

Date : 28-Apr-2021

PRIVATE & CONFIDENTIAL

APPOINTMENT LETTER

Mr. Mangesh Prabhakar Kamble

**Mandva road, smata nagar, Ambajogai, City : Bid, District :
Bid (Maharashtra) - 431517**

Dear Mangesh Prabhakar Kamble,

With reference to your application and subsequent interviews, we are pleased to offer you an appointment as **Lab Technician** in **Sat Lab Ops – Covid** at **Dr. Lal PathLabs Ltd** The terms and condition of your appointment as follows

1. APPOINTMENT AND REPORTING :-

- 1.1 Your effective date of commencement of employment is **26-Apr-2021**. The terms and conditions of your appointment shall be effective from this date.
- 1.2 You will initially report to **Manager**. Your reporting is subject to change at the discretion of the company.
- 1.3 Your Banding in company will be **S4**.

2. EMOLUMENTS AND REPORTING :-

- 2.1 Your total cost to company will be as per the details provided in Annexure.
- 2.2 You shall be solely responsible for paying any tax, direct or indirect, state or local, which may be result from the remuneration being paid. Any payment made to you shall be subject to tax deduction at source under the Income tax Act, 1961.
- 2.3 Your increments and promotions will be made on the basis of your performance and merit and will be at the sole discretion of the Company.
- 2.4 You will be entitled to the allowances and perquisites as applicable to your grade.

3. NATURE OF ROLE :-

Your roles and responsibility is herewith attached as per **Annexure**. In addition to these roles and responsibilities, the company may assign you other duties as deemed appropriate and can be communicated to you in writing or any other way of communication.

4. CONTINUATION OF EMPLOYMENT :-

- 4.1 You will be on probation for a period of 6 Month from the date of your joining. In case the probation period is being extended, the same would be given to you in writing. In case of no written communication on extension of probation period, you would automatically be deemed confirmed on your employment.
- 4.2 With this letter you hereby authorize company to procure any report from your previous employers / educational institution, to do a background investigation involving the statements made by you at the time of application for employment and on the Company Application Form. However, if at any time, after background investigation, it emerges that the particulars furnished by you are false / incorrect or in any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and may be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary action against you for the same.
- 4.3 Your appointment and its continuation is subject to your being medically fit and the Management reserve the right to ask you to undergo medical examination, as and when deemed necessary.

5. INITIAL POSTING AND TRANSFER:-

- 5.1 Your initial posting will be at **LAB - PUNE**.
- 5.2 However at the discretion of Management, you maybe transferred/deputed from one place to another anywhere in India or abroad and/or from one department to another or from one establishment to another or any other concern including to any of company's affiliates, associates, group companies and/or entities in which the company may be having any interest whether existing or which may be set up in future.
- 5.3 You will also work, if required, for the company's affiliates/associates/group companies without any additional payment unless otherwise agreed in writing.

6. TERMINATION AND NOTICE:-

- 6.1 The management may terminate your services by giving one month written notice or one month salary in lieu of notice without assigning any reason. Similarly, you may resign from the services of the company by giving one month notice in writing. One month is mandatory serving period. However, Management may at its sole discretion waive off the one month mandatory serving period.
- 6.2 During probation period the management may terminate your services by giving one month written notice or one month salary in lieu of notice without assigning any reason. Similarly, you may resign from the services of the company by giving one month notice in writing or one month salary.
- 6.3 In case notice pay (salary in lieu of notice) is payable by either party, the notice pay shall mean the basic salary only and is inclusive of the cash equivalent of any perquisites.
- 6.4 However, either during the period of your probation, or after your confirmation in case of any breach of the rules of the company or misconduct, your services can be terminated with immediate effect. In such event it would not be necessary for the company to give you any notice whatsoever.
- 6.5 Upon termination of your employment, you (or your legal heirs as the case may be) shall immediately return to the company, any and all documents, manuals, documented confidential information (without making any copies thereof and/or extract there from), kits and other property belonging to the company that may be entrusted to and/or placed in your possession by virtue of and /or during the course of your

employment with the company. You (or your legal heirs as the case may be) shall also deliver to the company immediately all notes, analyses, summaries and working papers relating thereto.

7. GENERAL EMPLOYMENT OBLIGATIONS :-

- 7.1 Your appointment and work conditions will be governed by the rules and regulations, working hours, break shift, perquisites, allowances, facilities, and such other conditions of employment, as applicable may be amended or communicated to employees time to time.
- 7.2 You will be bound by all rules, regulations, office orders, quality controls, information security procedures, code of conduct and circulars in existence and framed by the company from time to time in relation to your service conditions, which will form a part of your terms of employment with us.
- 7.3 You shall not seek employment or be associated with our direct competition for a period of two years from the date of separation from the company even on termination, cancellation and retirement from employment.
- 7.4 During your employment with the Company, you shall not be engaged, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever (either for remuneration or on a honorary basis), and shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the company and use your best endeavor to promote the interest and business thereof.
- 7.5 You shall be conscious to the duties and responsibilities, which the Company expects you to discharge in respect of your appointment with us. The Company expects you to conduct yourself in such a manner that upholds the values and image of the organization at all times. This includes all aspects of functioning whether related to personal conduct, dress code and personal getup, maintaining records, ensuring cleanliness, upkeep of work area and the environment, interaction with colleagues and displaying appropriate courtesy to all concerned at all times. You are expected to do all such things in the daily discharge of your duties and responsibilities in a manner that satisfies world-class standards of any medical service organization.
- 7.6 You shall not disclose or share any knowledge / information that you, in the course of employment with the Company and / or by virtue of the position held by you, acquire regarding the Company's secret and confidential processes, systems, methods of testing / manufacture, business practices, specific products and service knowledge etc.
- 7.7 You shall keep the Management informed of your latest postal address at all times and intimate in writing in case of change of address. Any communication sent to you by the Management on you last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you may have changed your address.
- 7.8 You will be the responsible for the safe custody of all documents, manuals and kits and other property belonging to the company that may be entrusted to and/or placed in your possession by the virtue of and/or during the course of your employment with the Company.

