



ALKEM

ALKEM LABORATORIES LTD.

Regd. Office : "ALKEM HOUSE", Senapati Bapat Marg,
Lower Parel, MUMBAI 400 013. Phone : 3982 9999, Fax : 022 - 2495 2955
Email : contact@alkem.com Website : www.alkemlabs.com
CIN :- L00305MH1973PLC174201



Ref. No.: HR/APPT/51485/14032018/CY

Date: 14.03.2018

Employee Code- 00051485

NITIKA SAINI
HOUSE NO. 306, GALI NO.09,
SATGURU RAM SINGH COLONY,
NEW MOHNI PARK, AMRITSAR, PUNJAB.
Pin code- 143-002.

Dear Ms. NITIKA,

With reference to your application and subsequent interview you had with us, we are pleased to inform you that you have been appointed as "**MARKETING EXECUTIVE**" in our "**ALKEM CARDIOLOGY**" division and will be based at "**AMRITSAR**" HQ in grade "**ME**" on following terms and conditions.

- 1 Your Basic salary will be Rs. **6,500.00** per month (**Rupees Six Thousand Five Hundred** only). In addition to this you will be entitled to benefits as indicated in ANNEXURE.
- 2 You will be initially on probation for a period of **NINE Months**, from the date of joining the company, which may be extended or reduced at the sole discretion of the management. During the period of probation, the appointment is terminable either by the company or by you without any notice and without assigning any reason whatsoever. On completion of probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation.
- 3 After confirmation your services may be terminated by the company at any time by giving **1 MONTH** notice in writing or one month fixed gross salary (Basic + Allowances) in lieu of notice. Similarly if you desire to leave the services you will have to serve **1 MONTH** notice.
- 4 Your services are transferable anywhere in India including any of the Divisions / SBUs / Subsidiary Companies / Associated Companies / Affiliated Companies etc, which are in existence or which may be set up in future, will be automatically governed by the terms & conditions, to which you are transferred.
- 5 If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - (a) Return to work within 8 days from the commencement of such absence and
 - (b) Give an explanation to the satisfaction of the management regarding such absence.
- 6 Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any act of indiscipline or inefficiency.



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- 7 You will not engage yourself in any other business, occupation, employment, part time or otherwise, while in the company's services.
- 8 You will be entitled to privilege leave, sick leave and casual leave as per company's rule.
- 9 You are expected to maintain strict secrecy regarding the business affairs of the company and are responsible for the safe custody of the company's property lying with you which you are expected to return to us in the event of cessation of employer employee relationship for any reason whatsoever.
- 10 You will automatically retire from the services of the company on attaining the superannuation age of 58 years.
- 11 You will be governed by the rules & regulations of the company as applicable to you currently and as may be varied by the company from time to time, including but not limited to the services rules, a copy of which is enclosed herewith.
- 12 In the event of any dispute regarding the terms and conditions of your appointment, you will be subject to the jurisdiction of the relevant courts of law at the Headquarters of the company viz. Mumbai.
- 13 Your date of joining in the company is **05.03.2018**.

As token of acceptance of the above letter of appointment under the said terms and conditions, please sign the duplicate copy of this letter and return the same to us retaining the original with you.

With best wishes,

For ALKEM LABORATORIES LIMITED

**RANJANA JHA
DEPUTY GENERAL MANAGER - HR**

I accept the terms and conditions of this letter and the said Service Rules.

Nitira Saini
Signature

C.C: C.C.Accounts/Personal File

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**Annexure - 1**

Alkem Laboratories Ltd		
Name	: Nitika Saini	
Employee Code	: 00051485	
Designation	: Marketing Executive	
Grade	: ME	
Division / Dept.	: Alkem Cardiology/SALES	
Location	: Amritsar	
Salary	Monthly Amount	Yearly Amount
Basic	6,500	78,000
HRA	1,000	12,000
Fix LTA	100	1,200
Vehicle Maintenance Allowance	150	1,800
Kit Allowance	50	600
Special Allowance *	7,000	84,000
Metro Allowance *	900	10,800
Conveyance Allowance	1,600	19,200
Min. Guaranteed Incentive *	1,800	21,600
Medical Allowance	75	900
Gross Total (A)	19,175	230,100
Benefits		
Provident Fund ***(12% of Basic)	780	9,360
Bonus ****	1,400	16,800
Gratuity *****(4.81% of Basic)	313	3,756
Gross Total (B)	2,493	29,916
Gross Total (A+B)	21,668	260,016
* Payable monthly through Payroll		
*** Company Contribution as per EPF & FPF Act		
**** Payable annually as per Payment of Bonus Act		
***** Payable as per Payment of Gratuity Act		
Daily Allowances .	Per Day (Rs.)	
Daily Head Quater Allowances	210	
Daily Ex-Head Quarter Allowances	230	
Outstation Allowances	450	
Note: 1. All Payments are subject to relevant Income Tax Provision 2. You are eligible for sales incentives as per the company policy.		
In addition of the above you will be covered under the following schemes:		
1) MEDICLAIM : HOSPITALISATION COVERAGE : The policy covers self, spouse and two children subject to a limit of Rs. 1 Lac per annum		
2) Accident Insurance Benefit incase of disablement upto Rs. 4.00 Lacs and in case of Death Benefit to Rs.11.00 Lacs.		