

Date: 28-07-2022

To,  
Mr / Ms.Gunnana Sudheer,

## Offer of Appointment

Dear Mr / Ms.Gunnana Sudheer,

With reference to your application and the discussions we are pleased to inform you that you have been selected as "Trainee (L1 - A)" in our organization.

1. Your Cost to company will be Rs. 197324 per Annum and the mentioned fee is subject to the TDS and other taxes as per Income Tax Act.
2. All information and data that comes to your knowledge by virtue of this assignment shall be kept confidential and no part of it be divulged to person, except as required in normal course of work.
3. You shall diligently promote the business and the interest of the firm and shall help the firm to ensure quality delivery to the client as per agreed time frame.
4. You are requested to report to the undersigned on or before 08-08-2022, failing which this offer expires. You are required to submit following at the time of joining:
  - Copy of birth certificate (or other proof of date of birth)
  - Certificates for 10th, 10+2/Intermediate, degree, post-graduation, diploma, additional qualifications and special achievements where ever applicable.
  - Copy of all employment offer letters and relieving letters
  - Two recent passport size photographs

Please carry originals of all the above documents along with your passport on your date of joining.

As a token of your acceptance of the terms and conditions mentioned above, please sign and return the duplicate of this letter.

Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India

Below are the compensations & benefits

Salary Components	After Revision	
	Monthly	Annualized
Basic	10310	123714
HRA	2577	30928
Statutory Bonus	1400	16800
Conveyance	200	2400
Telephone Allowance	0	0
Internet Allowance	0	0
Medical Reimbursement	0	0
Special Allowance	241	2892
<b>Gross Salary</b>	<b>14728</b>	<b>176734</b>
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
<b>Total Cost to the Company [CTC]</b>	<b>0</b>	<b>197324</b>

We look forward to having you join us.

With warm regards

A. Sunitha Reddy  
Managing Director

Mr / Ms. Gunnana Sudheer

Freyr Software Services Private Limited  
Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India

# Aquity

Aquity Solutions/Hyderabad, India - Service Center -6: VIZ/Medical Scribing

May 18, 2022

**Ms.Mamidivalasa Sarika,**  
Address:52,Hudco Colony,Near RTC Complex,  
Srikakulam-532001

**Subject: Offer Letter**

Dear Mamidivalasa Sarika,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakhapatnam** in the state of Andhra Pradesh.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

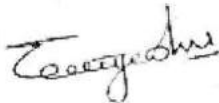
1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **24-May-2022** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,

For Aquity Solutions India Private Limited



**Authorized Signatory**

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_

**Accepted:**

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

SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2020

**Aquity Solutions India Private Limited** (CIN U72900MH1999PTC120346)

(Formerly Known as MModal Global Services Private Limited)

Registered Office: 1st Floor, Unit No. 103, Reliable Plaza, Plot No. K 10, Kalwa Industrial Area, Village- Eilthen,  
Taluka & Dist. Thane, Airoli, Navi Mumbai, Maharashtra - 400 708. India. Tel: +91-22-3307 7000 Fax: +91-22-3307 7076

[www.aquitysolutions.com](http://www.aquitysolutions.com)



An ISO 9001:2015 Certified Company

Annual Cost to Company (CTC)		
Name of the Employee: Mamdivalsa Sarika		
Designation / Division: Medical Scribe Trainee / Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance (LTA)	884	10608
City Compensatory Allowance (CCA)	4164	49968
Interim Bonus (IB)	2000	24000
<b>Gross Earnings (Rs.) - 1. (Rs.)</b>	<b>29469</b>	<b>353628</b>
Performance Allowance	0	0
Hardship Allowance	2500	30000
<b>Total Earnings (Rs.) - 2. (Rs.)</b>	<b>31969</b>	<b>383628</b>
<b>Company's Contribution to</b>		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
<b>Company's Contribution (Rs.) -3.</b>	<b>3031</b>	<b>36372</b>
<b>Total Monthly CTC (Rs.) - 1+ 2 +3</b>	<b>35000</b>	<b>420000</b>
<b>Total Annual CTC (Rs.)</b>	<b>420000</b>	
<b>Comments:</b>		
PF is calculated as 13 % of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance - Mediclaime Insurance as per the company policy		
Provision of Subsidized canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		

## Annexure II

### List of required documents and/or information to be provided on or prior to joining

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/10<sup>th</sup> Mark Sheet/Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN ( Universal Account Number) along with a self- attested photocopy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).



**SRG**  
PHARMA

Date:24/07/2022

**YAPARA DEEPIKA,**  
**SRI VENKATESWARA COLLEGE OF PHARMACY,**  
ETCHERLA,SRIKAKULAM-0532410,ANDHRA PRADESH,INDIA.

Dear Candidate,

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of **Junior researcher** with us on your mutually agreed employment Terms and condition. Your initial annual CTC will be **Rs.1,56,000/-**. Your date of joining would be on or before date **12/08/2022**.

You are employed in the company full time. You will not be employed by any other Company or offer yourservices with or without pay to any physical person, legal entity or public authority or to be occupied in your own business with out the prior written permission of the company.

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.

We welcome you onboard and wish along association with you and a successful career ahead.



Hr. Manager.



040-35652763



info@srgpharma.com



107, Mint Towers, Madhapur,  
Hyderabad, Telangana - 500 081.

# Aquity

Aquity Solutions/Hyderabad, India - Service Center -6: VIZ/Medical Scribing

May 18, 2022

**Mr. Sigilipelli Manideep,**  
Address: 1-88, Pedda Veedhi,  
Radhavallabhapuram, Tekkali Mandalam  
Srikakulam-532201

**Subject: Offer Letter**

Dear Sigilipelli Manideep,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakhapatnam** in the state of Andhra Pradesh.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **24-May-2022** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,

For **Aquity Solutions India Private Limited**



**Authorized Signatory**

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_

**Accepted:**

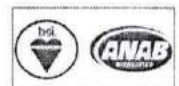
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2020

**Aquity Solutions India Private Limited** (CIN U72900MH1999PTC120346)

(Formerly Known as MModal Global Services Private Limited)

Registered Office: 1st Floor, Unit No. 103, Reliable Plaza, Plot No. K 10, Kalwa Industrial Area, Village- Elthen,  
Taluka & Dist. Thane, Airoli, Navi Mumbai, Maharashtra - 400 708. India. Tel: +91-22-3307 7000 Fax: +91-22-3307 7076

[www.aquitysolutions.com](http://www.aquitysolutions.com)



An ISO 9001:2015 Certified Company

Annual Cost to Company (CTC)		
Name of the Employee: Sigilipelli Manideep		
Designation / Division: Medical Scribe Trainee / Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/Reimbursement	1600	19200
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<b>Total Monthly CTC (Rs.) - 1+ 2 +3</b>	<b>35000</b>	<b>420000</b>
<b>Total Annual CTC (Rs.)</b>	<b>420000</b>	
<b>Comments:</b>		
PF is calculated as 13 % of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance - Mediclaime Insurance as per the company policy		
Provision of Subsidized canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		



## Annexure II

### List of required documents and/or information to be provided on or prior to joining

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/10<sup>th</sup> Mark Sheet/Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN ( Universal Account Number) along with a self- attested photocopy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).



SCPL Pharma

Date: 12/05/2022

**BAMMIDI ISHWARYA,**

SRI VENKATESWARA COLLEGE OF PHARMACY,

ETCHERLA, SRIKAKULAM; 532410, Andhra Pradesh, India.

Dear,

We are pleased to inform you that after careful consideration **SCPL PHARMA** has decided to make you this offer of employment. This letter sets forth the terms of the offer letter which if you accept, will give your employment.

Position:

Your Position will be **Trainee**. You will report to the company by **28/05/2022**. Your annual CTC will be **Rs. 1,56,000/-**. However, during employment with the company: you may be posted/transferred to any of the Offices/Projects/Divisions/Units of the Company existing or to be set at any other location in India.

Tender your consent by signing this Job Offer Letter below and send us back as a token of acceptance at the earliest adding your date of joining our organization.

We look forward to welcoming you on board.



Sincerely

Niharika.E

Hr. Manager.  
SCPL PHARMA.



9030208255



info@scplpharma.com



Regd. Off: G2, Shiva Keshav Residency,  
Chaitanyapuri, Hyderabad - 500 060.

Date: 08-7-2022

To,  
Mr / Ms. MAVURI NAGAMANI

## Offer of Appointment

Dear Mr / Ms. MAVURI NAGAMANI,

With reference to your application and the discussions we are pleased to inform you that you have been selected as "Trainee (L1 - A)" in our organization.

1. Your Cost to company will be Rs. 197324 per Annum and the mentioned fee is subject to the TDS and other taxes as per Income Tax Act.
2. All information and data that comes to your knowledge by virtue of this assignment shall be kept confidential and no part of it be divulged to person, except as required in normal course of work.
3. You shall diligently promote the business and the interest of the firm and shall help the firm to ensure quality delivery to the client as per agreed time frame.
4. You are requested to report to the undersigned on or before 26-7-2022, failing which this offer expires. You are required to submit following at the time of joining:
  - Copy of birth certificate (or other proof of date of birth)
  - Certificates for 10th, 10+2/Intermediate, degree, post-graduation, diploma, additional qualifications and special achievements where ever applicable.
  - Copy of all employment offer letters and relieving letters
  - Two recent passport size photographs

Please carry originals of all the above documents along with your passport on your date of joining.

As a token of your acceptance of the terms and conditions mentioned above, please sign and return the duplicate of this letter.

Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2 Gachibowli  
Hyderabad-500081, Telangana, India

Below are the compensations & benefits

Salary Components	After Revision	
	Monthly	Annualized
Basic	10310	123714
HRA	2577	30928
Statutory Bonus	1400	16800
Conveyance	200	2400
Telephone Allowance	0	0
Internet Allowance	0	0
Medical Reimbursement	0	0
Special Allowance	241	2892
<b>Gross Salary</b>	<b>14728</b>	<b>176734</b>
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
<b>Total Cost to the Company [CTC]</b>	<b>0</b>	<b>197324</b>

We look forward to having you join us.

With warm regards

A. Sunitha Reddy  
Managing Director

Mr / Ms.MAVURI NAGAMANI

---

Freyr Software Services Private Limited  
Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2 Gachibowli  
Hyderabad-500081, Telangana, India



SCPL Pharma

Date: 19/05/2022

PINNINTI KEERTANA,

SRI VENKATESWARA COLLEGE OF PHARMACY,

ETCHERLA, SRIKAKULAM-532410, ANDHRAPRADESH, INDIA.

Dear,

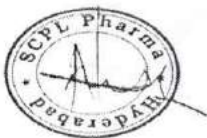
We are pleased to inform you that after careful consideration **SCPL PHARMA** has decided to make you this offer of employment. This letter sets forth the terms of the offer letter which if you accept, will give your employment.

Position:

Your Position will be **Trainee**. You will report to the company by **5/06/2022**. Your annual CTC will be **Rs.1,56,000/-**. However, during employment with the company: you may be posted/transferred to any of the Offices/Projects/Divisions/Units of the Company existing or to be set at any other location in India.

Tender your consent by signing this Job Offer Letter below and send us back as a token of acceptance at the earliest adding your date of joining our organization.

We look forward to welcoming you on board.



Sincerely

Niharika.E

Hr. Manager.  
SCPL PHARMA.



9030808255



info@scplpharma.com



Regd. Off: G2, Shiva Keshav Residency,  
Chaitanyapuri, Hyderabad - 500 060.



SCPL Pharma

Date: 19/05/2022

PARIGA RAMESH,

SRI VENKATESWARA COLLEGE OF PHARMACY,

ETCHERLA, SRIKAKULAM-532410, ANDHRAPRADESH, INDIA.

Dear,

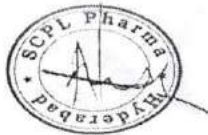
We are pleased to inform you that after careful consideration **SCPL PHARMA** has decided to make you this offer of employment. This letter sets forth the terms of the offer letter which if you accept, will give your employment.

Position:

Your Position will be **Trainee**. You will report to the company by **5/06/2022**. Your annual CTC will be **Rs.1,56,000/-**. However, during employment with the company: you may be posted/transferred to any of the Offices/Projects/Divisions/Units of the Company existing or to be set at any other location in India.

Tender your consent by signing this Job Offer Letter below and send us back as a token of acceptance at the earliest adding your date of joining our organization.

We look forward to welcoming you on board.



Sincerely

Niharika.E

Hr. Manager.  
SCPL PHARMA.



9030808255



info@scplpharma.com



Regd. Off: G2, Shiva Keshav Residency,  
Chaitanyapuri, Hyderabad - 500 060.



**SRG**  
PHARMA

Date:18/05/2022

**DUNNA JAYASRI.**

SRI VENKATESWARA COLLEGE OF PHARMACY,  
ETCHERLA,SRIKAKULAM-532410, Andhra Pradesh, India.

Dear Candidate,

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of **Junior researcher** with us on your mutually agreed employment Terms and condition. Your initial annual CTC will be Rs.1,56,000/-. Your date of joining would be on or before date 3/06/2022.

You are employed in the company full time. You will not be employed by any other Company or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the company.

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.

We welcome you onboard and wish along association with you and a successful career ahead.



Hr. Manager.



040-35652763



info@srgpharma.com



107, Mint Towers, Madhapur,  
Hyderabad, Telangana - 500 081.





SCPL Pharma

Date: 15/05/2022

CHEEKATI PAVANI,

SRI VENKATESWARA COLLEGE OF PHARMACY,

ETCHERLA, SRIKAKULAM-532410, ANDHRAPRADESH, INDIA.

Dear,

We are pleased to inform you that after careful consideration **SCPL PHARMA** has decided to make you this offer of employment. This letter sets forth the terms the terms of the offer letter which if you accept, will give your employment.

Position:

Your Position will be **Trainee**. You will report to the company by **2/06/2022**. Your annual CTC will be **Rs.1,56,000/-**. However, during employment with the company: you may be posted/transferred to any of the Offices/Projects/Divisions/Units of the Company existing or to be set at any other location in India.

Tender your consent by signing this Job Offer Letter below and send us back as a token of acceptance at the earliest adding your date of joining our organization.

We look forward to welcoming you on board.



Sincerely

Niharika.E

Hr. Manager.  
SCPL PHARMA.



9030208255



info@scplpharma.com



Regd. Off: G2, Shiva Keshav Residency,  
Chaitanyapuri, Hyderabad - 500 060.

Date: 15- 6-2022

To,  
Mr / Ms. DORA DIVYA

## Offer of Appointment

Dear Mr / Ms. DORA DIVYA,

With reference to your application and the discussions we are pleased to inform you that you have been selected as "Trainee (L1 - A)" in our organization.

1. Your Cost to company will be Rs. 197324 per Annum and the mentioned fee is subject to the TDS and other taxes as per Income Tax Act.
2. All information and data that comes to your knowledge by virtue of this assignment shall be kept confidential and no part of it be divulged to person, except as required in normal course of work.
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Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India

Below are the compensations & benefits

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We look forward to having you join us.

With warm regards

A. Sunitha Reddy  
Managing Director

Mr / Ms. DORA DIVYA

Freyr Software Services Private Limited  
Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India



**SRG**  
PHARMA

Date:17/06/2022

**JAMANA BHARAT KUMAR,**  
SRI VENKATESWARA COLLEGE OF PHARMACY,  
ETCHERLA,SRIKAKULAM-532410, Andhra Pradesh, India.

Dear Candidate,

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of **Junior researcher** with us on your mutually agreed employment Terms and condition. Your initial annual CTC will be Rs.1,56,000/-. Your date of joining would be on or before date 30/06/2022.

You are employed in the company full time. You will not be employed by any other Company or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the company.

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.

We welcome you onboard and wish along association with you and a successful career ahead.



Hr. Manager.



040-35652763



info@srgpharma.com



107, Mint Towers, Madhapur,  
Hyderabad, Telangana - 500 081.

Date: 3-6-2022

To,  
Mr / Ms. BANALA MANASA

## Offer of Appointment

Dear Mr / Ms. BANALA MANASA,

With reference to your application and the discussions we are pleased to inform you that you have been selected as "Trainee (L1 - A)" in our organization.

1. Your Cost to company will be Rs. 197324 per Annum and the mentioned fee is subject to the TDS and other taxes as per Income Tax Act.
2. All information and data that comes to your knowledge by virtue of this assignment shall be kept confidential and no part of it be divulged to person, except as required in normal course of work.
3. You shall diligently promote the business and the interest of the firm and shall help the firm to ensure quality delivery to the client as per agreed time frame.
4. You are requested to report to the undersigned on or before 28-6-2022, failing which this offer expires. You are required to submit following at the time of joining:
  - Copy of birth certificate (or other proof of date of birth)
  - Certificates for 10th, 10+2/Intermediate, degree, post-graduation, diploma, additional qualifications and special achievements where ever applicable.
  - Copy of all employment offer letters and relieving letters
  - Two recent passport size photographs

Please carry originals of all the above documents along with your passport on your date of joining.

As a token of your acceptance of the terms and conditions mentioned above, please sign and return the duplicate of this letter.

Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India

Below are the compensations & benefits

Salary Components	After Revision	
	Monthly	Annualized
Basic	10310	123714
HRA	2577	30928
Statutory Bonus	1400	16800
Conveyance	200	2400
Telephone Allowance	0	0
Internet Allowance	0	0
Medical Reimbursement	0	0
Special Allowance	241	2892
<b>Gross Salary</b>	<b>14728</b>	<b>176734</b>
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
<b>Total Cost to the Company [CTC]</b>	<b>0</b>	<b>197324</b>

We look forward to having you join us.

With warm regards

A. Sunitha Reddy  
Managing Director

Mr / Ms. BANALA MANASA

Freyr Software Services Private Limited  
Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India



**SRG**  
PHARMA

Date:17/06/2022

**KAGITHALA ADILAKSHMI,**  
SRI VENKATESWARA COLLEGE OF PHARMACY,  
ETCHERLA,SRIKAKULAM-532410, Andhra Pradesh, India.

Dear Candidate,

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of **Junior researcher** with us on your mutually agreed employment Terms and condition. Your initial annual CTC will be Rs.1,56,000/-. Your date of joining would be on or before date 30/06/2022.

You are employed in the company full time. You will not be employed by any other Company or offer yourservices with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the company.

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or b ywrite an offer acceptance reply on our official email.

We welcome you onboard and wish along association with you and a successful career ahead.



Hr. Manager.



040-35652763



info@srgpharma.com



107, Mint Towers, Madhapur,  
Hyderabad, Telangana - 500 081.



SCPL Pharma

Date: 01/06/2022

POTNURU DHANA LAKSHMI,

SRI VENKATESWARA COLLEGE OF PHARMACY,

ETCHERLA, SRIKAKULAM-532410, ANDHRAPRADESH, INDIA.

Dear,

We are pleased to inform you that after careful consideration **SCPL PHARMA** has decided to make you this offer of employment. This letter sets forth the terms of the offer letter which if you accept, will give your employment.

Position:

Your Position will be **Trainee**. You will report to the company by **21/06/2022**. Your annual CTC will be **Rs.1,56,000/-**. However, during employment with the company: you may be posted/transferred to any of the Offices/Projects/Divisions/Units of the Company existing or to be set at any other location in India.

Tender your consent by signing this Job Offer Letter below and send us back as a token of acceptance at the earliest adding your date of joining our organization.

We look forward to welcoming you on board.



Sincerely

Niharika.E

Hr. Manager.  
SCPL PHARMA.



9030208255



info@scplpharma.com



Regd. Off: G2, Shiva Keshav Residency,  
Chaitanyapuri, Hyderabad - 500 060.





SCPL Pharma

Date: 16-7-2022

RAJAPATRUNI MEGHANA,

SRI VENKATESWARA COLLEGE OF PHARMACY,

ETCHERLA, SRIKAKULAM – 532410, Andhra Pradesh, India.

Dear,

We are pleased to inform you that after careful consideration **SCPL PHARMA** has decided to make you this offer of employment. This letter sets forth the terms of the offer letter which if you accept, will give your employment.

Position:

Your Position will be **Trainee**. You will report to the company by **2/08/2022**. Your annual CTC will be **Rs. 1,56,000/-**. However, during employment with the company: you may be posted/transferred to any of the Offices/Projects/Divisions/Units of the Company existing or to be set at any other location in India.

