (If you are a Government official, please explain your position as a Government Official in the attached Statement of Exceptions.)

I do not have a relationship with a Government Official who is in a position to purchase or influence the purchase of any IQVIA services or products of IQVIA customers or otherwise provide a commercial advantage to IQVIA or a customer of IQVIA, except as provided in a Statement of Exceptions attached to this form. (If you have a relationship with a Government Official, please explain your relationship and the type of Government Official in the attached Statement of Exceptions.)

I will promptly provide IQVIA with any changes or updates to the information contained herein.

"The performance of my obligations towards IQVIA as a prospective employee of IQVIA does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by me prior to my employment with IQVIA. I certify and irrevocably confirm that I will not disclose to IQVIA, or induce IQVIA, to use, or store in IQVIA owned computers, devices or in IQVIA databases, any confidential or proprietary information or material belonging to any previous employer or others. I am not a party to any other agreement which will interfere with my full compliance of my obligations towards IQVIA. I agree not to enter into any agreement, whether written or oral, in conflict with my certifications contained herein."

Shruti Rukhsana Kousar

(Signature)

Name: Shruti Rukhsana Kousar

(Please Print)

Position: safety associate trainee

Location: Bangalore.

Date: 27-07-2021

A Statement of Exceptions is attached.

No Statement of Exceptions is attached.


"Government Official" means any officer or employee or other person acting in an official capacity (whether or not paid) on behalf of a Government or Public Entity.

"Government or Public Entity" means any of the following:

- i. a government or any department, agency or institution thereof;
- ii. a government owned or controlled company, institution, or other entity, including a government owned hospital or university;
- iii. a public international organization (such as the United Nations, the International Monetary Fund, the International Red Cross and the World Health Organization) or any department, agency or institution thereof; or
- iv. a political party or an organization owned or controlled by a political party or a candidate for public or political party office.

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Statement of Exceptions *(if applicable)*

KLM MEDICALS 

D.no: 26/14/818, Beside BJP office BV nagar, Nellore.

22/11/2021

P. NAVEEN KUMAR

Dear NAVEEN KUMAR:

We are pleased to offer your employment at KLM MEDICALS. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is **Pharmacist**. Your starting date will be 22/11/2021. If you choose to accept this offer please sign the second copy of this letter in the space provided and return it to us. A stamped, self-addressed envelope is enclosed for your convenience.

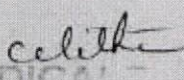
We look forward to welcoming you as a new employee at KLM MEDICALS.

Sincerely,

Lalitha

proprietor

enclosure


KLM MEDICALS
26/14/818, Near
B.V. Nagar, NELLORE


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.



REF:FLD:OFF:ZUV/1680764644017127

Date: 07-Apr-2023

Mr. SUDHEER MUDIVARTHI
Sri Potti Sriramulu Nellore
Andhra Pradesh.

Dear Mr. SUDHEER MUDIVARTHI,

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position in our **"Zuventus Lifestyle Division"** as **Business Officer** to be based at **Chennai HQ, Tamilnadu** on the following terms and conditions:

Validity of Offer Letter

This offer will be valid not later than **10-Apr-2023**.

Salary

You will be paid annual CTC of **Rs. 3,00,000/- (Rupees Three Lakhs Only)** inclusive of all benefits, the break-up of which will be given to you at the time of joining.

Leave Rules

Applicable as per Company's Leave Rules and as amended from time to time.

ESIC/Mediclaim Policy/Accident Insurance

All employees having a gross monthly salary of Rs. 21000/- or below are insured under ESIC. All employees shall be covered under the Mediclaim Policy and Group Accident Insurance Policy as per the rule applicable from time to time.

Probation/Confirmation

The probation period will be of Six (6) months. On successful completion of probation or extended probation period, the Company may confirm you as a permanent employee of the Company, such confirmation shall be in writing. (i.e. an employee would be confirmed after six months of service). Unless the Company confirms you by its order in writing, you will continue to be on probation.

Notice Period

During Probation Period: One day's notice on either side.

After Confirmation: 30 days notice period on either side with the Company retaining the right to pay 30 days salary in lieu of the notice.

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.



Zuventus
Healthcare Limited

Head Office: Zuventus House, Plot Y2, GTS No: 358/A2, Near Nahur Railway Station, Nahur (West), Mumbai - 400 078

Tel.: 022-35060000 / 62638000 • Fax: 022-20812698 • E-Mail: zuventus.corporate@zuventus.com • Website: www.zuventus.co.in
CIN - U85320PN2602PLC018324

Offer Cancellation

The company shall be entitled to withdraw/cancel this offer without notice in the event you are found to have provided false information based on which the offer is extended. Management reserves the right to withdraw/cancel the offer at its own discretion.

Issuance of Appointment Letter is subject to submission of all the documents

Other Terms and Conditions

You will be eligible to benefits viz. Provident Fund, Gratuity, ESIC and Bonus as applicable.

Your appointment is subject to clearance of medical fitness test and background verification process followed by successful completion of training programme and submission of all relevant documents.

If these terms are acceptable to you, you are requested to confirm your acceptance of the offer immediately on receipt of this letter.

A formal appointment letter giving all the terms and conditions of service will be issued to you upon your joining the company.

Wish you a long and happy association with us.

FOR ZUVENTUS HEALTHCARE LTD

DINESH GHURYANI
GM - HUMAN RESOURCES

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.



To,

Ms. Athuppakam Narmada

Dear Narmada,

We are pleased to offer you the position of Associate Research Scientist in the Adgyl Lifesciences Pvt Ltd of our organization based in Bangalore. This Offer is based on the terms & conditions mutually agreed to and accepted by e-mail of 16th Jun' 2021. A formal appointment letter will be issued to you on the day of reporting on duty.

In your capacity, as Associate Research Scientist you will be reporting to the Principal Scientist. You are required to join us on 24th June 21.

This offer will be subject to the standard terms and conditions of employment with the Company and also will be governed by the policies, rules and guidelines of the Company. You will also be required to sign and agree to be bound by the Employee Non-disclosure and Non-solicitation Agreement when you join the employment Of the Company.

Please send the acceptance copy of this Letter Of Offer duly signed within seven working days of its receipt. Non receipt of the duly signed acceptance copy by us within the stipulated date will be presumed that you are not interested in this offer and the same shall stand cancelled with immediate effect.

The following documents are required to be produced at the time of joining.

1. Proof Of Age — Birth Certificate from appropriate Government Authority or Matriculation Certificate issued by appropriate Examination Board.
2. Proof of Academic Qualification
3. Relieving Letter from previous employers (wherever applicable)
4. Three latest passport size photographs with white background
5. Copy of PAN Card
6. UAN NO. (PE)
7. Copy of Aadhar Card

Moreover, this offer letter is issued on the understanding that the information provided by you is correct and true, If at any time, it is found that the information provided by you is not correct or true or has been deliberately suppressed, the Company reserves the right to withdraw this Offer.

We welcome you to the Adgyl Lifesciences Pvt Ltd family and 100k forward to a mutually beneficial and purposeful association.

For Adgyl Lifesciences Pvt Ltd

Sheeba R
Manager Human Resources

I have read and understood the terms and conditions and am happy to accept the employment on the said terms and conditions. I will join On or before _____

PRINCIPAL
NARAYANA PHARMACY COLLEGE
Adgyl Lifesciences Private Limited
NELLORE - 524 002.

Regd. Office: 21 & 22, Phase-II

Peenya Industrial Area
Bengaluru-560 058, India
CIN: U74999KA2018FTC1 18861
E-mail: info@advinus.com

T: +91-80-28394,
+91-80-66552
F: +91-80-28394
www.advinus.com

August 31,2021

Dubisetty Sai Meghana
Tirupati.

Offer Letter

Dear Dubisetty,

Congratulations!

Further to successful completion of interview at AGS Health, we are pleased to offer you the position of **Trainee Medical Coder** at AGS Health Private Limited.

Your annual cost to company (CTC) would be **₹.152892**, 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.

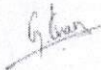
We request you to join us on or before **August 30, 2021**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

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,




Kiran Guntur
Executive Director – Human Resources

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
Date: **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).

Annexure A:

CONFIDENTIAL

| | Monthly ₹ | Annual ₹ |
|--|--------------|-------------|
| CTC | | |
| Base Salary + Retirals | 12,741.00 | 152,892 |
| Base Salary + Retirals + incentive (See Note below) | 12,741 | 152,892 |

| Base Salary | | |
|---------------------|---------------|----------------|
| Basic Salary | 6,500 | 78,000 |
| Statutory Bonus | 1,400 | 16,800 |
| BOA | 3,540 | 42,480 |
| | | |
| Gross Salary | 11,440 | 137,280 |

| 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:

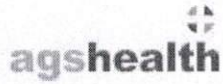
Performance incentive is paid based on company's incentive policy. You have potential to earn maximum of Rs.0 per month based on achievement of certain key performance and quality metrics as per the incentive policy applicable for different processes. The targets and actual performance (production and 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.10,574 per month to Rs.10,574 per month.

Signature:

Date:

PRINCIPAL
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):

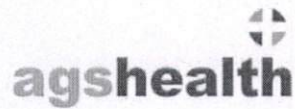
Applicant's signature

Recruiter's signature


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Date:

Date:



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) | |

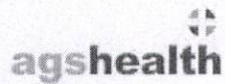
Note – It is mandatory that you submit your pan card & passport copy at the time of joining. If you do not have a pan card or passport, please apply for the same and submit the acknowledgement slip to the HR team on the date of joining. For pan card assistance please follow <https://www.tin-nsdl.com/bank-center.php>

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 Chennai based on business requirements.
- Experienced: I have been made aware that I will be required to work from office based on business requirement.
- Freshers: I have been made aware that I will need to report to office post completion of my training program or as per business requirement.

Vaccination:

- I was offered company sponsored vaccination or reimbursement of vaccination cost by AGS Recruitment SPOC.

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.**



Annexure 2 - EMPLOYMENT LETTER

We are pleased to provide you an Employment Letter with AGS Health Private Limited ('the Company') with appropriate responsibilities for such role. This Agreement is effective as from your date of joining.

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.

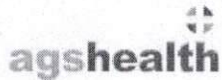
Notwithstanding anything stated herein, during the probation period, if your services are found unsatisfactory at any time during the period of your probation, your appointment will be terminated/cancelled without notice or compensation in lieu of notice. This Letter is contingent upon satisfactory completion 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 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 monthly or annual basis at the discretion of the Company. Your monthly compensation has been fixed for a 48-hour working week.



