



SYNCTRA SOLUTIONS

Date: 28/07/2018.

Vakada Gunavathi
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: 15/08/2018

- 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  +91-9966642226

 www.synctrasolution.com

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

Date: 15-Oct-2018
Ref: APL/Unit/HR/Offer/2018
MS. BALAGA GAYATRI

Dear **Ms, BALAGA GAYATRI**

Letter of Offer

With reference to your application and subsequent interview you had with us, we are pleased to advise you that you have been selected for the position of **Trainee - Quality Assurance_Unit-4** in **APL Health Care Limited Unit 4 Plot No 16 APIIC Multi product SEZ at SyNo3 P to 6P 413P 416P Palchur village and 113 Part of Palepalem Village Naidupeta Mandal PSR Nellore District Andhra Pradesh** on the terms and conditions as agreed by you at the time of interview and that are mentioned in Annexure - I.

You are advised to join on or before **02-Nov-2018**. You are advised to report at our APL Health Care Limited Unit 4 Plot No 16 APIIC Multi product SEZ at SyNo3 P to 6P 413P 416P Palchur village and 113 Part of Palepalem Village Naidupeta Mandal PSR Nellore District Andhra Pradesh by 09:30 AM, to complete your joining formalities. Please note joining formalities will be taken either on **Monday, Wednesday or Friday** in any week.

While joining, you are advised to submit the following for our verification and records:

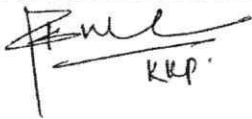
- Copies of certificates (including mark sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- Independent references with phone Nos-Other than relatives.
- Passport size photographs – 08 Nos, stamp size photograph-02 Nos.
- Blood grouping certificate and medical fitness certificate- Original
- Copy of PAN card &Aadhar Card
- Recent Post card size colour photograph with family – full scape – 02 Nos for submitting the same to ESI (Family means Employee, spouse, children and dependent parents)

The regular appointment order will be issued at the time of your joining.

In case you do not join us by the stipulated time, this offer will be withdrawn at the sole discretion of management.

Please confirm your date of joining by e-mail Id:hr@aurobindo.com

For **AUROBINDO PHARMA LIMITED,**


KRP

KIRAN KUMAR P
GENERAL MANAGER-HUMAN RESOURCES

Annexure – I

1. You will be under training for a period of one year from the date of your joining. You will be paid an amount of **Rs. 16,000** /- per Month. As a Trainee, you will not be entitled to any other benefits or privileges that are applicable to the other categories of employees.
2. On successful completion of the training period, you will be on probation for a period of six months. Be it clearly understood and agreed that as a trainee or as a probationer, you will not have any lien or right on the regular employment either during the initial or the extended period of training or probation.
3. If your performance and conduct are not satisfactory, the training or probationary period will be extended or dispensed away during the initial or at the extended period of training or probation, purely at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully.
4. The training that will be imparted to you involves considerable expenditure, both direct and indirect, financial and unliquidated. The training substantially improves your professional standing since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company. In consideration of the training to be imparted by the Company, you shall agree and undertake irrevocably to serve the Company, by not leaving the services of the Company and without taking up employment with any other Company.
5. It is agreed and promised by you that, you shall enter into an Employment Agreement with the Company, to serve the Company for a minimum guaranteed period of three years and six months from the date of joining, out of which you being as a trainee, as a probationer and as confirmed employee. The Employment Agreement, which you entered with the Company is accepted and agreed by you voluntarily without any duress.
6. By accepting the employment agreement with the Company, you agree and acknowledge that any breach of agreement by you would lead to irreparable productivity and financial loss to the Company, for which the Company shall recover the damages from any amounts that are payable to you by the Company and further you may tend to lose lien on certain benefits as per the applicable laws.
7. You are governed by the following clauses, in case you breach of the terms and conditions of the Employment Agreement:
 - a. If you fail to complete the first two years of employment, you shall pay a compensation of Rs. 1,00,000/- (Rupees one lakh only) towards cost of training and liquidated damages,
 - b. If you fail to serve the remaining period, you shall pay to the Company a compensation of Rs.60,000/- (Rupees sixty thousand only) towards cost of training and liquidated damages.
8. You shall produce two Sureties or Guarantors for the minimum guaranteed period of three years and six months with an absolute and unrestricted right to recover the compensation as per Clause No.7, in case you fail to compensate the said amounts towards breach of agreement.
9. Your appointment is further subject to verification of the particulars furnished by you on the 'Application Form for Employment' and other documents submitted by you. In case any particulars mentioned by you and/or other documents, which you have submitted at the time of interview or joining or thereafter are found to be false or incorrect, your training / probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.
10. This appointment and your continuance in the employment are subject to you being found medically, physically and mentally fit, that are required to discharge your functional responsibilities, by the authorized Medical Officer of the Company.
11. You shall discharge such duties as may be entrusted to you from time to time by the Management.
12. You shall be governed by the Leave Rules of the Company and shall abide by the rules and regulations as well as Certified Standing Orders that are applicable to the establishment.

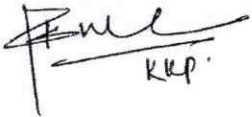
13. You shall work with high standards of discipline, initiative, efficiency and economy in the department or section, wherever you are posted and strive for achieving the objectives of the Company.
14. You shall devote your whole time to the business of the Organization and shall not undertake any other business or work, either directly or indirectly, whether on remuneration or not, except with written permission of the Management.
15. You shall not divulge to anyone, particulars or details of the manufacturing/quality processes, technical know-how, product portfolio, on-going projects, future projects, marketing strategies, sales promotions plans, security arrangements, or of administrative and / or organization matters, by any means of communication, whether of confidential or not, that may become known / accessible to you for being associated with the Company.
16. The Company reserves the right to depute you for a limited period or transfer you on permanent basis to any other section / department / unit / location of the Company or its subsidiary companies that exists or may come up in future within the territory of India in your capacity for which you may be found fit and suitable, without reducing your existing benefits.
17. "Current Good Manufacturing Practices (cGMPs) are regulations (laws), established by respective countries and are being monitored by their agencies, which are similar and applicable across the world. Hence, it is a mandatory responsibility of all the pharmaceutical manufacturers to establish these principles into their routine operations and ensure that a drug is safe, correctly identified, of right strength, has the purity and has the overall Quality it claims. The cGMPs exists to protect patients from dangerous, adulterated and counterfeit drugs. It is important to note that, the product that has not been manufactured according to cGMPs is considered as Adulterated Drug, even it meets all specifications. Failing to comply with cGMPs has severe implications on the Organization with respect to legal compliance, customer/ partner relations, stock holdings, reputation in the global market and in fact its existence in the market.
 - a. Non-compliance of cGMP procedures/ practices knowingly shall be considered as betrayal and breach of integrity.
 - b. Any individual fails to comply with this commitment shall be liable to a very severe disciplinary action by the Company including termination of services, based on the facts and circumstances of the case.
 - c. This clause is applicable to the employees operating in cGMP areas.
18. You shall adhere to Quality Policy and Environment, Health & Safety (EHS) Policy of the Company in true spirit without any deviations.
19. Any absence from the duty without prior written sanction and/or permission from the respective reporting superior/s shall be considered as 'Un-authorized Absence' and attracts appropriate disciplinary action.
20. At the time of leaving the services of the Company, upon completion of eligible period of service for Gratuity payment, you are required to comply with all requirements prescribed in this regard including Claim Form to be submitted to HR, in order to receive the Gratuity on time
21. Any unauthorized absence for more than 7 (seven) consecutive working days shall be construed that you voluntarily abandoned your services and your name from the Company's muster rolls will be deleted putting an end to the employee and employer relationship and you will lose lien on employment, without prejudice to the rights of the Company.
22. You shall keep the Company informed of your postal address, telephone/mobile number, e-mail or any other means of communication including changes that may occur during the period of your association with the Company. Any communication sent to the last informed address is deemed as final and served.
23. The Company shall reimburse Relocation Charges / Notice Pay to you, which is mutually agreed / as per Policy, during interview process, subject to production of relevant supporting documents and the same shall be claimed within 3 (three) months from the date of formal joining. In case you leave the services of the Organization within a period of two years, the Company has a right to recover the same from the amounts payable to you.
24. In case you take any financial loan / salary advance from the Company and fail to repay the same as agreed during the period of your association with the Company, you along with Sureties, as applicable, shall be liable for appropriate legal proceedings as per the agreements you entered with the Company.

25. Notwithstanding any of the clauses mentioned herein, the Management reserves the right of terminating your appointment without assigning any reason and without notice during your training period.
26. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof.
27. You will be retired from the services of the Company on attainment of 58 years of age
28. Acceptance of this offer also confirms your consent to the Company, to carry out necessary background verification/checks on your academic credentials, previous employment and other records etc by a third party Service Provider/ internal HR team. Submission of inappropriate/false information by you will lead to termination of your employment without any notice followed by appropriate legal proceedings.
29. Your attention is drawn to the 'Code of Conduct for dealing in shares of the Company' formulated as per the requirements of SEBI (Prohibition of Insider Trading) Regulations, 2015. As per the Code, all types of dealings in the shares of the Company are subject to pre-clearance and violation of the same will lead to imposing of penalties and / or other disciplinary action by the Company and also by SEBI. Further, you are required to disclose your shareholdings in the Company held by you or your immediate relative(s) as soon as you join the Company in Annexure-5 of the said Code. You may please refer to the Code or may contact Compliance Officer at cs@aurobindo.com or ig@aurobindo.com.
30. The appropriate Courts of Law situated in Hyderabad / Secunderabad shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

You are required to return the copy of this Letter of Offer along with Annexure-I duly signed by you as a token of your acceptance of all the terms and conditions.