Tender your consent by signing this Job Offer Letter below and send us back as a token of acceptance at the earliest adding your date of joining our organization.

We look forward to welcoming you on board.



Sincerely

Niharika.E

Hr. Manager.  
SCPL PHARMA.



9030808255



info@scplpharma.com



Regd. Off: G2, Shiva Keshav Residency,  
Chaitanyapuri, Hyderabad - 500 060.



SCPL Pharma

Date: 1/06/2022

REDDY RAMANAMMA,

SRI VENKATESWARA COLLEGE OF PHARMACY,

ETCHERLA, SRIKAKULAM-532410, ANDHRAPRADESH, INDIA.

Dear,

We are pleased to inform you that after careful consideration **SCPL PHARMA** has decided to make you this offer of employment. This letter sets forth the terms of the offer letter which if you accept, will give your employment.

Position:

Your Position will be **Trainee**. You will report to the company by **21/06/2022**. Your annual CTC will be **Rs.1,56,000/-**. However, during employment with the company: you may be posted/transferred to any of the Offices/Projects/Divisions/Units of the Company existing or to be set at any other location in India.

Tender your consent by signing this Job Offer Letter below and send us back as a token of acceptance at the earliest adding your date of joining our organization.

We look forward to welcoming you on board.



Sincerely

Niharika.E

Hr. Manager.  
SCPL PHARMA.



9030808255



info@scplpharma.com



Regd. Off: G2, Shiva Keshav Residency,  
Chaitanyapuri, Hyderabad - 500 060.

Date: 13/07/2022

Pulla Darsini

Sri venkateswara College of Pharmacy,  
Etcherla , Srikakulam – 532410, Andhra Pradesh, India.

Dear candidate,

We are pleased to offer you employment at **GENGISPHARMA**. we feel that your skills and background will be Valuable assets to our team.

I am very pleased to offer you a position of **Research associate** at International Journal of Food and Nutritional Sciences, please plan to begin work on **21/07/2022**.

Your Annual Cost to the Company (CTC) will be **INR 3,20,000**

If you accept this offer, I would appreciate your signing and returning at your earliest convenience a copy of this Letter of Assignment for documentation purposes. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me.



Sincerely

Rakesh  
SR. MANAGER  
GENGISPHARMA



+19 9032224744



Info@gengispharma.Com



38, Block-A, Kukatpally Industrial Estate,  
Balanagar, Hyderabad, Telangana 500037



**SRG**  
PHARMA

Date:17/06/2022

**DANETI KEERTHANA,**  
SRI VENKATESWARA COLLEGE OF PHARMACY,  
ETCHERLA,SRIKAKULAM-532410, Andhra Pradesh, India.

Dear Candidate,

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of **Junior researcher** with us on your mutually agreed employment Terms and condition. Your initial annual CTC will be Rs.1,56,000/-. Your date of joining would be on or before date 30/06/2022.

You are employed in the company full time. You will not be employed by any other Company or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the company.

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.

We welcome you and wish a long association with you and a successful career ahead.



Hr.Manager.



040-35652763



info@srgpharma.com



107, Mint Towers, Madhapur,  
Hyderabad, Telangana - 500 081.



**SRG**  
PHARMA

Date:13/08/2022

**MUDDAPU BHAGYA SRI,**  
**SRI VENKATESWARA COLLEGE OF PHARMACY,**  
**ETCHERLA,SRIKAKULAM-532410,ANDHRA PRADESH,INDIA.**

Dear Candidate,

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of **Junior researcher** with us on your mutually agreed employment Terms and condition. Your initial annual CTC will be Rs.1,56,000/-. Your date of joining would be on or before date 02/09/2022.

You are employed in the company full time. You will not be employed by any other Company or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the company.

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.

We welcome you on board and wish a long association with you and a successful career ahead.



Hr. Manager.



040-35652763



info@srgpharma.com



107, Mint Towers, Madhapur,  
Hyderabad, Telangana - 500 081.



**SRG**  
PHARMA

Date:13/08/2022

**KOLLI VENKATA LAKSHMI,**  
**SRI VENKATESWARA COLLEGE OF PHARMACY,**  
ETCHERLA,SRIKAKULAM-532410,ANDHRA PRADESH,INDIA.

Dear Candidate,

Refer to your job application and recent interview and discussion with our Recruitment Panel regarding your employment with our organization.

Further, we are pleased to offer the position of **Junior researcher** with us on your mutually agreed employment Terms and condition. Your initial annual CTC will be **Rs.1,56,000/-**. Your date of joining would be on or before date **02/09/2022**.

You are employed in the company full time. You will not be employed by any other Company or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the company.

You are requested to kindly tender your Job offer acceptance and date of joining by signing a copy of this letter or by write an offer acceptance reply on our official email.

We welcome you onboard and wish along association with you and a successful career ahead.

Sincerely,  
Naveer Md

Hr. Manager.



040-35652763



info@srgpharma.com



107, Mint Towers, Madhapur,  
Hyderabad, Telangana - 500 081.

Ref ID: 1661839010809-08-2022

30-Aug-2022

To,

Tarunima Lenka

H.No: 1-116, Narasannapeta Mandal,

Mandapam, Srikakulam,

Andhra Pradesh-532421.

Dear **Tarunima Lenka,**

**Letter of Appointment**

Congratulations! We welcome you to the global family of Dr.Reddy's Laboratories Ltd and are pleased to appoint you a Fixed Term Contract of tenure 12 Months as Technical Trainee in our Business Unit GMO based at Bachupally, Hyderabad, Telangana, India

Your Target Total Compensation, including benefits will be INR 2,60,000 (Rupees Two Lakh Sixty Thousand only) per annum. The detailed breakup of the same is enclosed herewith in Annexure I.

We are happy to share that on joining Dr.Reddy's, you will:

- Become a part of a team that cares
- Enjoy professional freedom to create impact
- Learn continually, excel and grow
- Expect to be treated with respect

Above all, we hope you will share and be inspired by our purpose of making the world a healthier place. Because **Good Health Can't Wait.**

We thank you for your decision to work with us and we are making arrangements to welcome you on-board on or before 12-Sep-2022. For any assistance you may need during your transition process please reach out to us at ([welcme@drreddys.com](mailto:welcme@drreddys.com), 07947171717 Ext-1)

We wish you a fulfilling career, success and good health in your journey with us.

Best wishes,

**For Dr.Reddy's Laboratories Ltd.**

Pankaj Phatak

Lead Talent Acquisition & Talent Management

Encl:- Details of the policies and benefits applicable to you are captured in Annexure-I (Salary and Allowances), Annexure-II (Benefits), Annexure-III (Terms of employment) and Annexure-IV (Offer Acceptance)

Annexure-I

Name  
Designation

Tarunima Lenka  
Technical Trainee

Component	Per Month INR	Per Annum INR
Basic	15,000	1,80,000
House Rent Allowance	3,467	41,600
Bonus / Ex-Gratia	700	8,400
Statutory Monthly Interim Bonus	700	8,400
<b>Total Guaranteed Compensation</b>	<b>19,867</b>	<b>2,38,400</b>
Provident Fund	1,800	21,600
<b>Total Fixed Compensation</b>	<b>21,667</b>	<b>2,60,000</b>
<b>Target Total Compensation</b>		<b>2,60,000</b>

Note:

- You will be entitled to 30 days of leave (leave encashment or carry forward option is not applicable).
- All your earnings are subject to tax deduction at source in accordance with applicable laws.
- You will be entitled to statutory benefits such as Provident Fund etc., as per the applicability of the respective Acts
- You will be covered under the Group Medical Insurance for hospitalization with a sum insured as per the prevailing norms of the Group Medical Insurance Policy. A nominal amount by way of premium is recovered from your total salary, as per the company policy.
- The Bonus/Ex-Gratia is an annual salary component.



**Terms of employment**

1. You would be required to sign an Employee Non- disclosure/Confidentiality Agreement with the Company at the time of joining.
2. You would also be required to sign a Conflict of Interest document with the Company. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of our manufacturing processes, documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your service with the Company or thereafter. In the event of your acting in any contract or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
3. You will be in fixed-term/full-time employment with the Company. You are liable to be transferred to any of our offices worldwide to any department, factory or establishment forming part of our Organization or associate companies due to career advancements opportunities, business exigencies, and you are required to abide by the working conditions and policies of the department, office or establishment concerned. As per the policy of the Company, we expect all our fixed-term/full-time employees to devote their full attention and effort to the business of the Company and to continuously develop their professional skill in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. So also, you will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation/image, or interests whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services/contract is liable to be terminated, at the discretion of the management.
4. During the term of your fixed term/full time employment, you shall at all times comply with all applicable Company policies, procedures and general work related practices, as updated from time to time.
5. You will be responsible for the safe keeping and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
6. Your date of birth as recorded by the Company on the basis of documentary evidence produced by you at the time of your appointment is 21-Dec-2000. You are advised to take note that this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
7. You are required to keep us informed of any change in your personal details (residential address, marital status, educational qualifications, dependents details etc.) or in your civil status.
8. You will be liable to conform to Company policies and procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
9. Unless terminated in accordance with the Company policies or as provided herein or mutually extended, your contract of employment will expire on completion of 12 of your service from the date of joining with the Company. Retention of your services beyond fixed term of 12 months will be entirely at the discretion of the management.
10. Unauthorized absence for a period equal to more than 10 consecutive working days without timely or acceptable prior notification to supervisor or HR, or, your decision to be absent even though supervisor permission was not granted will be deemed as 'absconding'. The company in such cases reserves the right to terminate your services/contract without giving any notice or salary in lieu of notice and initiate suitable action as deemed fit.
11. You are required to comply with the company's Code of Business conduct and Ethics (COBE). In the event you violate any COBE regulation, you shall be subject to an enquiry and if proven guilty, be subject to disciplinary action by the Company including without limitation termination of your services with immediate effect. Nothing in this offer letter shall render the Company liable to reimburse you or any other person any gifts or payments, offered, paid or promised in violation of COBE.
12. Any disputes arising out of and/or related to your employment with the Company shall be subject to the court located in Hyderabad City jurisdiction.
13. We will be conducting a Background Verification of your credentials post your joining the organization. Any false information may result in termination of your employment with immediate effect without any further enquiry.
14. This contract of employment is terminable with or without reason by either party giving one month notice in writing.
15. The Company reserves the right to pay or recover pay-off in lieu of the notice period. Further, the Company may, at its discretion, relieve you on such date as it may deem fit even prior to the expiry of the notice period.

16. Your contract of employment is subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company.

17. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from service without notice.

**Annexure – III**

**Acceptance of Appointment**

I confirm that I have read, understood and hereby accept the terms and conditions mentioned in this Appointment Letter together with its annexures. I hereby declare that details furnished by me in all the documents (hard and soft copy/copies) including but not limited to my resume, job application form and all supporting documents ("Documents") to Dr. Reddy's are true and correct to the best of my knowledge.

It is hereby understood that Dr. Reddy's only hires candidates from universities and institutes recognized by the University Grants Commission, All India Council for Technical Education or equivalent certifying bodies. Further, I understand that Dr. Reddy's may at its discretion, conduct a background check (including criminal history and identity check) to verify information, qualification and Documents furnished by me, and that this Appointment Letter is subject to a successful outcome of such background check.

I hereby authorize Dr. Reddy's (or a third party agent duly appointed by Dr. Reddy's) to contact any former employers as indicated in the Documents and carry out all background checks as deemed appropriate through this selection procedure. I authorize all persons who may have information relevant to the verification to make required disclosures to Dr. Reddy's or its representatives/agents.

I acknowledge and agree that providing any false information may result in a decision not to hire me or if hired, may result in termination of my fixed-term/full-time employment without any further enquiry, payment or liability on Dr. Reddy's. Further, I understand that Dr. Reddy's may at its sole discretion publish any false information furnished by me.

In addition, I understand and agree that Dr. Reddy's has rights to seek any legal remedies including indemnification and damages incurred due to my actions/Documents furnished by me, for any loss caused to Dr. Reddy's as a result of any such false information. I understand that this Appointment Letter is subject to a successful background check and my medical fitness (for which I am required to undergo a medical examination as per the tests prescribed by Dr. Reddy's).

I also agree that any discussion related to compensation is to be taken up only with the authorised undersigned. I undertake that there would be no breach of the confidentiality provisions hereunder. I hereby accept the employment subject to the terms and conditions of this Appointment Letter.

My expected date of joining the organization would be 12-Sep-2022 . Any change in my expected date of joining would be informed and shall be duly approved by Dr. Reddy's.

Name : Tarunima Lenka

Date : 30-Aug-2022

Place : H.No: 1-116, Narasannapeta Mandal,, Mandapam, Srikakulam,, Andhra Pradesh-532421.

Note : - - Please return one (1) duly signed copy of this offer to Dr. Reddy's through scan or hard copy as a token of your acceptance on or before ten (10) days from the date of receipt of Appointment Letter, failing which, this offer will stand automatically withdrawn.

Date:13/11/2022

JANGAM AJAY  
SRI VENKATESWARA COLLEGE OF PHARMACY,  
ETCHERLA , SRIKAKULAM – 532410, ANDHRA PRADESH, INDIA.

Dear candidate,

We are pleased to offer you employment at **GENGISPHARMA**. we feel that your skills and background will be Valuable assets to our team.

I am very pleased to offer you a position of **Research associate** at International Journal of Food and Nutritional Sciences, please plan to begin work on **20/11/2022**.

Your Annual Cost to the Company (CTC) will be **INR 3,20,000**

If you accept this offer, I would appreciate your signing and returning at your earliest convenience a copy of this Letter of Assignment for documentation purposes. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me.



Sincerely

Rakesh  
SR. MANAGER  
GENGISPHARMA



Gengis Pharma



Date: 09/10/2022

**KANAMATA JYOTHI**

**SRI VENKATESWARA COLLEGE OF PHARMACY**

ETCHERLA, SRIKAKULAM ,AP-532410

Dear Candidate,

I am very pleased to offer you a position of **Junior researcher** at **I-LABS**.

This is a full –time position of 40 hours a week. Your initial annual salary will be Rs.3,20,000/-.

As per the discussion. Your starting date will be on 15/10/2022. Please find the employee hand book enclosed herewith which contains the medical and retirement benefits offered by our organizations.

If you accept this offer, I would appreciate your signing and returning at your earliest convenience a copy of this Letter of Assignment for documentation purposes. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me.

Sincerely



THANUSH

HR. MANAGER.



+91-9966642226



[www.i-labs.in](http://www.i-labs.in)  
[info@i-labs.in](mailto:info@i-labs.in)



Queen's Plaza, Sardar Patel Rd,  
Patigadda, Begumpet,  
Hyderabad, Telangana 500003

Date:13/07/2022

PATTIKA SAILAJA  
SRI VENKATESWARA COLLEGE OF PHARMACY,  
ETCHERLA , SRIKAKULAM – 532410, ANDHRA PRADESH, INDIA.

Dear candidate,

We are pleased to offer you employment at **GENGISPHARMA**. we feel that your skills and background will be Valuable assets to our team.

I am very pleased to offer you a position of **Research associate** at International Journal of Food and Nutritional Sciences, please plan to begin work on **21/07/2022**.

Your Annual Cost to the Company (CTC) will be **INR 3,20,000**

If you accept this offer, I would appreciate your signing and returning at your earliest convenience a copy of this Letter of Assignment for documentation purposes. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me.



Sincerely

Rakesh  
SR. MANAGER  
GENGISPHARMA



Gengis Pharma



Date: 28-07-2022

To,  
Mr / Ms.Gunnapuram Ramakrishna,

### Offer of Appointment

Dear Mr / Ms.Gunnapuram Ramakrishna,

With reference to your application and the discussions we are pleased to inform you that you have been selected as "Trainee (L1 - A)" in our organization.

1. Your Cost to company will be Rs. 197324 per Annum and the mentioned fee is subject to the TDS and other taxes as per Income Tax Act.
2. All information and data that comes to your knowledge by virtue of this assignment shall be kept confidential and no part of it be divulged to person, except as required in normal course of work.
3. You shall diligently promote the business and the interest of the firm and shall help the firm to ensure quality delivery to the client as per agreed time frame.
4. You are requested to report to the undersigned on or before 08-08-2022, failing which this offer expires. You are required to submit following at the time of joining:
  - Copy of birth certificate (or other proof of date of birth)
  - Certificates for 10th, 10+2/Intermediate, degree, post-graduation, diploma, additional qualifications and special achievements where ever applicable.
  - Copy of all employment offer letters and relieving letters
  - Two recent passport size photographs

Please carry originals of all the above documents along with your passport on your date of joining.

As a token of your acceptance of the terms and conditions mentioned above, please sign and return the duplicate of this letter.

Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India

Below are the compensations & benefits

Salary Components	After Revision	
	Monthly	Annualized
Basic	10310	123714
HRA	2577	30928
Statutory Bonus	1400	16800
Conveyance	200	2400
Telephone Allowance	0	0
Internet Allowance	0	0
Medical Reimbursement	0	0
Special Allowance	241	2892
<b>Gross Salary</b>	<b>14728</b>	<b>176734</b>
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
<b>Total Cost to the Company [CTC]</b>	<b>0</b>	<b>197324</b>

We look forward to having you join us.

With warm regards

A. Sunitha Reddy  
Managing Director

Mr / Ms. Gunnpuram Ramakrishna

Freyr Software Services Private Limited  
Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India



Date: 28-07-2022

To,  
Mr / Ms.Ejjada Raju,

## Offer of Appointment

Dear Mr / Ms.Ejjada Raju,

With reference to your application and the discussions we are pleased to inform you that you have been selected as "Trainee (L1 - A)" in our organization.

1. Your Cost to company will be Rs. 197324 per Annum and the mentioned fee is subject to the TDS and other taxes as per Income Tax Act.
2. All information and data that comes to your knowledge by virtue of this assignment shall be kept confidential and no part of it be divulged to person, except as required in normal course of work.
3. You shall diligently promote the business and the interest of the firm and shall help the firm to ensure quality delivery to the client as per agreed time frame.
4. You are requested to report to the undersigned on or before 08-08-2022, failing which this offer expires. You are required to submit following at the time of joining:
  - Copy of birth certificate (or other proof of date of birth)
  - Certificates for 10th, 10+2/Intermediate, degree, post-graduation, diploma, additional qualifications and special achievements where ever applicable.
  - Copy of all employment offer letters and relieving letters
  - Two recent passport size photographs

Please carry originals of all the above documents along with your passport on your date of joining.

As a token of your acceptance of the terms and conditions mentioned above, please sign and return the duplicate of this letter.

Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India

Below are the compensations & benefits

Salary Components	After Revision	
	Monthly	Annualized
Basic	10310	123714
HRA	2577	30928
Statutory Bonus	1400	16800
Conveyance	200	2400
Telephone Allowance	0	0
Internet Allowance	0	0
Medical Reimbursement	0	0
Special Allowance	241	2892
<b>Gross Salary</b>	<b>14728</b>	<b>176734</b>
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
<b>Total Cost to the Company [CTC]</b>	<b>0</b>	<b>197324</b>

We look forward to having you join us.

With warm regards

A. Sunitha Reddy  
Managing Director

Mr / Ms. Ejjada Raju

Freyr Software Services Private Limited  
Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India

Date: 08-7-2022

To,  
Mr / Ms.GUNNA HARSHA VARDHAN

## Offer of Appointment

Dear Mr / Ms. GUNNA HARSHA VARDHAN,

With reference to your application and the discussions we are pleased to inform you that you have been selected as "Trainee (L1 - A)" in our organization.

1. Your Cost to company will be Rs. 197324 per Annum and the mentioned fee is subject to the TDS and other taxes as per Income Tax Act.
2. All information and data that comes to your knowledge by virtue of this assignment shall be kept confidential and no part of it be divulged to person, except as required in normal course of work.
3. You shall diligently promote the business and the interest of the firm and shall help the firm to ensure quality delivery to the client as per agreed time frame.
4. You are requested to report to the undersigned on or before 26-7-2022, failing which this offer expires. You are required to submit following at the time of joining:
  - Copy of birth certificate (or other proof of date of birth)
  - Certificates for 10th, 10+2/Intermediate, degree, post-graduation, diploma, additional qualifications and special achievements where ever applicable.
  - Copy of all employment offer letters and relieving letters
  - Two recent passport size photographs

Please carry originals of all the above documents along with your passport on your date of joining.