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 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


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NELLORE - 524 002.



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 because 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.

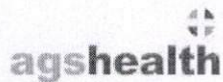
6. Termination of Employment

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

A handwritten signature in blue ink, appearing to be "N. Narayana", written over a blue ink stamp.

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.



- 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:

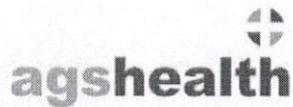
- i. Solicit any client of the Company or its associates or clients of the Company's clients for the purpose of offering to that person services similar to or competing with those of the Company.
- ii. Cause or permit any person directly or indirectly under your control to do any of the acts or things 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.

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NELLORE - 524 002.



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. If 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.

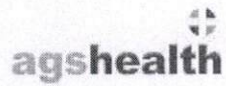
We look forward to a long and mutually rewarding relationship.

Sincerely,

Name: Prasad P K

Title: General Counsel. VP – Legal and Corporate Affairs

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.



ACCEPTANCE BY EMPLOYEE

I 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:

Place:

Date:

A handwritten signature in blue ink, consisting of a stylized 'M' followed by a checkmark.

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

August 20,2021

Chinthakunta Sai Keerthana
Tirupati.

Offer Letter

Dear Chinthakunta,

Congratulations!

Further to successful completion of interview at AGS Health, we are pleased to offer you the position of **Trainee Medical Coder** at AGS Health Private Limited.

Your annual cost to company (CTC) would be **₹.152892**, 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,



Kiran Guntur
Executive Director – Human Resources

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 | 12,741.00 | 152,892 |
| Base Salary + Retirals + incentive (See Note below) | 12,741 | 152,892 |

| Base Salary | | |
|---------------------|---------------|----------------|
| Basic Salary | 6,500 | 78,000 |
| Statutory Bonus | 1,400 | 16,800 |
| BOA | -3,540 | 42,480 |
| | | |
| Gross Salary | 11,440 | 137,280 |

| 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:

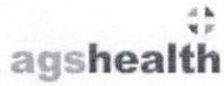
Performance incentive is paid based on company's incentive policy. You have potential to earn maximum of Rs.0 per month based on achievement of certain key performance and quality metrics as per the incentive policy applicable for different processes. The targets and actual performance (production and 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.10,574 per month to Rs.10,574 per month.

Signature:

Date:



PRINCIPAL
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):

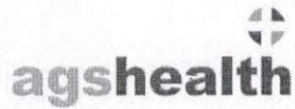
Applicant's signature

 Date:

Recruiter's signature

Date:

PRINCIPAL
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) | |

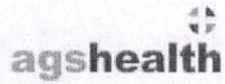
Note – It is mandatory that you submit your pan card & passport copy at the time of joining. If you do not have a pan card or passport, please apply for the same and submit the acknowledgement slip to the HR team on the date of joining. For pan card assistance please follow <https://www.tin-nsdl.com/bank-center.php>

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:

A handwritten signature in green ink, consisting of a stylized 'M' followed by a checkmark-like flourish.

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

August 18,2021

Keerthana Thippaluru
Tirupati.

Offer Letter

Dear Keerthana,

Congratulations!

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

Your annual cost to company (CTC) would be **₹.152892**, In addition to this, you will also be eligible for a performance based incentive up to **₹.0** per month, 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

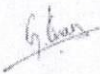
We request you to join us on or before **August 30, 2021**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

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,



Kiran Guntur
Executive Director – Human Resources

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 | 12,741 | 152,892 |
| Base Salary + Retirals + incentive (See Note below) | 12,741 | 152,892 |

| Base Salary | | |
|---------------------|---------------|----------------|
| Basic Salary | 6,500 | 78,000 |
| Statutory Bonus | 1,400 | 16,800 |
| BOA | 3,540 | 42,480 |
| | | |
| Gross Salary | 11,440 | 137,280 |

| 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 |

| | Monthly ₹ | Annual ₹ |
|---------------------------------|---------------|----------------|
| Base Take Home (pre-tax) | | |
| Gross Salary | 11,440 | 137,280 |
| PF (Employee) | 780 | 9,360 |
| ESI (Employee) | 86 | 1,030 |
| Take Home (pre-tax) | 10,574 | 126,890 |

* 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.

Signature:

Date:



PRINCIPAL
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

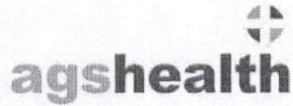
Date:



Recruiter's signature

Date:

PRINCIPAL
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) | |

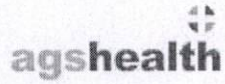
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CTC:

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:

A handwritten signature in blue ink, consisting of a stylized 'M' followed by a long horizontal line.

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

16-08-2021

Employee ID: ESPL9546

Sai Theja Karamcheti
44270,
Dammaya Palem , Muthukur Mandal,
Nellore
Andhra Pradesh - 524344

Dear Sai Theja Karamcheti,

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 16-08-2021, We are pleased to appoint you as Trainee - MCC effective 16-08-2021.

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.

All information regarding your compensation, benefits and performance appraisal are to be treated as strictly confidential. Hence discussions or sharing of information with other employees either in public or private is strictly prohibited.

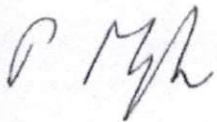
We congratulate you on this occasion and we hope you will render your good services with commitment and dedication.

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



Manjula Palanisamy
Vice President-HR



Sai Theja Karamcheti

Page 1 of 9

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

16-08-2021

Employee ID: ESPL9546

Compensation details of: Sai Theja Karamcheti

Designation: Trainee - MCC

| Component | ANNUAL (INR) | MONTHLY (INR) |
|---------------------|-----------------|---------------|
| Basic | 71,875 | 5,990 |
| HRA | 52,850 | 4,405 |
| Statutory Bonus | 7,000 | 583 |
| Provident Fund | 18,186 | 1,516 |
| Gratuity | 3,458 | 289 |
| Mediclaim Insurance | 4,644 | 387 |
| Other Allow ances | 47,558 | 3,964 |
| Special Allow ance | 5,826 | 486 |
| CTC | 2,11,397 | 17,616 |

- All payments are subject to statutory deductions.
- Mediclaim Cover (Family floater - coverage includes employee, spouse, Children, Parents /Parents-in- laws. Restricted to members including employee) Sum Insured - INR 100000/- (INR One Lakh only only)
- Life Insurance Cover - INR 200000/- (INR Two Lakhs only Only)
- For detailed eligibility & benefits, employee is advised to refer to HR Handbook.

Sai Theja Karamcheti

Page 2 of 9


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

OTHER TERMS AND CONDITIONS

1. RULES AND REGULATIONS:

You are governed by the service rules and regulations which may be brought in force / amended from time to time, as applicable to all employees of the company.

Various rules and regulations of the company such as HR policies, procedures, compliance & security policies must be adhered by you. All these policies and procedures are mentioned in the Employee handbook and Episource for which you agree and you abide to follow the same, by accepting this offer.

2. SERVICE RULES:

Probation period for Trainees & Medical Coders will be 4-6 months, Executive coder to Team coach/QA and support functions will be 6 months, TL to AM will be 6-9 months from their date of joining. Managers & above, there is no mandatory probation period.

3. TERMINATION RULES:

Your service is liable to get terminated with or without notice and assigning any reasons, if the performance standards and competencies delivered are below the expected performance standards.

Your services gets terminated with immediate effect by a notice in writing (without salary in lieu of notice), in the event of an employee's act of misconduct including but not limited to fraudulent, dishonest or breach of integrity, embezzlement or misappropriation or misuse of company's property or irregularity in attendance or unauthorized absence from place of work for more than about 12 consecutive days.

Company believes in the principal of natural justice and adequate opportunity is provided to employee to represent and provide justification for his delinquent action. Failing which or on concluding that the justification is unsatisfactory, appropriate action is taken, that may also lead to termination of employment.

4. GENERAL:

During the course of your employment, you shall employ yourself efficiently, honestly, faithfully and do the best of your ability and shall devote your whole time and attention to promote the interest of the company and generally carry out duties and work assigned to you and shall obey and comply with all the lawful orders and directions given to you by the concerned superiors in the company.

Episource is in the business of delivering services 24x7 to its clients. Hence, it is imperative for you to recognize that there may be occasions when you may need to work in varied shifts including night shifts and/or during weekend & declared holidays to meet customer requirements. Failure to oblige to the above-mentioned terms may be dealt as per the company disciplinary policy, as appropriate.

16-08-2021

Sai Theja Karamcheti

Page 3 of 9



PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

5.PLACE OF POSTING AND TRANSFER:

Your initial place of work will be **Chennai**.

During employment, you may be posted or transfer/attached to any other company of Episource India Private Limited or to any of the offices/subsidiaries/units/associate offices of the company, at any town or city or overseas, at the sole discretion of the management. While working in another company on transfer/attachment you shall be governed by the principles and procedure laid down by the transfer/attached.

6.MORAL RESPONSIBILITY AND HONESTY:

You are expected to deal with the company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any previous notice if you are found of gross indiscipline, fraud, misappropriation or acting against the interest of the company.

7.OTHER EMPLOYMENT:

During the period of your employment, you will not work directly or indirectly for any other person, firm, company or organisation whether with or without remuneration nor will you engage yourself or be interested or be interested directly or indirectly in any trade or business, either as employer or employee or partner or advisor or in any other capacity without the express permissions in writing from the Management.

8.EXAM COURSES:

In case you intend to appear in an examination or wish to attend classes while working with Episource, you are required to obtain written permission for the giving full details including time frame involved.

9. INVENTION & DISCOVERIES:

While in employment with Episource, you will promptly disclose to it and assigned to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceedings relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

10. DRESS CODE:

Employees to be dressed in formals on Monday & Tuesdays, applicable as per the appearance of our country. All other days in a week can dressed in business Casual.

16-08-2021

Sai Theja Karamcheti

Page 4 of 9

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

11. SECRECY:

a.You will not give any one, by word of mouth, writing, facsimile, any devices or otherwise any particulars or details, which you acquire during course of your employment of our working systems, technical knowhow, security arrangements, administrative and/or organization matters of the company and its clients whether confidential, secret or otherwise, during your employment with company or afterwards.

b.Please note the terms and conditions of your service contract as stipulated here-to-fore or be intimated here after, or to be treated as strictly confidential and you are not to divulge its contract to any employee of the company/person connected with the company.

c.You will also be governed by the Information Security Roles & Responsibilities specific to your position. You are advised to refer to the same and comply in full.