8. CONFIDENTIALITY:-

- 8.1 You shall, by all means, maintain all official information in trust and confidence. You shall not at any time during the term of service with the Company or thereafter, make available or accessible such secret

knowledge to any other party, directly or indirectly in any form, fashion or manner by making any copies, divulge, disclosure or communication in any manner on any information relating to Company's business. The information for this purpose shall mean any written, typed, electronically stored / printed matter, any financial information, any or all data or information involving the technique, programs, methods, or contacts employed by the organizations in the conduct of its business, any lists, documents, manuals, records, forms, or any other material used by the company describing methods, procedures or secret information concerning company business or affairs.

8.2 You acknowledge that the breach of clause 8.1 hereof will cause irreparable loss and harm to the company; in case you found guilty of breaching of this clause, your services can be terminated with immediate effect.

9. PERSONAL DATA:-

9.1 During the course of your employment with Dr. Lal PathLabs Ltd, you may provide Dr. Lal PathLabs Ltd with confidential data or information that can be linked to you personally , or otherwise personally identifies you, including but not limited to your financial information, e-mail address, addresses, telephone numbers, including your medical records and history, etc. (your Personal Data).

9.2 You acknowledge that Dr. Lal PathLabs Ltd may collect, use, transfer, store such data or otherwise process such personal data as per required by Dr. Lal PathLabs Ltd's privacy policy. Dr. Lal PathLabs Ltd will process your Personal Data where such processing is: (i) reasonably necessary for the performance of your employment contract; (ii) reasonably necessary for compliance with a legal obligation to which Dr. Lal PathLabs Ltd is subject (for example, within the field of employment); or (iii) is within Dr. Lal PathLabs Ltd's legitimate business interests as your employer. The collection of this Personal Data by Dr. Lal PathLabs Ltd is usually mandatory and if it is not provided, Dr. Lal PathLabs Ltd will be unable to satisfy its legal obligations or perform its role as your employer. Where the collection of any Personal Data is not mandatory, Dr. Lal PathLabs Ltd will inform you of this prior to collection, as well as the implications of failing to provide this Personal Data. Dr. Lal PathLabs Ltd will process your Personal Data in accordance with applicable law and professional obligations.

10. RETIREMENT :-

You will retire from the services of the company on attaining the age of 60 years unless specifically required by the company in writing to continue in service beyond this age. You will retire from the services of the company from the close of business hours of the day on which you attain the age of 60 years and in case that day is a holiday, then it will be the preceding working day.

11. LEAVES AND OTHER SERVICE BENEFITS

You will be entitled to leave, holiday and other service benefits as per the rules framed by Management and as may be applicable to you.

12. GOVERNINNG LAW AND JURISDICTION :-

The appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and Management will be subject to exclusive jurisdiction of courts in Delhi.

Please sign and return the duplicate copy of this Letter of Appointment initialing each page, including all Annexures in acknowledgment of your having accepted in full the above terms and conditions.

We look forward to a long and fruitful association with the Company.

Yours faithfully,
For Dr. Lal PathLabs Ltd

Effective Date	26-Apr-2021		
Employee Name	Mangesh Prabhakar Kamble		
Designation	Lab Technician		
Location	LAB - PUNE		
Band	S4		
Salary Heads		Per Month	Per Annum
(I)	Fixed Cash		
(A)	Monthly Payments		
	Basic	11,632	139,584
	Dearness Allowance	936	11,232
	HRA	582	6,984
	Special Allowance	10,929	131,148
	Gross Per Month (GPM)	24,079	288,948
(B)	Retirals		
	Company Contribution to PF	1,800	21,600
#	Gratuity	604	7,248
##	Statutory Bonus	2,514	30,168
	Annual Cash = GPA + Retirals	28,997	347,964
	Total Annual Cash = Annual Cash + Annual Variable Cash	28,997	347,964
(III)	Fixed Benefits (Accrued to the employees including those non encashable)		
a.**	Medical Insurance - Hospitalization Floating Cover for Self + Spouse + 2 Children + Parents, Applicable for non ESIC Members (Average Premium Amount)	1,000	12,000
	CTC = Total Annual Cash + Fixed Benefits + Variable Benefits	29,997	359,964

* Annual Variable pay is computed basis the individual and company performance, and payable to employee provided they are on rolls of company on last date of the financial year for which the variable pay is due

Gratuity payout governed by payment of gratuity act

Statutory Bonus amount is an estimate based on current guidelines. The actual amount is computed and paid in Oct / Nov , for the previous financial year as per payment of Bonus Act

** Estimated value of benefit based on group Medclaim Policy

This is a system generated letter and does not require any signature; by accepting this letter you hereby acknowledge your agreement of all the condition mentioned above.