We welcome you to Aurobindo family and wish you a happy and rewarding career with us.

For AUROBINDO PHARMA LIMITED,



KKP

KIRAN KUMAR P
GENERAL MANAGER-HUMAN RESOURCES

DECLARATION

I have read and clearly understood all the terms and conditions mentioned in the Offer Letter along with Annexure-I. I hereby accept the offer and all the terms and conditions as stated above in toto.

Date:

Signature:

SYNCTRA SOLUTIONS

Date: 28/07/2018.

Bellana Gayathri Priyanka
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: 15/08/2018

- 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  +91-9906642226

 www.synctrasolution.com

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



SYNCTRA SOLUTIONS

Date: 29/07/2018.

Thamminana Radhika
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: 15/08/2018

- 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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 8-3-230/b/4111st Number 95, Sravanthi Nagar,
Jubilee Hills, Hyderabad, Telangana – 500033

SYNCTRA SOLUTIONS

Date: 29/07/2018.

Gara Anusha
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: 12/08/2018

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

Mr.Singamvalasa Aneeth Kumar,
Address: 4-93,,Kostha,
Ranasthalam,Srikakulam

Subject: Offer Letter

Dear Singamvalasa Aneeth Kumar

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 **18-December-2018** 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 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



An ISO 9001:2015 Certified Company

Aquity

Annexure I

Annual Cost to Company (CTC)		
Name of the Employee: Singamvalasa Aneeth Kumar		
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
Gross Earnings (Rs.) - 1. (Rs.)	29469	353628
Performance Allowance	0	0
Hardship Allowance	2500	30000
Total Earnings (Rs.) - 2. (Rs.)	31969	383628
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
Company's Contribution (Rs.) -3.	3031	36372
Total Monthly CTC (Rs.) - 1+ 2 +3	35000	420000
Total Annual CTC (Rs.)	420000	
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		

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/10th 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).

Date: 11-07-2018

To,
Mr / Ms. Inumula Ratnakumar,

Offer of Appointment

Dear Mr / Ms. Inumula Ratnakumar,

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 29-07-2018, 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
Gross Salary	14728	176734
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
Total Cost to the Company [CTC]	0	197324

We look forward to having you join us.

With warm regards

A. Sunitha Reddy
Managing Director

Mr / Ms. Inumula Ratnakumar.

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

SYNCTRA SOLUTIONS

Date: 12/07/2018.

Deepti Kumari Bandaru
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: 21/07/2018

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



SYNCTRA SOLUTIONS

Date: 12/07/2018.

Kuna Naresh
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: 21/07/2018



- 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: 14/07/2018.

Kuppili Rambabu
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: 23/07/2018

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

Date: 01-09-2018,

To,
Mr / Ms. TALAGAPU TANUJA

Offer of Appointment

Dear Mr / Ms, TALAGAPU TANUJA

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 10-10-2018, 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.

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
Gross Salary	14728	176734
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
Total Cost to the Company [CTC]	0	197324

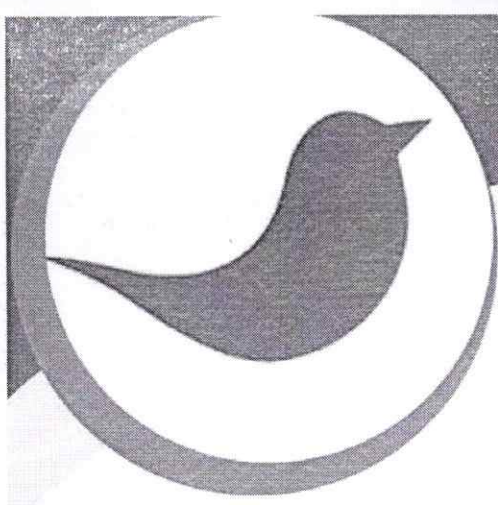
We look forward to having you join us.

With warm regards

A. Sunitha Reddy
Managing Director

Mr / Ms. TALAGAPU TANUJA

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



SYNCTRA SOLUTIONS

Date: 15/07/2018.

Gedela Jyothsna Devi
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: 23/07/2018

- 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  +91-9966642226

 www.synctrasolution.com

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

Aquity

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

November23,2018

Mr.Tankala Shanmukha Rao,
Address: 4-93,Kancharam ,Rajam,
Srikakulam-532127

Subject: Offer Letter

Dear Tankala Shanmukha Rao

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:

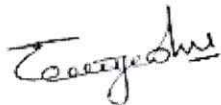
1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **28-November-2018** failing which the offer will be void.
3. This Offer Letter and your employment 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 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



An ISO 9001:2015 Certified Company

Aquity

Annexure I

Annual Cost to Company (CTC)		
Name of the Employee: Tankala Shanmukha Rao		
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
Gross Earnings (Rs.) - 1. (Rs.)	29469	353628
Performance Allowance	0	0
Hardship Allowance	2500	30000
Total Earnings (Rs.) - 2. (Rs.)	31969	383628
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
Company's Contribution (Rs.) - 3.	3031	36372
Total Monthly CTC (Rs.) - 1+ 2 +3	35000	420000
Total Annual CTC (Rs.)	420000	
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		

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/10th 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).



SYNCTRA SOLUTIONS

Date: 15/07/2018.

Kani Prameela Glory
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: 23/07/2018

- 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.




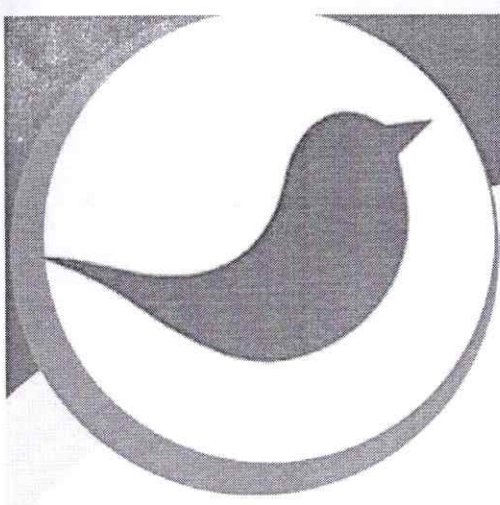
HR Manager.

SYNCTRA SOLUTIONS

 info@synctrasolution.com  +91-9966642226

 www.synctrasolution.com

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



SYNCTRA SOLUTIONS

Date: 14/07/2018.

Patnala Devi
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: 23/07/2018

- 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 93 , Sravanthi Nagar,
Jubilee Hills, Hyderabad, Telangana - 500033

Date: 11-07-2018

To,
Mr / Ms.Konna Balakrishna,

Offer of Appointment

Dear Mr / Ms. Konna Balakrishna,

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 21-07-2018, 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
Gross Salary	14728	176734
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
Total Cost to the Company [CTC]	0	197324

We look forward to having you join us.

With warm regards

A. Sunitha Reddy
Managing Director

Mr / Ms. Itchapuram Srikanth

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



SYNCTRA SOLUTIONS

Date: 29/07/2018.

Vegoti Hyndavi
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: 14/08/2018

- 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

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



SYNCTRA SOLUTIONS

Date: 12/06/2018.

Kumilli Suneetha Kumari
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: 24/06/2018

- 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

September 06,2018

Mr.Kambothula Srinivasa Rao,
Address:Indra Nagar,Palakonda,
Srikakulam-532440

Subject: Offer Letter

Dear Kambothula Srinivasa Rao

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 **18-September-2018** 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 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



An ISO 9001:2015 Certified Company

Aquity

Annexure I

Annual Cost to Company (CTC)		
Name of the Employee: Kambothula Srinivasa Rao		
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
Gross Earnings (Rs.) - 1. (Rs.)	29469	353628
Performance Allowance	0	0
Hardship Allowance	2500	30000
Total Earnings (Rs.) - 2. (Rs.)	31969	383628
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
Company's Contribution (Rs.) -3.	3031	36372
Total Monthly CTC (Rs.) - 1+ 2 +3	35000	420000
Total Annual CTC (Rs.)	420000	
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		

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/10th 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).



SYNCTRA SOLUTIONS

Date: 11/06/2018.

Valluru Venkatesh
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: 27/06/2018

- 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  +91-9966642226

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



SYNCTRA SOLUTIONS

Date: 11/06/2018.

Yandalla Nagamani
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: 27/06/2018

- 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 , Sravanthi Nagar,
Jubilee Hills, Hyderabad, Telangana - 500033



SYNCTRA SOLUTIONS

Date: 11/06/2018.

Yanadi Divya
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: 27/06/2018

- 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.



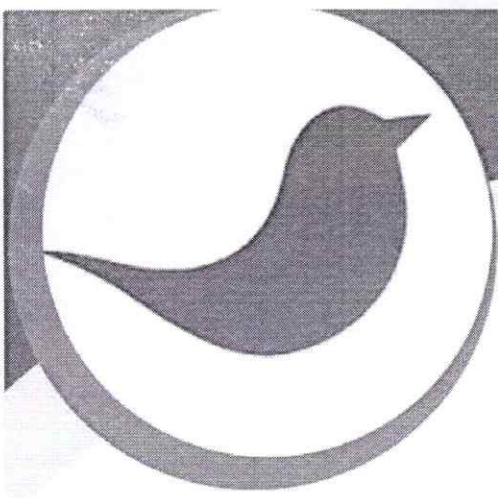
HR Manager.