12. RELIEVING PROCEDURE:

You will be relieved from the services of the company only after receiving a confirmation from your superiors that you have completed and handed over all project deliverables to any other staff, designated by your superiors / Management.

A Verbal and written intimation of your resignation is necessary for approval by Management. The notice period will be 60 days if you are a confirmed employee and 30 days in case you are on probation. The notice period will be computed from the date of written acceptance of your resignation letter.

13. PROJECT DELIVERABLE:

As a member of the project team, you will not leave the project assignment in between and you can do so only after completion of the project or bringing it to a logical completion, as approved / accepted by your supervisor / management.

14. ANTECEDENTS VERIFICATION:

This appointment letter is valid subject to satisfactory clearance of employment, education and address verifications, abiding by the HR policies and code of conduct. The joining stands cancelled at any point of employment, if this criterion is not met.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you, please sign the duplicate copy as a token of your having understood and accepted the same.

16-08-2021

Sai Theja Karamcheti

Page 5 of 9

M
PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

HIPAA EMPLOYEE CONFIDENTIALITY AGREEMENT

I understand that as an employee of Episource India Pvt Ltd., health care BPO, the use and disclosure of patient information is governed by the rules and regulations established under. The Health Insurance Portability and Accountability Act (HIPAA) of 1996, and related policies and procedures of Episource India Pvt Ltd. Therefore, regarding Protected Health Information (PHI), I commit to the following obligations:

A. I will use and disclose confidential health information solely in accordance with the federal (USA Laws on Health Care) and Episource India Pvt Ltd policies set forth above or elsewhere. I also agree to familiarize myself with any periodic updates or changes to such policies in a timely manner.

B. Employee and/or agents shall use appropriate safeguards to prevent the use and/or disclosure of all PHI relating to patients, patient's family members, clients employees, company's employees and other healthcare providers-made available by or obtained from patient, client or company.

C. I will take reasonable care to properly secure confidential health information on my computer and will take steps to ensure that others cannot view or access such information. When I am away from my workstation or when my tasks are completed, I will log off my computer or use a password-protected screensaver in order to prevent access by unauthorized users.

D. I will not disclose my personal password(s) to anyone without the written permission of my department head or record or post it in an accessible location and will refrain from performing any tasks using another's password.

E. Upon termination or resignation of employment, employee shall return all PHI that I maintain in any form and retain no copies of such PHI without the prior written approval of company and client.

I also understand and agree that my failure to fulfill any of the obligations set forth in this Agreement and/or my violation of any terms of this Agreement shall result in my being subject to appropriate disciplinary action, up to and including, termination of employment.

Employee Name: Sai Theja Karamcheti

Employee ID: ESPL9546


Employee Department: Training

Witness Signature:

16-08-2021

Sai Theja Karamcheti

Page 6 of 9


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement ("Agreement") is made at Chennai between and Episource(Company). The undersigned employee agrees to comply with the following terms and conditions.

The undersigned employee hereby agrees and acknowledges:

1. That during my employment, the Company may disclose to me certain Confidential Information of the Company; said Confidential Information consisting but not necessarily limited to tangible, intangible, visual, electronic, present, or future information:
 - a) Technical information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs, research projects and technical information including research, development, procedures, algorithms, data, designs, software code, application programs and know-how
 - b) Business information: Customer lists, Patient identifiable information, pricing data, sources of supply, financial data and marketing, training, production, or merchandising systems or plans and information acquired during any facilities tours.
2. I agree that I shall not during, or at any time after the termination of my employment with the Company, use for myself or others, or disclose or divulge to others including future employees/employers, any trade secrets, confidential information, or any other proprietary data of the Company in violation of this agreement.
3. That upon the termination of my employment from the Company that I shall return to the Company all documents and property of the Company, including but not necessarily limited to: Patient identifiable information, intellectual property, analytical data, financial, drawings, blueprints, Manuals, correspondence, customer lists, computer programs (Source code and Object code), Applications and all other materials and all copies thereof relating in any way to the Company's business, or in any way obtained by me during the course of employment. I further agree that I shall not retain copies, notes or abstracts of the foregoing.
4. I agree to use Confidential Information only during the term of my employment in the Company. I will take all reasonable degree of care to protect Confidential Information and to prevent any unauthorized use or disclosure of Confidential Information.
5. I also agree and acknowledge that all application, software (source code and object code), deliverables, technical data, specifications, intellectual property, documentation, products and inventions, as well as all papers, records and other materials, prepared or produced by me while working for the Company, including all modifications and additions thereto (collectively, the "Developments") shall be works made for hire and the Company shall own all copyright, patent, trade secret, trademark and any other intellectual property rights ("Intellectual Property Rights") in and to the Developments.

Sai Theja Karamcheti

PRINCIPAL
NARAYANA PHARMACY COLLEGE
BELLURU - 524 002.



PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

●●● **Episource India Pvt. Ltd** | www.episource.com | CIN - U72900TN2004PTC053347

Registered Office: No. 18, Sathyanarayana Avenue, Boat Club Road, R. A. Puram, Chennai - 600 028.

Corporate Office
2nd Floor, Pinnac Info City,
No. 141, Rajiv Gandhi Salai (OMR),
Kandanchavadi, Chennai - 600 096.
Ph: +91 44 4910 1616

Mumbai Office
5th Floor, E Wing, Corporate Avenue
(Aur Projects), Opp. Scitain Corporate Park,
Chakala, Andheri-Ghatkopar Link Road,
Andheri East, Mumbai - 400 093.

Vijayawada Office
Door. No 54-15-5A, 3rd Floor,
Lakshmi Avenue,
Srikrishna Nagar Bank Colony,
Ring Road, Vijayawada - 520 008

6. I hereby agree that I shall have no rights to receive any royalties, profits or right to use any confidential information that is considered proprietary, sensitive, or confidential by Episource, software and any application produced by me for the Company. The software, analysis, compilations, studies or options, written or oral or any other records or data of any nature if any developed or prepared by me during the course of employment with the Company shall be the absolute property of the Company and I shall have NO Ownership rights on the same.

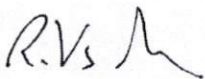
7. I agree to execute, and causes the Company to execute, a written assignment of such rights in and to the Developments to the Company and any other documents necessary, as well as to provide any other lawful assistance reasonably required, for the Company to establish, preserve or enforce its Intellectual Property Rights in the Developments. I further hereby agree not to assert at any time, and otherwise waive, any "moral rights" that I may have in the Developments, and I hereby also assigns to the Company all moral rights therein. I further agree to provide to the Company complete copies of all Developments (regardless of the state of completion) as requested by the Company.

8. I further agree and acknowledge that a breach of my obligations under this Agreement could cause irreparable harm to the Company for which monetary damages may be difficult to ascertain or an inadequate remedy. I, therefore, agree that the Company will have the right, in addition to its other rights and remedies, to seek injunctive relief and damages for any violation of this Agreement.

9. I hereby agree that the rights and obligations hereunder, or pursuant to, this Agreement, shall be governed by and be subject to Indian law, and the Agreement shall be subject to the exclusive jurisdiction of the courts at Chennai.

For Episource: Compliance Department

Employee: Sai Theja Karamcheti



Signature: Vengadaraghavan R

Date:

Signature:

Date:

Sai Theja Karamcheti

Page 8 of 9



PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

UNDERTAKING

1. Having accepted the offer of Episource India Private Limited, Chennai (Episource) I, Sai Theja Karamcheti assure Episource that I will abide by its current and future policies and procedures in its entirety.
2. I have not signed any agreement, contract or bond that would disable, prohibit and restrain me to work for Episource or its clients.
3. I shall keep all the information that are passed to me or gathered by virtue of being an associate of Episource as strictly confidential and will not divulge the same to any person or in any media, at any point of time.
4. I am aware and agree that I am working for Episource directly and for its clients indirectly, for an adequate lawful consideration and that the Intellectual Property Rights of any thing that I may invent, discover, design or develop either alone or along with my colleagues will therefore be deemed to be work done for hire and that I shall have no claim /s over them.
5. I am aware and agree that all documents, correspondence, electronic communication sent or received by me using any facility of Episource will belong to Episource and that the organization has every Right to access them at any point of time.
6. I undertake not to misuse or abuse the facilities extended to me by Episource.
7. I undertake to sign the Confidentiality agreements, Non-disclosure agreements or the like when called upon by Episource at periodical interval, and /or when the Episource client or the representatives of the Episource clients so desire.
8. I undertake to submit myself to background security investigations about Premises.
9. I agree to for with indemnify and save harmless Episource from any loss, damages etc. , that it may sustain including such that may be claimed by any person whomsoever on account of my breach of any conditions mentioned herein or otherwise, from and out of any amount I may be entitled to from Episource and in case the same is insufficient to meet such payment, I shall make good such difference immediately upon demand by Episource.
10. I am aware that my service with Episource is transferable either at my request or as warranted by the business exigencies to any of Episource branches, subsidiaries, holding companies etc., or upon deputation to the clients of Episource or such other Group Company, as the case may be. In addition to such other conditions as may be applicable to me, I shall bind myself to the conditions stipulated as per this undertaking.
11. I am aware that the management reserves the right to deduct from my salary / terminal benefits /final settlement for any damages that I would have incurred on the company's properties etc.,
12. I hereby agree to give two months notice period on my resignation from the company. I also undertake to pay the company on any shortfall in the notice period. I understand that the acceptance of payment of notice period lasts with the discretion of the Management.
13. I am also aware that the company reserves its right to terminate my services at any point of time based on my performance.
14. I state that I have signed this undertaking voluntarily after having first read, understood and accepted the contents hereof. I have also taken a copy of this undertaking for my records for the purpose of reference and compliance.

Sai Theja Karamcheti

Page 9 of 9

EMPLOYEE CODE OF CONDUCT

1. Employees are expected to conduct themselves in a proper and dignified manner without disturbing/attracting the attention of other employees during working hours within the office premises.
2. Appearance, behavior, language, etc. must be appropriate and meet the code of conduct as per the HR policy. Use of abusive language, sexual harassment in any form, misuse of office property and other such forms of misconduct will be actionable which may lead to suspension / termination.
3. Usage of mobile phones is strictly prohibited in the office premises except for authorized representatives.
4. No employee is permitted to enter the office premises/report to work under the influence of alcohol, intoxicating drugs or any banned drugs.
5. The Management will not permit any employee to take any job or occupation, whether full-time, part- time or casual which relates to activities of the company. The Management is also very particular that the interests of the Company should not be divested.
6. No employee should deal with the Company's customers, suppliers, contractors or any person having business dealings or seeking to do business with the Company without taking prior consent of the appropriate authority
7. Episource is a professional organization and believes that the workforce should not be discriminated on the grounds of community, caste, creed, color, religion, gender, language etc.
8. Episource insists, all company employees to adhere to the security and privacy policies practiced within the company.
9. I have read and understood the above code of conduct and agree to abide as per rules mentioned above.