As a token of your acceptance of the terms and conditions mentioned above, please sign and return the duplicate of this letter.

Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India

Below are the compensations & benefits

Salary Components	After Revision	
	Monthly	Annualized
Basic	10310	123714
HRA	2577	30928
Statutory Bonus	1400	16800
Conveyance	200	2400
Telephone Allowance	0	0
Internet Allowance	0	0
Medical Reimbursement	0	0
Special Allowance	241	2892
<b>Gross Salary</b>	<b>14728</b>	<b>176734</b>
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
<b>Total Cost to the Company [CTC]</b>	<b>0</b>	<b>197324</b>

We look forward to having you join us.

With warm regards

A. Sunitha Reddy  
Managing Director

Mr / Ms.GUNNA HARSHA VARDHAN

Freyr Software Services Private Limited  
Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India

Date: 16-7-2022

To,  
Mr / Ms. GURUGUBELLI SWARNA LATHA

### Offer of Appointment

Dear Mr / Ms. GURUGUBELLI SWARNA LATHA,

With reference to your application and the discussions we are pleased to inform you that you have been selected as "Trainee (L1 - A)" in our organization.

1. Your Cost to company will be Rs. 197324 per Annum and the mentioned fee is subject to the TDS and other taxes as per Income Tax Act.
2. All information and data that comes to your knowledge by virtue of this assignment shall be kept confidential and no part of it be divulged to person, except as required in normal course of work.
3. You shall diligently promote the business and the interest of the firm and shall help the firm to ensure quality delivery to the client as per agreed time frame.
4. You are requested to report to the undersigned on or before 31-7-2022, failing which this offer expires. You are required to submit following at the time of joining:
  - Copy of birth certificate (or other proof of date of birth)
  - Certificates for 10th, 10+2/Intermediate, degree, post-graduation, diploma, additional qualifications and special achievements where ever applicable.
  - Copy of all employment offer letters and relieving letters
  - Two recent passport size photographs

Please carry originals of all the above documents along with your passport on your date of joining.

As a token of your acceptance of the terms and conditions mentioned above, please sign and return the duplicate of this letter.

Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India

Below are the compensations & benefits

Salary Components	After Revision	
	Monthly	Annualized
Basic	10310	123714
HRA	2577	30928
Statutory Bonus	1400	16800
Conveyance	200	2400
Telephone Allowance	0	0
Internet Allowance	0	0
Medical Reimbursement	0	0
Special Allowance	241	2892
<b>Gross Salary</b>	<b>14728</b>	<b>176734</b>
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
<b>Total Cost to the Company [CTC]</b>	<b>0</b>	<b>197324</b>

We look forward to having you join us.

With warm regards

A. Sunitha Reddy  
Managing Director

Mr / Ms. GURUGUBELLI SWARNA LATHA

Freyr Software Services Private Limited  
Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India

Date: 16-6-2022

To,  
Mr / Ms. DASIREDDI SAI KIRAN

## Offer of Appointment

Dear Mr / Ms. DASIREDDI SAI KIRAN,

With reference to your application and the discussions we are pleased to inform you that you have been selected as "Trainee (L1 - A)" in our organization.

1. Your Cost to company will be Rs. 197324 per Annum and the mentioned fee is subject to the TDS and other taxes as per Income Tax Act.
2. All information and data that comes to your knowledge by virtue of this assignment shall be kept confidential and no part of it be divulged to person, except as required in normal course of work.
3. You shall diligently promote the business and the interest of the firm and shall help the firm to ensure quality delivery to the client as per agreed time frame.
4. You are requested to report to the undersigned on or before 9-7-2022, failing which this offer expires. You are required to submit following at the time of joining:
  - Copy of birth certificate (or other proof of date of birth)
  - Certificates for 10th, 10+2/Intermediate, degree, post-graduation, diploma, additional qualifications and special achievements where ever applicable.
  - Copy of all employment offer letters and relieving letters
  - Two recent passport size photographs

Please carry originals of all the above documents along with your passport on your date of joining.

As a token of your acceptance of the terms and conditions mentioned above, please sign and return the duplicate of this letter.

Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India

Below are the compensations & benefits

Salary Components	After Revision	
	Monthly	Annualized
Basic	10310	123714
HRA	2577	30928
Statutory Bonus	1400	16800
Conveyance	200	2400
Telephone Allowance	0	0
Internet Allowance	0	0
Medical Reimbursement	0	0
Special Allowance	241	2892
<b>Gross Salary</b>	<b>14728</b>	<b>176734</b>
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
<b>Total Cost to the Company [CTC]</b>	<b>0</b>	<b>197324</b>

We look forward to having you join us.

With warm regards

A. Sunitha Reddy  
Managing Director

Mr / Ms. DASIREDDI SAI  
KIRAN

Freyr Software Services Private Limited  
Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India



Date: 19- 8-2022

To,  
Mr / Ms. TIPPANA BHAGYA LAXMI

### Offer of Appointment

Dear Mr / Ms. TIPPANA BHAGYA LAXMI,

With reference to your application and the discussions we are pleased to inform you that you have been selected as "Trainee (L1 - A)" in our organization.

1. Your Cost to company will be Rs. 197324 per Annum and the mentioned fee is subject to the TDS and other taxes as per Income Tax Act.
2. All information and data that comes to your knowledge by virtue of this assignment shall be kept confidential and no part of it be divulged to person, except as required in normal course of work.
3. You shall diligently promote the business and the interest of the firm and shall help the firm to ensure quality delivery to the client as per agreed time frame.
4. You are requested to report to the undersigned on or before 5-9-2022, failing which this offer expires. You are required to submit following at the time of joining:
  - Copy of birth certificate (or other proof of date of birth)
  - Certificates for 10th, 10+2/Intermediate, degree, post-graduation, diploma, additional qualifications and special achievements where ever applicable.
  - Copy of all employment offer letters and relieving letters
  - Two recent passport size photographs

Please carry originals of all the above documents along with your passport on your date of joining.

As a token of your acceptance of the terms and conditions mentioned above, please sign and return the duplicate of this letter.

Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India

Below are the compensations & benefits

Salary Components	After Revision	
	Monthly	Annualized
Basic	10310	123714
HRA	2577	30928
Statutory Bonus	1400	16800
Conveyance	200	2400
Telephone Allowance	0	0
Internet Allowance	0	0
Medical Reimbursement	0	0
Special Allowance	241	2892
<b>Gross Salary</b>	<b>14728</b>	<b>176734</b>
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
<b>Total Cost to the Company [CTC]</b>	<b>0</b>	<b>197324</b>

We look forward to having you join us.

With warm regards

A. Sunitha Reddy  
Managing Director

Mr / Ms. TIPPANA BHAGYA LAXMI

Freyr Software Services Private Limited  
Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India

Date: 16-6-2022

To,  
Mr / Ms. GALI AMBICA

## Offer of Appointment

Dear Mr / Ms. GALI AMBICA,

With reference to your application and the discussions we are pleased to inform you that you have been selected as "Trainee (L1 - A)" in our organization.

1. Your Cost to company will be Rs. 197324 per Annum and the mentioned fee is subject to the TDS and other taxes as per Income Tax Act.
2. All information and data that comes to your knowledge by virtue of this assignment shall be kept confidential and no part of it be divulged to person, except as required in normal course of work.
3. You shall diligently promote the business and the interest of the firm and shall help the firm to ensure quality delivery to the client as per agreed time frame.
4. You are requested to report to the undersigned on or before 9-7-2022, failing which this offer expires. You are required to submit following at the time of joining:
  - Copy of birth certificate (or other proof of date of birth)
  - Certificates for 10th, 10+2/Intermediate, degree, post-graduation, diploma, additional qualifications and special achievements where ever applicable.
  - Copy of all employment offer letters and relieving letters
  - Two recent passport size photographs

Please carry originals of all the above documents along with your passport on your date of joining.

As a token of your acceptance of the terms and conditions mentioned above, please sign and return the duplicate of this letter.

Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India

Below are the compensations & benefits

Salary Components	After Revision	
	Monthly	Annualized
Basic	10310	123714
HRA	2577	30928
Statutory Bonus	1400	16800
Conveyance	200	2400
Telephone Allowance	0	0
Internet Allowance	0	0
Medical Reimbursement	0	0
Special Allowance	241	2892
<b>Gross Salary</b>	<b>14728</b>	<b>176734</b>
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
<b>Total Cost to the Company [CTC]</b>	<b>0</b>	<b>197324</b>

We look forward to having you join us.

With warm regards

A. Sunitha Reddy  
Managing Director

Mr / Ms. GALI AMBICA

Freyr Software Services Private Limited  
Level 4, Building No. H-08, Phoenix SEZ, HITEC City 2Gachibowli  
Hyderabad-500081, Telangana, India

# Aquity

Aquity Solutions/ Hyderabad, India- Service Center- 6: VIZ/ Medical Scribing

March 20, 2022

Miss. Paidi Jyothsna,  
Address: Gandhi Nagar-4,  
Narasannapeta Post,  
Narasannapeta Mandal,  
Srikakulam -532001

**Subject: Offer Letter**

Dear Paidi Jyothsna,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (here in after referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakapatnam** in the state of Andhra Pradesh.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **27-Apr-2022** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,  
For Aquity Solutions India Private Limited



Authorized Signatory

---

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_.

**Accepted:**

Signature: \_\_\_\_\_

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

SYS/HR/F/1.3aRev08/Dateofissue-20-March-2022

# AQuity

## Annexure I

Annual Cost to Company(CTC)		
Name of the Employee : Paidi Jyothsna		
Designation/ Division: Medical Scribe Trainee/ Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/ Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance(LTA)	884	10608
City Compensatory Allowance(CCA)	4164	49968
Interim Bonus(IB)	2000	24000
<b>Gross Earnings (Rs.)-1.(Rs.)</b>	<b>29469</b>	<b>353628</b>
Performance Allowance	0	0
Hardship Allowance	2500	30000
<b>Total Earnings (Rs.)- 2.(Rs.)</b>	<b>31969</b>	<b>383628</b>
<b>Company's Contribution to</b>		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
<b>Company's Contribution (Rs.)-3.</b>	<b>3031</b>	<b>36372</b>
<b>Total Monthly CTC (Rs.)-1+2+3</b>	<b>35000</b>	<b>420000</b>
<b>Total Annual CTC(Rs.)</b>	<b>420000</b>	
<b>Comments:</b>		
PF is calculated as 13% of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance- Mediclaime Insurance as per the company policy		
Provision of Subsidised canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		



## Annexure II

### List of required documents and/ or information to be provided on or prior to joining

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/ 10<sup>th</sup> Mark Sheet/ Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/ License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (Universal Account Number) along with a self-attested photo copy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).

# Aquity

Aquity Solutions/ Hyderabad, India- Service Center- 6: VIZ/ Medical Scribing

March 20, 2022

Miss. Yarra Madhurima,  
Address: D- NO. 1-568,  
Chintalabadavanja Village,  
Hiramandalam mandal,  
Srikakulam -532001

**Subject: Offer Letter**

Dear Yarra Madhurima,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (here in after referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakapatnam** in the state of Andhra Pradesh.

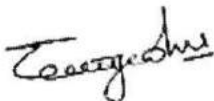
We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **27-Apr-2022** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,  
For Aquity Solutions India Private Limited



Authorized Signatory

---

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_.

Accepted:

Signature: \_\_\_\_\_

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

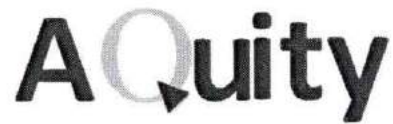
SYS/HR/F/1.3aRev08/Dateofissue-20-March-2022



# AQuity

## Annexure I

Annual Cost to Company(CTC)		
Name of the Employee : Yarra Madhurima		
Designation/ Division: Medical Scribe Trainee/ Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/ Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance(LTA)	884	10608
City Compensatory Allowance(CCA)	4164	49968
Interim Bonus(IB)	2000	24000
<b>Gross Earnings (Rs.)-1.(Rs.)</b>	<b>29469</b>	<b>353628</b>
Performance Allowance	0	0
Hardship Allowance	2500	30000
<b>Total Earnings (Rs.)- 2.(Rs.)</b>	<b>31969</b>	<b>383628</b>
<b>Company's Contribution to</b>		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
<b>Company's Contribution (Rs.)-3.</b>	<b>3031</b>	<b>36372</b>
<b>Total Monthly CTC (Rs.)-1+2+3</b>	<b>35000</b>	<b>420000</b>
<b>Total Annual CTC(Rs.)</b>	<b>420000</b>	
<b>Comments:</b>		
PF is calculated as 13% of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance- Mediclaime Insurance as per the company policy		
Provision of Subsidised canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		



Annexure II

**List of required documents and/ or information to be provided on or prior to joining**

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/ 10<sup>th</sup> Mark Sheet/ Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/ License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (Universal Account Number) along with a self-attested photo copy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).

# Aquity

Aquity Solutions/ Hyderabad, India- Service Center- 6: VIZ/ Medical Scribing

March 20, 2022

Miss. Potnuru Sireesha,  
Address: D- NO. 2-56,  
Behind Nagavali Road,  
Near Nagavali Road,  
Srikakulam -532001

**Subject: Offer Letter**

Dear Potnuru Sireesha,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (here in after referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakapatnam** in the state of Andhra Pradesh.

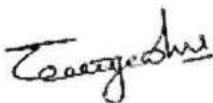
We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **27-Apr-2022** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,  
For Aquity Solutions India Private Limited



Authorized Signatory

---

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_.

Accepted:

Signature: \_\_\_\_\_

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

SYS/HR/F/1.3aRev08/Dateofissue-20-March-2022

# AQuity

## Annexure I

Annual Cost to Company(CTC)		
Name of the Employee : Potnuru Sireesha		
Designation/ Division: Medical Scribe Trainee/ Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/ Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance(LTA)	884	10608
City Compensatory Allowance(CCA)	4164	49968
Interim Bonus(IB)	2000	24000
<b>Gross Earnings (Rs.)-1.(Rs.)</b>	<b>29469</b>	<b>353628</b>
Performance Allowance	0	0
Hardship Allowance	2500	30000
<b>Total Earnings (Rs.)- 2.(Rs.)</b>	<b>31969</b>	<b>383628</b>
<b>Company's Contribution to</b>		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
<b>Company's Contribution (Rs.)-3.</b>	<b>3031</b>	<b>36372</b>
<b>Total Monthly CTC (Rs.)-1+2+3</b>	<b>35000</b>	<b>420000</b>
<b>Total Annual CTC(Rs.)</b>	<b>420000</b>	
<b>Comments:</b>		
PF is calculated as 13% of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance- Mediclaime Insurance as per the company policy		
Provision of Subsidised canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		



Annexurell

**List of required documents and/ or information to be provided on or prior to joining**

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/ 10<sup>th</sup> Mark Sheet/ Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/ License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (UniversalAccountNumber) along with as elf - attested photo copy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self -attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).

# Aquity

Aquity Solutions/ Hyderabad, India- Service Center- 6: VIZ/ Medical Scribing

March 20, 2022

Miss. Vempadapu Likhitha,  
Address: D- NO. 5-56,  
sakupalli Village,  
Bobbili mandal,  
Vizianagaram -535001

**Subject: Offer Letter**

Dear Vempadapu Likhitha,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (here in after referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakapatnam** in the state of Andhra Pradesh.

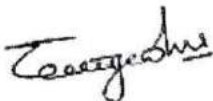
We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **27-Apr-2022** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,  
For Aquity Solutions India Private Limited



Authorized Signatory

---

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_.

Accepted:

Signature: \_\_\_\_\_

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

SYS/HR/F/1.3aRev08/Dateofissue-20-March-2022

# AQuity

## Annexurel

Annual Cost to Company(CTC)		
Name of the Employee : Vempadapu Likhitha		
Designation/ Division: Medical Scribe Trainee/ Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/ Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance(LTA)	884	10608
City Compensatory Allowance(CCA)	4164	49968
Interim Bonus(IB)	2000	24000
<b>Gross Earnings (Rs.)-1.(Rs.)</b>	<b>29469</b>	<b>353628</b>
Performance Allowance	0	0
Hardship Allowance	2500	30000
<b>Total Earnings (Rs.)- 2.(Rs.)</b>	<b>31969</b>	<b>383628</b>
<b>Company's Contribution to</b>		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
<b>Company's Contribution (Rs.)-3.</b>	<b>3031</b>	<b>36372</b>
<b>Total Monthly CTC (Rs.)-1+2+3</b>	<b>35000</b>	<b>420000</b>
<b>Total Annual CTC(Rs.)</b>	<b>420000</b>	
<b>Comments:</b>		
PF is calculated as 13% of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance- Mediclaime Insurance as per the company policy		
Provision of Subsidised canteen facilities		
You will also be eligible to earn line incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		



Annexure II

**List of required documents and/ or information to be provided on or prior to joining**

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/ 10<sup>th</sup> Mark Sheet/ Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/ License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (Universal Account Number) along with a self-attested photo copy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).



# Aquity

Aquity Solutions/ Hyderabad, India- Service Center- 6: VIZ/ Medical Scribing

March 20, 2022

Miss Banti Sarada  
Address: Chintalabadavanja,  
L.N. Peta Mandal,  
Srikakulam -532001

**Subject: Offer Letter**  
Dear Banti Sarada,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakapatnam** in the state of Andhra Pradesh.

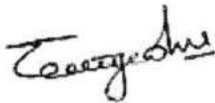
We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **27-Apr-2022** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,  
For **Aquity Solutions India Private Limited**



**Authorized Signatory**

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_.

**Accepted:**

Signature: \_\_\_\_\_

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

SYS/HR/F/1.3aRev08/Dateofissue-20-Mar-2022

# AQuity

## Annexure I

Annual Cost to Company(CTC)		
Name of the Employee : Banti Sarada		
Designation/ Division: Medical Scribe Trainee/ Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/ Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance(LTA)	884	10608
City Compensatory Allowance(CCA)	4164	49968
Interim Bonus(IB)	2000	24000
<b>Gross Earnings (Rs.)- 1.(Rs.)</b>	<b>29469</b>	<b>353628</b>
Performance Allowance	0	0
Hardship Allowance	2500	30000
<b>Total Earnings (Rs.)- 2.(Rs.)</b>	<b>31969</b>	<b>383628</b>
<b>Company's Contribution to</b>		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
<b>Company's Contribution (Rs.)-3.</b>	<b>3031</b>	<b>36372</b>
<b>Total Monthly CTC (Rs.)-1+2+3</b>	<b>35000</b>	<b>420000</b>
<b>Total Annual CTC(Rs.)</b>	<b>420000</b>	
<b>Comments:</b>		
PF is calculated as 13% of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance- Mediclaime Insurance as per the company policy		
Provision of Subsidised canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		

## Annexure II

### List of required documents and/or information to be provided on or prior to joining

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/10<sup>th</sup> Mark Sheet/Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN ( Universal Account Number) along with a self- attested photocopy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).

# Aquity

Aquity Solutions/Hyderabad, India - Service Center -6: VIZ/Medical Scribing

November 17<sup>th</sup>, 2022

**Ms/Ms.Palakonda Srija**

Address: Palakonda Road

Srikakulam-532445

**Subject: Offer Letter**

**Dear Palakonda Srija ,**

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakhapatnam** in the state of Andhra Pradesh.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **31<sup>st</sup> November, 2022** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,

For Aquity Solutions India Private Limited



Authorized Signatory

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before

Accepted:

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

(Formerly Known as MModal Global Services Private Limited)

Registered Office: 1st Floor, Unit No. 103, Reliable Plaza, Plot No. K 10, Kalwa Industrial Area, Village- Elthen,  
Taluka& Dist. Thane, Airoli, Navi Mumbai, Maharashtra - 400 708. India. Tel: +91-22-3307 7000 Fax: +91-22-3307 7076

www.aquitysolutions.com

An ISO 9001:2015 Certified Company



Annexure I

Annual Cost to Company (CTC)		
Name of the Employee: Palakonda Srija		
Designation / Division: Medical Scribe Trainee / Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance (LTA)	884	10608
City Compensatory Allowance (CCA)	4164	49968
Interim Bonus (IB)	2000	24000
<b>Gross Earnings (Rs.) - 1. (Rs.)</b>	<b>29469</b>	<b>353628</b>
Performance Allowance	0	0
Hardship Allowance	2500	30000
<b>Total Earnings (Rs.) - 2. (Rs.)</b>	<b>31969</b>	<b>383628</b>
Company's Contribution to		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
<b>Company's Contribution (Rs.) -3.</b>	<b>3031</b>	<b>36372</b>
<b>Total Monthly CTC (Rs.) - 1 + 2 +3</b>	<b>35000</b>	<b>420000</b>
<b>Total Annual CTC (Rs.)</b>	<b>420000</b>	
Comments:		
PF is calculated as 13 % of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance - Mediclaime Insurance as per the company policy		
Provision of Subsidized canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		

# AQuity

## Annexure II

### List of required documents and/ or information to be provided on or prior to joining

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/ 10<sup>th</sup> Mark Sheet/ Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/ License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (UniversalAccountNumber) along with a self-attested photo copy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).