SYNCTRA SOLUTIONS

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 www.synctrasolution.com

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



SYNCTRA SOLUTIONS

Date: 21/07/2018.

Mogili Mounika
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: 01/08/2018

- 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

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



SYNCTRA SOLUTIONS

Date: 21/07/2018.

Garugu Venkata Srinivas
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: 01/08/2018

- 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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 www.synctrasolution.com

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

Date: 13-07-2018

To,
Mr / Ms. Babbeeru Gayathri,

Offer of Appointment

Dear Mr / Ms. **Babbeeru Gayathri**,

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 22-07-2018, 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
Gross Salary	14728	176734
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
Total Cost to the Company [CTC]	0	197324

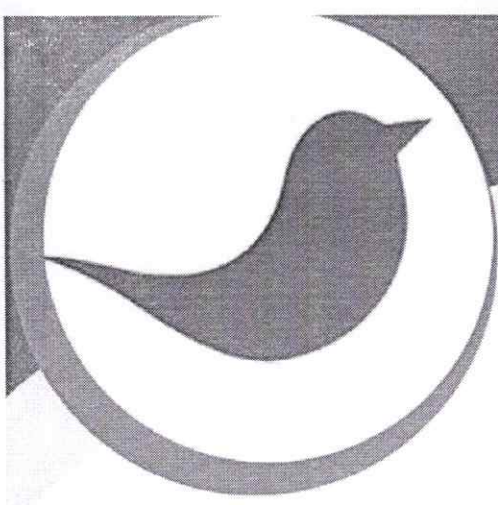
We look forward to having you join us.

With warm regards

A. Sunitha Reddy
Managing Director

Mr / Ms. Babbeeru Gayathri,

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



SYNCTRA SOLUTIONS

Date: 21/07/2018.

Sanapala Sahaja
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: 01/08/2018

- 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  +91-9966642226

 www.synctrasolution.com

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

AQuity

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

November 01th, 2018

Ms/mr.ANEM DEEPIKA,
Address: rajam main road
Srikakulam-532127
Subject: Offer Letter

Dear, ANEM DEEPIKA

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 **31st November, 2018** 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

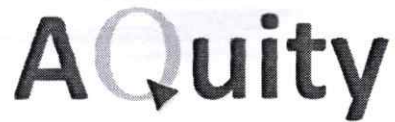
www.aquitysolutions.com

An ISO 9001:2015 Certified Company



Annexure I

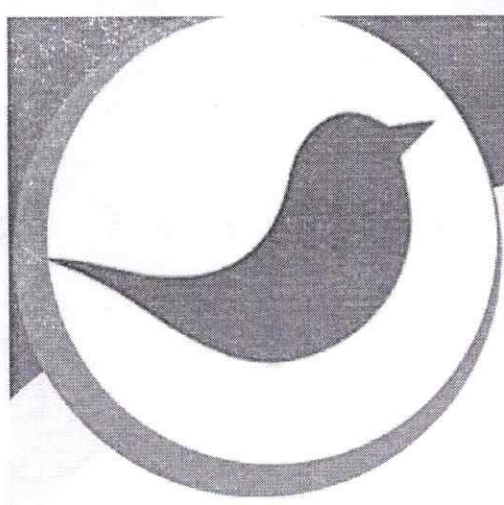
Annual Cost to Company (CTC)		
Name of the Employee: ANEM DEEPIKA		
Designation / Division: Medical Scribe Trainee / Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance (LTA)	884	10608
City Compensatory Allowance (CCA)	4164	49968
Interim Bonus (IB)	2000	24000
Gross Earnings (Rs.) - 1. (Rs.)	29469	353628
Performance Allowance	0	0
Hardship Allowance	2500	30000
Total Earnings (Rs.) - 2. (Rs.)	31969	383628
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
Company's Contribution (Rs.) -3.	3031	36372
Total Monthly CTC (Rs.) - 1+ 2 +3	35000	420000
Total Annual CTC (Rs.)	420000	
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		



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/10th 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).



SYNCTRA SOLUTIONS

Date: 27/07/2018.

Ijji Swathi

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: 11/08/2018

- 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  +91-9966642226

 www.synctrasolution.com

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



SYNCTRA SOLUTIONS

Date: 27/07/2018.

Vanapalli Sowmya
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: 11/08/2018

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

Date: 30-Oct-2018
Ref: APL/Unit/HR/Offer/2018
Ms.vannala Vamsi

Dear Mr/ms, Vannala Vamsi

Letter of Offer

With reference to your application and subsequent interview you had with us, we are pleased to advise you that you have been selected for the position of **Trainee - Quality Assurance_Unit-4** in **APL Health Care Limited Unit 4 Plot No 16 APIIC Multi product SEZ at SyNo3 P to 6P 413P 416P Palchur village and 113 Part of Palepalem Village Naidupeta Mandal PSR Nellore District Andhra Pradesh** on the terms and conditions as agreed by you at the time of interview and that are mentioned in Annexure - I.

You are advised to join on or before **12-nov-2018**. You are advised to report at our APL Health Care Limited Unit 4 Plot No 16 APIIC Multi product SEZ at SyNo3 P to 6P 413P 416P Palchur village and 113 Part of Palepalem Village Naidupeta Mandal PSR Nellore District Andhra Pradesh by 09:30 AM, to complete your joining formalities. Please note joining formalities will be taken either on **Monday, Wednesday or Friday** in any week.

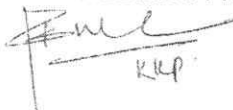
While joining, you are advised to submit the following for our verification and records:

- Copies of certificates (including mark sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- Independent references with phone Nos-Other than relatives.
- Passport size photographs – 08 Nos, stamp size photograph-02 Nos.
- Blood grouping certificate and medical fitness certificate- Original
- Copy of PAN card & Aadhar Card
- Recent Post card size colour photograph with family – full scape -- 02 Nos for submitting the same to ESI (Family means Employee, spouse, children and dependent parents)

The regular appointment order will be issued at the time of your joining.

In case you do not join us by the stipulated time, this offer will be withdrawn at the sole discretion of management. Please confirm your date of joining by e-mail Id: hr@aurobindo.com

For **AUROBINDO PHARMA LIMITED**,


K.K.P.

KIRAN KUMAR P
GENERAL MANAGER-HUMAN RESOURCES

CIN No. U24239TG2006PLC052053

APL HEALTHCARE LIMITED

PAN No. AAGCA4252P

Unit-IV: Plot No.16, APIIC, MP SEZ, Sy.No.3 (P) to 6 (P) & 413 (P) & 416 (P), Palchur (Village), 113 Part of Palepalem, Naidupeta (Mandal), SPSR Nellore (Dist), Andhra Pradesh - 524421.

Regd. Off.: Plot No. 2, Maithivihar, Ameerpet, Hyderabad - 500 038, T.S., INDIA Tel: + 91 40 2373 6370 / 2374 7340 Fax: +91 40 2374 1060 / 2374 6833

www.aurobindo.com

Annexure – I

1. You will be under training for a period of one year from the date of your joining. You will be paid an amount of **Rs. 16,000** /- per Month. As a Trainee, you will not be entitled to any other benefits or privileges that are applicable to the other categories of employees.
2. On successful completion of the training period, you will be on probation for a period of six months. Be it clearly understood and agreed that as a trainee or as a probationer, you will not have any lien or right on the regular employment either during the initial or the extended period of training or probation.
3. If your performance and conduct are not satisfactory, the training or probationary period will be extended or dispensed away during the initial or at the extended period of training or probation, purely at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully.
4. The training that will be imparted to you involves considerable expenditure, both direct and indirect, financial and unliquidated. The training substantially improves your professional standing since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company. In consideration of the training to be imparted by the Company, you shall agree and undertake irrevocably to serve the Company, by not leaving the services of the Company and without taking up employment with any other Company.
5. It is agreed and promised by you that, you shall enter into an Employment Agreement with the Company, to serve the Company for a minimum guaranteed period of three years and six months from the date of joining, out of which you being as a trainee, as a probationer and as confirmed employee. The Employment Agreement, which you entered with the Company is accepted and agreed by you voluntarily without any duress.
6. By accepting the employment agreement with the Company, you agree and acknowledge that any breach of agreement by you would lead to irreparable productivity and financial loss to the Company, for which the Company shall recover the damages from any amounts that are payable to you by the Company and further you may tend to lose lien on certain benefits as per the applicable laws.
7. You are governed by the following clauses, in case you breach of the terms and conditions of the Employment Agreement:
 - a. If you fail to complete the first two years of employment, you shall pay a compensation of Rs. 1,00,000/- (Rupees one lakh only) towards cost of training and liquidated damages,
 - b. If you fail to serve the remaining period, you shall pay to the Company a compensation of Rs.60,000/- (Rupees sixty thousand only) towards cost of training and liquidated damages.
8. You shall produce two Sureties or Guarantors for the minimum guaranteed period of three years and six months with an absolute and unrestricted right to recover the compensation as per Clause No.7, in case you fail to compensate the said amounts towards breach of agreement.
9. Your appointment is further subject to verification of the particulars furnished by you on the 'Application Form for Employment' and other documents submitted by you. In case any particulars mentioned by you and/or other documents, which you have submitted at the time of interview or joining or thereafter are found to be false or incorrect, your training / probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.
10. This appointment and your continuance in the employment are subject to you being found medically, physically and mentally fit, that are required to discharge your functional responsibilities, by the authorized Medical Officer of the Company.
11. You shall discharge such duties as may be entrusted to you from time to time by the Management.
12. You shall be governed by the Leave Rules of the Company and shall abide by the rules and regulations as well as Certified Standing Orders that are applicable to the establishment.