DECLARATION

I **Sai Theja Karamcheti** with the Employee No: **ESPL9546** hereby acknowledge that I have read and understood the Code of Conduct thoroughly and agree to abide by the terms and conditions as stated.

16-08-2021

Signature:

Sai Theja Karamcheti


PRINCIPAL

NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Episource India Pvt. Ltd | www.episource.com | CIN - U72900TN2004PTC053347

Registered Office: No. 18, Sathyanarayana Avenue, Boat Club Road, R.A. Puram, Chennai - 600 028

Corporate Office
2nd Floor, Prince Info City,
No. 141, Raju Gandhi Satal (DMR),
Kandanchavadi, Chennai - 600 096
Ph: +91 44 4910 1815

Mumbai Office
5th Floor, E Wing, Corporate Avenue
(Atul Projects), Opp. Saitama Corporate Park,
Chakala, Andheri-Ghatkopar Link Road,
Andheri East, Mumbai - 400 081

Vijayawada Office
Door No 54-15-5A, 3rd Floor,
Lakshmi Avenue,
Srieevasa Nagar Bank Colony,
Ring Road, Vijayawada - 520 008

16-08-2021

Employee ID: ESPL9566

Sarvani Kaki

1-3-294,,

Ramchandra Nagar,2Nd Street, Nawabpet,

Nellore

Andhra Pradesh - 524002

Dear Sarvani Kaki,

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 16-08-2021, We are pleased to appoint you as Trainee - MCC effective 16-08-2021.

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.

All information regarding your compensation, benefits and performance appraisal are to be treated as strictly confidential. Hence discussions or sharing of information with other employees either in public or private is strictly prohibited.

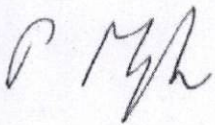
We congratulate you on this occasion and we hope you will render your good services with commitment and dedication.

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



Manjula Palanisamy

Vice President-HR



Sarvani Kaki

Page 1 of 9

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

16-08-2021

Employee ID: ESPL9566

Compensation details of: Sarvani Kaki

Designation: Trainee - MCC

| Component | ANNUAL (INR) | MONTHLY (INR) |
|----------------------|-----------------|---------------|
| Basic | 71,875 | 5,990 |
| HRA | 52,850 | 4,405 |
| Statutory Bonus | 7,000 | 583 |
| Provident Fund | 18,186 | 1,516 |
| Gratuity | 3,458 | 289 |
| Medicclaim Insurance | 4,644 | 387 |
| Other Allow ances | 47,558 | 3,964 |
| Special Allow ance | 5,826 | 486 |
| CTC | 2,11,397 | 17,616 |

- All payments are subject to statutory deductions.
- Mediclaim Cover (Family floater - coverage includes employee, spouse, Children, Parents /Parents-in- laws. Restricted to members including employee) Sum Insured - INR 100000/- (INR One Lakh only only)
- Life Insurance Cover - INR 200000/- (INR Two Lakhs only Only)
- For detailed eligibility & benefits, employee is advised to refer to HR Handbook.

Sarvani Kaki

Page 2 of 9

M
PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

OTHER TERMS AND CONDITIONS

1. RULES AND REGULATIONS:

You are governed by the service rules and regulations which may be brought in force / amended from time to time, as applicable to all employees of the company.

Various rules and regulations of the company such as HR policies, procedures, compliance & security policies must be adhered by you. All these policies and procedures are mentioned in the Employee handbook and Episource for which you agree and you abide to follow the same, by accepting this offer.

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Probation period for Trainees & Medical Coders will be 4-6 months, Executive coder to Team coach/QA and support functions will be 6 months, TL to AM will be 6-9 months from their date of joining. Managers & above, there is no mandatory probation period.

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During the course of your employment, you shall employ yourself efficiently, honestly, faithfully and do the best of your ability and shall devote your whole time and attention to promote the interest of the company and generally carry out duties and work assigned to you and shall obey and comply with all the lawful orders and directions given to you by the concerned superiors in the company.

Episource is in the business of delivering services 24x7 to its clients. Hence, it is imperative for you to recognize that there may be occasions when you may need to work in varied shifts including night shifts and/or during weekend & declared holidays to meet customer requirements. Failure to oblige to the above-mentioned terms may be dealt as per the company disciplinary policy, as appropriate.

16-08-2021

Sarvani Kaki

Page 3 of 9


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

5.PLACE OF POSTING AND TRANSFER:

Your initial place of work will be **Chennai**.

During employment, you may be posted or transfer/attached to any other company of Episource India Private Limited or to any of the offices/subsidiaries/units/associate offices of the company, at any town or city or overseas, at the sole discretion of the management. While working in another company on transfer/attachment you shall be governed by the principles and procedure laid down by the transfer/attached.

6.MORAL RESPONSIBILITY AND HONESTY:

You are expected to deal with the company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any previous notice if you are found of gross indiscipline, fraud, misappropriation or acting against the interest of the company.

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During the period of your employment, you will not work directly or indirectly for any other person, firm, company or organisation whether with or without remuneration nor will you engage yourself or be interested or be interested directly or indirectly in any trade or business, either as employer or employee or partner or advisor or in any other capacity without the express permissions in writing from the Management.

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In case you intend to appear in an examination or wish to attend classes while working with Episource, you are required to obtain written permission for the giving full details including time frame involved.

9. INVENTION & DICOVERIES:

While in employment with Episource, you will promptly disclose to it and assigned to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceedings relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

10. DRESS CODE:

Employees to be dressed in formals on Monday & Tuesdays, applicable as per the appearance of our country. All other days in a week can dressed in business Casual.

16-08-2021

Sarvani Kaki

Page 4 of 9

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

11. SECRECY:

a.You will not give any one, by word of mouth, writing, facsimile, any devices or otherwise any particulars or details, which you acquire during course of your employment of our working systems, technical knowhow, security arrangements, administrative and/or organization matters of the company and its clients whether confidential, secret or otherwise, during your employment with company or afterwards.

b.Please note the terms and conditions of your service contract as stipulated here-to-fore or be intimated here after, or to be treated as strictly confidential and you are not to divulge its contract to any employee of the company/person connected with the company.

c.You will also be governed by the Information Security Roles & Responsibilities specific to your position. You are advised to refer to the same and comply in full.

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As a member of the project team, you will not leave the project assignment in between and you can do so only after completion of the project or bringing it to a logical completion, as approved / accepted by your supervisor / management.


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You are advised to read this letter carefully and if the terms and conditions are acceptable to you, please sign the duplicate copy as a token of your having understood and accepted the same.

16-08-2021

Sarvani Kaki
Page 5 of 9


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

HIPAA EMPLOYEE CONFIDENTIALITY AGREEMENT

I understand that as an employee of Episource India Pvt Ltd., health care BPO, the use and disclosure of patient information is governed by the rules and regulations established under. The Health Insurance Portability and Accountability Act (HIPAA) of 1996, and related policies and procedures of Episource India Pvt Ltd. Therefore, regarding Protected Health Information (PHI), I commit to the following obligations:

A. I will use and disclose confidential health information solely in accordance with the federal (USA Laws on Health Care) and Episource India Pvt Ltd policies set forth above or elsewhere. I also agree to familiarize myself with any periodic updates or changes to such policies in a timely manner.

B. Employee and/or agents shall use appropriate safeguards to prevent the use and/or disclosure of all PHI relating to patients, patient's family members, clients employees, company's employees and other healthcare providers-made available by or obtained from patient, client or company.

C. I will take reasonable care to properly secure confidential health information on my computer and will take steps to ensure that others cannot view or access such information. When I am away from my workstation or when my tasks are completed, I will log off my computer or use a password-protected screensaver in order to prevent access by unauthorized users.

D. I will not disclose my personal password(s) to anyone without the written permission of my department head or record or post it in an accessible location and will refrain from performing any tasks using another's password.

E. Upon termination or resignation of employment, employee shall return all PHI that I maintain in any form and retain no copies of such PHI without the prior written approval of company and client.

I also understand and agree that my failure to fulfill any of the obligations set forth in this Agreement and/or my violation of any terms of this Agreement shall result in my being subject to appropriate disciplinary action, up to and including, termination of employment.

Employee Name: Sarvani Kaki

Employee ID: ESPL9566

Employee Department: Training

Witness Signature:

16-08-2021

Sarvani Kaki

Page 6 of 9


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement ("Agreement") is made at Chennai between and Episource(Company). The undersigned employee agrees to comply with the following terms and conditions.

The undersigned employee hereby agrees and acknowledges:

1. That during my employment, the Company may disclose to me certain Confidential Information of the Company; said Confidential Information consisting but not necessarily limited to tangible, intangible, visual, electronic, present, or future information:

a) Technical information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs, research projects and technical information including research, development, procedures, algorithms, data, designs, software code, application programs and know-how

b) Business information: Customer lists, Patient identifiable information, pricing data, sources of supply, financial data and marketing, training, production, or merchandising systems or plans and information acquired during any facilities tours.

2. I agree that I shall not during, or at any time after the termination of my employment with the Company, use for myself or others, or disclose or divulge to others including future employees/employers, any trade secrets, confidential information, or any other proprietary data of the Company in violation of this agreement.

3. That upon the termination of my employment from the Company that I shall return to the Company all documents and property of the Company, including but not necessarily limited to: Patient identifiable information, intellectual property, analytical data, financial, drawings, blueprints, Manuals, correspondence, customer lists, computer programs (Source code and Object code), Applications and all other materials and all copies thereof relating in any way to the Company's business, or in any way obtained by me during the course of employment. I further agree that I shall not retain copies, notes or abstracts of the foregoing.

4. I agree to use Confidential Information only during the term of my employment in the Company. I will take all reasonable degree of care to protect Confidential Information and to prevent any unauthorized use or disclosure of Confidential Information.

5. I also agree and acknowledge that all application, software (source code and object code), deliverables, technical data, specifications, intellectual property, documentation, products and inventions, as well as all papers, records and other materials, prepared or produced by me while working for the Company, including all modifications and additions thereto (collectively, the "Developments") shall be works made for hire and the Company shall own all copyright, patent, trade secret, trademark and any other intellectual property rights ("Intellectual Property Rights") in and to the Developments.


PRINCIPAL

Sarvani Kaki

NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Episource India Pvt. Ltd | www.episource.com | CIN - U72900TN2004PTC05
Registered Office: No. 18, Sathyanarayana Avenue, Boat Club Road, R.A. Puram, Chennai - 600 028.

Corporate Office
2nd Floor, Prince Info City,
No. 141, Rajiv Gandhi Salai (OMR),
Kandanchavadi, Chennai - 600 096.
Ph: +91 44 4910 1610.

Mumbai Office
5th Floor, E Wing, Corporate Avenue
(Rajiv Projects), Opp. Soltaine Corporate Park,
Chakala, Andheri-Ghatkopar Link Road,
Andheri East, Mumbai - 400 093.

Vijayawada Office
Door No 54-15-5A, 3rd Floor,
Lakshmi Avenue,
Srinivasa Nagar Bank Colony,
Ring Road, Vijayawada -520 008


PRINCIPAL

NARAYANA PHARMACY COLLEGE

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Chakala, Andheri-Ghatkopar Link Road,
Andheri East, Mumbai - 400 083.

Vijayawada Office
Door. No 54-15-SA, 3rd Floor,
Lakshmi Avenue,
Srikrishna Nagar Bank Colony,
Ring Road, Vijayawada - 520 008

6. I hereby agree that I shall have no rights to receive any royalties, profits or right to use any confidential information that is considered proprietary, sensitive, or confidential by Episource, software and any application produced by me for the Company. The software, analysis, compilations, studies or options, written or oral or any other records or data of any nature if any developed or prepared by me during the course of employment with the Company shall be the absolute property of the Company and I shall have NO Ownership rights on the same.

7. I agree to execute, and causes the Company to execute, a written assignment of such rights in and to the Developments to the Company and any other documents necessary, as well as to provide any other lawful assistance reasonably required, for the Company to establish, preserve or enforce its Intellectual Property Rights in the Developments. I further hereby agree not to assert at any time, and otherwise waive, any "moral rights" that I may have in the Developments, and I hereby also assigns to the Company all moral rights therein. I further agree to provide to the Company complete copies of all Developments (regardless of the state of completion) as requested by the Company.

8. I further agree and acknowledge that a breach of my obligations under this Agreement could cause irreparable harm to the Company for which monetary damages may be difficult to ascertain or an inadequate remedy. I, therefore, agree that the Company will have the right, in addition to its other rights and remedies, to seek injunctive relief and damages for any violation of this Agreement.

9. I hereby agree that the rights and obligations hereunder, or pursuant to, this Agreement, shall be governed by and be subject to Indian law, and the Agreement shall be subject to the exclusive jurisdiction of the courts at Chennai.

For Episource: Compliance Department

Employee: **Sarvani Kaki**

Signature: Vengadaraghavan R

Signature:

Date:

Date:

Sarvani Kaki

Page 8 of 9

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

UNDERTAKING

1. Having accepted the offer of Episource India Private Limited, Chennai (Episource) I, **Sarvani Kaki** assure Episource that I will abide by its current and future policies and procedures in its entirety.
2. I have not signed any agreement, contract or bond that would disable, prohibit and restrain me to work for Episource or its clients.
3. I shall keep all the information that are passed to me or gathered by virtue of being an associate of Episource as strictly confidential and will not divulge the same to any person or in any media, at any point of time.
4. I am aware and agree that I am working for Episource directly and for its clients indirectly, for an adequate lawful consideration and that the Intellectual Property Rights of any thing that I may invent, discover, design or develop either alone or along with my colleagues will therefore be deemed to be work done for hire and that I shall have no claim / s over them.
5. I am aware and agree that all documents, correspondence, electronic communication sent or received by me using any facility of Episource will belong to Episource and that the organization has every Right to access them at any point of time.
6. I undertake not to misuse or abuse the facilities extended to me by Episource.
7. I undertake to sign the Confidentiality agreements, Non-disclosure agreements or the like when called upon by Episource at periodical interval, and / or when the Episource client or the representatives of the Episource clients so desire.
8. I undertake to submit myself to background security investigations about Premises.
9. I agree to for with indemnify and save harmless Episource from any loss, damages etc. , that it may sustain including such that may be claimed by any person whomsoever on account of my breach of any conditions mentioned herein or otherwise, from and out of any amount I may be entitled to from Episource and in case the same is insufficient to meet such payment, I shall make good such difference immediately upon demand by Episource.
10. I am aware that my service with Episource is transferable either at my request or as warranted by the business exigencies to any of Episource branches, subsidiaries, holding companies etc., or upon deputation to the clients of Episource or such other Group Company, as the case may be. In addition to such other conditions as may be applicable to me, I shall bind myself to the conditions stipulated as per this undertaking.
11. I am aware that the management reserves the right to deduct from my salary / terminal benefits /final settlement for any damages that I would have incurred on the company's properties etc.,
12. I hereby agree to give two months notice period on my resignation from the company. I also undertake to pay the company on any shortfall in the notice period. I understand that the acceptance of payment of notice period lasts with the discretion of the Management.
13. I am also aware that the company reserves its right to terminate my services at any point of time based on my performance.
14. I state that I have signed this undertaking voluntarily after having first read, understood and accepted the contents hereof. I have also taken a copy of this undertaking for my records for the purpose of reference and compliance.

Sarvani Kaki

Page 9 of 9



PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

EMPLOYEE CODE OF CONDUCT

1. Employees are expected to conduct themselves in a proper and dignified manner without disturbing/attracting the attention of other employees during working hours within the office premises.
2. Appearance, behavior, language, etc. must be appropriate and meet the code of conduct as per the HR policy. Use of abusive language, sexual harassment in any form, misuse of office property and other such forms of misconduct will be actionable which may lead to suspension / termination.
3. Usage of mobile phones is strictly prohibited in the office premises except for authorized representatives.
4. No employee is permitted to enter the office premises/report to work under the influence of alcohol, intoxicating drugs or any banned drugs.
5. The Management will not permit any employee to take any job or occupation, whether full-time, part- time or casual which relates to activities of the company. The Management is also very particular that the interests of the Company should not be divested.
6. No employee should deal with the Company's customers, suppliers, contractors or any person having business dealings or seeking to do business with the Company without taking prior consent of the appropriate authority
7. Episource is a professional organization and believes that the workforce should not be discriminated on the grounds of community, caste, creed, color, religion, gender, language etc.
8. Episource insists, all company employees to adhere to the security and privacy policies practiced within the company.
9. I have read and understood the above code of conduct and agree to abide as per rules mentioned above.

DECLARATION

I **Sarvani Kaki** with the Employee No: **ESPL9566** hereby acknowledge that I have read and understood the Code of Conduct thoroughly and agree to abide by the terms and conditions as stated.

16-08-2021

Signature:

Sarvani Kaki

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

16-08-2021

Employee ID: ESPL9645

Pavankalyan Ayila
Opposite Railway Gate,
Survepalli Road Venkatachalam,
Nellore
Andhra Pradesh - 524320

Dear Pavankalyan Ayila,

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 16-08-2021, We are pleased to appoint you as Trainee - MCC effective 16-08-2021.

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.

All information regarding your compensation, benefits and performance appraisal are to be treated as strictly confidential. Hence discussions or sharing of information with other employees either in public or private is strictly prohibited.

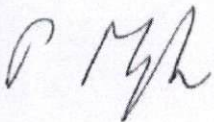
We congratulate you on this occasion and we hope you will render your good services with commitment and dedication.

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.

Pavankalyan Ayila

Page 1 of 9

16-08-2021

Employee ID: ESPL9645

Compensation details of: Pavankalyan Ayila

Designation: Trainee - MCC

| Component | ANNUAL (INR) | MONTHLY (INR) |
|----------------------|-----------------|---------------|
| Basic | 71,875 | 5,990 |
| HRA - | 52,850 | 4,405 |
| Statutory Bonus | 7,000 | 583 |
| Provident Fund | 18,186 | 1,516 |
| Gratuity | 3,458 | 289 |
| Mediclaime Insurance | 4,644 | 387 |
| Other Allow ances | 47,558 | 3,964 |
| Special Allow ance | 5,826 | 486 |
| CTC | 2,11,397 | 17,616 |

- All payments are subject to statutory deductions.
- Mediclaim Cover (Family floater - coverage includes employee, spouse, Children, Parents /Parents-in- laws. Restricted to members including employee) Sum Insured - INR 100000/- (INR One Lakh only only)
- Life Insurance Cover - INR 200000/- (INR Two Lakhs only Only)
- For detailed eligibility & benefits, employee is advised to refer to HR Handbook.

Pavankalyan Ayila

Page 2 of 9

M
PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

OTHER TERMS AND CONDITIONS

1. RULES AND REGULATIONS:

You are governed by the service rules and regulations which may be brought in force / amended from time to time, as applicable to all employees of the company.

Various rules and regulations of the company such as HR policies, procedures, compliance & security policies must be adhered by you. All these policies and procedures are mentioned in the Employee handbook and Episourcefor which you agree and you abide to follow the same, by accepting this offer.

2. SERVICE RULES:

Probation period for Trainees & Medical Coders will be 4-6 months, Executive coder to Team coach/QA and support functions will be 6 months, TL to AM will be 6-9 months from their date of joining. Managers & above, there is no mandatory probation period.

3. TERMINATION RULES:

Your service is liable to get terminated with or without notice and assigning any reasons, if the performance standards and competencies delivered are below the expected performance standards.

Your services gets terminated with immediate effect by a notice in writing (without salary in lieu of notice), in the event of an employee's act of misconduct including but not limited to fraudulent, dishonest or breach of integrity, embezzlement or misappropriation or misuse of company's property or irregularity in attendance or unauthorized absence from place of work for more than about 12 consecutive days.

Company believes in the principal of natural justice and adequate opportunity is provided to employee to represent and provide justification for his delinquent action. Failing which or on concluding that the justification is unsatisfactory, appropriate action is taken, that may also lead to termination of employment.

4. GENERAL:

During the course of your employment, you shall employ yourself efficiently, honestly, faithfully and do the best of your ability and shall devote your whole time and attention to promote the interest of the company and generally carry out duties and work assigned to you and shall obey and comply with all the lawful orders and directions given to you by the concerned superiors in the company.