# Aquity

Aquity Solutions/ Hyderabad, India- Service Center- 6: VIZ/ Medical Scribing

March 20, 2022

Miss. M. Rushi Varma  
Address: D. No-568,  
Main Street,  
Duliajan,  
Assam -786602

**Subject: Offer Letter**

Dear M. Rushi Varma,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (here in after referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakapatnam** in the state of Andhra Pradesh.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **27-Apr-2022** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
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7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,  
For Aquity Solutions India Private Limited



Authorized Signatory

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_.

Accepted:

Signature: \_\_\_\_\_

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

SYS/HR/F/1.3aRev08/Dateofissue-20-March-2022

# AQuity

## Annexure I

Annual Cost to Company(CTC)		
<b>Name of the Employee : M. Rushi Varma</b>		
<b>Designation/ Division: Medical Scribe Trainee/ Medical Scribing</b>		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/ Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance(LTA)	884	10608
City Compensatory Allowance(CCA)	4164	49968
Interim Bonus(IB)	2000	24000
<b>Gross Earnings (Rs.)- 1.(Rs.)</b>	<b>29469</b>	<b>353628</b>
Performance Allowance	0	0
Hardship Allowance	2500	30000
<b>Total Earnings (Rs.)- 2.(Rs.)</b>	<b>31969</b>	<b>383628</b>
<b>Company's Contribution to</b>		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
<b>Company's Contribution (Rs.)-3.</b>	<b>3031</b>	<b>36372</b>
<b>Total Monthly CTC (Rs.)-1+2+3</b>	<b>35000</b>	<b>420000</b>
<b>Total Annual CTC(Rs.)</b>	<b>420000</b>	
<b>Comments:</b>		
PF is calculated as 13% of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance- Mediclaime Insurance as per the company policy		
Provision of Subsidised canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		





Annexure II

**List of required documents and/ or information to be provided on or prior to joining**

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/ 10<sup>th</sup> Mark Sheet/ Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/ License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (UniversalAccountNumber) along with a self-attested photo copy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).

# Aquity

Aquity Solutions/ Hyderabad, India- Service Center- 6: VIZ/ Medical Scribing

March 20, 2022

Miss. Koviri Dharakeswari,  
Address: D- NO. 31-23-7/4,  
Kurmannapalem,  
ITI Road, Bharat Nagar,  
Visakapatnam -532218

**Subject: Offer Letter**

Dear Koviri Dharakeswari,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (here in after referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakapatnam** in the state of Andhra Pradesh.

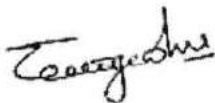
We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **27-Apr-2022** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,  
For **Aquity Solutions India Private Limited**



Authorized Signatory

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I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_.

Accepted:

Signature: \_\_\_\_\_

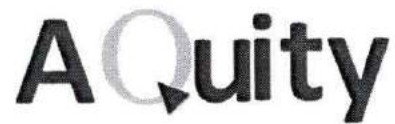
Date: \_\_\_\_\_

SYS/HR/F/1.3aRev08/Dateofissue-20-March-2022

# AQuity

## Annexure I

Annual Cost to Company(CTC)		
Name of the Employee : Koviri Dharakeswari		
Designation/ Division: Medical Scribe Trainee/ Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/ Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance(LTA)	884	10608
City Compensatory Allowance(CCA)	4164	49968
Interim Bonus(IB)	2000	24000
<b>Gross Earnings (Rs.)-1.(Rs.)</b>	<b>29469</b>	<b>353628</b>
Performance Allowance	0	0
Hardship Allowance	2500	30000
<b>Total Earnings (Rs.)- 2.(Rs.)</b>	<b>31969</b>	<b>383628</b>
<b>Company's Contribution to</b>		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
<b>Company's Contribution (Rs.)-3.</b>	<b>3031</b>	<b>36372</b>
<b>Total Monthly CTC (Rs.)-1+2+3</b>	<b>35000</b>	<b>420000</b>
<b>Total Annual CTC(Rs.)</b>	<b>420000</b>	
<b>Comments:</b>		
PF is calculated as 13% of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance- Mediclaime Insurance as per the company policy		
Provision of Subsidised canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		



**AnnexureII**

**List of required documents and/ or information to be provided on or prior to joining**

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/ 10<sup>th</sup> Mark Sheet/ Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/ License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (UniversalAccountNumber) along with as elf - attested photo copy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self -attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).

# Aquity

Aquity Solutions/ Hyderabad, India- Service Center- 6: VIZ/ Medical Scribing

March 20, 2022

Miss. Sireesha Polaki,  
Address: Keesara Village,  
Ghanasara post,  
Bhamini Mandal,  
Srikakulam -532455

**Subject: Offer Letter**

Dear Sireesha Polaki,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (here in after referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakapatnam** in the state of Andhra Pradesh.

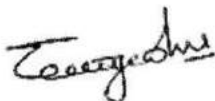
We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **27-Apr-2022** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,  
For Aquity Solutions India Private Limited



Authorized Signatory

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I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_.

**Accepted:**

Signature: \_\_\_\_\_

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

SYS/HR/F/1.3aRev08/Dateofissue-20-March-2022

# AQuity

## Annexurel

Annual Cost to Company(CTC)		
Name of the Employee : Sireesha Polaki		
Designation/ Division: Medical Scribe Trainee/ Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/ Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance(LTA)	884	10608
City Compensatory Allowance(CCA)	4164	49968
Interim Bonus(IB)	2000	24000
<b>Gross Earnings (Rs.)-1.(Rs.)</b>	<b>29469</b>	<b>353628</b>
Performance Allowance	0	0
Hardship Allowance	2500	30000
<b>Total Earnings (Rs.)- 2.(Rs.)</b>	<b>31969</b>	<b>383628</b>
<b>Company's Contribution to</b>		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
<b>Company's Contribution (Rs.)-3.</b>	<b>3031</b>	<b>36372</b>
<b>Total Monthly CTC (Rs.)-1+2+3</b>	<b>35000</b>	<b>420000</b>
<b>Total Annual CTC(Rs.)</b>	<b>420000</b>	
<b>Comments:</b>		
PF is calculated as 13% of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance- Mediclaime Insurance as per the company policy		
Provision of Subsidised canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		



**Annexurell**

**List of required documents and/ or information to be provided on or prior to joining**

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/ 10<sup>th</sup> Mark Sheet/ Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/ License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (UniversalAccountNumber) along with as elf - attested photo copy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self -attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).

# Aquity

Aquity Solutions/ Hyderabad, India- Service Center- 6: VIZ/ Medical Scribing

March 20, 2022

Mr. Sekhar Lake,  
Address: Korra Village,  
Korra Post,  
Dumbriguda Mandal,  
Visakapatnam -531151

**Subject: Offer Letter**

Dear Sekhar Lake,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (here in after referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakapatnam** in the state of Andhra Pradesh.

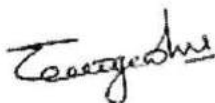
We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us **on or before 27-Apr-2022** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,  
For Aquity Solutions India Private Limited



Authorized Signatory

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I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_.

Accepted:

Signature: \_\_\_\_\_

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

SYS/HR/F/1.3aRev08/Dateofissue-20-March-2022



# AQuity

## Annexure I

Annual Cost to Company(CTC)		
<b>Name of the Employee : Sekhar Lake</b>		
<b>Designation/ Division: Medical Scribe Trainee/ Medical Scribing</b>		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/ Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance(LTA)	884	10608
City Compensatory Allowance(CCA)	4164	49968
Interim Bonus(IB)	2000	24000
<b>Gross Earnings (Rs.)-1.(Rs.)</b>	<b>29469</b>	<b>353628</b>
Performance Allowance	0	0
Hardship Allowance	2500	30000
<b>Total Earnings (Rs.)- 2.(Rs.)</b>	<b>31969</b>	<b>383628</b>
<b>Company's Contribution to</b>		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
<b>Company's Contribution (Rs.)-3.</b>	<b>3031</b>	<b>36372</b>
<b>Total Monthly CTC (Rs.)-1+2+3</b>	<b>35000</b>	<b>420000</b>
<b>Total Annual CTC(Rs.)</b>	<b>420000</b>	
<b>Comments:</b>		
PF is calculated as 13% of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance- Mediclaime Insurance as per the company policy		
Provision of Subsidised canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		



Annexure II

**List of required documents and/ or information to be provided on or prior to joining**

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/ 10<sup>th</sup> Mark Sheet/ Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/ License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (UniversalAccountNumber) along with as self - attested photo copy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self -attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).

# Aquity

Aquity Solutions/ Hyderabad, India- Service Center- 6: VIZ/ Medical Scribing

March 20, 2022

Miss. Deevana Koilada  
Address: D. No- 50-9-8,  
Shiridi Sai Street,  
Seethampeta,  
Visakapatnam -530016

**Subject: Offer Letter**

Dear Deevana Koilada,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (here in after referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakapatnam** in the state of Andhra Pradesh.

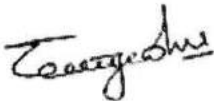
We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **27-Apr-2022** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,  
For Aquity Solutions India Private Limited



Authorized Signatory

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I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_.

Accepted:

Signature: \_\_\_\_\_

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

SYS/HR/F/1.3aRev08/Dateofissue-20-Mar-2022

# AQuity

## Annexure I

Annual Cost to Company(CTC)		
Name of the Employee : Deevana Koilada		
Designation/ Division: Medical Scribe Trainee/ Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/ Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance(LTA)	884	10608
City Compensatory Allowance(CCA)	4164	49968
Interim Bonus(IB)	2000	24000
<b>Gross Earnings (Rs.)-1.(Rs.)</b>	<b>29469</b>	<b>353628</b>
Performance Allowance	0	0
Hardship Allowance	2500	30000
<b>Total Earnings (Rs.)- 2.(Rs.)</b>	<b>31969</b>	<b>383628</b>
<b>Company's Contribution to</b>		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
<b>Company's Contribution (Rs.)-3.</b>	<b>3031</b>	<b>36372</b>
<b>Total Monthly CTC (Rs.)-1+2+3</b>	<b>35000</b>	<b>420000</b>
<b>Total Annual CTC(Rs.)</b>	<b>420000</b>	
<b>Comments:</b>		
PF is calculated as 13% of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance- Mediclaime Insurance as per the company policy		
Provision of Subsidised canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		



**Annexure II**

**List of required documents and/ or information to be provided on or prior to joining**

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/ 10<sup>th</sup> Mark Sheet/ Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/ License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
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10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self -attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).

# AQuity

Aquity Solutions/ Hyderabad, India- Service Center- 6: VIZ/ Medical Scribing

March 20, 2022

Miss. Prathyusha Singuru  
Address: Kintali Village,  
Kinthali Post,  
Srikakulam -532001

**Subject: Offer Letter**

Dear Prathyusha Singuru,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (here in after referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakapatnam** in the state of Andhra Pradesh.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
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4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
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7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,  
For Aquity Solutions India Private Limited



Authorized Signatory

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before \_\_\_\_\_.

Accepted:

Signature: \_\_\_\_\_

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

SYS/HR/F/1.3aRev08/Dateofissue-20-Mar-2022

# AQuity

## Annexure I

Annual Cost to Company(CTC)		
Name of the Employee : Prathyusha Singuru		
Designation/ Division: Medical Scribe Trainee/ Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/ Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance(LTA)	884	10608
City Compensatory Allowance(CCA)	4164	49968
Interim Bonus(IB)	2000	24000
<b>Gross Earnings (Rs.)-1.(Rs.)</b>	<b>29469</b>	<b>353628</b>
Performance Allowance	0	0
Hardship Allowance	2500	30000
<b>Total Earnings (Rs.)- 2.(Rs.)</b>	<b>31969</b>	<b>383628</b>
<b>Company's Contribution to</b>		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
<b>Company's Contribution (Rs.)-3.</b>	<b>3031</b>	<b>36372</b>
<b>Total Monthly CTC (Rs.)-1+2+3</b>	<b>35000</b>	<b>420000</b>
<b>Total Annual CTC(Rs.)</b>	<b>420000</b>	
<b>Comments:</b>		
PF is calculated as 13% of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance- Mediclaime Insurance as per the company policy		
Provision of Subsidised canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		



Annexurell

List of required documents and/ or information to be provided on or prior to joining

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/ 10<sup>th</sup> Mark Sheet/ Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/ License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (UniversalAccountNumber) along with as elf - attested photo copy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).



**Dated 10th February, 2022**

**BETWEEN**  
**NOVOTECH CLINICAL RESEARCH INDIA PVT**  
**AND**  
**PATHIVADA SAI KIRANMAI**

---

**EMPLOYMENT AGREEMENT**

---

**THIS AGREEMENT** is made on 10<sup>TH</sup> February, 2022

**BETWEEN: NOVOTECH CLINICAL RESEARCH INDIA PRIVATE LIMITED of Unit #104, Embassy Square, #148 Infantry Road, Bangalore, India 560001 (Company)**

**AND: PATHIVADA SAI KIRANMAI of 1-5A GURAYYAPETA, Ranasthalam, Srikakulam-532240, Andhra Pradesh, INDIA (Employee)**

**RECITALS:**

- A. The Company is in the business of providing clinical drug development services to pharmaceutical and biotechnology companies in India and internationally
- B. The Company wishes to retain the services of the Employee as Statistical Programmer Trainee and the Employee desires to take up such employment with the Company.
- C. The parties wish to record the terms upon which the Employee will be engaged by the Company in this Agreement.
- D. If you agree to the terms in this letter, please sign the enclosed copy and return it to us by 28th February, 2022 to accept the employment.

**AGREEMENT**

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**1. INTERPRETATION**

---

**Interpretation**

In this Agreement, unless inconsistent with the context:

- (a) The singular includes the plural and vice versa;
- (b) A reference to any one of a person, corporation, unincorporated body, trust, government body or other entity includes any other of them;
- (c) Headings and explanation notes (if any) are for convenience only and do not affect interpretation;
- (d) Reference to legislation or a provision of any legislation includes modifications or re-enactments of the legislation, or any legislative provision substituted for, and all legislation and statutory instruments and regulations issued under the legislation;
- (e) A reference to a party which is a company includes a related body corporate of that company;
- (f) All amounts of money are in local currency i.e. Indian rupees INR;
- (g) A different grammatical form of a defined term has a corresponding meaning to the term;

- (h) A reference to this agreement includes all variations and amendments properly made from time to time; and

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## 2. APPOINTMENT

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- (a) The Company offers to the Employee and the Employee accepts the appointment to position of Statistical Programmer Trainee. This offer is subject to the satisfactory completion of background checks and return of a signed copy of this Agreement from the Employee by 28th February, 2023. Please refer to your recruiter regarding the appropriate background checks for this role.
- (b) The Employee will be primarily responsible for the duties and must meet the requirements described in the position job description. The initial position description is set out in the Schedule to this Agreement but the Company may change it from time to time according to its needs. The Employee will carry out all duties as are required of the Employee by the Company and will initially report to Team Lead Statistical Programming, currently Prabha KC.
- (c) The Employee will also perform such duties and responsibilities as the Company may assign to the Employee which are consistent with the nature and character of their position.
- (d) The Employee will devote the whole of their working time and best efforts to the performance of their duties and obligations as Statistical Programmer Trainee.
- (e) The Employee will at all times during their employment act in a manner which promotes the interest of the Company.
- (f) The Employee covenants that they have the skills, qualifications and abilities to carry out the position of Statistical Programmer Trainee and perform the duties and responsibilities which are required of that position in a first rate manner.

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## 3. TERM AND PROBATION PERIOD

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- (a) The Employee's employment under this agreement will commence no later than 13th March, 2023 and will continue in effect until terminated in accordance with clause 21.
- (b) The Employee's employment will be subject to a six (6) month probation period, which may be extended at the discretion of the Company ("**Probation Period**"). During the Probation Period, either party may terminate this Agreement without cause by giving 1 week notice in writing.
- (c) The company may extend the probation period by up to three (3) months if the Employee's performance has not met the requirements of the role or if circumstances require a longer period for the Employer to adequately assess the Employee's performance and suitability to the role.

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#### **4. HOURS OF WORK**

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##### **Hours of work**

The Employee's work hours are 7.5 hours per day, 5 days per week, Monday to Fridays, which constitutes a 37.5 hour working week (1.0 FTE). The employee will agree working days and start and finish times, as applicable, with their Line Manager. Nominal working hours are from 8.00am to 4.30pm. Including a one-hour lunch break. The Employee may be required to work a reasonable time outside or beyond these hours from time to time to fulfill their duties. Payments for overtime work will be made in accordance with the applicable laws.

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- (a) The Employee will receive from the Company a gross annual salary in accordance with Item 3 Part A of the Employment Schedule.
- (b) The Employee's salary will be deposited on or by the 25<sup>th</sup> of every month into the employees nominated bank account.
- (c) The Employee will receive a bonus each year for Diwali, this will be paid in the payroll closest to the Diwali period.
- (d) The Employee's salary will be reviewed annually in accordance with Company policy and practice. The review does not guarantee that the salary will be increased.
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This is Company equipment and must be surrendered upon cessation of employment.

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## 14. CONFIDENTIALITY

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- (a) During the course of the Employee's employment, information confidential or proprietary to the Company, the Company's business and the Company's clients will come to the Employee's attention. All information about the Company's business (including without limitation projects, tenders, personnel, clients and methods) or business dealings, the business or business dealings of related companies and the business or business dealings of the Company's clients are completely confidential whether or not there is a statement to that effect attached to the information (**Confidential Information**).
- (b) The Employee is required, during their employment and at all times after their employment, to keep the Confidential Information confidential. This requires the Employee not to disclose, use or make any copy or summary of the Confidential Information other than in accordance with their duties as an employee of the Company or in accordance with the applicable law.
- (c) The Employee agrees not to discuss or divulge information as to your earnings/salary and other benefits paid by the Company to any staff member other than those persons authorised to discuss same.
- (d) The termination of this Agreement by either party for any reason will not operate to release or discharge the Employee from their obligations as to confidentiality as contained in this Agreement and after termination, the Employee will continue to be bound by the terms of each covenant or condition of this Agreement as though each were a separate and independent obligation.
- (e) The Employee shall return to the Company, Confidential Information, including copies thereof irrespective of storage or presentation medium, including all electronic and hard copies thereof, and any other material containing or disclosing any Confidential Information which is in his/her possession, power and control as and when called upon by the Company and upon termination or at the option of the Company, as the case may be, destroy the same and will not make or retain any copies of such Confidential Information. Until such time as all such Confidential Information is returned or destroyed, the Company shall, in addition to initiating legal proceedings for recovery of the same, be entitled to be compensated by the Employee for any loss arising due to the misuse of the Confidential Information of the Company

contrary to the provisions of the Agreement.

- (f) Any contravention of this Clause 14 shall be a material breach of this Agreement.

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## **15. COMPANY RULES AND POLICIES**

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The Employee is required to observe and uphold all of the Company's rules and policies as implemented and amended from time to time, the provisions of which shall be deemed to be included here by reference.