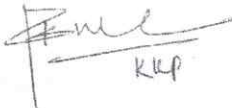
13. You shall work with high standards of discipline, initiative, efficiency and economy in the department or section, wherever you are posted and strive for achieving the objectives of the Company.
14. You shall devote your whole time to the business of the Organization and shall not undertake any other business or work, either directly or indirectly, whether on remuneration or not, except with written permission of the Management.
15. You shall not divulge to anyone, particulars or details of the manufacturing/quality processes, technical know-how, product portfolio, on-going projects, future projects, marketing strategies, sales promotions plans, security arrangements, or of administrative and / or organization matters, by any means of communication, whether of confidential or not, that may become known / accessible to you for being associated with the Company.
16. The Company reserves the right to depute you for a limited period or transfer you on permanent basis to any other section / department / unit / location of the Company or its subsidiary companies that exists or may come up in future within the territory of India in your capacity for which you may be found fit and suitable, without reducing your existing benefits.
17. "Current Good Manufacturing Practices (cGMPs) are regulations (laws), established by respective countries and are being monitored by their agencies, which are similar and applicable across the world. Hence, it is a mandatory responsibility of all the pharmaceutical manufacturers to establish these principles into their routine operations and ensure that a drug is safe, correctly identified, of right strength, has the purity and has the overall Quality it claims. The cGMPs exists to protect patients from dangerous, adulterated and counterfeit drugs. It is important to note that, the product that has not been manufactured according to cGMPs is considered as Adulterated Drug, even it meets all specifications. Failing to comply with cGMPs has severe implications on the Organization with respect to legal compliance, customer/ partner relations, stock holdings, reputation in the global market and in fact its existence in the market.
 - a. Non-compliance of cGMP procedures/ practices knowingly shall be considered as betrayal and breach of integrity.
 - b. Any individual fails to comply with this commitment shall be liable to a very severe disciplinary action by the Company including termination of services, based on the facts and circumstances of the case.
 - c. This clause is applicable to the employees operating in cGMP areas.
18. You shall adhere to Quality Policy and Environment, Health & Safety (EHS) Policy of the Company in true spirit without any deviations.
19. Any absence from the duty without prior written sanction and/or permission from the respective reporting superior/s shall be considered as 'Un-authorized Absence' and attracts appropriate disciplinary action.
20. At the time of leaving the services of the Company, upon completion of eligible period of service for Gratuity payment, you are required to comply with all requirements prescribed in this regard including Claim Form to be submitted to HR, in order to receive the Gratuity on time
21. Any unauthorized absence for more than 7 (seven) consecutive working days shall be construed that you voluntarily abandoned your services and your name from the Company's muster rolls will be deleted putting an end to the employee and employer relationship and you will lose lien on employment, without prejudice to the rights of the Company.
22. You shall keep the Company informed of your postal address, telephone/mobile number, e-mail or any other means of communication including changes that may occur during the period of your association with the Company. Any communication sent to the last informed address is deemed as final and served.
23. The Company shall reimburse Relocation Charges / Notice Pay to you, which is mutually agreed / as per Policy, during interview process, subject to production of relevant supporting documents and the same shall be claimed within 3 (three) months from the date of formal joining. In case you leave the services of the Organization within a period of two years, the Company has a right to recover the same from the amounts payable to you.
24. In case you take any financial loan / salary advance from the Company and fail to repay the same as agreed during the period of your association with the Company, you along with Sureties, as applicable, shall be liable for appropriate legal proceedings as per the agreements you entered with the Company.

25. Notwithstanding any of the clauses mentioned herein, the Management reserves the right of terminating your appointment without assigning any reason and without notice during your training period.
26. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof.
27. You will be retired from the services of the Company on attainment of 58 years of age
28. Acceptance of this offer also confirms your consent to the Company, to carry out necessary background verification/checks on your academic credentials, previous employment and other records etc by a third party Service Provider/ internal HR team. Submission of inappropriate/false information by you will lead to termination of your employment without any notice followed by appropriate legal proceedings.
29. Your attention is drawn to the 'Code of Conduct for dealing in shares of the Company' formulated as per the requirements of SEBI (Prohibition of Insider Trading) Regulations, 2015. As per the Code, all types of dealings in the shares of the Company are subject to pre-clearance and violation of the same will lead to imposing of penalties and / or other disciplinary action by the Company and also by SEBI. Further, you are required to disclose your shareholdings in the Company held by you or your immediate relative(s) as soon as you join the Company in Annexure-5 of the said Code. You may please refer to the Code or may contact Compliance Officer at cs@aurobindo.com or ig@aurobindo.com.
30. The appropriate Courts of Law situated in Hyderabad / Secunderabad shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

You are required to return the copy of this Letter of Offer along with Annexure-I duly signed by you as a token of your acceptance of all the terms and conditions.

We welcome you to Aurobindo family and wish you a happy and rewarding career with us.

For AUROBINDO PHARMA LIMITED,



KKP

KIRAN KUMAR P
GENERAL MANAGER-HUMAN RESOURCES

DECLARATION

I have read and clearly understood all the terms and conditions mentioned in the Offer Letter along with Annexure-I. I hereby accept the offer and all the terms and conditions as stated above in toto.

Date:

Signature:

Date: 29-07-2018

To,
Mr / Ms. Itchapuram Srikanth,

Offer of Appointment

Dear Mr / Ms. Itchapuram Srikanth,

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 11-08-2018, 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
Gross Salary	14728	176734
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
Total Cost to the Company [CTC]	0	197324

We look forward to having you join us.

With warm regards

A. Sunitha Reddy
Managing Director

Mr / Ms. Itchapuram Srikanth

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

SYNCTRA SOLUTIONS

Date: 28/07/2018.

Nemalapuri Divya
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: 15/08/2018

- 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  +91-9966642226

 www.synctrasolution.com

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

Date: 10-06-2018

To,
Mr / MS.Neelapu Yerrannareddy

Offer of Appointment

Dear Mr / Ms. Neelapu Yerrannareddy,

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 20-06-2018, 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
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Conveyance	200	2400
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Internet Allowance	0	0
Medical Reimbursement	0	0
Special Allowance	241	2892
Gross Salary	14728	176734
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
Total Cost to the Company [CTC]	0	197324

We look forward to having you join us.

With warm regards

A. Sunitha Reddy
Managing Director

Mr / Ms. Neelapu Yerrannareddy

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

Date: 15-11-2018

To,
Mr / MS.Kinthali Krishna Chaitanya

Offer of Appointment

Dear Mr / Ms.Knthali Krishna Chaitanya,

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 22-11-2018, 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
Gross Salary	14728	176734
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
Total Cost to the Company [CTC]	0	197324

We look forward to having you join us.

With warm regards

A. Sunitha Reddy
Managing Director

Mr / Ms. Kinthali Krishna Chaitanya

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

December13,2018

Ms.Lakshmi Mohanty,
Address:Komarathi,Narasannapeta,
Srikakulam-532421

Subject: Offer Letter

Dear Lakshmi Mohanty

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 **23-December-2018** 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 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



An ISO 9001:2015 Certified Company

Aquity

Annexure I

Annual Cost to Company (CTC)		
Name of the Employee: Lakshmi Mohanty		
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
Gross Earnings (Rs.) - 1. (Rs.)	29469	353628
Performance Allowance	0	0
Hardship Allowance	2500	30000
Total Earnings (Rs.) - 2. (Rs.)	31969	383628
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
Company's Contribution (Rs.) -3.	3031	36372
Total Monthly CTC (Rs.) - 1+ 2 +3	35000	420000
Total Annual CTC (Rs.)	420000	
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		



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/10th 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).



SYNCTRA SOLUTIONS

Date: 16/06/2018.

Permula Soniya
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: 27/06/2018

- 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  +91-9966642226

 www.synctrasolution.com

 8-3-230/ly-41 Flat No: 93, Sravanthi Nagar,
Jubilee Hills, Hyderabad, Telangana - 500033

Date: 14-11-2018,

To,
Mr / Ms. PERMULA SONIYA

Offer of Appointment

Dear Mr / Ms, PERMULA SONIYA

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 17-12-2018, 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.

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
Gross Salary	14728	176734
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
Total Cost to the Company [CTC]	0	197324

We look forward to having you join us.

With warm regards

A. Sunitha Reddy
Managing Director

Mr / Ms. PERMULA SONIYA

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

Date: 13-07-2018

To,
Mr / Ms. Gongada Sandhyarani,

Offer of Appointment

Dear Mr / Ms. **Gongada Sandhyarani**,

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 22-07-2018, 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
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Statutory Bonus	1400	16800
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LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
Total Cost to the Company [CTC]	0	197324

We look forward to having you join us.