Episource is in the business of delivering services 24x7 to its clients. Hence, it is imperative for you to recognize that there may be occasions when you may need to work in varied shifts including night shifts and/or during weekend & declared holidays to meet customer requirements. Failure to oblige to the above-mentioned terms may be dealt as per the company disciplinary policy, as appropriate.

16-08-2021

Pavankalyan Ayila

Page3 of 9



PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

5. PLACE OF POSTING AND TRANSFER:

Your initial place of work will be **Chennai**.

During employment, you may be posted or transfer/attached to any other company of Episource India Private Limited or to any of the offices/subsidiaries/units/associate offices of the company, at any town or city or overseas, at the sole discretion of the management. While working in another company on transfer/attachment you shall be governed by the principles and procedure laid down by the transfer/attached.

6. MORAL RESPONSIBILITY AND HONESTY:

You are expected to deal with the company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any previous notice if you are found of gross indiscipline, fraud, misappropriation or acting against the interest of the company.

7. OTHER EMPLOYMENT:

During the period of your employment, you will not work directly or indirectly for any other person, firm, company or organisation whether with or without remuneration nor will you engage yourself or be interested or be interested directly or indirectly in any trade or business, either as employer or employee or partner or advisor or in any other capacity without the express permissions in writing from the Management.

8. EXAM COURSES:

In case you intend to appear in an examination or wish to attend classes while working with Episource, you are required to obtain written permission for the giving full details including time frame involved.

9. INVENTION & DISCOVERIES:

While in employment with Episource, you will promptly disclose to it and assigned to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceedings relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

10. DRESS CODE:

Employees to be dressed in formals on Monday & Tuesdays, applicable as per the appearance of our country. All other days in a week can be dressed in business Casual.

16-08-2021

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Pavankalyan Ayila

Page 4 of 9

11. SECRECY:

a.You will not give any one, by word of mouth, writing, facsimile, any devices or otherwise any particulars or details, which you acquire during course of your employment of our working systems, technical knowhow, security arrangements, administrative and/or organization matters of the company and its clients whether confidential, secret or otherwise, during your employment with company or afterwards.

b.Please note the terms and conditions of your service contract as stipulated here-to-fore or be intimated here after, or to be treated as strictly confidential and you are not to divulge its contract to any employee of the company/person connected with the company.

c.You will also be governed by the Information Security Roles & Responsibilities specific to your position. You are advised to refer to the same and comply in full.

12. RELIEVING PROCEDURE:

You will be relieved from the services of the company only after receiving a confirmation from your superiors that you have completed and handed over all project deliverables to any other staff, designated by your superiors / Management.

A Verbal and written intimation of your resignation is necessary for approval by Management. The notice period will be 60 days if you are a confirmed employee and 30 days in case you are on probation. The notice period will be computed from the date of written acceptance of your resignation letter.

13. PROJECT DELIVERABLE:

As a member of the project team, you will not leave the project assignment in between and you can do so only after completion of the project or bringing it to a logical completion, as approved / accepted by your supervisor / management.

14. ANTECEDENTS VERIFICATION:

This appointment letter is valid subject to satisfactory clearance of employment, education and address verifications, abiding by the HR policies and code of conduct. The joining stands cancelled at any point of employment, if this criterion is not met.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you, please sign the duplicate copy as a token of your having understood and accepted the same.

16-08-2021

Pavankalyan Ayila

Page 5 of 9

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

HIPAA EMPLOYEE CONFIDENTIALITY AGREEMENT

I understand that as an employee of Episource India Pvt Ltd., health care BPO, the use and disclosure of patient information is governed by the rules and regulations established under. The Health Insurance Portability and Accountability Act (HIPAA) of 1996, and related policies and procedures of Episource India Pvt Ltd. Therefore, regarding Protected Health Information (PHI), I commit to the following obligations:

A. I will use and disclose confidential health information solely in accordance with the federal (USA Laws on Health Care) and Episource India Pvt Ltd policies set forth above or elsewhere. I also agree to familiarize myself with any periodic updates or changes to such policies in a timely manner.

B. Employee and/or agents shall use appropriate safeguards to prevent the use and/or disclosure of all PHI relating to patients, patient's family members, clients employees, company's employees and other healthcare providers-made available by or obtained from patient, client or company.

C. I will take reasonable care to properly secure confidential health information on my computer and will take steps to ensure that others cannot view or access such information. When I am away from my workstation or when my tasks are completed, I will log off my computer or use a password-protected screensaver in order to prevent access by unauthorized users.

D. I will not disclose my personal password(s) to anyone without the written permission of my department head or record or post it in an accessible location and will refrain from performing any tasks using another's password.

E. Upon termination or resignation of employment, employee shall return all PHI that I maintain in any form and retain no copies of such PHI without the prior written approval of company and client.

I also understand and agree that my failure to fulfill any of the obligations set forth in this Agreement and/or my violation of any terms of this Agreement shall result in my being subject to appropriate disciplinary action, up to and including, termination of employment.

Employee Name: Pavankalyan Ayila

Employee ID: ESPL9645

Employee Department: Training

Witness Signature:

16-08-2021

Pavankalyan Ayila

Page 6 of 9

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement ("Agreement") is made at Chennai between and Episource(Company). The undersigned employee agrees to comply with the following terms and conditions.

The undersigned employee hereby agrees and acknowledges:

1. That during my employment, the Company may disclose to me certain Confidential Information of the Company; said Confidential Information consisting but not necessarily limited to tangible, intangible, visual, electronic, present, or future information:
 - a) Technical information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs, research projects and technical information including research, development, procedures, algorithms, data, designs, software code, application programs and know-how
 - b) Business information: Customer lists, Patient identifiable information, pricing data, sources of supply, financial data and marketing, training, production, or merchandising systems or plans and information acquired during any facilities tours.
2. I agree that I shall not during, or at any time after the termination of my employment with the Company, use for myself or others, or disclose or divulge to others including future employees/employers, any trade secrets, confidential information, or any other proprietary data of the Company in violation of this agreement.
3. That upon the termination of my employment from the Company that I shall return to the Company all documents and property of the Company, including but not necessarily limited to: Patient identifiable information, intellectual property, analytical data, financial, drawings, blueprints, Manuals, correspondence, customer lists, computer programs (Source code and Object code), Applications and all other materials and all copies thereof relating in any way to the Company's business, or in any way obtained by me during the course of employment. I further agree that I shall not retain copies, notes or abstracts of the foregoing.
4. I agree to use Confidential Information only during the term of my employment in the Company. I will take all reasonable degree of care to protect Confidential Information and to prevent any unauthorized use or disclosure of Confidential Information.
5. I also agree and acknowledge that all application, software (source code and object code), deliverables, technical data, specifications, intellectual property, documentation, products and inventions, as well as all papers, records and other materials, prepared or produced by me while working for the Company, including all modifications and additions thereto (collectively, the "Developments") shall be works made for hire and the Company shall own all copyright, patent, trade secret, trademark and any other intellectual property rights ("Intellectual Property Rights") in and to the Developments.


PRINCIPAL

Pavankalyan Ayila

NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

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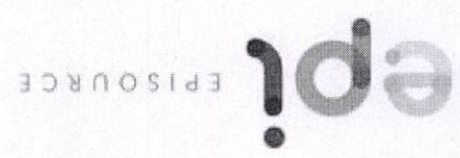
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2nd Floor, Prince Info City,
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EpiSource India Pvt. Ltd | www.episource.com | CIN - U72900TN2004PTC053347

NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.
PRINCIPAL



6. I hereby agree that I shall have no rights to receive any royalties, profits or right to use any confidential information that is considered proprietary, sensitive, or confidential by Episource, software and any application produced by me for the Company. The software, analysis, compilations, studies or options, written or oral or any other records or data of any nature if any developed or prepared by me during the course of employment with the Company shall be the absolute property of the Company and I shall have NO Ownership rights on the same.

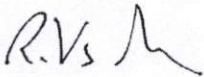
7. I agree to execute, and causes the Company to execute, a written assignment of such rights in and to the Developments to the Company and any other documents necessary, as well as to provide any other lawful assistance reasonably required, for the Company to establish, preserve or enforce its Intellectual Property Rights in the Developments. I further hereby agree not to assert at any time, and otherwise waive, any "moral rights" that I may have in the Developments, and I hereby also assigns to the Company all moral rights therein. I further agree to provide to the Company complete copies of all Developments (regardless of the state of completion) as requested by the Company.

8. I further agree and acknowledge that a breach of my obligations under this Agreement could cause irreparable harm to the Company for which monetary damages may be difficult to ascertain or an inadequate remedy. I, therefore, agree that the Company will have the right, in addition to its other rights and remedies, to seek injunctive relief and damages for any violation of this Agreement.

9. I hereby agree that the rights and obligations hereunder, or pursuant to, this Agreement, shall be governed by and be subject to Indian law, and the Agreement shall be subject to the exclusive jurisdiction of the courts at Chennai.

For Episource: Compliance Department

Employee: Pavankalyan Ayila



Signature: Vengadaraghavan R

Signature:

Date:

Date:

Pavankalyan Ayila

Page 8 of 9



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

UNDERTAKING

1. Having accepted the offer of Episource India Private Limited, Chennai (Episource) I, **Pavankalyan Ayila** assure Episource that I will abide by its current and future policies and procedures in its entirety.
2. I have not signed any agreement, contract or bond that would disable, prohibit and restrain me to work for Episource or its clients.
3. I shall keep all the information that are passed to me or gathered by virtue of being an associate of Episource as strictly confidential and will not divulge the same to any person or in any media, at any point of time.
4. I am aware and agree that I am working for Episource directly and for its clients indirectly, for an adequate lawful consideration and that the Intellectual Property Rights of any thing that I may invent, discover, design or develop either alone or along with my colleagues will therefore be deemed to be work done for hire and that I shall have no claim /s over them.
5. I am aware and agree that all documents, correspondence, electronic communication sent or received by me using any facility of Episource will belong to Episource and that the organization has every Right to access them at any point of time.
6. I undertake not to misuse or abuse the facilities extended to me by Episource.
7. I undertake to sign the Confidentiality agreements, Non-disclosure agreements or the like when called upon by Episource at periodical interval, and /or when the Episource client or the representatives of the Episource clients so desire.
8. I undertake to submit myself to background security investigations about Premises.
9. I agree to for with indemnify and save harmless Episource from any loss, damages etc., that it may sustain including such that may be claimed by any person whomsoever on account of my breach of any conditions mentioned herein or otherwise, from and out of any amount I may be entitled to from Episource and in case the same is insufficient to meet such payment, I shall make good such difference immediately upon demand by Episource.
10. I am aware that my service with Episource is transferable either at my request or as warranted by the business exigencies to any of Episource branches, subsidiaries, holding companies etc., or upon deputation to the clients of Episource or such other Group Company, as the case may be. In addition to such other conditions as may be applicable to me, I shall bind myself to the conditions stipulated as per this undertaking.
11. I am aware that the management reserves the right to deduct from my salary / terminal benefits /final settlement for any damages that I would have incurred on the company's properties etc.,
12. I hereby agree to give two months notice period on my resignation from the company. I also undertake to pay the company on any shortfall in the notice period. I understand that the acceptance of payment of notice period lasts with the discretion of the Management.
13. I am also aware that the company reserves its right to terminate my services at any point of time based on my performance.
14. I state that I have signed this undertaking voluntarily after having first read, understood and accepted the contents hereof. I have also taken a copy of this undertaking for my records for the purpose of reference and compliance.