---

## **16. INTELLECTUAL PROPERTY RIGHTS**

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- (a) For the purposes of this clause 15, "**Intellectual Property**" means copyright, registered and unregistered trademarks (including service marks), designs, patents, trade secrets and know-how, and semi-conductor or circuit layout rights.
- (b) Any item of Intellectual Property made or discovered by the Employee during the currency of this Agreement in connection with or in any way affecting or relating to the business of the Company (or any related companies) must immediately be disclosed by the Employee to the Company and will belong to and be the absolute property of the Company and the Employee shall during the term of the Agreement and post, execute such documents as may be necessary for the Company to transfer any Intellectual Property developed by the Employee to the Company.

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## **17. CODE OF CONDUCT**

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- (a) All employees of the Company are required to comply with all laws, including those prohibiting discrimination and harassment and its internal Code of Conduct. The Company will not tolerate any discrimination, harassment, vilification or unpleasantness to other employees, customers, suppliers, or anyone else on the grounds of race, sex, transgender status, marital status, disability, homosexuality, age, HIV/AIDS status or any other unlawful grounds.
- (b) Conduct of the nature referred to will be regarded as grounds for dismissal without further warning or notice.

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## **18. RESTRAINTS**

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During the course of the Employee's employment with the Company, the Employee is not permitted to be involved either directly or indirectly on their account or in any other capacity with any business or enterprise that is in competition in any manner whatsoever with the business of the Company or its related companies, other than by owning shares in a company listed on a recognised stock exchange, unless the Employee has the prior written consent of the Company.

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**19. RESTRICTIONS AFTER EMPLOYMENT**

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- (a) You agree that you will not, without the written consent of the Company, during the period of 6 months after the end of your employment, do any of the following whether on your own behalf or on behalf of any other person or organisation:
- (b) solicit, canvass, approach or accept any approach from any person or organisation who was at any time during the 12 months prior to your employment ending, a proposed or actual client or customer of, a supplier or contractor to, or investor in the Company or any of its related companies or a person; or
- (c) solicit, interfere with or endeavour to entice away from the Company or its related companies, any employee, contractor or consultant of the company or any of its related companies.

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**20. DISCIPLINARY ACTION**

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**Disciplinary policy**

Any employee who departs from normally expected standards or who violates the Company's rules or policies may be liable to disciplinary action.

The following are examples of conduct which may attract disciplinary action:

- (a) Poor timekeeping;
- (b) Poor attendance;
- (c) Inadequate or incompetent performance of the employee's work;
- (d) Failure to comply with the Company's established procedures, as notified from time to time; or
- (e) Rudeness or discourtesy to people with whom the Company deals or to other employees.

**Disciplinary action**

- (a) The Company reserves the right to suspend an employee on full pay pending investigation where the Company has reasonable grounds to believe that such suspension is necessary or is in the best interests of the Company and/or other employees.
- (b) The Company reserves the right to suspend an employee without pay and benefits as a disciplinary measure.
- (c) An employee may appeal against any disciplinary action taken by submitting a written appeal to the Line Manager in which case, the Line Manager's decision will be final.
- (d) The above reservations do not prevent the Company taking any other action which is appropriate in the circumstances.

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**21. TERMINATION**

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- (a) If the Employee has been employed continuously for a period six (6) months and has completed a Probation Period including any extension in respect



thereof, then:

- (i) The Employee may terminate this agreement upon 8 weeks' notice to the Employer;
  - (ii) The Employer may terminate this agreement for reasonable cause upon 8 weeks' notice or the Employer may pay the Employee their salary in lieu of such notice.
- (b) The Company may summarily terminate the Employee's employment without notice or payment in lieu of notice if the Employee:
- (i) Commits any serious or persistent breach of any of the provisions of this Agreement;
  - (ii) Is guilty of any grave misconduct or wilful neglect in the discharge of their duties;
  - (iii) Is convicted of any criminal offence other than an offence which in the reasonable opinion of the Company does not affect their position as an employee of the Company; or
- (c) To the furthest extent permitted by law, the Employee agrees and authorizes the Company to deduct from the final payment due to the Employee on termination of employment for whatever reason (including wages, salary and accrued but untaken leave entitlements) any amounts the Employee owes to the Company. Such deduction hereunder is without prejudice to the right of the Company to effect settlement or payment of the obligations of the Employee through other legal means should the payments and other amounts due the Employee be insufficient to cover the amount the Employee owes to the Company.

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## **22. OTHER RIGHTS**

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- (a) The Employee may have those other rights (if any) imposed on the Company by law and which cannot be superseded by the Agreement.
- (b) All provisions of the Agreement are subject to local law.

**EXECUTED AS AN AGREEMENT**

**SIGNED** on behalf of **NOVOTECH CLINICAL RESEARCH INDIA PVT**

*Angela Edwardson*

**Angela Edwardson**  
**Chief People Officer**

**SIGNED** by **PATHIVADA SAI KIRANMAI:**

.....  
Signature

**PATHIVADA SAI KIRANMAI**  
Print name of signatory

## Employment Schedule

1. **Position Title: Statistical Programmer Trainee**
2. **Duties: As outlined in the Job Description**
3. **Compensation package**

### Part A

<b>Salary Components</b>	<b>Monthly</b>	<b>Annual</b>
Basic+DA	30,000	360,000
HRA	12,000	144,000
Conveyance	2,000	24,000
Special Allowance	6,000	72,000
<b>Gross Salary</b>	<b>50,000</b>	<b>600,000</b>
<b>Employer Contributions</b>		
PF Employer	1,800	21,600
Gratuity (Gratuity entitlement as per Gratuity Act)	1,443	17,316
Medical Insurance	833	10,000
<b>Total Fixed Component</b>	<b>54,076</b>	<b>648,916</b>

### Part B

<b>Variable</b>	
Diwali Bonus	10,000
Yearly Health Check-up	2,500
Yearly Bonus (estimated variable value)	30,000
<b>Total Variable</b>	<b>42,500</b>

<b>Total CTC (A+B)</b>	<b>691,416</b>
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All benefits are defined and controlled by Company policy and are subject to change from time to time at the sole discretion of Management.

Yearly bonus is discretionary, subject to change, and based on individual and company performance.

**Dated 10th February, 2022**

**BETWEEN**

**NOVOTECH CLINICAL RESEARCH INDIA PVT**

**AND**

**YELLAPANTULA SAI RUMA PAVANI**

---

**EMPLOYMENT AGREEMENT**

---

**THIS AGREEMENT** is made on 10<sup>TH</sup> February, 2022

**BETWEEN: NOVOTECH CLINICAL RESEARCH INDIA PRIVATE LIMITED of Unit #104, Embassy Square, #148 Infantry Road, Bangalore, India 560001 (Company)**

**AND: YELLAPANTULA SAI RUMA PAVANI of regupalem, Laveru, Srikakulam-532407, Andhra Pradesh, INDIA (Employee)**

**RECITALS:**

- A. The Company is in the business of providing clinical drug development services to pharmaceutical and biotechnology companies in India and internationally
- B. The Company wishes to retain the services of the Employee as Statistical Programmer Trainee and the Employee desires to take up such employment with the Company.
- C. The parties wish to record the terms upon which the Employee will be engaged by the Company in this Agreement.
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## 2. APPOINTMENT

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## **17. CODE OF CONDUCT**

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- (a) All employees of the Company are required to comply with all laws, including those prohibiting discrimination and harassment and its internal Code of Conduct. The Company will not tolerate any discrimination, harassment, vilification or unpleasantness to other employees, customers, suppliers, or anyone else on the grounds of race, sex, transgender status, marital status, disability, homosexuality, age, HIV/AIDS status or any other unlawful grounds.
- (b) Conduct of the nature referred to will be regarded as grounds for dismissal without further warning or notice.

---

## **18. RESTRAINTS**

---

During the course of the Employee's employment with the Company, the Employee is not permitted to be involved either directly or indirectly on their account or in any other capacity with any business or enterprise that is in competition in any manner whatsoever with the business of the Company or its related companies, other than by owning shares in a company listed on a recognised stock exchange, unless the Employee has the prior written consent of the Company.

---

## **19. RESTRICTIONS AFTER EMPLOYMENT**

---

- (a) You agree that you will not, without the written consent of the Company, during the period of 6 months after the end of your employment, do any of the following whether on your own behalf or on behalf of any other person or organisation:
- (b) solicit, canvass, approach or accept any approach from any person or organisation who was at any time during the 12 months prior to your employment ending, a proposed or actual client or customer of, a supplier or contractor to, or investor in the Company or any of its related companies or a person; or
- (c) solicit, interfere with or endeavour to entice away from the Company or its related companies, any employee, contractor or consultant of the company or any of its related companies.

---

## **20. DISCIPLINARY ACTION**

---

### **Disciplinary policy**

Any employee who departs from normally expected standards or who violates the Company's rules or policies may be liable to disciplinary action.

The following are examples of conduct which may attract disciplinary action:

- (a) Poor timekeeping;
- (b) Poor attendance;
- (c) Inadequate or incompetent performance of the employee's work;
- (d) Failure to comply with the Company's established procedures, as notified from time to time; or
- (e) Rudeness or discourtesy to people with whom the Company deals or to other employees.

### **Disciplinary action**

- (a) The Company reserves the right to suspend an employee on full pay pending investigation where the Company has reasonable grounds to believe that such suspension is necessary or is in the best interests of the Company and/or other employees.
- (b) The Company reserves the right to suspend an employee without pay and benefits as a disciplinary measure.
- (c) An employee may appeal against any disciplinary action taken by submitting a written appeal to the Line Manager in which case, the Line Manager's decision will be final.
- (d) The above reservations do not prevent the Company taking any other action which is appropriate in the circumstances.

---

## **21. TERMINATION**

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- (a) If the Employee has been employed continuously for a period six (6) months and has completed a Probation Period including any extension in respect

thereof, then:

- (i) The Employee may terminate this agreement upon 8 weeks' notice to the Employer;
  - (ii) The Employer may terminate this agreement for reasonable cause upon 8 weeks' notice or the Employer may pay the Employee their salary in lieu of such notice.
- (b) The Company may summarily terminate the Employee's employment without notice or payment in lieu of notice if the Employee:
- (i) Commits any serious or persistent breach of any of the provisions of this Agreement;
  - (ii) Is guilty of any grave misconduct or wilful neglect in the discharge of their duties;
  - (iii) Is convicted of any criminal offence other than an offence which in the reasonable opinion of the Company does not affect their position as an employee of the Company; or
- (c) To the furthest extent permitted by law, the Employee agrees and authorizes the Company to deduct from the final payment due to the Employee on termination of employment for whatever reason (including wages, salary and accrued but untaken leave entitlements) any amounts the Employee owes to the Company. Such deduction hereunder is without prejudice to the right of the Company to effect settlement or payment of the obligations of the Employee through other legal means should the payments and other amounts due the Employee be insufficient to cover the amount the Employee owes to the Company.

---

## **22. OTHER RIGHTS**

---

- (a) The Employee may have those other rights (if any) imposed on the Company by law and which cannot be superseded by the Agreement.
- (b) All provisions of the Agreement are subject to local law.

**EXECUTED AS AN AGREEMENT**

**SIGNED** on behalf of **NOVOTECH CLINICAL RESEARCH INDIA PVT**

*Angela Edwardson*

**Angela Edwardson**  
**Chief People Officer**

**SIGNED** by **YELLAPANTULA SAI RUMA PAVANI:**

.....  
Signature

**YELLAPANTULA SAI RUMA PAVANI**  
Print name of signatory

## Employment Schedule

1. **Position Title: Statistical Programmer Trainee**
2. **Duties: As outlined in the Job Description**
3. **Compensation package**

### Part A

Salary Components	Monthly	Annual
Basic+DA	30,000	360,000
HRA	12,000	144,000
Conveyance	2,000	24,000
Special Allowance	6,000	72,000
<b>Gross Salary</b>	<b>50,000</b>	<b>600,000</b>
<b>Employer Contributions</b>		
PF Employer	1,800	21,600
Gratuity (Gratuity entitlement as per Gratuity Act)	1,443	17,316
Medical Insurance	833	10,000
<b>Total Fixed Component</b>	<b>54,076</b>	<b>648,916</b>

### Part B

Variable	
Diwali Bonus	10,000
Yearly Health Check-up	2,500
Yearly Bonus (estimated variable value)	30,000
<b>Total Variable</b>	<b>42,500</b>
<b>Total CTC (A+B)</b>	<b>691,416</b>

All benefits are defined and controlled by Company policy and are subject to change from time to time at the sole discretion of Management.

Yearly bonus is discretionary, subject to change, and based on individual and company performance.

**Dated 25th February, 2022**

**BETWEEN**  
**NOVOTECH CLINICAL RESEARCH INDIA PVT**

**AND**  
**Santhosh Andhavarapu**

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**EMPLOYMENT AGREEMENT**

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**THIS AGREEMENT** is made on 25th February, 2022

**BETWEEN: NOVOTECH CLINICAL RESEARCH INDIA PRIVATE LIMITED of Unit #104,Embassy Square, #148 Infantry Road, Bangalore, India 560001 (Company)**

**AND: Santhosh Andhavarapu of Dandugopalapuram main road, vadditandra, santhabommali mandal, Srikakulam district,, 4-95, opposite zph school, dandugopalapuram, TEKKALI-532212, Andhrapradesh, INDIA (Employee)**

**RECITALS:**

- A. The Company is in the business of providing clinical drug development services to pharmaceutical and biotechnology companies in India and internationally
- B. The Company wishes to retain the services of the Employee as Statistical Programmer Trainee and the Employee desires to take up such employment with the Company.
- C. The parties wish to record the terms upon which the Employee will be engaged by the Company in this Agreement.
- D. If you agree to the terms in this letter, please sign the enclosed copy and return it to us by 28th February, 2022 to accept the employment.

**AGREEMENT**

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**1. INTERPRETATION**

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**1.1 Interpretation**

In this Agreement, unless inconsistent with the context:

- (a) the singular includes the plural and vice versa;
- (b) a reference to any one of a person, corporation, unincorporated body, trust, government body or other entity includes any other of them;
- (c) headings and explanation notes (if any) are for convenience only and do not affect interpretation;
- (d) reference to legislation or a provision of any legislation includes modifications or re-enactments of the legislation, or any legislative provision substituted for, and all legislation and statutory instruments and regulations issued under the legislation;
- (e) a reference to a party which is a company includes a related body corporate of that company;
- (f) all amounts of money are in local currency i.e. Indian rupees INR;
- (g) a different grammatical form of a defined term has a corresponding meaning to the term;



- (h) a reference to this agreement includes all variations and amendments properly made from time to time; and

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## 2. APPOINTMENT

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- (a) The Company offers to the Employee and the Employee accepts the appointment to position of Statistical Programmer Trainee. This offer is subject to the satisfactory completion of background checks and return of a signed copy of this Agreement from the Employee by 28th February, 2022. Please refer to your recruiter regarding the appropriate background checks for this role.
- (b) The Employee will be primarily responsible for the duties and must meet the requirements described in the position job description. The initial position description is set out in the Schedule to this Agreement but the Company may change it from time to time according to its needs. The Employee will carry out all duties as are required of the Employee by the Company and will initially report to Team Lead Statistical Programming, currently Prabha KC.
- (c) The Employee will also perform such duties and responsibilities as the Company may assign to the Employee which are consistent with the nature and character of their position.
- (d) The Employee will devote the whole of their working time and best efforts to the performance of their duties and obligations as Statistical Programmer Trainee.
- (e) The Employee will at all times during their employment act in a manner which promotes the interest of the Company.
- (f) The Employee covenants that they have the skills, qualifications and abilities to carry out the position of Statistical Programmer Trainee and perform the duties and responsibilities which are required of that position in a first rate manner.

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## 3. TERM AND PROBATION PERIOD

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- (a) The Employee's employment under this agreement will commence no later than 13th March, 2022 and will continue in effect until terminated in accordance with clause 21.
- (b) The Employee's employment will be subject to a six (6) month probation period, which may be extended at the discretion of the Company ("**Probation Period**"). During the Probation Period, either party may terminate this Agreement without cause by giving 1 week notice in writing.
- (c) The company may extend the probation period by up to three (3) months if the Employee's performance has not met the requirements of the role or if circumstances require a longer period for the Employer to adequately assess the Employee's performance and suitability to the role.

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## **4. HOURS OF WORK**

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### **4.1 Hours of work**

The Employee's work hours are 7.5 hours per day, 5 days per week, Monday to Fridays, which constitutes a 37.5 hour working week (1.0 FTE). The employee will agree working days and start and finish times, as applicable, with their Line Manager. Nominal working hours are from 8.00am to 4.30pm. including a one-hour lunch break. The Employee may be required to work a reasonable time outside or beyond these hours from time to time to fulfil their duties. Payments for overtime work will be made in accordance with the applicable laws.

### **4.2 Place of work**

The Employee may initially perform their duties at the Unit 104, Embassy Square, 148 Infantry Road, Bangalore, India 560001. The Employee is defined as a Flexible Employee and will have the opportunity to work from either a home office or company office. In addition, the Employee may be required to work at such other places as the business of the Company may require from time to time. The Company may also transfer your employment to other branches, affiliates or group company.

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## **5. REMUNERATION AND EXPENSES**

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- (a) The Employee will receive from the Company a gross annual salary in accordance with Item 3 Part A of the Employment Schedule.
- (b) The Employee's salary will be deposited on or by the 25<sup>th</sup> of every month into the employees nominated bank account.
- (c) The Employee will receive a bonus each year for Diwali, this will be paid in the payroll closest to the Diwali period.
- (d) The Employee's salary will be reviewed annually in accordance with Company policy and practice. The review does not guarantee that the salary will be increased.
- (e) The Employee will be reimbursed on a monthly basis all reasonable and legitimate travel, car parking and other authorised business expenses (such as mobile phone, internet access, percentage of home phone) incurred while performing bona fide business activities. The Employee must keep full records of all business activities and expenses (such as receipts, credit card dockets) as required by the finance and accounting policies.
- (f) The Employee may be eligible to participate in the Company's performance based bonus scheme. The current bonus scheme is described in a separate document and is subject to change at the discretion of the Company.

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## **6. MEDICAL**

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- (a) The Company will obtain medical health insurance on your behalf as part of the Company's Group Health Insurance Policy. A separate information sheet will be provided to you in relation to this policy. The Company may vary the way in which this benefit is provided to the Employee upon reasonable notice.
- (b) The Company will organise an annual health check at a designated clinic in April each year.

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**7. RETIRAL BENEFITS- PROVIDENT FUND & GRATUITY**

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- (a) The Company will make statutory Provident Fund contributions on the Employee's behalf and statutory contributions will also be deducted from the employee's salary. Employees may make additional voluntary Provident Fund contributions in accordance with the Provident Fund legislation.

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**8. ANNUAL LEAVE**

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- (a) The Employee will be granted eighteen [18] days annual leave upon the completion of each twelve (12) months service. The Employee is required to submit a leave request form to their Line Manager and obtain prior approval for all periods of leave.
- (b) Once the Employee has completed two (2) years or more service they will qualify for additional annual leave per annum. For each additional year of service over and above two (2) years, the Employee will be granted an additional day of annual leave per annum up to a maximum of five (5) additional days per annum. The additional day will be granted on the anniversary of commencement of employment starting on the 2nd year anniversary. This will be pro-rated if the Employee is employed on a part time basis.

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**9. SICK LEAVE**

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- (a) The Employee is entitled to twelve [12] days sick leave in each year of employment.
- (b) Sick leave can be taken when the employee or immediate family member is unwell and the employee is unable to attend work as a consequence.
- (c) The Employee is required to notify their line manager of any absences from work. Wherever possible, the Employee should inform their line manager prior to taking sick leave and where it is not possible soon as possible on the day on which sick leave commences.
- (d) Sick leave will not accrue each calendar year.
- (e) No amount is payable for sick leave not taken when employment ends.

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**10. NATIONAL HOLIDAYS**

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Leave conditions for National Holidays will be those prescribed by the relevant legislation or applicable Act in India.

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**11. MATERNITY LEAVE**

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Female Employees will be entitled to maternity leave at full pay in accordance with The Maternity Benefit Act.

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## 12. OTHER LEAVE

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The employee should contact their manager for information regarding other leave, such as marriage leave, they may be entitled to.

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## 13. BUSINESS TOOLS

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The Company will provide the Employee with necessary equipment such as a laptop computer, if deemed necessary for their role. The company credit card should not be used for personal purchases.

This is Company equipment and must be surrendered upon cessation of employment.