With warm regards

A. Sunitha Reddy
Managing Director

Mr / Ms. Gongada Sandhyarani,

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

Date: 30-11-2018,

To,
Mr / Ms. JAMI MOUNIKA

Offer of Appointment

Dear Mr / Ms, JAMI MOUNIKA

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 22-12-2018, 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.

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
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Special Allowance	241	2892
Gross Salary	14728	176734
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LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
Total Cost to the Company [CTC]	0	197324

We look forward to having you join us.

With warm regards

A. Sunitha Reddy
Managing Director

Mr / Ms. JAMI MOUNIKA

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

Date: 01-12-2018,

To,
Mr / Ms. Goddu kousalya

Offer of Appointment

Dear Mr / Ms, Goddu Kousalya

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 31-10-2018, 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.

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
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Medical Reimbursement	0	0
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Gross Salary	14728	176734
Food Allowance	0	0
LTA	0	0
Insurance	0	0
Employer Share of PF	1237	14846
Employer Share of ESI	479	5744
Total Cost to the Company [CTC]	0	197324

We look forward to having you join us.

With warm regards

A. Sunitha Reddy
Managing Director

Mr / Ms. Goddu kousalya

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

Date: 30-Oct-2018
Ref: APL/Unit/HR/Offer/2018
Ms.vuruti sravani

Dear **Mr/ms, vuruti sravani**

Letter of Offer

With reference to your application and subsequent interview you had with us, we are pleased to advise you that you have been selected for the position of **Trainee - Quality Assurance_Unit-4** in **APL Health Care Limited Unit 4 Plot No 16 APIIC Multi product SEZ at SyNo3 P to 6P 413P 416P Palchur village and 113 Part of Palepalem Village Naidupeta Mandal PSR Nellore District Andhra Pradesh** on the terms and conditions as agreed by you at the time of interview and that are mentioned in Annexure - I.

You are advised to join on or before **12-Nov-2018**. You are advised to report at our APL Health Care Limited Unit 4 Plot No 16 APIIC Multi product SEZ at SyNo3 P to 6P 413P 416P Palchur village and 113 Part of Palepalem Village Naidupeta Mandal PSR Nellore District Andhra Pradesh by 09:30 AM, to complete your joining formalities. Please note joining formalities will be taken either on **Monday, Wednesday or Friday** in any week.

While joining, you are advised to submit the following for our verification and records:

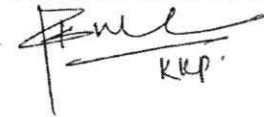
- Copies of certificates (including mark sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- Independent references with phone Nos-Other than relatives.
- Passport size photographs – 08 Nos, stamp size photograph-02 Nos.
- Blood grouping certificate and medical fitness certificate- Original
- Copy of PAN card &Aadhar Card
- Recent Post card size colour photograph with family – full scape – 02 Nos for submitting the same to ESI (Family means Employee, spouse, children and dependent parents)

The regular appointment order will be issued at the time of your joining.

In case you do not join us by the stipulated time, this offer will be withdrawn at the sole discretion of management.

Please confirm your date of joining by e-mail Id:hr@aurobindo.com

For **AUROBINDO PHARMA LIMITED,**


K.K.P.

KIRAN KUMAR P
GENERAL MANAGER-HUMAN RESOURCES

CIN No. U24239TG2006PLC052053

APL HEALTHCARE LIMITED

PAN No. AAGCA4252P

Unit-IV: Plot No.16, APIIC, MP SEZ, Sy.No.3 (P) to 6 (P) & 413 (P) & 416 (P), Palchur (Village), 113 Part of Palepalem, Naidupeta (Mandal), SPSR Nellore (Dist), Andhra Pradesh - 524421.

Regd. Off.: Plot No. 2, Maithriviham, Ameerpet, Hyderabad - 500 038. T.S., INDIA Tel : +91 40 2373 6370 / 2374 7340 Fax : +91 40 2374 1080 / 2374 6833

www.aurobindo.com

Annexure – I

1. You will be under training for a period of one year from the date of your joining. You will be paid an amount of **Rs. 16,000** /- per Month. As a Trainee, you will not be entitled to any other benefits or privileges that are applicable to the other categories of employees.
2. On successful completion of the training period, you will be on probation for a period of six months. Be it clearly understood and agreed that as a trainee or as a probationer, you will not have any lien or right on the regular employment either during the initial or the extended period of training or probation.
3. If your performance and conduct are not satisfactory, the training or probationary period will be extended or dispensed away during the initial or at the extended period of training or probation, purely at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully.
4. The training that will be imparted to you involves considerable expenditure, both direct and indirect, financial and unliquidated. The training substantially improves your professional standing since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company. In consideration of the training to be imparted by the Company, you shall agree and undertake irrevocably to serve the Company, by not leaving the services of the Company and without taking up employment with any other Company.
5. It is agreed and promised by you that, you shall enter into an Employment Agreement with the Company, to serve the Company for a minimum guaranteed period of three years and six months from the date of joining, out of which you being as a trainee, as a probationer and as confirmed employee. The Employment Agreement, which you entered with the Company is accepted and agreed by you voluntarily without any duress.
6. By accepting the employment agreement with the Company, you agree and acknowledge that any breach of agreement by you would lead to irreparable productivity and financial loss to the Company, for which the Company shall recover the damages from any amounts that are payable to you by the Company and further you may tend to lose lien on certain benefits as per the applicable laws.
7. You are governed by the following clauses, in case you breach of the terms and conditions of the Employment Agreement:
 - a. If you fail to complete the first two years of employment, you shall pay a compensation of Rs. 1,00,000/- (Rupees one lakh only) towards cost of training and liquidated damages,
 - b. If you fail to serve the remaining period, you shall pay to the Company a compensation of Rs.60,000/- (Rupees sixty thousand only) towards cost of training and liquidated damages.
8. You shall produce two Sureties or Guarantors for the minimum guaranteed period of three years and six months with an absolute and unrestricted right to recover the compensation as per Clause No.7, in case you fail to compensate the said amounts towards breach of agreement.
9. Your appointment is further subject to verification of the particulars furnished by you on the 'Application Form for Employment' and other documents submitted by you. In case any particulars mentioned by you and/or other documents, which you have submitted at the time of interview or joining or thereafter are found to be false or incorrect, your training / probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.
10. This appointment and your continuance in the employment are subject to you being found medically, physically and mentally fit, that are required to discharge your functional responsibilities, by the authorized Medical Officer of the Company.
11. You shall discharge such duties as may be entrusted to you from time to time by the Management.
12. You shall be governed by the Leave Rules of the Company and shall abide by the rules and regulations as well as Certified Standing Orders that are applicable to the establishment.

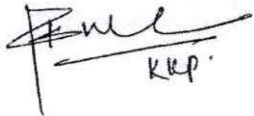
13. You shall work with high standards of discipline, initiative, efficiency and economy in the department or section, wherever you are posted and strive for achieving the objectives of the Company.
14. You shall devote your whole time to the business of the Organization and shall not undertake any other business or work, either directly or indirectly, whether on remuneration or not, except with written permission of the Management.
15. You shall not divulge to anyone, particulars or details of the manufacturing/quality processes, technical know-how, product portfolio, on-going projects, future projects, marketing strategies, sales promotions plans, security arrangements, or of administrative and / or organization matters, by any means of communication, whether of confidential or not, that may become known / accessible to you for being associated with the Company.
16. The Company reserves the right to depute you for a limited period or transfer you on permanent basis to any other section / department / unit / location of the Company or its subsidiary companies that exists or may come up in future within the territory of India in your capacity for which you may be found fit and suitable, without reducing your existing benefits.
17. "Current Good Manufacturing Practices (cGMPs) are regulations (laws), established by respective countries and are being monitored by their agencies, which are similar and applicable across the world. Hence, it is a mandatory responsibility of all the pharmaceutical manufacturers to establish these principles into their routine operations and ensure that a drug is safe, correctly identified, of right strength, has the purity and has the overall Quality it claims. The cGMPs exists to protect patients from dangerous, adulterated and counterfeit drugs. It is important to note that, the product that has not been manufactured according to cGMPs is considered as Adulterated Drug, even it meets all specifications. Failing to comply with cGMPs has severe implications on the Organization with respect to legal compliance, customer/ partner relations, stock holdings, reputation in the global market and in fact its existence in the market.
 - a. Non-compliance of cGMP procedures/ practices knowingly shall be considered as betrayal and breach of integrity.
 - b. Any individual fails to comply with this commitment shall be liable to a very severe disciplinary action by the Company including termination of services, based on the facts and circumstances of the case.
 - c. This clause is applicable to the employees operating in cGMP areas.
18. You shall adhere to Quality Policy and Environment, Health & Safety (EHS) Policy of the Company in true spirit without any deviations.
19. Any absence from the duty without prior written sanction and/or permission from the respective reporting superior/s shall be considered as 'Un-authorized Absence' and attracts appropriate disciplinary action.
20. At the time of leaving the services of the Company, upon completion of eligible period of service for Gratuity payment, you are required to comply with all requirements prescribed in this regard including Claim Form to be submitted to HR, in order to receive the Gratuity on time
21. Any unauthorized absence for more than 7 (seven) consecutive working days shall be construed that you voluntarily abandoned your services and your name from the Company's muster rolls will be deleted putting an end to the employee and employer relationship and you will lose lien on employment, without prejudice to the rights of the Company.
22. You shall keep the Company informed of your postal address, telephone/mobile number, e-mail or any other means of communication including changes that may occur during the period of your association with the Company. Any communication sent to the last informed address is deemed as final and served.
23. The Company shall reimburse Relocation Charges / Notice Pay to you, which is mutually agreed / as per Policy, during interview process, subject to production of relevant supporting documents and the same shall be claimed within 3 (three) months from the date of formal joining. In case you leave the services of the Organization within a period of two years, the Company has a right to recover the same from the amounts payable to you.
24. In case you take any financial loan / salary advance from the Company and fail to repay the same as agreed during the period of your association with the Company, you along with Sureties, as applicable, shall be liable for appropriate legal proceedings as per the agreements you entered with the Company.