Pavankalyan Ayila

Page 9 of 9

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

EMPLOYEE CODE OF CONDUCT

1. Employees are expected to conduct themselves in a proper and dignified manner without disturbing/attracting the attention of other employees during working hours within the office premises.
2. Appearance, behavior, language, etc. must be appropriate and meet the code of conduct as per the HR policy. Use of abusive language, sexual harassment in any form, misuse of office property and other such forms of misconduct will be actionable which may lead to suspension / termination.
3. Usage of mobile phones is strictly prohibited in the office premises except for authorized representatives.
4. No employee is permitted to enter the office premises/report to work under the influence of alcohol, intoxicating drugs or any banned drugs.
5. The Management will not permit any employee to take any job or occupation, whether full-time, part- time or casual which relates to activities of the company. The Management is also very particular that the interests of the Company should not be divested.
6. No employee should deal with the Company's customers, suppliers, contractors or any person having business dealings or seeking to do business with the Company without taking prior consent of the appropriate authority
7. Episource is a professional organization and believes that the workforce should not be discriminated on the grounds of community, caste, creed, color, religion, gender, language etc.
8. Episource insists, all company employees to adhere to the security and privacy policies practiced within the company.
9. I have read and understood the above code of conduct and agree to abide as per rules mentioned above.

DECLARATION

I **Pavankalyan Ayila** with the Employee No: **ESPL9645** hereby acknowledge that I have read and understood the Code of Conduct thoroughly and agree to abide by the terms and conditions as stated.

16-08-2021

Signature:

Pavankalyan Ayila

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

16-08-2021

Employee ID: ESPL9699

Sunayana Jajala
2/82_2,
Venkatarajampeta, Rajampeta (M),
Kadapa
Andhra Pradesh - 516126

Dear Sunayana Jajala,

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 16-08-2021, We are pleased to appoint you as Trainee - MCC effective 16-08-2021.

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.

All information regarding your compensation, benefits and performance appraisal are to be treated as strictly confidential. Hence discussions or sharing of information with other employees either in public or private is strictly prohibited.

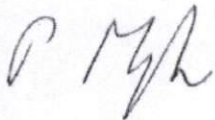
We congratulate you on this occasion and we hope you will render your good services with commitment and dedication.

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



Manjula Palanisamy
Vice President-HR



Sunayana Jajala

Page 1 of 9

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Episource India Pvt. Ltd | www.episource.com | CIN - U72900TN2004PTC053347

Registered Office: No. 18, Sathyanarayana Avenue, Boat Club Road, R.A. Puram, Chennai - 600 028.

Corporate Office
2nd Floor, Prince Info City,
No. 141, Rajiv Gandhi Salai (DMR),
Kandanchavadi, Chennai - 600 896
Ph. +91 44 4910 1816

Mumbai Office
5th Floor, E. Wing, Corporate Avenue
(Ahuja Projects), Opp. Solitaire Corporate Park,
Chakala, Andheri-Ghatkopar Link Road,
Andheri East, Mumbai - 400 083

Vijayawada Office
Door No. 54-15-SA, 3rd Floor,
Lakshmi Avenue,
Sriwasa Nagar Bank Colony,
Ring Road, Vijayawada - 520 008

16-08-2021

Employee ID: ESPL9699

Compensation details of: Sunayana Jajala


Designation: Trainee - MCC

| Component | ANNUAL (INR) | MONTHLY (INR) |
|----------------------|-----------------|---------------|
| Basic | 71,875 | 5,990 |
| HRA | 52,850 | 4,405 |
| Statutory Bonus | 7,000 | 583 |
| Provident Fund | 18,186 | 1,516 |
| Gratuity | 3,458 | 289 |
| Medicclaim Insurance | 4,644 | 387 |
| Other Allow ances | 47,558 | 3,964 |
| Special Allow ance | 5,826 | 486 |
| CTC | 2,11,397 | 17,616 |

- All payments are subject to statutory deductions.
- Mediclaim Cover (Family floater - coverage includes employee, spouse, Children, Parents /Parents-in- laws. Restricted to members including employee) Sum Insured - INR 100000/- (INR One Lakh only only)
- Life Insurance Cover - INR 200000/- (INR Two Lakhs only Only)
- For detailed eligibility & benefits, employee is advised to refer to HR Handbook.

Sunayana Jajala

Page 2 of 9


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

OTHER TERMS AND CONDITIONS

1. RULES AND REGULATIONS:

You are governed by the service rules and regulations which may be brought in force / amended from time to time, as applicable to all employees of the company.

Various rules and regulations of the company such as HR policies, procedures, compliance & security policies must be adhered by you. All these policies and procedures are mentioned in the Employee handbook and Episource for which you agree and you abide to follow the same, by accepting this offer.

2. SERVICE RULES:

Probation period for Trainees & Medical Coders will be 4-6 months, Executive coder to Team coach/QA and support functions will be 6 months, TL to AM will be 6-9 months from their date of joining. Managers & above, there is no mandatory probation period.

3. TERMINATION RULES:

Your service is liable to get terminated with or without notice and assigning any reasons, if the performance standards and competencies delivered are below the expected performance standards.

Your services gets terminated with immediate effect by a notice in writing (without salary in lieu of notice), in the event of an employee's act of misconduct including but not limited to fraudulent, dishonest or breach of integrity, embezzlement or misappropriation or misuse of company's property or irregularity in attendance or unauthorized absence from place of work for more than about 12 consecutive days.

Company believes in the principal of natural justice and adequate opportunity is provided to employee to represent and provide justification for his delinquent action. Failing which or on concluding that the justification is unsatisfactory, appropriate action is taken, that may also lead to termination of employment.

4. GENERAL:

During the course of your employment, you shall employ yourself efficiently, honestly, faithfully and do the best of your ability and shall devote your whole time and attention to promote the interest of the company and generally carry out duties and work assigned to you and shall obey and comply with all the lawful orders and directions given to you by the concerned superiors in the company.

Episource is in the business of delivering services 24x7 to its clients. Hence, it is imperative for you to recognize that there may be occasions when you may need to work in varied shifts including night shifts and/or during weekend & declared holidays to meet customer requirements. Failure to oblige to the above-mentioned terms may be dealt as per the company disciplinary policy, as appropriate.

16-08-2021

Sunayana Jajala

Page 3 of 9


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

5.PLACE OF POSTING AND TRANSFER:

Your initial place of work will be **Chennai**.

During employment, you may be posted or transfer/attached to any other company of Episource India Private Limited or to any of the offices/subsidiaries/units/associate offices of the company, at any town or city or overseas, at the sole discretion of the management. While working in another company on transfer/attachment you shall be governed by the principles and procedure laid down by the transfer/attached.

6.MORAL RESPONSIBILITY AND HONESTY:

You are expected to deal with the company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any previous notice if you are found of gross indiscipline, fraud, misappropriation or acting against the interest of the company.

7.OTHER EMPLOYMENT:

During the period of your employment, you will not work directly or indirectly for any other person, firm, company or organisation whether with or without remuneration nor will you engage yourself or be interested or be interested directly or indirectly in any trade or business, either as employer or employee or partner or advisor or in any other capacity without the express permissions in writing from the Management.

8.EXAM COURSES:

In case you intend to appear in an examination or wish to attend classes while working with Episource, you are required to obtain written permission for the giving full details including time frame involved.

9. INVENTION & DICOVERIES:

While in employment with Episource, you will promptly disclose to it and assigned to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceedings relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

10. DRESS CODE:

Employees to be dressed in formals on Monday & Tuesdays, applicable as per the appearance of our country. All other days in a week can dressed in business Casual.

16-08-2021

Sunayana Jajala

Page 4 of 9

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

11. SECRECY:

a.You will not give any one, by word of mouth, writing, facsimile, any devices or otherwise any particulars or details, which you acquire during course of your employment of our working systems, technical knowhow, security arrangements, administrative and/or organization matters of the company and its clients whether confidential, secret or otherwise, during your employment with company or afterwards.

b.Please note the terms and conditions of your service contract as stipulated here-to-fore or be intimated here after, or to be treated as strictly confidential and you are not to divulge its contract to any employee of the company/person connected with the company.

c.You will also be governed by the Information Security Roles & Responsibilities specific to your position. You are advised to refer to the same and comply in full.

12. RELIEVING PROCEDURE:

You will be relieved from the services of the company only after receiving a confirmation from your superiors that you have completed and handed over all project deliverables to any other staff, designated by your superiors / Management.

A Verbal and written intimation of your resignation is necessary for approval by Management. The notice period will be 60 days if you are a confirmed employee and 30 days in case you are on probation. The notice period will be computed from the date of written acceptance of your resignation letter.

13. PROJECT DELIVERABLE:

As a member of the project team, you will not leave the project assignment in between and you can do so only after completion of the project or bringing it to a logical completion, as approved / accepted by your supervisor / management.

14. ANTECEDENTS VERIFICATION:

This appointment letter is valid subject to satisfactory clearance of employment, education and address verifications, abiding by the HR policies and code of conduct. The joining stands cancelled at any point of employment, if this criterion is not met.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you, please sign the duplicate copy as a token of your having understood and accepted the same.