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## 14. CONFIDENTIALITY

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- (a) During the course of the Employee's employment, information confidential or proprietary to the Company, the Company's business and the Company's clients will come to the Employee's attention. All information about the Company's business (including without limitation projects, tenders, personnel, clients and methods) or business dealings, the business or business dealings of related companies and the business or business dealings of the Company's clients are completely confidential whether or not there is a statement to that effect attached to the information (**Confidential Information**).
- (b) The Employee is required, during their employment and at all times after their employment, to keep the Confidential Information confidential. This requires the Employee not to disclose, use or make any copy or summary of the Confidential Information other than in accordance with their duties as an employee of the Company or in accordance with the applicable law.
- (c) The Employee agrees not to discuss or divulge information as to your earnings/salary and other benefits paid by the Company to any staff member other than those persons authorised to discuss same.
- (d) The termination of this Agreement by either party for any reason will not operate to release or discharge the Employee from their obligations as to confidentiality as contained in this Agreement and after termination, the Employee will continue to be bound by the terms of each covenant or condition of this Agreement as though each were a separate and independent obligation.
- (e) The Employee shall return to the Company, Confidential Information, including copies thereof irrespective of storage or presentation medium, including all electronic and hard copies thereof, and any other material containing or disclosing any Confidential Information which is in his/her possession, power and control as and when called upon by the Company and upon termination or at the option of the Company, as the case may be, destroy the same and will not make or retain any copies of such Confidential Information. Until such time as all such Confidential Information is returned or destroyed, the Company shall, in addition to initiating legal proceedings for recovery of the same, be entitled to be compensated by the Employee for any loss arising due to the misuse of the Confidential Information of the Company

- Contrary to the provisions of the Agreement.
- (f) Any contravention of this Clause 14 shall be a material breach of this Agreement.

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## **15. COMPANY RULES AND POLICIES**

The Employee is required to observe and uphold all of the Company's rules and policies as implemented and amended from time to time, the provisions of which shall be deemed to be included here by reference.

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## **16. INTELLECTUAL PROPERTY RIGHTS**

- (a) For the purposes of this clause 15, "**Intellectual Property**" means copyright, registered and unregistered trademarks (including service marks), designs, patents, trade secrets and know-how, and semi-conductor or circuit layout rights.
- (b) Any item of Intellectual Property made or discovered by the Employee during the currency of this Agreement in connection with or in any way affecting or relating to the business of the Company (or any related companies) must immediately be disclosed by the Employee to the Company and will belong to and be the absolute property of the Company and the Employee shall during the term of the Agreement and post, execute such documents as may be necessary for the Company to transfer any Intellectual Property developed by the Employee to the Company.

---

## **17. CODE OF CONDUCT**

- (a) All employees of the Company are required to comply with all laws, including those prohibiting discrimination and harassment and its internal Code of Conduct. The Company will not tolerate any discrimination, harassment, vilification or unpleasantness to other employees, customers, suppliers, or anyone else on the grounds of race, sex, transgender status, marital status, disability, homosexuality, age, HIV/AIDS status or any other unlawful grounds.
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**20. DISCIPLINARY ACTION**

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**20.1 Disciplinary policy**

Any employee who departs from normally expected standards or who violates the Company's rules or policies may be liable to disciplinary action.

The following are examples of conduct which may attract disciplinary action:

- (a) poor timekeeping;
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- (c) inadequate or incompetent performance of the employee's work;
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  - (ii) the Employer may terminate this agreement for reasonable cause upon 8 weeks' notice or the Employer may pay the Employee their salary in lieu of such notice.
- (b) The Company may summarily terminate the Employee's employment without notice or payment in lieu of notice if the Employee:
- (i) commits any serious or persistent breach of any of the provisions of this Agreement;
  - (ii) is guilty of any grave misconduct or wilful neglect in the discharge of their duties;
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- (c) To the furthest extent permitted by law, the Employee agrees and authorizes the Company to deduct from the final payment due to the Employee on termination of employment for whatever reason (including wages, salary and accrued but untaken leave entitlements) any amounts the Employee owes to the Company. Such deduction hereunder is without prejudice to the right of the Company to effect settlement or payment of the obligations of the Employee through other legal means should the payments and other amounts due the Employee be insufficient to cover the amount the Employee owes to the Company.

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- (b) All provisions of the Agreement are subject to local law.

**EXECUTED AS AN AGREEMENT**

**SIGNED** on behalf of **NOVOTECH CLINICAL RESEARCH INDIA PVT**

*Angela Edwardson*

**Angela Edwardson**  
**Chief People Officer**

**SIGNED** by Santhosh Andhavarapu:

.....  
Signature

Santhosh Andhavarapu  
.....  
Print name of signatory



## Employment Schedule

1. **Position Title:** Statistical Programmer Trainee
2. **Duties:** As outlined in the Job Description
3. **Compensation package**

### Part A

Salary Components	Monthly	Annual
Basic + DA	30,000	360,000
HRA	12,000	144,000
Conveyance	2,000	24,000
Special Allowance	6,000	72,000
<b>Gross Salary</b>	<b>50,000</b>	<b>600,000</b>
<b>Employer Contributions</b>		
PF Employer	1,800	21,600
Gratuity (Gratuity entitlement as per Gratuity Act)	1,443	17,316
Medical Insurance	833	10,000
<b>Total Fixed Component</b>	<b>54,076</b>	<b>648,916</b>

### Part B

Variable	
Diwali Bonus	10,000
Yearly Health Check-up	2,500
Yearly Bonus (estimated variable value)	30,000
<b>Total Variable</b>	<b>42,500</b>
<b>Total CTC (A+B)</b>	<b>691,416</b>

All benefits are defined and controlled by Company policy and are subject to change from time to time at the sole discretion of Management.

Yearly bonus is discretionary, subject to change, and based on individual and company performance.



# Job Description

<b>Position:</b>	CLINICAL PHARMACIST
<b>Department:</b>	QUALITY
<b>Position Reports To:</b>	In charge/HOD
<b>Min. Qualification:</b>	Pharm D
<b>Min Experience:</b>	0-2 years

<b>Emp. Name:</b>	S K SABEENA KHATUN
<b>Emp. Id.</b>	50201067
<b>Designation:</b>	CLINICAL PHARMACIST

## Job Responsibilities:

Professional/Clinical Under the direction of the Clinical Director of Pharmacy you will:

- Deliver optimum clinical pharmacy services to patients across practice sites
- Evaluate the delivery, implementation and risks involved with clinical pharmacy services
- Contribute to the clinical governance agenda(s) of the service and of the organisation
- Review policies and procedures relevant to pharmacy practice in general practice
- Monitor and evaluate medicines related protocols and guidelines
- Propose policy or service changes which improve services and may have multidisciplinary and resource implications
- Review and monitor repeat prescribing policy and procedures
- Work in collaboration with administration staff to ensure patients are recalled for relevant blood tests related to medicines use
- Using risk stratification tools/protocols minimise the risk of harm from medicines
- Implement changes following local and national drug alerts/information in accordance to local policy

Clinical services will be achieved through:

- Assessment of patients presenting in general practice with minor ailments, making appropriate diagnoses and treatment choices as an independent prescriber or in accordance with relevant PGDs
- Contribution to multidisciplinary team meetings, this will require pharmaceutical advice ensuring optimum care is provided for individual patients, including those on the 'high risk of admission' register
- Review and interpret clinical data each day for patients requiring therapeutic drug monitoring
- Recommendation of appropriate therapy for individual patients where evidence is not available, controversial evidence exists or other professionals may challenge advice
- Provide advice on the pharmaceutical and pharmacodynamics properties of drugs including alterations of these parameters in 'special groups' of patients, such as the older adult
- Contribute to the organisations wider antimicrobial surveillance programme, implementing local programmes ensuring appropriate antimicrobial prescribing within general practice
- Attendance at Consultant/GP white board/MDT meetings to actively facilitate and provide advice on the treatment of patients
- Attend care/residential homes to undertake clinical medication reviews using the STOPP/START tool, making recommendations to the GP



# Job Description

- Support the care homes in the safe management of medicines including repeat ordering and administration of appropriate formulations
- Undertake medication reviews with patients to support optimum therapy and adherence, making recommendations to the GP
- Promote compliance by prescribers and other healthcare staff with the South and West Devon Formulary and Referral
- Application of the evidence base behind drug therapies used in the elderly · Identification of adverse drug reactions and reporting them to the MHRA via the 'Yellow Card' system
- Complete medicines reconciliation within 24hours (72hrs at weekends) as patients enter and leave services, identifying and informing GP of any changes
- Follow up patients with single morbidity such as COPD/hypertension. Review medication with relevant monitoring of condition within competency
- Contribute to public health campaigns, including flu vaccinations, and adult immunisation

## **Programmes Communication:**

- Have well-developed verbal and written communications skills are essential to the role
- Communicate medicines information (e.g. medicines doses and side effects) in oral or written form to patients and/or carers, who may have difficulties with understanding
- Manage day to day medicines queries, including face to face consultations with patients identified to have compliance or other problems in medicine administration
- Develop and implement patient/carer health educational groups across the practices
- Refer patients to other community services where appropriate · Discuss and resolve medication problems with prescribers where appropriate, ensuring treatment is appropriate, safe and effective
- Input and maintain clinical and pharmacy records, for example using System-one IT, controlled drugs, unlicensed medication
- Liaise with all levels of healthcare staff in all areas of work, including: Patients and carers GPs, community nurses and community pharmacists Nursing, consultant and junior medical staff Support workers, nursing assistants Occupational, speech and physiotherapists Social workers Other pharmacy staff from other services Medicines optimisation team (CCG and NHS England Area Team) External agencies as required

## **Others:**

*Any other jobs assigned by superior due to exigencies of work.*

## **Note:**

Initial 3 months employees will not be assigned direct responsibility, will work only under the supervision ; on completion of 3 months, the employee post competency assessment, if found competent he/she will be assigned direct responsibility.

Reporting Manager Signature & Date:	
HR Signature & Date:	
Employee Signature & Date:	<i>(I've been explained my roles &amp; responsibility and I completely understood the same)</i>



2016-2017

# Job Description

<b>Position:</b>	CLINICAL PHARMACIST
<b>Department:</b>	GENERAL MEDICINE
<b>Position Reports To:</b>	In charge/HOD
<b>Min. Qualification:</b>	Pharm. D (Doctor of Pharmacy)
<b>Min Experience:</b>	0-2 years

<b>Emp. Name:</b>	SAI DEEPTHI NAMBALLA
<b>Emp. Id.</b>	50201021
<b>Designation:</b>	TRAINEE

**Job Responsibilities:** Professional/Clinical Under the direction of the Clinical Director of Pharmacy you will:

- Deliver optimum clinical pharmacy services to patients across practice sites.
- Evaluate the delivery, implementation and risks involved with clinical pharmacy services.
- Contribute to the clinical governance agenda(s) of the service and of the organization.
- Review policies and procedures relevant to pharmacy practice in general practice.
- Monitor and evaluate medicines related protocols and guidelines.
- Propose policy or service changes which improve services and may have multidisciplinary and resource implications.
- Review and monitor repeat prescribing policy and procedures.
- Work in collaboration with administration staff to ensure patients are recalled for relevant blood tests related to medicines use.
- Using risk stratification tools/protocols minimize the risk of harm from medicines.
- Implement changes following local and national drug alerts/information in accordance to local policy.

**Clinical services will be achieved through:**

- Assessment of patients presenting in general practice with minor ailments, making appropriate diagnoses and treatment choices as an independent prescriber or in accordance with relevant PGDs.
- Contribution to multidisciplinary team meetings, this will require pharmaceutical advice ensuring optimum care is provided for individual patients, including those on the 'high risk of admission register.
- Review and interpret clinical data each day for patients requiring therapeutic drug monitoring.
- Recommendation of appropriate therapy for individual patients where evidence is not available, controversial evidence exists or other professionals may challenge advice.
- Provide advice on the pharmaceutical and pharmacodynamics properties of drugs including alterations of these parameters in 'special groups' of patients, such as the older adult.
- Contribute to the organizations wider antimicrobial surveillance programmed, implementing local programmes ensuring appropriate antimicrobial prescribing within general practice.



# Job Description

- Attendance at Consultant/GP white board/MDT meetings to actively facilitate and provide advice on the treatment of patients.
- Attend care/residential homes to undertake clinical medication reviews using the STOPP/START tool, making recommendations to the GP.
- Support the care homes in the safe management of medicines including repeat ordering and administration of appropriate formulations.
- Undertake medication reviews with patients to support optimum therapy and adherence, making recommendations to the GP.
- Promote compliance by prescribers and other healthcare staff with the South and West Devon Formulary and Referral.
- Application of the evidence base behind drug therapies used in the elderly · Identification of adverse drug reactions and reporting them to the MHRA via the 'Yellow Card' system.
- Complete medicines reconciliation within 24hours (72hrs at weekends) as patients enter and leave services, identifying and informing GP of any changes.
- Follow up patients with single morbidity such as COPD/hypertension. Review medication with relevant monitoring of condition within competency.
- Contribute to public health campaigns, including flu vaccinations, and adult immunization.

## **Programmes Communication:**

- Have well-developed verbal and written communications skills are essential to the role.
- Communicate medicines information (e.g. medicines doses and side effects) in oral or written form to patients and/or carers, who may have difficulties with understanding.
- Manage day to day medicines queries, including face to face consultations with patients identified to have compliance or other problems in medicine administration.
- Develop and implement patient/carer health educational groups across the practices.
- Refer patients to other community services where appropriate · Discuss and resolve medication problems with prescribers where appropriate, ensuring treatment is appropriate, safe and effective
- Input and maintain clinical and pharmacy records, for example using System-one IT, controlled drugs, unlicensed medication.
- Liaise with all levels of healthcare staff in all areas of work, including: Patients and carers GPs, community nurses and community pharmacists Nursing, consultant and junior medical staff Support workers, nursing assistants Occupational, speech and physiotherapists Social workers Other pharmacy staff from other services Medicines optimization team (CCG and NHS England Area Team) External agencies as required.

## **Others:**

*Any other jobs assigned by superior due to exigencies of work.*

## **Note:**

Initial 3 months employees will not be assigned direct responsibility, will work only under the supervision; on completion of 3 months, the employee post competency assessment, if found competent he/she will be assigned direct responsibility.



# Job Description

<b>Reporting Manager Signature &amp; Date:</b>	06-02-2022
<b>HR Signature &amp; Date:</b>	06-02-2022
<b>Employee Signature &amp; Date:</b>	<i>(I've been explained my roles &amp; responsibility and I completely understood the same)</i>



# Job Description

<b>Position:</b>	CLINICAL PHARMACIST
<b>Department:</b>	GENERAL MEDICINE
<b>Position Reports To:</b>	In charge/HOD
<b>Min. Qualification:</b>	Pharm. D (Doctor of Pharmacy)
<b>Min Experience:</b>	0-2 years

<b>Emp. Name:</b>	SABAVATH RENUKA SAI
<b>Emp. Id.</b>	50201020
<b>Designation:</b>	TRAINEE

**Job Responsibilities:** Professional/Clinical Under the direction of the Clinical Director of Pharmacy you will:

- Deliver optimum clinical pharmacy services to patients across practice sites.
- Evaluate the delivery, implementation and risks involved with clinical pharmacy services.
- Contribute to the clinical governance agenda(s) of the service and of the organization.
- Review policies and procedures relevant to pharmacy practice in general practice.
- Monitor and evaluate medicines related protocols and guidelines.
- Propose policy or service changes which improve services and may have multidisciplinary and resource implications.
- Review and monitor repeat prescribing policy and procedures.
- Work in collaboration with administration staff to ensure patients are recalled for relevant blood tests related to medicines use.
- Using risk stratification tools/protocols minimize the risk of harm from medicines.
- Implement changes following local and national drug alerts/information in accordance to local policy.

**Clinical services will be achieved through:**

- Assessment of patients presenting in general practice with minor ailments, making appropriate diagnoses and treatment choices as an independent prescriber or in accordance with relevant PGDs.
- Contribution to multidisciplinary team meetings, this will require pharmaceutical advice ensuring optimum care is provided for individual patients, including those on the 'high risk of admission register.
- Review and interpret clinical data each day for patients requiring therapeutic drug monitoring.
- Recommendation of appropriate therapy for individual patients where evidence is not available, controversial evidence exists or other professionals may challenge advice.
- Provide advice on the pharmaceutical and pharmacodynamics properties of drugs including alterations of these parameters in 'special groups' of patients, such as the older adult.
- Contribute to the organizations wider antimicrobial surveillance programmed, implementing local programmes ensuring appropriate antimicrobial prescribing within general practice.



# Job Description

- Attendance at Consultant/GP white board/MDT meetings to actively facilitate and provide advice on the treatment of patients.
- Attend care/residential homes to undertake clinical medication reviews using the STOPP/START tool, making recommendations to the GP.
- Support the care homes in the safe management of medicines including repeat ordering and administration of appropriate formulations.
- Undertake medication reviews with patients to support optimum therapy and adherence, making recommendations to the GP.
- Promote compliance by prescribers and other healthcare staff with the South and West Devon Formulary and Referral.
- Application of the evidence base behind drug therapies used in the elderly · Identification of adverse drug reactions and reporting them to the MHRA via the 'Yellow Card' system.
- Complete medicines reconciliation within 24hours (72hrs at weekends) as patients enter and leave services, identifying and informing GP of any changes.
- Follow up patients with single morbidity such as COPD/hypertension. Review medication with relevant monitoring of condition within competency.
- Contribute to public health campaigns, including flu vaccinations, and adult immunization.

## **Programmes Communication:**

- Have well-developed verbal and written communications skills are essential to the role.
- Communicate medicines information (e.g. medicines doses and side effects) in oral or written form to patients and/or carers, who may have difficulties with understanding.
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## **Others:**

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<b>HR Signature &amp; Date:</b>	06-02-2022
<b>Employee Signature &amp; Date:</b>	<i>(I've been explained my roles &amp; responsibility and I completely understood the same)</i>



# Job Description

<b>Position:</b>	<b>CLINICAL PHARMACIST</b>
<b>Department:</b>	GENERAL MEDICINE
<b>Position Reports To:</b>	In charge/HOD
<b>Min. Qualification:</b>	Pharm. D (Doctor of Pharmacy)
<b>Min Experience:</b>	0-2 years

<b>Emp. Name:</b>	REDDI BHANU
<b>Emp. Id.</b>	50201019
<b>Designation:</b>	TRAINEE

**Job Responsibilities:** Professional/Clinical Under the direction of the Clinical Director of Pharmacy you will:

- Deliver optimum clinical pharmacy services to patients across practice sites.
- Evaluate the delivery, implementation and risks involved with clinical pharmacy services.
- Contribute to the clinical governance agenda(s) of the service and of the organization.
- Review policies and procedures relevant to pharmacy practice in general practice.
- Monitor and evaluate medicines related protocols and guidelines.
- Propose policy or service changes which improve services and may have multidisciplinary and resource implications.
- Review and monitor repeat prescribing policy and procedures.
- Work in collaboration with administration staff to ensure patients are recalled for relevant blood tests related to medicines use.
- Using risk stratification tools/protocols minimize the risk of harm from medicines.
- Implement changes following local and national drug alerts/information in accordance to local policy.