25. Notwithstanding any of the clauses mentioned herein, the Management reserves the right of terminating your appointment without assigning any reason and without notice during your training period.
26. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof.
27. You will be retired from the services of the Company on attainment of 58 years of age
28. Acceptance of this offer also confirms your consent to the Company, to carry out necessary background verification/checks on your academic credentials, previous employment and other records etc by a third party Service Provider/ internal HR team. Submission of inappropriate/false information by you will lead to termination of your employment without any notice followed by appropriate legal proceedings.
29. Your attention is drawn to the 'Code of Conduct for dealing in shares of the Company' formulated as per the requirements of SEBI (Prohibition of Insider Trading) Regulations, 2015. As per the Code, all types of dealings in the shares of the Company are subject to pre-clearance and violation of the same will lead to imposing of penalties and / or other disciplinary action by the Company and also by SEBI. Further, you are required to disclose your shareholdings in the Company held by you or your immediate relative(s) as soon as you join the Company in Annexure-5 of the said Code. You may please refer to the Code or may contact Compliance Officer at cs@aurobindo.com or ig@aurobindo.com.
30. The appropriate Courts of Law situated in Hyderabad / Secunderabad shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

You are required to return the copy of this Letter of Offer along with Annexure-I duly signed by you as a token of your acceptance of all the terms and conditions.

We welcome you to Aurobindo family and wish you a happy and rewarding career with us.

For AUROBINDO PHARMA LIMITED,



KKP

**KIRAN KUMAR P
GENERAL MANAGER-HUMAN RESOURCES**

DECLARATION

I have read and clearly understood all the terms and conditions mentioned in the Offer Letter along with Annexure-I. I hereby accept the offer and all the terms and conditions as stated above in toto.

Date:

Signature:

SYNCTRA SOLUTIONS

Date: 17/06/2018.

Yadalla Nagamani
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: 27/06/2018

- 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  +91-9966642226

 www.synctrasolution.com

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



SYNCTRA SOLUTIONS

Date: 17/06/2018.

Inumula Ratnakumar
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: 27/06/2018

- 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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 www.synctrasolution.com

 8-3-236/b/41 Flat Number 93, Sravanthi Nagar,
Jubilee Hills, Hyderabad, Telangana - 500033



SYNCTRA SOLUTIONS

Date: 14/06/2018.

Bondapalli Lakshmi
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: 23/06/2018

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

Date: 30-Nov-2018
Ref: APL/Unit/HR/Offer/2018
Ms. Ampolu Mohini

Dear **Ms. Ampolu mohini**,

Letter of Offer

With reference to your application and subsequent interview you had with us, we are pleased to advise you that you have been selected for the position of **Trainee - Quality Assurance_Unit-4** in **APL Health Care Limited Unit 4 Plot No 16 APIIC Multi product SEZ at SyNo3 P to 6P 413P 416P Palchur village and 113 Part of Palepalem Village Naidupeta Mandal PSR Nellore District Andhra Pradesh** on the terms and conditions as agreed by you at the time of interview and that are mentioned in Annexure - I.

You are advised to join on or before **12-Dec-2018**. You are advised to report at our APL Health Care Limited Unit 4 Plot No 16 APIIC Multi product SEZ at SyNo3 P to 6P 413P 416P Palchur village and 113 Part of Palepalem Village Naidupeta Mandal PSR Nellore District Andhra Pradesh by 09:30 AM, to complete your joining formalities. Please note joining formalities will be taken either on **Monday, Wednesday or Friday** in any week.

While joining, you are advised to submit the following for our verification and records:

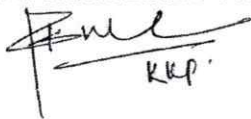
- Copies of certificates (including mark sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- Independent references with phone Nos-Other than relatives.
- Passport size photographs – 08 Nos, stamp size photograph-02 Nos.
- Blood grouping certificate and medical fitness certificate- Original
- Copy of PAN card & Aadhar Card
- Recent Post card size colour photograph with family – full scape – 02 Nos for submitting the same to ESI (Family means Employee, spouse, children and dependent parents)

The regular appointment order will be issued at the time of your joining.

In case you do not join us by the stipulated time, this offer will be withdrawn at the sole discretion of management.

Please confirm your date of joining by e-mail Id: hr@aurobindo.com

For **AUROBINDO PHARMA LIMITED**,



KIRAN KUMAR P
GENERAL MANAGER-HUMAN RESOURCES

Annexure – I

1. You will be under training for a period of one year from the date of your joining. You will be paid an amount of **Rs. 16,000** /- per Month. As a Trainee, you will not be entitled to any other benefits or privileges that are applicable to the other categories of employees.
2. On successful completion of the training period, you will be on probation for a period of six months. Be it clearly understood and agreed that as a trainee or as a probationer, you will not have any lien or right on the regular employment either during the initial or the extended period of training or probation.
3. If your performance and conduct are not satisfactory, the training or probationary period will be extended or dispensed away during the initial or at the extended period of training or probation, purely at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully.
4. The training that will be imparted to you involves considerable expenditure, both direct and indirect, financial and unliquidated. The training substantially improves your professional standing since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company. In consideration of the training to be imparted by the Company, you shall agree and undertake irrevocably to serve the Company, by not leaving the services of the Company and without taking up employment with any other Company.
5. It is agreed and promised by you that, you shall enter into an Employment Agreement with the Company, to serve the Company for a minimum guaranteed period of three years and six months from the date of joining, out of which you being as a trainee, as a probationer and as confirmed employee. The Employment Agreement, which you entered with the Company is accepted and agreed by you voluntarily without any duress.
6. By accepting the employment agreement with the Company, you agree and acknowledge that any breach of agreement by you would lead to irreparable productivity and financial loss to the Company, for which the Company shall recover the damages from any amounts that are payable to you by the Company and further you may tend to lose lien on certain benefits as per the applicable laws.
7. You are governed by the following clauses, in case you breach of the terms and conditions of the Employment Agreement:
 - a. If you fail to complete the first two years of employment, you shall pay a compensation of Rs. 1,00,000/- (Rupees one lakh only) towards cost of training and liquidated damages,
 - b. If you fail to serve the remaining period, you shall pay to the Company a compensation of Rs.60,000/- (Rupees sixty thousand only) towards cost of training and liquidated damages.
8. You shall produce two Sureties or Guarantors for the minimum guaranteed period of three years and six months with an absolute and unrestricted right to recover the compensation as per Clause No.7, in case you fail to compensate the said amounts towards breach of agreement.
9. Your appointment is further subject to verification of the particulars furnished by you on the 'Application Form for Employment' and other documents submitted by you. In case any particulars mentioned by you and/or other documents, which you have submitted at the time of interview or joining or thereafter are found to be false or incorrect, your training / probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.
10. This appointment and your continuance in the employment are subject to you being found medically, physically and mentally fit, that are required to discharge your functional responsibilities, by the authorized Medical Officer of the Company.
11. You shall discharge such duties as may be entrusted to you from time to time by the Management.
12. You shall be governed by the Leave Rules of the Company and shall abide by the rules and regulations as well as Certified Standing Orders that are applicable to the establishment.

