

**ALKEM LABORATORIES LTD.**

**Regd. Office :** ALKEM HOUSE, Senapati Bapat Marg,  
Lower Parel (West), Mumbai - 400 013, Maharashtra, India.

- Phone: +91-22-3982 9999 • Fax: 022-2495 2955
- Email: [contact@alkem.com](mailto:contact@alkem.com) • Website: [www.alkemlabs.com](http://www.alkemlabs.com)
- CIN: L00305MH1973PLC174201



**Date : 24-Jul-2020**

**MR. V S YUSAF**  
**D. NO: 4-4-744, 1ST FLOOR, BESIDE BRHAMMAM GARI TEMPLE,**  
**NEHRU NAGAR,**  
**TIRUPATI (URBAN) / CHITTOOR 517501**  
**ANDHRA PRADESH**  
**M:9398121782**

**Dear MR. V S YUSAF,**

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

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

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

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

Your Basic Salary will be **Rs. 2,90,000/- per annum (Rupees Two Lakh Ninety Thousand Only)**. In addition to this you will be entitled to benefits as indicated in. **ANNEXURE II**.

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

Your tentative date of joining will be **27-Jul-2020**. In case you do not join on or before this date, the offer cum appointment letter shall stand cancelled. Should there be any change in date of joining, please keep us informed in advance.

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

**With Best Wishes,**

**For Alkem Laboratories Limited**

**KETAN M. PANCHAL**  
**SENIOR MANAGER**



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## ANNEXURE – I

### 1. LIST OF DOCUMENTS :

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

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

### 2. PROBATION / CONFIRMATION:

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

### 3. TRANSFER:

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

### 4. CESSATION OF EMPLOYMENT:

On the basis of documents / certificates submitted by you, your date of birth is recorded as **10-Jun-1993**

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



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

### **5. GENERAL:**

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

**NOTE : ON THE DATE OF JOINING YOU ARE REQUESTED TO REPORT AT THE FOLLOWING ADDRESS  
ALKEM LABORATORIES LIMITED  
BANGALORE  
REPORTING TIME : 09:00AM**

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**ANNEXURE – II**

<b>Salary</b>	<b>Monthly Amount</b>	<b>Yearly Amount</b>
Basic	10,556	1,26,672
HRA	3,166	37,992
Vehicle Maintenance Allowance	150	1,800
KIT Allowance	50	600
Metro Allowance*	900	10,800
LTA	100	1,200
Special Allowance	5,537	66,440
<b>Total (A)</b>	<b>20,459</b>	<b>2,45,504</b>
<b>Benefits</b>		
Provident Fund**	1,800	21,600
Bonus***	1,400	16,800
Gratuity****	508	6,096
<b>Total (B)</b>	<b>3,708</b>	<b>44,496</b>
<b>Total (A+B)</b>	<b>24,167</b>	<b>2,90,000</b>

<b>*Payable monthly through Payroll</b>	
<b>**Company Contribution as per EPF &amp; MP Act</b>	
<b>***Payable annually as per Payment of Bonus Act</b>	
<b>****Payable as per Payment of Gratuity Act</b>	
<b>Note : Above payments are subject to Income Tax, as applicable</b>	
<b>In addition to the above you will be covered under the following schemes as per company policy :</b>	
<b>You are eligible for sales incentives as per the company policy.</b>	
<b>Daily Allowances :</b>	<b>Per Day(Rs.)</b>
Daily Head Quarter Allowances :	245
Daily Ex-Head Quarter Allowances :	270
Outstation Allowances :	550
<b>a) MEDICLAIM : HOSPITALISATION COVERAGE : The policy covers self, spouse and two children subject to the over all limit of Rs 1.25 Lac per annum</b>	
<b>b) Accident Insurance Benefit incase of disablement upto Rs 4.00 Lacs and incase of Death Benefit to Rs. 16.00 Lacs.</b>	
<b>c) Life Insurance Benefit of Rs.3.00 Lacs. incase of natural death.</b>	