**Clinical services will be achieved through:**

- Assessment of patients presenting in general practice with minor ailments, making appropriate diagnoses and treatment choices as an independent prescriber or in accordance with relevant PGDs.
- Contribution to multidisciplinary team meetings, this will require pharmaceutical advice ensuring optimum care is provided for individual patients, including those on the 'high risk of admission register.
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<b>Position:</b>	<b>CLINICAL PHARMACIST</b>
<b>Department:</b>	GENERAL MEDICINE
<b>Position Reports To:</b>	In charge/HOD
<b>Min. Qualification:</b>	Pharm. D (Doctor of Pharmacy)
<b>Min Experience:</b>	0-2 years

<b>Emp. Name:</b>	RATALA SANTHOSHI
<b>Emp. Id.</b>	50201018
<b>Designation:</b>	TRAINEE

**Job Responsibilities:** Professional/Clinical Under the direction of the Clinical Director of Pharmacy you will:

- Deliver optimum clinical pharmacy services to patients across practice sites.
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<b>Position:</b>	CLINICAL PHARMACIST
<b>Department:</b>	GENERAL MEDICINE
<b>Position Reports To:</b>	In charge/HOD
<b>Min. Qualification:</b>	Pharm. D (Doctor of Pharmacy)
<b>Min Experience:</b>	0-2 years

<b>Emp. Name:</b>	PATTIGULLA URMILA DEVI
<b>Emp. Id.</b>	50201016
<b>Designation:</b>	TRAINEE

**Job Responsibilities:** Professional/Clinical Under the direction of the Clinical Director of Pharmacy you will:

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# Job Description

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<b>HR Signature &amp; Date:</b>	06-02-2022
<b>Employee Signature &amp; Date:</b>	<i>(I've been explained my roles &amp; responsibility and I completely understood the same)</i>



# Job Description

<b>Position:</b>	<b>CLINICAL PHARMACIST</b>
<b>Department:</b>	GENERAL MEDICINE
<b>Position Reports To:</b>	In charge/HOD
<b>Min. Qualification:</b>	Pharm. D (Doctor of Pharmacy)
<b>Min Experience:</b>	0-2 years

<b>Emp. Name:</b>	PARIDALA JAGAN MOHAN
<b>Emp. Id.</b>	50201015
<b>Designation:</b>	TRAINEE

**Job Responsibilities:** Professional/Clinical Under the direction of the Clinical Director of Pharmacy you will:

- Deliver optimum clinical pharmacy services to patients across practice sites.
- Evaluate the delivery, implementation and risks involved with clinical pharmacy services.
- Contribute to the clinical governance agenda(s) of the service and of the organization.
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# Job Description

<b>Reporting Manager Signature &amp; Date:</b>	06-02-2022
<b>HR Signature &amp; Date:</b>	06-02-2022
<b>Employee Signature &amp; Date:</b>	<i>(I've been explained my roles &amp; responsibility and I completely understood the same)</i>



# Job Description

<b>Position:</b>	<b>CLINICAL PHARMACIST</b>
<b>Department:</b>	ONCOLOGY
<b>Position Reports To:</b>	In charge/HOD
<b>Min. Qualification:</b>	Pharm. D (Doctor of Pharmacy)
<b>Min Experience:</b>	0-2 years

<b>Emp. Name:</b>	PAILA SRAVANI
<b>Emp. Id.</b>	50201013
<b>Designation:</b>	TRAINEE

**Job Responsibilities:** Professional/Clinical Under the direction of the Clinical Director of Pharmacy you will:

- Deliver optimum clinical pharmacy services to patients across practice sites.
- Evaluate the delivery, implementation and risks involved with clinical pharmacy services.
- Contribute to the clinical governance agenda(s) of the service and of the organization.
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# Job Description

<b>Reporting Manager Signature &amp; Date:</b>	06-02-2022
<b>HR Signature &amp; Date:</b>	06-02-2022
<b>Employee Signature &amp; Date:</b>	<i>(I've been explained my roles &amp; responsibility and I completely understood the same)</i>





# Job Description

<b>Position:</b>	<b>CLINICAL PHARMACIST</b>
<b>Department:</b>	ONCOLOGY
<b>Position Reports To:</b>	In charge/HOD
<b>Min. Qualification:</b>	Pharm. D (Doctor of Pharmacy)
<b>Min Experience:</b>	0-2 years

<b>Emp. Name:</b>	MUDILI TARANGINI
<b>Emp. Id.</b>	50201012
<b>Designation:</b>	TRAINEE

**Job Responsibilities:** Professional/Clinical Under the direction of the Clinical Director of Pharmacy you will:

- Deliver optimum clinical pharmacy services to patients across practice sites.
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- Application of the evidence base behind drug therapies used in the elderly · Identification of adverse drug reactions and reporting them to the MHRA via the 'Yellow Card' system.
- Complete medicines reconciliation within 24hours (72hrs at weekends) as patients enter and leave services, identifying and informing GP of any changes.
- Follow up patients with single morbidity such as COPD/hypertension. Review medication with relevant monitoring of condition within competency.
- Contribute to public health campaigns, including flu vaccinations, and adult immunization.

## **Programmes Communication:**

- Have well-developed verbal and written communications skills are essential to the role.
- Communicate medicines information (e.g. medicines doses and side effects) in oral or written form to patients and/or carers, who may have difficulties with understanding.
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- Develop and implement patient/carer health educational groups across the practices.
- Refer patients to other community services where appropriate · Discuss and resolve medication problems with prescribers where appropriate, ensuring treatment is appropriate, safe and effective
- Input and maintain clinical and pharmacy records, for example using System-one IT, controlled drugs, unlicensed medication.
- Liaise with all levels of healthcare staff in all areas of work, including: Patients and carers GPs, community nurses and community pharmacists Nursing, consultant and junior medical staff Support workers, nursing assistants Occupational, speech and physiotherapists Social workers Other pharmacy staff from other services Medicines optimization team (CCG and NHS England Area Team) External agencies as required.

## **Others:**

*Any other jobs assigned by superior due to exigencies of work.*

## **Note:**

Initial 3 months employees will not be assigned direct responsibility, will work only under the supervision; on completion of 3 months, the employee post competency assessment, if found competent he/she will be assigned direct responsibility.



# Job Description

<b>Reporting Manager Signature &amp; Date:</b>	06-02-2022
<b>HR Signature &amp; Date:</b>	06-02-2022
<b>Employee Signature &amp; Date:</b>	<i>(I've been explained my roles &amp; responsibility and I completely understood the same)</i>



# Job Description

<b>Position:</b>	<b>CLINICAL PHARMACIST</b>
<b>Department:</b>	ONCOLOGY
<b>Position Reports To:</b>	In charge/HOD
<b>Min. Qualification:</b>	Pharm. D (Doctor of Pharmacy)
<b>Min Experience:</b>	0-2 years

<b>Emp. Name:</b>	MOHANLAL THANDASA
<b>Emp. Id.</b>	50201011
<b>Designation:</b>	TRAINEE

**Job Responsibilities:** Professional/Clinical Under the direction of the Clinical Director of Pharmacy you will:

- Deliver optimum clinical pharmacy services to patients across practice sites.
- Evaluate the delivery, implementation and risks involved with clinical pharmacy services.
- Contribute to the clinical governance agenda(s) of the service and of the organization.
- Review policies and procedures relevant to pharmacy practice in general practice.
- Monitor and evaluate medicines related protocols and guidelines.
- Propose policy or service changes which improve services and may have multidisciplinary and resource implications.
- Review and monitor repeat prescribing policy and procedures.
- Work in collaboration with administration staff to ensure patients are recalled for relevant blood tests related to medicines use.
- Using risk stratification tools/protocols minimize the risk of harm from medicines.
- Implement changes following local and national drug alerts/information in accordance to local policy.

**Clinical services will be achieved through:**

- Assessment of patients presenting in general practice with minor ailments, making appropriate diagnoses and treatment choices as an independent prescriber or in accordance with relevant PGDs.
- Contribution to multidisciplinary team meetings, this will require pharmaceutical advice ensuring optimum care is provided for individual patients, including those on the 'high risk of admission register.
- Review and interpret clinical data each day for patients requiring therapeutic drug monitoring.
- Recommendation of appropriate therapy for individual patients where evidence is not available, controversial evidence exists or other professionals may challenge advice.
- Provide advice on the pharmaceutical and pharmacodynamics properties of drugs including alterations of these parameters in 'special groups' of patients, such as the older adult.
- Contribute to the organizations wider antimicrobial surveillance programmed, implementing local programmes ensuring appropriate antimicrobial prescribing within general practice.



# Job Description

- Attendance at Consultant/GP white board/MDT meetings to actively facilitate and provide advice on the treatment of patients.
- Attend care/residential homes to undertake clinical medication reviews using the STOPP/START tool, making recommendations to the GP.
- Support the care homes in the safe management of medicines including repeat ordering and administration of appropriate formulations.
- Undertake medication reviews with patients to support optimum therapy and adherence, making recommendations to the GP.
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## **Others:**

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<b>HR Signature &amp; Date:</b>	06-02-2022
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# Job Description

<b>Position:</b>	CLINICAL PHARMACIST
<b>Department:</b>	ONCOLOGY
<b>Position Reports To:</b>	In charge/HOD
<b>Min. Qualification:</b>	Pharm. D (Doctor of Pharmacy)
<b>Min Experience:</b>	0-2 years

<b>Emp. Name:</b>	METTA RUSHITHA
<b>Emp. Id.</b>	50201010
<b>Designation:</b>	TRAINEE

**Job Responsibilities:** Professional/Clinical Under the direction of the Clinical Director of Pharmacy you will:

- Deliver optimum clinical pharmacy services to patients across practice sites.
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- Contribute to the clinical governance agenda(s) of the service and of the organization.
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# Job Description

<b>Position:</b>	<b>CLINICAL PHARMACIST</b>
<b>Department:</b>	QUALITY
<b>Position Reports To:</b>	In charge/HOD
<b>Min. Qualification:</b>	Pharm. D (Doctor of Pharmacy)
<b>Min Experience:</b>	0-2 years

<b>Emp. Name:</b>	KUPPILI PADMAJA
<b>Emp. Id.</b>	50201009
<b>Designation:</b>	TRAINEE

**Job Responsibilities:** Professional/Clinical Under the direction of the Clinical Director of Pharmacy you will:

- Deliver optimum clinical pharmacy services to patients across practice sites.
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# Job Description

<b>Position:</b>	<b>CLINICAL PHARMACIST</b>
<b>Department:</b>	QUALITY
<b>Position Reports To:</b>	In charge/HOD
<b>Min. Qualification:</b>	Pharm. D (Doctor of Pharmacy)
<b>Min Experience:</b>	0-2 years

<b>Emp. Name:</b>	GEDALA ANURADHA
<b>Emp. Id.</b>	50201008
<b>Designation:</b>	TRAINEE

**Job Responsibilities:** Professional/Clinical Under the direction of the Clinical Director of Pharmacy you will:

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Reporting Manager Signature & Date:	06-02-2022
HR Signature & Date:	06-02-2022
Employee Signature & Date:	<i>(I've been explained my roles &amp; responsibility and I completely understood the same)</i>



# Job Description

<b>Position:</b>	CLINICAL PHARMACIST
<b>Department:</b>	QUALITY
<b>Position Reports To:</b>	In charge/HOD
<b>Min. Qualification:</b>	Pharm. D (Doctor of Pharmacy)
<b>Min Experience:</b>	0-2 years

<b>Emp. Name:</b>	GANAGALLA SUSMITHA
<b>Emp. Id.</b>	50201007
<b>Designation:</b>	TRAINEE

**Job Responsibilities:** Professional/Clinical Under the direction of the Clinical Director of Pharmacy you will:

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# Job Description

<b>Reporting Manager Signature &amp; Date:</b>	06-02-2022
<b>HR Signature &amp; Date:</b>	06-02-2022
<b>Employee Signature &amp; Date:</b>	<i>(I've been explained my roles &amp; responsibility and I completely understood the same)</i>



# Job Description

2016-2017

<b>Position:</b>	<b>CLINICAL PHARMACIST</b>
<b>Department:</b>	GENERAL MEDICINE
<b>Position Reports To:</b>	In charge/HOD
<b>Min. Qualification:</b>	Pharm. D (Doctor of Pharmacy)
<b>Min Experience:</b>	0-2 years

<b>Emp. Name:</b>	SHEIK KOHINOOR KHATUN
<b>Emp. Id.</b>	50201022
<b>Designation:</b>	TRAINEE

**Job Responsibilities:** Professional/Clinical Under the direction of the Clinical Director of Pharmacy you will:

- Deliver optimum clinical pharmacy services to patients across practice sites.
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# Job Description

<b>Position:</b>	<b>CLINICAL PHARMACIST</b>
<b>Department:</b>	QUALITY
<b>Position Reports To:</b>	In charge/HOD
<b>Min. Qualification:</b>	Pharm. D (Doctor of Pharmacy)
<b>Min Experience:</b>	0-2 years

<b>Emp. Name:</b>	UDAY KIRAN PAILA
<b>Emp. Id.</b>	50201017
<b>Designation:</b>	TRAINEE

**Job Responsibilities:** Professional/Clinical Under the direction of the Clinical Director of Pharmacy you will:

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# Job Description

- Attendance at Consultant/GP white board/MDT meetings to actively facilitate and provide advice on the treatment of patients.
- Attend care/residential homes to undertake clinical medication reviews using the STOPP/START tool, making recommendations to the GP.
- Support the care homes in the safe management of medicines including repeat ordering and administration of appropriate formulations.
- Undertake medication reviews with patients to support optimum therapy and adherence, making recommendations to the GP.
- Promote compliance by prescribers and other healthcare staff with the South and West Devon Formulary and Referral.
- Application of the evidence base behind drug therapies used in the elderly · Identification of adverse drug reactions and reporting them to the MHRA via the 'Yellow Card' system.
- Complete medicines reconciliation within 24hours (72hrs at weekends) as patients enter and leave services, identifying and informing GP of any changes.
- Follow up patients with single morbidity such as COPD/hypertension. Review medication with relevant monitoring of condition within competency.
- Contribute to public health campaigns, including flu vaccinations, and adult immunization.

## **Programmes Communication:**

- Have well-developed verbal and written communications skills are essential to the role.
- Communicate medicines information (e.g. medicines doses and side effects) in oral or written form to patients and/or carers, who may have difficulties with understanding.
- Manage day to day medicines queries, including face to face consultations with patients identified to have compliance or other problems in medicine administration.
- Develop and implement patient/carer health educational groups across the practices.
- Refer patients to other community services where appropriate · Discuss and resolve medication problems with prescribers where appropriate, ensuring treatment is appropriate, safe and effective
- Input and maintain clinical and pharmacy records, for example using System-one IT, controlled drugs, unlicensed medication.
- Liaise with all levels of healthcare staff in all areas of work, including: Patients and carers GPs, community nurses and community pharmacists Nursing, consultant and junior medical staff Support workers, nursing assistants Occupational, speech and physiotherapists Social workers Other pharmacy staff from other services Medicines optimization team (CCG and NHS England Area Team) External agencies as required.

## **Others:**

*Any other jobs assigned by superior due to exigencies of work.*

## **Note:**

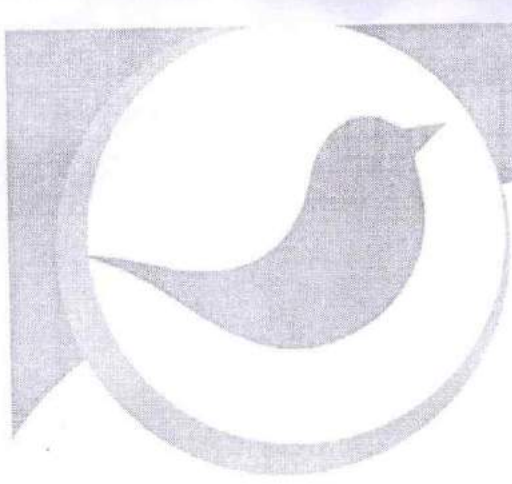
Initial 3 months employees will not be assigned direct responsibility, will work only under the supervision; on completion of 3 months, the employee post competency assessment, if found competent he/she will be assigned direct responsibility.



# Job Description

<b>Reporting Manager Signature &amp; Date:</b>	06-02-2022
<b>HR Signature &amp; Date:</b>	06-02-2022
<b>Employee Signature &amp; Date:</b>	<i>(I've been explained my roles &amp; responsibility and I completely understood the same)</i>





# SYNCTRA SOLUTIONS

Date: 18/12/2022.

**Madina Rushi Varma**  
**Sri Venkateswara College of Pharmacy**  
Etcherla, Srikakulam- 532410 , Andhra Pradesh, India.

Dear Candidate,

We are pleased to offer you the position of **Analytical research associate** in our **SYNCTRA SOLUTIONS** based at jubilee hills, Hyderabad

Your immediate supervisor will be Siraj. R We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed, and agreed with you, you will be eligible to receive the following beginning on your joining date: 27/12/2022

- Salary: The Annual gross starting salary of Rs.2,40,000/- subject to tax and other statutory deductions.
- Business Travel allowance and reimbursements as per company policy.
- If you accept this offer, I would appreciate your signing and returning at your earliest convenience a copy of this Letter of Assignment for documentation purposes. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me.


We look forward to welcome you aboard.




HR Manager.

**SYNCTRA SOLUTIONS**

 [info@synctrasolution.com](mailto:info@synctrasolution.com)  +91-9906642226

 [www.synctrasolution.com](http://www.synctrasolution.com)

 8-3-230/b/41 Flat number 93 , Sravanthi Nagar,  
Jubilee Hills, Hyderabad, Telangana - 500033



# SYNCTRA SOLUTIONS

Date: 19/12/2022.

Balivada Gowri Kalyani  
Sri Venkateswara College of Pharmacy  
Etcherla, Srikakulam- 532410 , Andhra Pradesh, India.

Dear Candidate,

We are pleased to offer you the position of **Analytical research associate** in our **SYNCTRA SOLUTIONS** based at jubilee hills, Hyderabad

Your immediate supervisor will be Siraj. R We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed, and agreed with you, you will be eligible to receive the following beginning on your joining date: 27/12/2022

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- Business Travel allowance and reimbursements as per company policy.
- If you accept this offer, I would appreciate your signing and returning at your earliest convenience a copy of this Letter of Assignment for documentation purposes. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me.

We look forward to welcome you aboard.



HR Manager.

**SYNCTRA SOLUTIONS**

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 8-3-230/b/41 Flat Number 93 , Srivanthi Nagar,  
Jubilee Hills, Hyderabad, Telangana - 500033



# SYNCTRA SOLUTIONS

Date: 18/12/2022.

**Lakkoju Suresh Chandra Sai**  
**Sri Venkateswara College of Pharmacy**  
Etcherla, Srikakulam- 532410 , Andhra Pradesh, India.

Dear Candidate,

We are pleased to offer you the position of **Analytical research associate** in our **SYNCTRA SOLUTIONS** based at jubilee hills, Hyderabad

Your immediate supervisor will be Siraj. R We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed, and agreed with you, you will be eligible to receive the following beginning on your joining date: 27/12/2022

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- Business Travel allowance and reimbursements as per company policy.
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We look forward to welcome you aboard.




HR Manager.

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 8-3-230/1/41 Flat Number 95, Sravanthi Nagar,  
Jubilee Hills, Hyderabad, Telangana - 500033



# SYNCTRA SOLUTIONS

Date: 18/12/2022.

**Duvvada Janani**  
**Sri Venkateswara College of Pharmacy**  
Etcherla, Srikakulam- 532410 , Andhra Pradesh, India.

Dear Candidate,

We are pleased to offer you the position of **Analytical research associate** in our **SYNCTRA SOLUTIONS** based at jubilee hills, Hyderabad

Your immediate supervisor will be Siraj. R We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed, and agreed with you, you will be eligible to receive the following beginning on your joining date: 27/12/2022

- Salary: The Annual gross starting salary of Rs.2,40,000/- subject to tax and other statutory deductions.
- Business Travel allowance and reimbursements as per company policy.
- If you accept this offer, I would appreciate your signing and returning at your earliest convenience a copy of this Letter of Assignment for documentation purposes. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me.

We look forward to welcome you aboard.



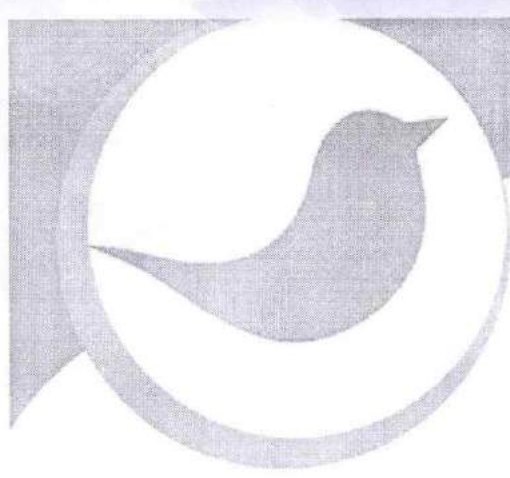
HR Manager.

SYNCTRA SOLUTIONS

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 8-3-230/b/41 Flat Number 95 , Sriwanthi Nagar,  
Jubilee Hills, Hyderabad, Telangana - 500033



# SYNCTRA SOLUTIONS

Date: 19/12/2022.