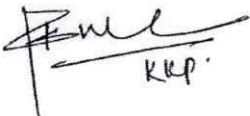
13. You shall work with high standards of discipline, initiative, efficiency and economy in the department or section, wherever you are posted and strive for achieving the objectives of the Company.
14. You shall devote your whole time to the business of the Organization and shall not undertake any other business or work, either directly or indirectly, whether on remuneration or not, except with written permission of the Management.
15. You shall not divulge to anyone, particulars or details of the manufacturing/quality processes, technical know-how, product portfolio, on-going projects, future projects, marketing strategies, sales promotions plans, security arrangements, or of administrative and / or organization matters, by any means of communication, whether of confidential or not, that may become known / accessible to you for being associated with the Company.
16. The Company reserves the right to depute you for a limited period or transfer you on permanent basis to any other section / department / unit / location of the Company or its subsidiary companies that exists or may come up in future within the territory of India in your capacity for which you may be found fit and suitable, without reducing your existing benefits.
17. "Current Good Manufacturing Practices (cGMPs) are regulations (laws), established by respective countries and are being monitored by their agencies, which are similar and applicable across the world. Hence, it is a mandatory responsibility of all the pharmaceutical manufacturers to establish these principles into their routine operations and ensure that a drug is safe, correctly identified, of right strength, has the purity and has the overall Quality it claims. The cGMPs exists to protect patients from dangerous, adulterated and counterfeit drugs. It is important to note that, the product that has not been manufactured according to cGMPs is considered as Adulterated Drug, even it meets all specifications. Failing to comply with cGMPs has severe implications on the Organization with respect to legal compliance, customer/ partner relations, stock holdings, reputation in the global market and in fact its existence in the market.
 - a. Non-compliance of cGMP procedures/ practices knowingly shall be considered as betrayal and breach of integrity.
 - b. Any individual fails to comply with this commitment shall be liable to a very severe disciplinary action by the Company including termination of services, based on the facts and circumstances of the case.
 - c. This clause is applicable to the employees operating in cGMP areas.
18. You shall adhere to Quality Policy and Environment, Health & Safety (EHS) Policy of the Company in true spirit without any deviations.
19. Any absence from the duty without prior written sanction and/or permission from the respective reporting superior/s shall be considered as 'Un-authorized Absence' and attracts appropriate disciplinary action.
20. At the time of leaving the services of the Company, upon completion of eligible period of service for Gratuity payment, you are required to comply with all requirements prescribed in this regard including Claim Form to be submitted to HR, in order to receive the Gratuity on time
21. Any unauthorized absence for more than 7 (seven) consecutive working days shall be construed that you voluntarily abandoned your services and your name from the Company's muster rolls will be deleted putting an end to the employee and employer relationship and you will lose lien on employment, without prejudice to the rights of the Company.
22. You shall keep the Company informed of your postal address, telephone/mobile number, e-mail or any other means of communication including changes that may occur during the period of your association with the Company. Any communication sent to the last informed address is deemed as final and served.
23. The Company shall reimburse Relocation Charges / Notice Pay to you, which is mutually agreed / as per Policy, during interview process, subject to production of relevant supporting documents and the same shall be claimed within 3 (three) months from the date of formal joining. In case you leave the services of the Organization within a period of two years, the Company has a right to recover the same from the amounts payable to you.
24. In case you take any financial loan / salary advance from the Company and fail to repay the same as agreed during the period of your association with the Company, you along with Sureties, as applicable, shall be liable for appropriate legal proceedings as per the agreements you entered with the Company.

25. Notwithstanding any of the clauses mentioned herein, the Management reserves the right of terminating your appointment without assigning any reason and without notice during your training period.
26. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof.
27. You will be retired from the services of the Company on attainment of 58 years of age
28. Acceptance of this offer also confirms your consent to the Company, to carry out necessary background verification/checks on your academic credentials, previous employment and other records etc by a third party Service Provider/ internal HR team. Submission of inappropriate/false information by you will lead to termination of your employment without any notice followed by appropriate legal proceedings.
29. Your attention is drawn to the 'Code of Conduct for dealing in shares of the Company' formulated as per the requirements of SEBI (Prohibition of Insider Trading) Regulations, 2015. As per the Code, all types of dealings in the shares of the Company are subject to pre-clearance and violation of the same will lead to imposing of penalties and / or other disciplinary action by the Company and also by SEBI. Further, you are required to disclose your shareholdings in the Company held by you or your immediate relative(s) as soon as you join the Company in Annexure-5 of the said Code. You may please refer to the Code or may contact Compliance Officer at cs@aurobindo.com or ig@aurobindo.com.
30. The appropriate Courts of Law situated in Hyderabad / Secunderabad shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

You are required to return the copy of this Letter of Offer along with Annexure-I duly signed by you as a token of your acceptance of all the terms and conditions.

We welcome you to Aurobindo family and wish you a happy and rewarding career with us.

For AUROBINDO PHARMA LIMITED,



K.K.P.

KIRAN KUMAR P
GENERAL MANAGER-HUMAN RESOURCES

DECLARATION

I have read and clearly understood all the terms and conditions mentioned in the Offer Letter along with Annexure-I. I hereby accept the offer and all the terms and conditions as stated above in toto.

Date:

Signature:



SYNCTRA SOLUTIONS

Date: 15/06/2018.

Bevara Mounika
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: 27/06/2018

- 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  +91-9966642226

 www.synctrasolution.com

 6-3-230/b/41 Flat number 93, Sravanthi Nagar,
Jubilee Hills, Hyderabad, Telangana - 500033



SYNCTRA SOLUTIONS

Date: 19/06/2018.

Gedala Leelavathi
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: 27/06/2018

- 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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 8-3-239/1/41 Flat Number 93, Sravanthi Nagar,
Jubilee Hills, Hyderabad, Telangana - 500033



SYNCTRA SOLUTIONS

Date: 12/06/2018.

Panapana Danteswari
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: 21/06/2018

- 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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 6-3-230-4/41 Flat Number 93, Sravanthi Nagar,
Jubilee Hills, Hyderabad, Telangana - 500033

Aquity

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

November 03th, 2018

Ms/mr.Guna Neeharika,
Address: palakonda main road
Srikakulam-532445
Subject: Offer Letter

Dear Guna Neeharika,

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 **31st November, 2018** 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: _____



Annexure I

Annual Cost to Company (CTC)		
Name of the Employee: Guna Neeharika		
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
Gross Earnings (Rs.) - 1. (Rs.)	29469	353628
Performance Allowance	0	0
Hardship Allowance	2500	30000
Total Earnings (Rs.) - 2. (Rs.)	31969	383628
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
Company's Contribution (Rs.) -3.	3031	36372
Total Monthly CTC (Rs.) - 1+ 2 +3	35000	420000
Total Annual CTC (Rs.)	420000	
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		

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/10th 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).



SYNCTRA SOLUTIONS

Date: 14/06/2018.

Dabbeeru Swathi
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: 27/06/2018

- 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@synctra-solution.com  +91-9966642226

 www.synctrasolution.com

 6-3-230/b/41 Flat Number 93 , Sravanthi Nagar,
Jubilee Hills, Hyderabad, Telangana - 500033



SYNCTRA SOLUTIONS

Date: 14/06/2018.

Boyina Harsha Vardhan
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: 23/06/2018

- 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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 6-3, 230/b/41 Flat Number 03, Sravanthi Nagar,
Jubilee Hills, Hyderabad, Telangana - 500033



SYNCTRA SOLUTIONS

Date: 15/06/2018.

Palli Lakshmi
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: 29/06/2018

- 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 12th, 2018

Ms/mr.Seepana Swathi,
Address: rajam main road
Srikakulam-532127
Subject: Offer Letter

Dear, Seepana Swathi

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 **31st November, 2018** 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: Seepana Swathi,		
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
Gross Earnings (Rs.) - 1. (Rs.)	29469	353628
Performance Allowance	0	0
Hardship Allowance	2500	30000
Total Earnings (Rs.) - 2. (Rs.)	31969	383628
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
Company's Contribution (Rs.) -3.	3031	36372
Total Monthly CTC (Rs.) - 1+ 2 +3	35000	420000
Total Annual CTC (Rs.)	420000	
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		



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/10th 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).



SYNCTRA SOLUTIONS

Date: 17/06/2018.

Bongu Santhosh
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: 28/06/2018

- 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.




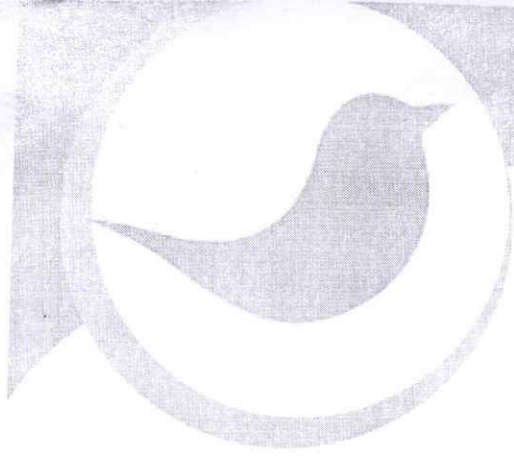
HR Manager.

SYNCTRA SOLUTIONS

 info@synctrasolution.com  +91-9966642226

 www.synctrasolution.com

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



SYNCTRA SOLUTIONS

Date: 15/06/2018.

Madaka Prasanthi
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: 27/06/2018

- 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  +91-9956642226

 www.synctrasolution.com

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

Date: 15-Oct-2018
Ref: APL/Unit/HR/Offer/2018
MS/MR.PYDI TULASI

Dear **Mr/ms, PYDI TULASI**

Letter of Offer

With reference to your application and subsequent interview you had with us, we are pleased to advise you that you have been selected for the position of **Trainee - Quality Assurance_Unit-4** in **APL Health Care Limited Unit 4 Plot No 16 APIIC Multi product SEZ at SyNo3 P to 6P 413P 416P Palchur village and 113 Part of Palepalem Village Naidupeta Mandal PSR Nellore District Andhra Pradesh** on the terms and conditions as agreed by you at the time of interview and that are mentioned in Annexure - I.

You are advised to join on or before **02-Nov-2018**. You are advised to report at our APL Health Care Limited Unit 4 Plot No 16 APIIC Multi product SEZ at SyNo3 P to 6P 413P 416P Palchur village and 113 Part of Palepalem Village Naidupeta Mandal PSR Nellore District Andhra Pradesh by 09:30 AM, to complete your joining formalities. Please note joining formalities will be taken either on **Monday, Wednesday or Friday** in any week.

While joining, you are advised to submit the following for our verification and records:

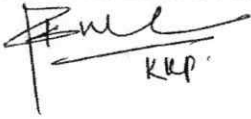
- Copies of certificates (including mark sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- Independent references with phone Nos-Other than relatives.
- Passport size photographs – 08 Nos, stamp size photograph-02 Nos.
- Blood grouping certificate and medical fitness certificate- Original
- Copy of PAN card &Aadhar Card
- Recent Post card size colour photograph with family – full scape – 02 Nos for submitting the same to ESI (Family means Employee, spouse, children and dependent parents)

The regular appointment order will be issued at the time of your joining.

