



**STRICTLY CONFIDENTIAL**

**Ref.No. SIPL/HR/C-13082**

**May 01, 2022**

**Mr. UTRESHWAR HARIBHAU SURVASE**

This has reference to your letter of appointment as Trainee in our Organisation with effect from April 19, 2021. We are pleased to confirm you as **OFFICER** with effect from May 01, 2022.

**Employee State Insurance / Medical Insurance**

You will be either covered under ESI if applicable, as per the prevailing act or Mediclaim Insurance Policy prescribed by the Company.

**Retirement**

You will automatically superannuate without any notice on your reaching the age of 58 years or earlier if found medically unfit. We have noted that your date of birth is October 20, 1996. However, it would be open for the Company to determine the employment at any time in the event of your becoming, from any cause, incapacitated by any period longer than three months from properly discharging (of which Company shall be the sole judge) your duties.

**Past Record**

You hereby declare that you are not being related to or partner to any of the employee / Director of the Company with the meaning or Section 314 of the Companies Act 1956.

**Transfer**

You will be liable to be transferred in such capacity that the Management may determine, to any shifts or any other Department, Branch, Unit, Factory or establishment under the same Management or same principals, whether existing or to be set up in future. In such cases, the terms and conditions of service applicable at the new placement will govern you. You will also be liable to be deputed to such units or the Management may decide companies for such period as from time to time.

**Termination Notice**

- a) On confirmation, your employment is terminable by three months notice on either side or on payment of three months salary in lieu of notice and the Company is not bound to give any reason.
- b) However, in the event your service is terminated for fraud, theft, withholding of any information in the application form or for any other form of misconduct, no notice shall be required.

Your revised salary structure would be as per Annexure – I.

All other terms and conditions of your appointment remains unchanged.

We are confident that you would continue to add value to yourself, your peers and team members in future.

Yours faithfully,  
For **SERUM INSTITUTE OF INDIA PVT. LTD.**



**Mahendra Inge**  
**Head – Human Resources**  
Encls : Annexure I