16-08-2021

Sunayana Jajala

Page 5 of 9

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

HIPAA EMPLOYEE CONFIDENTIALITY AGREEMENT

I understand that as an employee of Episource India Pvt Ltd., health care BPO, the use and disclosure of patient information is governed by the rules and regulations established under. The Health Insurance Portability and Accountability Act (HIPAA) of 1996, and related policies and procedures of Episource India Pvt Ltd. Therefore, regarding Protected Health Information (PHI), I commit to the following obligations:

A. I will use and disclose confidential health information solely in accordance with the federal (USA Laws on Health Care) and Episource India Pvt Ltd policies set forth above or elsewhere. I also agree to familiarize myself with any periodic updates or changes to such policies in a timely manner.

B. Employee and/or agents shall use appropriate safeguards to prevent the use and/or disclosure of all PHI relating to patients, patient's family members, clients employees, company's employees and other healthcare providers-made available by or obtained from patient, client or company.

C. I will take reasonable care to properly secure confidential health information on my computer and will take steps to ensure that others cannot view or access such information. When I am away from my workstation or when my tasks are completed, I will log off my computer or use a password-protected screensaver in order to prevent access by unauthorized users.

D. I will not disclose my personal password(s) to anyone without the written permission of my department head or record or post it in an accessible location and will refrain from performing any tasks using another's password.

E. Upon termination or resignation of employment, employee shall return all PHI that I maintain in any form and retain no copies of such PHI without the prior written approval of company and client.

I also understand and agree that my failure to fulfill any of the obligations set forth in this Agreement and/or my violation of any terms of this Agreement shall result in my being subject to appropriate disciplinary action, up to and including, termination of employment.

Employee Name: Sunayana Jajala

Employee ID: ESPL9699

Employee Department: Training

Witness Signature:

16-08-2021

Sunayana Jajala

Page 6 of 9

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

NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement ("Agreement") is made at Chennai between and Episource(Company). The undersigned employee agrees to comply with the following terms and conditions.

The undersigned employee hereby agrees and acknowledges:

1. That during my employment, the Company may disclose to me certain Confidential Information of the Company; said Confidential Information consisting but not necessarily limited to tangible, intangible, visual, electronic, present, or future information:
 - a) Technical information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs, research projects and technical information including research, development, procedures, algorithms, data, designs, software code, application programs and know-how
 - b) Business information: Customer lists, Patient identifiable information, pricing data, sources of supply, financial data and marketing, training, production, or merchandising systems or plans and information acquired during any facilities tours.
2. I agree that I shall not during, or at any time after the termination of my employment with the Company, use for myself or others, or disclose or divulge to others including future employees/employers, any trade secrets, confidential information, or any other proprietary data of the Company in violation of this agreement.
3. That upon the termination of my employment from the Company that I shall return to the Company all documents and property of the Company, including but not necessarily limited to: Patient identifiable information, intellectual property, analytical data, financial, drawings, blueprints, Manuals, correspondence, customer lists, computer programs (Source code and Object code), Applications and all other materials and all copies thereof relating in any way to the Company's business, or in any way obtained by me during the course of employment. I further agree that I shall not retain copies, notes or abstracts of the foregoing.
4. I agree to use Confidential Information only during the term of my employment in the Company. I will take all reasonable degree of care to protect Confidential Information and to prevent any unauthorized use or disclosure of Confidential Information.
5. I also agree and acknowledge that all application, software (source code and object code), deliverables, technical data, specifications, intellectual property, documentation, products and inventions, as well as all papers, records and other materials, prepared or produced by me while working for the Company, including all modifications and additions thereto (collectively, the "Developments") shall be works made for hire and the Company shall own all copyright, patent, trade secret, trademark and any other intellectual property rights ("Intellectual Property Rights") in and to the Developments.


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Sunayana Jajala

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

●●● **Episource India Pvt. Ltd** | www.episource.com

CIN - U72900TN2004PTC053347

Registered Office: No. 18, Sathyanarayana Avenue, Boat Club Road, R.A. Puram, Chennai - 600 028.

Corporate Office
2nd Floor, Prince Info City,
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Kandanchavadi, Chennai - 600 099.
Ph: +91 44 4910 1816

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5th Floor, E Wing, Corporate Avenue
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Vijayawada Office
Door No. 54-15-5A, 3rd Floor,
Lakshmi Avenue,
Srinivasa Nagar Bank Colony,
Ring Road, Vijayawada - 520 008

6. I hereby agree that I shall have no rights to receive any royalties, profits or right to use any confidential information that is considered proprietary, sensitive, or confidential by Episource, software and any application produced by me for the Company. The software, analysis, compilations, studies or options, written or oral or any other records or data of any nature if any developed or prepared by me during the course of employment with the Company shall be the absolute property of the Company and I shall have NO Ownership rights on the same.

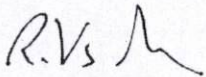
7. I agree to execute, and causes the Company to execute, a written assignment of such rights in and to the Developments to the Company and any other documents necessary, as well as to provide any other lawful assistance reasonably required, for the Company to establish, preserve or enforce its Intellectual Property Rights in the Developments. I further hereby agree not to assert at any time, and otherwise waive, any "moral rights" that I may have in the Developments, and I hereby also assigns to the Company all moral rights therein. I further agree to provide to the Company complete copies of all Developments (regardless of the state of completion) as requested by the Company.

8. I further agree and acknowledge that a breach of my obligations under this Agreement could cause irreparable harm to the Company for which monetary damages may be difficult to ascertain or an inadequate remedy. I, therefore, agree that the Company will have the right, in addition to its other rights and remedies, to seek injunctive relief and damages for any violation of this Agreement.

9. I hereby agree that the rights and obligations hereunder, or pursuant to, this Agreement, shall be governed by and be subject to Indian law, and the Agreement shall be subject to the exclusive jurisdiction of the courts at Chennai.

For Episource: Compliance Department

Employee: **Sunayana Jajala**



Signature: Vengadaraghavan R

Signature:

Date:

Date:

Sunayana Jajala

Page 8 of 9

UNDERTAKING

1. Having accepted the offer of Episource India Private Limited, Chennai (Episource) I, **Sunayana Jajala** assure Episource that I will abide by its current and future policies and procedures in its entirety.
2. I have not signed any agreement, contract or bond that would disable, prohibit and restrain me to work for Episource or its clients.
3. I shall keep all the information that are passed to me or gathered by virtue of being an associate of Episource as strictly confidential and will not divulge the same to any person or in any media, at any point of time.
4. I am aware and agree that I am working for Episource directly and for its clients indirectly, for an adequate lawful consideration and that the Intellectual Property Rights of any thing that I may invent, discover, design or develop either alone or along with my colleagues will therefore be deemed to be work done for hire and that I shall have no claim / s over them.
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9. I agree to for with indemnify and save harmless Episource from any loss, damages etc. , that it may sustain including such that may be claimed by any person whomsoever on account of my breach of any conditions mentioned herein or otherwise, from and out of any amount I may be entitled to from Episource and in case the same is insufficient to meet such payment, I shall make good such difference immediately upon demand by Episource.
10. I am aware that my service with Episource is transferable either at my request or as warranted by the business exigencies to any of Episource branches, subsidiaries, holding companies etc., or upon deputation to the clients of Episource or such other Group Company, as the case may be. In addition to such other conditions as may be applicable to me, I shall bind myself to the conditions stipulated as per this undertaking.
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13. I am also aware that the company reserves its right to terminate my services at any point of time based on my performance.
14. I state that I have signed this undertaking voluntarily after having first read, understood and accepted the contents hereof. I have also taken a copy of this undertaking for my records for the purpose of reference and compliance.

Sunayana Jajala

Page 9 of 9


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

Episource India Pvt. Ltd | www.episource.com | CIN - U72900TN200004000001
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3. Usage of mobile phones is strictly prohibited in the office premises except for authorized representatives.
4. No employee is permitted to enter the office premises/report to work under the influence of alcohol, intoxicating drugs or any banned drugs.
5. The Management will not permit any employee to take any job or occupation, whether full-time, part- time or casual which relates to activities of the company. The Management is also very particular that the interests of the Company should not be divested.
6. No employee should deal with the Company's customers, suppliers, contractors or any person having business dealings or seeking to do business with the Company without taking prior consent of the appropriate authority
7. Episource is a professional organization and believes that the workforce should not be discriminated on the grounds of community, caste, creed, color, religion, gender, language etc.
8. Episource insists, all company employees to adhere to the security and privacy policies practiced within the company.
9. I have read and understood the above code of conduct and agree to abide as per rules mentioned above.

DECLARATION

I **Sunayana Jajala** with the Employee No: **ESPL9699** hereby acknowledge that I have read and understood the Code of Conduct thoroughly and agree to abide by the terms and conditions as stated.

16-08-2021

Signature:

Sunayana Jajala

PRINCIPAL

NARAYANA PHARMACY COLLEGE

NELLORE - 524 002.

GD Research Center»

Strictly Private and Confidential

Date: 04 July 2022

To,
Chetnamsetty Sri Harsha
Hyderabad

Dear Chetnamsetty Sri Harsha,

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

You would be designated as **Senior Researcher**. Your employment start date is 04-Jul-2022. Your annual emoluments will be **Rs 288081 (Rupees Two Lakhs Eighty Eight Thousand Eighty One Only)** Total Cost to Company (CTC) basis. Please refer to **Annexure A** for the breakup.

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

Terms and Conditions:-

1. Working Hours:-

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

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

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

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

5. Leaves :-

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

6. Performance Appraisals :-

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

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

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

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

GD RESEARCH CENTER PRIVATE LIMITED

Registered Address: 3rd Floor, Jyothi Pinnacle Building, Survey No.11, Kondapur Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad-500081, Telangana, India. Tel: +91 40 67426700, Fax: +91-40-67426709

Registration Number : U74130TG2006PTC050526

Email id: hrindia@globaldata.com | Website: www.gdresearchcenter.com



PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

GD Research Center »

8. Provident Fund:-

You will be entitled to become a member of PF scheme, which is governed under the Employee Provident Fund Act, 1952. The current rate of contribution is 12% of basic per month (however, where basic is less than INR 15,500 per month, EPF contribution will be made on both Basic and Special allowance) and equal contribution will be made by the company, which will be a part of gross emoluments.

9. Medical Scheme:-

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

10. Gratuity:-

Applicable as per the Government Regulation.

11. Income Tax:-

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

12. Customary Bonus:-

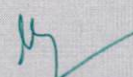
The Customary bonus will be payable in the month of your anniversary date and will be based on your prevailing CTC salary as of your anniversary date. This Bonus payment will be subject to prevailing customary bonus policy.

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

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

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

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



PRINCIPAL

NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.

GD RESEARCH CENTER PRIVATE LIMITED

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