**Chintalapudi Sireesha**  
**Sri Venkateswara College of Pharmacy**  
Etcherla, Srikakulam- 532410 , Andhra Pradesh, India.

Dear Candidate,

We are pleased to offer you the position of **Analytical research associate** in our **SYNCTRA SOLUTIONS** based at jubilee hills, Hyderabad

Your immediate supervisor will be Siraj. R We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed, and agreed with you, you will be eligible to receive the following beginning on your joining date: 27/12/2022

- Salary: The Annual gross starting salary of Rs.2,40,000/- subject to tax and other statutory deductions.
- Business Travel allowance and reimbursements as per company policy.
- If you accept this offer, I would appreciate your signing and returning at your earliest convenience a copy of this Letter of Assignment for documentation purposes. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me.

We look forward to welcome you aboard.




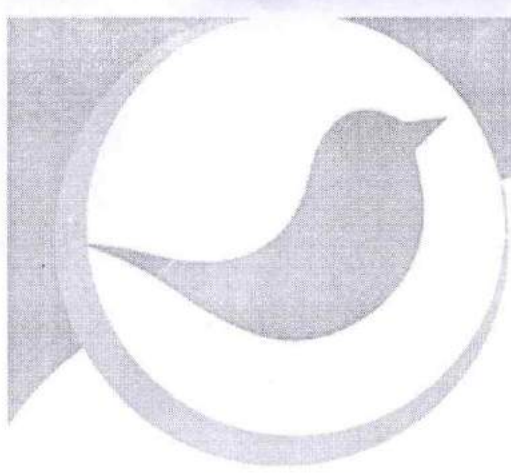
HR Manager.

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Jubilee Hills, Hyderabad, Telangana - 500033



# SYNCTRA SOLUTIONS

Date: 11/12/2022.

**Nabelli Chandrika**  
Sri Venkateswara College of Pharmacy  
Etcherla, Srikakulam- 532410 , Andhra Pradesh, India.

Dear Candidate,

We are pleased to offer you the position of **Analytical research associate** in our **SYNCTRA SOLUTIONS** based at jubilee hills, Hyderabad

Your immediate supervisor will be Siraj. R We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed, and agreed with you, you will be eligible to receive the following beginning on your joining date: 25/12/2022

- Salary: The Annual gross starting salary of Rs.2,40,000/- subject to tax and other statutory deductions.
- Business Travel allowance and reimbursements as per company policy.
- If you accept this offer, I would appreciate your signing and returning at your earliest convenience a copy of this Letter of Assignment for documentation purposes. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me.

We look forward to welcome you aboard.



HR Manager.

**SYNCTRA SOLUTIONS**

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 [www.synctrasolution.com](http://www.synctrasolution.com)

 8-3-230/b/41 Flat Number 98 , Sravanthi Nagar,  
Jubilee Hills, Hyderabad, Telangana - 500033



# SYNCTRA SOLUTIONS

Date: 11/12/2022.

**Koilada Deevana**  
**Sri Venkateswara College of Pharmacy**  
**Etcherla, Srikakulam- 532410 , Andhra Pradesh, India.**

Dear Candidate,

We are pleased to offer you the position of **Analytical research associate** in our **SYNCTRA SOLUTIONS** based at jubilee hills, Hyderabad

Your immediate supervisor will be Siraj. R We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed, and agreed with you, you will be eligible to receive the following beginning on your joining date: 25/12/2022

- Salary: The Annual gross starting salary of Rs.2,40,000/- subject to tax and other statutory deductions.
- Business Travel allowance and reimbursements as per company policy.
- If you accept this offer, I would appreciate your signing and returning at your earliest convenience a copy of this Letter of Assignment for documentation purposes. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me.


We look forward to welcome you aboard.



HR Manager.

**SYNCTRA SOLUTIONS**

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Jubilee Hills, Hyderabad, Telangana - 500033

# Aquity

Aquity Solutions/Hyderabad, India - Service Center -6: VIZ/Medical Scribing

November 19<sup>th</sup>, 2022

**Ms/Ms.Padala Ruchita**

Address: tholapi village

Srikakulam-532445

**Subject: Offer Letter**

**Dear Padala Ruchita,**

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakhapatnam** in the state of Andhra Pradesh.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **31<sup>st</sup> November, 2022** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,

**For Aquity Solutions India Private Limited**



**Authorized Signatory**

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before

**Accepted:**

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





# Aquity

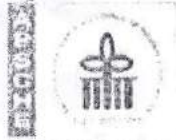
## Annexure I

Annual Cost to Company (CTC)		
<b>Name of the Employee: Padala Ruchita</b>		
<b>Designation / Division: Medical Scribe Trainee / Medical Scribing</b>		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance (LTA)	884	10608
City Compensatory Allowance (CCA)	4164	49968
Interim Bonus (IB)	2000	24000
<b>Gross Earnings (Rs.) - 1. (Rs.)</b>	<b>29469</b>	<b>353628</b>
Performance Allowance	0	0
Hardship Allowance	2500	30000
<b>Total Earnings (Rs.) - 2. (Rs.)</b>	<b>31969</b>	<b>383628</b>
<b>Company's Contribution to</b>		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
<b>Company's Contribution (Rs.) -3.</b>	<b>3031</b>	<b>36372</b>
<b>Total Monthly CTC (Rs.) - 1+ 2 +3</b>	<b>35000</b>	<b>420000</b>
<b>Total Annual CTC (Rs.)</b>	<b>420000</b>	
<b>Comments:</b>		
PF is calculated as 13 % of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance - Mediclaime Insurance as per the company policy		
Provision of Subsidized canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		

## Annexure II

### List of required documents and/or information to be provided on or prior to joining

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/10<sup>th</sup> Mark Sheet/Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN ( Universal Account Number) along with a self- attested photocopy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).



**ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION  
APPGE CET - 2021**

Hall Ticket Number:	7728190429	Rank:	1103
Candidate Name:	TAMADA LAXMI	Father's Name:	TAMADA NAGESWARA RAO
Gender:	FEMALE	Caste / Region:	BC_A / AU

**PROVISIONAL ALLOTMENT ORDER (for GATE/GPAT/PGE CET CANDIDATES)**

This is to inform that the options exercised by the candidate have been processed based on merit, rank, local area, sex, category, Special Reservation Category (CAP/PH/NCC/SPORTS) etc and the candidate has been allotted a seat in

**SRI VENKATESWARA COLLEGE OF PHARMACY (VNKS1)  
in PHARMACOLOGY (PHCOLG) , under OC\_GIRLS\_AU category.  
from AVANTHI INST. OF PHARM. SCI. (AVNP1)  
in PHARMACOLOGY (PHCOLG)**

**Tuition Fee fixed for the college/course is Rs.69500 /-.**

**Tuition fee to be paid by the candidate at the time of admission is Rs. 69500 /-.**

**Instructions to Candidates:**

1. The candidate is instructed to report by clicking on "Allotment letter and Self-Reporting" under "Forms" tab from website <https://sche.ap.gov.in>.
2. Take print out of two copies of joining report and report to the allotted college with all original certificates. Submit a copy of joining report and obtain acknowledgment on 2nd copy from the College where you have reported and retain the same with you.
3. Both Self reporting and reporting at the allotted college is compulsory to retain the present allotment. The last date for Self reporting and reporting at the allotted College is **18.01.2022**. Pay all necessary fees if any to the allotted college.
4. If you do not report through Self-reporting system and/or not reporting at the allotted college, the provisional allotment will be stands cancelled and you have no claim on the seat allotted.
5. The academic credentials verified if found false at a later date, your allotment will be cancelled and you are also liable for criminal prosecution.
6. RGS or SFS [STIPENDARY], RGN OR SFN [NON-STIPENDARY].
7. Candidates who got more than one allotment by virtue of their eligibility, can choose one college/course allotment through self reporting system before joining the college. The other allotments will become null and void and they will be offered to other meritorious candidates in next phase of counselling.
8. A candidate having more than one allotment, self reporting and reported at college but wish to change his college shall have to cancel his allotment from already reported college and can change to another college with in stipulated date.
9. Allotments in pharmacy colleges are subjected to approval of Pharmacy Council of India.
10. All the Principals are requested to verify the original certificates viz caste, study, income and Degree/Equivalent certificates of the admitted candidates thoroughly and request to bring to the notice of the Convenor, APPGE CET – 2021 Admissions for any deviation
11. The candidate is informed that the class work is already commenced and directed to attend the class work.



**CONVENOR  
APPGE CET-2021 ADMISSIONS**

ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION  
APPGECET - 2021



Roll Ticket Number:	7728190345	Rank:	767
Candidate Name:	DUPPATLA CHANDINI	Father's Name:	DUPPATLA RAMANA MURTHY
Gender:	FEMALE	Caste / Region:	BC_A / AU

**PROVISIONAL ALLOTMENT ORDER (for GATE/GPAT/PGECET CANDIDATES)**

It is to inform that the options exercised by the candidate have been processed based on merit, rank, local area, sex, category, Special Reservation Category (CAP/PH/NCC/SPORTS) etc and the candidate has been allotted a seat in

**SRI VENKATESWARA COLLEGE OF PHARMACY (VNKS1)**  
in **PHARMACEUTICAL TECHNOLOGY (PHTECH)**, under OC\_GEN\_UR category.

**Tuition Fee fixed for the college/course is Rs.69500 /-.**

**Tuition fee to be paid by the candidate at the time of admission is Rs. 69500 /-.**

**Instructions to Candidates:**

- The candidate is instructed to report by clicking on "Allotment letter and Self-Reporting" under "Forms" tab from website <https://sche.ap.gov.in>.
- Take print out of two copies of joining report and report to the allotted college with all original certificates. Submit a copy of joining report and obtain acknowledgment on 2nd copy from the College where you have reported and retain the same with you.
- Both Self reporting and reporting at the allotted college is compulsory to retain the present allotment. The last date for Self reporting and reporting at the allotted College is **18.01.2022**. Pay all necessary fees if any to the allotted college.
- If you do not report through Self-reporting system and/or not reporting at the allotted college, the provisional allotment will be stands cancelled and you have no claim on the seat allotted.
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1. **The candidate is informed that the class work is already commenced and directed to attend the class work.**



CONVENOR  
APPGECET-2021 ADMISSIONS



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION  
APPGECET - 2021

Hall Ticket Number:	7728190411	Rank:	767
Candidate Name:	PUTTA MALATHI	Father's Name:	PUTTA CHINNAPPADU
Gender:	FEMALE	Caste / Region:	SC / AU

**PROVISIONAL ALLOTMENT ORDER (for GATE/GPAT/PGECET CANDIDATES)**

This is to inform that the options exercised by the candidate have been processed based on merit, rank, local area, sex, category, Special Reservation Category (CAP/PH/NCC/SPORTS) etc and the candidate has been allotted a seat in

**SRI VENKATESWARA COLLEGE OF PHARMACY (VNKS1)**  
in PHARMACOLOGY (PHCOLG) , under BC\_A\_GEN\_UR category.

Tuition Fee fixed for the college/course is Rs.69500 /-.

Tuition fee to be paid by the candidate at the time of admission is Rs. 69500 /-.

**Instructions to Candidates:**

1. The candidate is instructed to report by clicking on "Allotment letter and Self-Reporting" under "Forms" tab from website <https://sche.ap.gov.in>.
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  - If you do not report through Self-reporting system and/or not reporting at the allotted college, the provisional allotment will be stands cancelled and you have no claim on the seat allotted.
  - The academic credentials verified if found false at a later date, your allotment will be cancelled and you are also liable for criminal prosecution.
  - RGS or SFS [STIPENDARY], RGN OR SFN [NON-STIPENDARY].
  - Candidates who got more than one allotment by virtue of their eligibility, can choose one college/course allotment through self reporting system before joining the college. The other allotments will become null and void and they will be offered to other meritorious candidates in next phase of counselling.
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4. All the Principals are requested to verify the original certificates viz caste, study, income and Degree/Equivalent certificates of the admitted candidates thoroughly and request to bring to the notice of the Convenor, APPGECET – 2021 Admissions for any deviation



CONVENOR  
APPGECET-2021 ADMISSIONS



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION  
APPGET - 2021

Hall Ticket Number:	7728190343	Rank:	1103
Candidate Name:	DOPPA CHANDRA SEKHAR	Father's Name:	DOPPA VENKATA RAMANA
Gender:	MALE	Caste / Region:	BC_B / AU

**PROVISIONAL ALLOTMENT ORDER (for GATE/GPAT/PGET CANDIDATES)**

This is to inform that the options exercised by the candidate have been processed based on merit, rank, local area, sex, category, Special Reservation Category (CAP/PH/NCC/SPORTS) etc and the candidate has been allotted a seat in

**SRI VENKATESWARA COLLEGE OF PHARMACY (VNKS1)**  
in **PHARMACEUTICAL ANALYSIS (PHANLS)**, under OC\_GEN\_UR category.

Tuition Fee fixed for the college/course is Rs.69500 /-.

Tuition fee to be paid by the candidate at the time of admission is Rs. 69500 /-.

**Instructions to Candidates:**

1. The candidate is instructed to report by clicking on "Allotment letter and Self-Reporting" under "Forms" tab from website <https://sche.ap.gov.in>.
2. Take print out of two copies of joining report and report to the allotted college with all original certificates. Submit a copy of joining report and obtain acknowledgment on 2nd copy from the College where you have reported and retain the same with you.
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5. The academic credentials verified if found false at a later date, your allotment will be cancelled and you are also liable for criminal prosecution.
6. RGS or SFS [STIPENDARY], RGN OR SFN [NON-STIPENDARY].
7. Candidates who got more than one allotment by virtue of their eligibility, can choose one college/course allotment through self reporting system before joining the college. The other allotments will become null and void and they will be offered to other meritorious candidates in next phase of counselling.
8. A candidate having more than one allotment, self reporting and reported at college but wish to change his college shall have to cancel his allotment from already reported college and can change to another college with in stipulated date. Allotments in pharmacy colleges are subjected to approval of Pharmacy Council of India.
10. All the Principals are requested to verify the original certificates viz caste, study, income and Degree/Equivalent certificates of the admitted candidates thoroughly and request to bring to the notice of the Convener, APPGET - 2021 Admissions for any deviation



CONVENOR  
APPGET-2021 ADMISSIONS



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION  
APPGECET - 2021

Hall Ticket Number:	7728190338	Rank:	1103
Candidate Name:	DEVARA VENKATESH	Father's Name:	DEVRA LAKSHMANARAO
Gender:	MALE	Caste / Region:	BC_D / AU

**PROVISIONAL ALLOTMENT ORDER (for GATE/GPAT/PGECET CANDIDATES)**

This is to inform that the options exercised by the candidate have been processed based on merit, rank, local area, sex, category, Special Reservation Category (CAP/PH/NCC/SPORTS) etc and the candidate has been allotted a seat in

**SRI VENKATESWARA COLLEGE OF PHARMACY (VNKS1)**  
in PHARMACEUTICAL ANALYSIS (PHANLS) , under OC\_GEN\_AU category.

Tuition Fee fixed for the college/course is Rs.69500 /-.

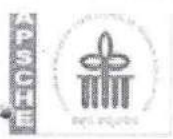
Tuition fee to be paid by the candidate at the time of admission is Rs. 69500 /-.

**Instructions to Candidates:**

1. The candidate is instructed to report by clicking on "Allotment letter and Self-Reporting" under "Forms" tab from website <https://sche.ap.gov.in>.
2. Take print out of two copies of joining report and report to the allotted college with all original certificates. Submit a copy of joining report and obtain acknowledgment on 2nd copy from the College where you have reported and retain the same with you.
3. Both Self reporting and reporting at the allotted college is compulsory to retain the present allotment. The last date for Self reporting and reporting at the allotted College is **29.12.2021**. Pay all necessary fees if any to the allotted college.
4. If you do not report through Self-reporting system and/or not reporting at the allotted college, the provisional allotment will be stands cancelled and you have no claim on the seat allotted.
5. The academic credentials verified if found false at a later date, your allotment will be cancelled and you are also liable for criminal prosecution.
6. RGS or SFS [STIPENDARY], RGN OR SFN [NON-STIPENDARY].
7. Candidates who got more than one allotment by virtue of their eligibility, can choose one college/course allotment through self reporting system before joining the college. The other allotments will become null and void and they will be offered to other meritorious candidates in next phase of counselling.
8. A candidate having more than one allotment, self reporting and reported at college but wish to change his college shall have to cancel his allotment from already reported college and can change to another college with in stipulated date. Allotments in pharmacy colleges are subjected to approval of Pharmacy Council of India.
10. All the Principals are requested to verify the original certificates viz caste, study, income and Degree/Equivalent certificates of the admitted candidates thoroughly and request to bring to the notice of the Convener, APPGECET – 2021 Admissions for any deviation



CONVENOR  
APPGECET-2021 ADMISSIONS



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION  
APPGE CET - 2021

Hall Ticket Number:	7728190397	Rank:	40
Candidate Name:	PATNANA GOVINDA	Father's Name:	PATNANA ATCHAYYA
Gender:	MALE	Caste / Region:	BC_D / AU

**PROVISIONAL ALLOTMENT ORDER (for GATE/GPAT/PGE CET CANDIDATES)**

This is to inform that the options exercised by the candidate have been processed based on merit, rank, local area, sex, category, Special Reservation Category (CAP/PH/NCC/SPORTS) etc and the candidate has been allotted a seat in

**JNTUK COLLEGE OF PHARMACY (JNKP1)**  
in **PHARMACEUTICS (PHCETS)**, under BC\_D\_GEN\_AU category.

**Tuition Fee fixed for the college/course is Rs.50000 /-.**

**Tuition fee to be paid by the candidate at the time of admission is Rs. 0 /-.\*\***

\*\*Tuition fee exempted under fee reimbursement category.

Tuition fee exempted under fee reimbursement category the students belonging to SC/ ST/ BC/ EBC/ Disabled/ Minority categories will be considered for Full Reimbursement of Tuition Fee under Jaganna Vidya Deevana (RTF) scheme subject to verification and eligibility criteria prescribed by State Government of Andhra Pradesh vide G.O.M.S.NO:66 dated 08/09/2010 of Social welfare (SW.EDN.2) Dept., G.O.M.S.NO:115 dated 13/11/2019 of Social Welfare (EDN) Dept., G.O.M.S.NO:72 dated 18/10/2014 of social welfare (SW.EDN.2) department, G.O.Ms.No. 77 Social Welfare dept., dated 25.12.2020 and relevant instructions issued by Social Welfare and Higher Education Dept., Govt. of A.P. from time to time . In the event of the candidate found not eligible for fee reimbursement at a later date, the candidate shall have to pay the total fee as prescribed by the Competent authority.

You are eligible for tuition fee reimbursement under the Jaganna Vidya Deevana Scheme. The tuition fee will be paid to your mother s bank account in four quarters. Hence, you are requested to pay the tuition fee amount within one week to the college from the date of receiving the tuition fee amount from the Government.

**Instructions to Candidates:**

1. The candidate is instructed to report by clicking on "Allotment letter and Self-Reporting" under "Forms" tab from website <https://sche.ap.gov.in>.
2. Take print out of two copies of joining report and report to the allotted college with all original certificates. Submit a copy of joining report and obtain acknowledgment on 2nd copy from the College where you have reported and retain the same with you.
3. Both Self reporting and reporting at the allotted college is compulsory to retain the present allotment. The last date for Self reporting and reporting at the allotted College is **29.12.2021**. Pay all necessary fees if any to the allotted college.
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8. A candidate having more than one allotment, self reporting and reported at college but wish to change his college shall have to cancel his allotment from already reported college and can change to another college with in stipulated date.
9. Allotments in pharmacy colleges are subjected to approval of Pharmacy Council of India.
10. All the Principals are requested to verify the original certificates viz caste, study, income and Degree/Equivalent certificates of the admitted candidates thoroughly and request to bring to the notice of the Convenor, APPGE CET – 2021 Admissions for any deviation



**CONVENOR**  
**APPGE CET-2021 ADMISSIONS**

\*\*\* This computer generated Provisional Allotment Order does not require any authentication. \*\*\* 25/12/2021 10:05 PM