In case you do not join us by the stipulated time, this offer will be withdrawn at the sole discretion of management.

Please confirm your date of joining by e-mail Id:hr@aurobindo.com

For **AUROBINDO PHARMA LIMITED,**


K.K.P.

KIRAN KUMAR P
GENERAL MANAGER-HUMAN RESOURCES

Annexure – I

1. You will be under training for a period of one year from the date of your joining. You will be paid an amount of **Rs. 16,000** /- per Month. As a Trainee, you will not be entitled to any other benefits or privileges that are applicable to the other categories of employees.
2. On successful completion of the training period, you will be on probation for a period of six months. Be it clearly understood and agreed that as a trainee or as a probationer, you will not have any lien or right on the regular employment either during the initial or the extended period of training or probation.
3. If your performance and conduct are not satisfactory, the training or probationary period will be extended or dispensed away during the initial or at the extended period of training or probation, purely at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully.
4. The training that will be imparted to you involves considerable expenditure, both direct and indirect, financial and unliquidated. The training substantially improves your professional standing since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company. In consideration of the training to be imparted by the Company, you shall agree and undertake irrevocably to serve the Company, by not leaving the services of the Company and without taking up employment with any other Company.
5. It is agreed and promised by you that, you shall enter into an Employment Agreement with the Company, to serve the Company for a minimum guaranteed period of three years and six months from the date of joining, out of which you being as a trainee, as a probationer and as confirmed employee. The Employment Agreement, which you entered with the Company is accepted and agreed by you voluntarily without any duress.
6. By accepting the employment agreement with the Company, you agree and acknowledge that any breach of agreement by you would lead to irreparable productivity and financial loss to the Company, for which the Company shall recover the damages from any amounts that are payable to you by the Company and further you may tend to lose lien on certain benefits as per the applicable laws.
7. You are governed by the following clauses, in case you breach of the terms and conditions of the Employment Agreement:
 - a. If you fail to complete the first two years of employment, you shall pay a compensation of Rs. 1,00,000/- (Rupees one lakh only) towards cost of training and liquidated damages,
 - b. If you fail to serve the remaining period, you shall pay to the Company a compensation of Rs.60,000/- (Rupees sixty thousand only) towards cost of training and liquidated damages.
8. You shall produce two Sureties or Guarantors for the minimum guaranteed period of three years and six months with an absolute and unrestricted right to recover the compensation as per Clause No.7, in case you fail to compensate the said amounts towards breach of agreement.
9. Your appointment is further subject to verification of the particulars furnished by you on the 'Application Form for Employment' and other documents submitted by you. In case any particulars mentioned by you and/or other documents, which you have submitted at the time of interview or joining or thereafter are found to be false or incorrect, your training / probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.
10. This appointment and your continuance in the employment are subject to you being found medically, physically and mentally fit, that are required to discharge your functional responsibilities, by the authorized Medical Officer of the Company.
11. You shall discharge such duties as may be entrusted to you from time to time by the Management.
12. You shall be governed by the Leave Rules of the Company and shall abide by the rules and regulations as well as Certified Standing Orders that are applicable to the establishment.

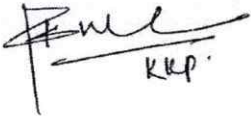
13. You shall work with high standards of discipline, initiative, efficiency and economy in the department or section, wherever you are posted and strive for achieving the objectives of the Company.
14. You shall devote your whole time to the business of the Organization and shall not undertake any other business or work, either directly or indirectly, whether on remuneration or not, except with written permission of the Management.
15. You shall not divulge to anyone, particulars or details of the manufacturing/quality processes, technical know-how, product portfolio, on-going projects, future projects, marketing strategies, sales promotions plans, security arrangements, or of administrative and / or organization matters, by any means of communication, whether of confidential or not, that may become known / accessible to you for being associated with the Company.
16. The Company reserves the right to depute you for a limited period or transfer you on permanent basis to any other section / department / unit / location of the Company or its subsidiary companies that exists or may come up in future within the territory of India in your capacity for which you may be found fit and suitable, without reducing your existing benefits.
17. "Current Good Manufacturing Practices (cGMPs) are regulations (laws), established by respective countries and are being monitored by their agencies, which are similar and applicable across the world. Hence, it is a mandatory responsibility of all the pharmaceutical manufacturers to establish these principles into their routine operations and ensure that a drug is safe, correctly identified, of right strength, has the purity and has the overall Quality it claims. The cGMPs exists to protect patients from dangerous, adulterated and counterfeit drugs. It is important to note that, the product that has not been manufactured according to cGMPs is considered as Adulterated Drug, even it meets all specifications. Failing to comply with cGMPs has severe implications on the Organization with respect to legal compliance, customer/ partner relations, stock holdings, reputation in the global market and in fact its existence in the market.
 - a. Non-compliance of cGMP procedures/ practices knowingly shall be considered as betrayal and breach of integrity.
 - b. Any individual fails to comply with this commitment shall be liable to a very severe disciplinary action by the Company including termination of services, based on the facts and circumstances of the case.
 - c. This clause is applicable to the employees operating in cGMP areas.
18. You shall adhere to Quality Policy and Environment, Health & Safety (EHS) Policy of the Company in true spirit without any deviations.
19. Any absence from the duty without prior written sanction and/or permission from the respective reporting superior/s shall be considered as 'Un-authorized Absence' and attracts appropriate disciplinary action.
20. At the time of leaving the services of the Company, upon completion of eligible period of service for Gratuity payment, you are required to comply with all requirements prescribed in this regard including Claim Form to be submitted to HR, in order to receive the Gratuity on time
21. Any unauthorized absence for more than 7 (seven) consecutive working days shall be construed that you voluntarily abandoned your services and your name from the Company's muster rolls will be deleted putting an end to the employee and employer relationship and you will lose lien on employment, without prejudice to the rights of the Company.
22. You shall keep the Company informed of your postal address, telephone/mobile number, e-mail or any other means of communication including changes that may occur during the period of your association with the Company. Any communication sent to the last informed address is deemed as final and served.
23. The Company shall reimburse Relocation Charges / Notice Pay to you, which is mutually agreed / as per Policy, during interview process, subject to production of relevant supporting documents and the same shall be claimed within 3 (three) months from the date of formal joining. In case you leave the services of the Organization within a period of two years, the Company has a right to recover the same from the amounts payable to you.
24. In case you take any financial loan / salary advance from the Company and fail to repay the same as agreed during the period of your association with the Company, you along with Sureties, as applicable, shall be liable for appropriate legal proceedings as per the agreements you entered with the Company.

25. Notwithstanding any of the clauses mentioned herein, the Management reserves the right of terminating your appointment without assigning any reason and without notice during your training period.
26. Your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof.
27. You will be retired from the services of the Company on attainment of 58 years of age
28. Acceptance of this offer also confirms your consent to the Company, to carry out necessary background verification/checks on your academic credentials, previous employment and other records etc by a third party Service Provider/ internal HR team. Submission of inappropriate/false information by you will lead to termination of your employment without any notice followed by appropriate legal proceedings.
29. Your attention is drawn to the 'Code of Conduct for dealing in shares of the Company' formulated as per the requirements of SEBI (Prohibition of Insider Trading) Regulations, 2015. As per the Code, all types of dealings in the shares of the Company are subject to pre-clearance and violation of the same will lead to imposing of penalties and / or other disciplinary action by the Company and also by SEBI. Further, you are required to disclose your shareholdings in the Company held by you or your immediate relative(s) as soon as you join the Company in Annexure-5 of the said Code. You may please refer to the Code or may contact Compliance Officer at cs@aurobindo.com or ig@aurobindo.com.
30. The appropriate Courts of Law situated in Hyderabad / Secunderabad shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

You are required to return the copy of this Letter of Offer along with Annexure-I duly signed by you as a token of your acceptance of all the terms and conditions.

We welcome you to Aurobindo family and wish you a happy and rewarding career with us.

For AUROBINDO PHARMA LIMITED,



KKP

KIRAN KUMAR P
GENERAL MANAGER-HUMAN RESOURCES

DECLARATION

I have read and clearly understood all the terms and conditions mentioned in the Offer Letter along with Annexure-I. I hereby accept the offer and all the terms and conditions as stated above in toto.

Date:

Signature:



SYNCTRA SOLUTIONS

Date: 17/11/2018.

Chalumuri Dileep Kumar
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: 27/11/2018

- 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  +91-9966642226

 www.synctrasolution.com

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

AQuity

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

November 28th, 2018

Ms/mr.KILARI RAVI KUMAR,

Address: SIGDAM main road
Srikakulam-532148

Subject: Offer Letter

Dear, ANEM DEEPIKA

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 **20th DECEMBER, 2018** 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: KILLARI RAVI KUMAR		
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
Gross Earnings (Rs.) - 1. (Rs.)	29469	353628
Performance Allowance	0	0
Hardship Allowance	2500	30000
Total Earnings (Rs.) - 2. (Rs.)	31969	383628
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
Company's Contribution (Rs.) -3.	3031	36372
Total Monthly CTC (Rs.) - 1+ 2 +3	35000	420000
Total Annual CTC (Rs.)	420000	
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		



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/10th 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).