

Date: 06-Oct-2022
Ref: APLHC/HR/Offer/2022
Mr. A Venu

Dear **Mr. A Venu**

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 **Executive (E2) - Quality Control_Unit-1** in **APL Health Care Limited**, Sy No: 410/P, 411/P, & 458/P, Plot No: S-1/B, Pharma SEZ, IDA, APIIC, Pollepally Village, Jadcherla, Mahboobnagar Dist- 509302 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 **18-Nov-2022**. You are advised to report at our APL Health Care Limited, Sy No: 410/P, 411/P, & 458/P, Plot No: S-1/B, Pharma SEZ, IDA, APIIC, Pollepally Village, Jadcherla, Mahboobnagar Dist- 509302 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.
- Relieving letter from your present employer and latest salary slip.
- 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.
- To submit the resignation acceptance copy from your current Company to APL, within 1 week from acceptance of this Offer Letter. If you fail to do so, this offer stands withdrawn automatically on close of seventh day from the date of receiving this offer.
- UAN/PF Number of previous organization (If applicable)
- Two – (individual) Passport size photographs of yourself and your family members (dependents) for coverage under Mediclaim Policy

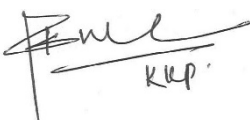
The regular appointment order will be issued at the time of your joining.

In case you do not join us by the stipulated time, this offer will be withdrawn at the sole discretion of management.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

Yours faithfully,

For **APL HEALTH CARE LIMITED**,



KIRAN KUMAR P
GENERAL MANAGER-HUMAN RESOURCES

Annexure – I

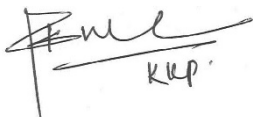
1. You shall be on probation for a period of six months from the date of your joining. We are sure that you will put up outstanding performance from the commencement of your career with us. In case we find that your Performance or Behavior leaves undesirable consequences in the system, probation period may be extended based on due diligence objectively done by the management unless otherwise informed to you in writing, the probation period may deem to have completed successfully.
2. The training that will be imparted to you during your service period involves considerable expenditure of both direct and indirect as well as financial and un-liquidated. The training substantially improves your professional standing since the Company offers abundant learning opportunity as per the Company's HR Philosophy and hence the Company expects a professional commitment from you to serve the Company for a reasonable period of 3 to 4 years from the date of joining.
3. Your appointment is 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 probation / confirmation shall be terminable forthwith without any notice.
4. You shall disclose pre-existing ailments voluntarily before joining the Company. However, this appointment and your continuance in the employment are subject to you being found medically fit that is required to discharge your functional responsibilities, by the authorized Medical Officer of the Company.
5. You shall discharge such duties diligently as may be entrusted to you from time to time by the Management.
6. 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.
7. 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.
8. 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, with any other Organization.
9. You shall not divulge to anyone, particulars or details of the manufacturing/quality processes, technical know-how, product portfolio, on-going or 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.
10. Your services will be liable to be transferred or deputed 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 suitable, due to business requirements or exigencies.
11. "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.
12. You shall adhere to Quality Policy and Environment, Health & Safety (EHS) Policy of the Company in true spirit without any deviations.
13. 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 as per the Certified Standing Orders of the Company.

14. Any unauthorized absence for more than 7(seven) consecutive working days, 3 times continuously in the same month shall be construed that you voluntarily abandoned your services and your name from the Company's muster rolls will be removed and you will lose lien on employment, without prejudice to the rights of the Company.
15. 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.
16. 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 Company within a period of two years, the Company will recover the same from the amounts payable to you.
17. 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 an independent 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.
18. 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.
19. You will be governed by the relevant provisions of applicable labour laws for the entitlement of benefits.
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. You will be retired from the services of the Company on attainment of 58 years of age.
22. In case you wish to leave the services of the employment, it is desirable that you do so with prior notice and serve the Notice Period fully otherwise the Company's performance will be at stake, without proper replacement. Hence your services are terminable with three months' prior notice in writing from either side or Notice Pay in lieu thereof, due to any reason whatsoever.
23. 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 duly signed by you as a token of your acceptance of all the terms and conditions mentioned herein.

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

For APL HEALTH CARE LIMITED,



KIRAN KUMAR P
GENERAL MANAGER-HUMAN RESOURCES

DECLARATION

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

Date:

Signature: