



INTAS PHARMACEUTICALS LIMITED

Corporate House, Near Sola Bridge, S.G. Highway, Thaltej, Ahmedabad – 380054, Gujarat, INDIA.
Tel. No. : 079-61577000, Website : www.intaspharma.com CIN - U24231GJ1985PLC007866

IPL/APT/FLD/2120307/2024
11/03/2024

FORM - A

(See Rule 22 (1) of The Sales Promotion Employees (Condition of Service) Act, 1976 with The Sales Promotion Employees (Condition of Services) Rules, 1976)

LETTER OF APPOINTMENT

1. Name of the establishment:

Intas Pharmaceuticals Ltd.

2. Address:

INTAS PHARMACEUTICALS LTD.
Corporate House: Near Sola Bridge,
S.G. Highway, Thaltej,
Ahmedabad-380054.
GUJARAT.

3. Name of the Employer:

Intas Pharmaceuticals Ltd.

4. Name:

Mr. Ankush Tanwar
S/O MUKESH TANWAR .

5. Address of the Sales Promotion employee:

WZ-136
NARAINA VILLAGE
NEAR TIKONA PARK
NEW DELHI - 110028
National Capital Territory

6. Mr. Ankush Tanwar (Employee Code : 2120307) is appointed as Business Executive - Trainee in Vector division in this establishment with effect from 11/03/2024.

7. Your appointment is as a trainee for a period of Six months.

8. Your rate of increment in wages shall be at the discretion of the management depending upon your performance.

9. Your compensation details will be as per the enclosed Annexure A.



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ANNEXURE - A

Employee Code: 2120307
Employee Name: Ankush Tanwar
Designation: Business Executive - Trainee
HQ: Delhi

Salary

Particulars	Monthly	Annually
BASIC	10,300	123,600
HRA	2,575	30,900
Additional Allowance	5,439	65,268
LTA	450	5,400
Communication Reimbursement	500	6,000
FFR Internet Reimbursement	300	3,600
Kit Allowance	600	7,200
Vehicle Maint. Allowance	400	4,800
Mobile Allowance	700	8,400
Total Monthly Salary (A)	21,264	255,168
Retiral Benefits		
PF (12% of Basic)	1,236	14,832
Total Retiral Benefits (B)		14,832
Annual Allowance		
Mediclaime Allowance		15,000
Bonus		24,000
Total Annual Allowance (C)		39,000
Gross Salary (A + B + C)		309,000

PF & Bonus as per prescribed Rules.

Mediclaime Reimbursement - You will be covered under the company's Mediclaime Policy and it will be adjusted against annual mediclaime premium.

Note: HRA, Communication Reimb., Kit, LTA, Vehicle Maint. Allowance, Mobile Allowance, Internet Reimbursement for FFR will be reduced proportionately in the following cases:

1. Employees remaining absent for more than 3 days without prior sanction of their immediate superior, for the period of such absence.
2. Employees who are on leave without pay for any reason whatsoever for such period.
3. Only Basic salary will be considered for PF & Gratuity calculation.
4. Gratuity as per prevailing Gratuity Act.
5. Income tax deduction applicable as per Act.



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10. Other conditions of services:

1.
 1. You will be given classroom training and / or field training at a place decided by the company.
 2. The classroom training / field training period may be extended or reduced at the sole discretion of the company.
2.
 1. During the Classroom training / Field training you will be posted at Delhi as Head Quarter but your field training can be at multiple locations and your allowances shall be as applicable at that HQ.
 2. You shall be as **TRAINEE** for a period of **Six months**, which may be extended by the company for a further period of six months at its sole discretion. The company may at any time during the training period terminate your services without notice assigning any reason whatsoever. In an event of such termination you will be entitled to receive only your dues up to the date your services are terminated and you shall not be entitled to any sum as compensation or otherwise in respect of termination of your services.
 3. In case you wish to resign from the company's services during training period, you shall give one month notice or salary in lieu thereof. On expiry of the **TRAINEE** period the company shall be entitled but shall not be bound to confirm your appointment. In the event of your being confirmed in service, a letter confirming you in the service shall be served by the company. You shall continue to be on **TRAINEE** till so confirmed in writing even if your original or subsequently extended period of training is over and has not been extended thereafter.
 4. Even in the event of being confirmed in services the appointment can be terminated by either side by giving one calendar month notice in writing or payment of one month's salary in lieu thereof without assigning any reason whatsoever.
 5. Your Head Quarter at present is **Delhi**. However, you are liable to be transferred without any additional remuneration or any kind of allowances at any place in India in connection with the work of the organization at its sole discretion and you shall perform your duties as may be assigned to you within the company or in any of the Division of the company from time to time. On all such posting / transfers the bye-laws and other working conditions / terms of service shall remain unaltered and your area of working shall be decided and informed to you by your Manager.
3. You shall not be given any advance for your traveling and other expenses, however expenses incurred every month will be reimbursed by Bank transfer or Cheque on receipt of the statement of expenses from you on the prescribed format on monthly basis as per entitlement.
4. You shall submit your Daily Accomplishment Report (DAR) on daily basis, through Internet Field Force Reporting (FFR) or such other method of reporting as the company decides as per the requirements and as per business exigencies. Expense Statement and other statements required by Head office to be submitted by you within prescribed timeline or as directed by the Head Office.
5. You shall work at the assigned head quarter and outstation in a month as per approved tour programme. It is essential to adhere strictly to your tour programme.
6. Your performance will be judged by your achievement of individual sales target which will be fixed from time to time, over and above your other job functions.
7. You shall not be entitled to collect any cash or stocks either from the stockiest or retailers without our written permission, and in case of any such lapse / lapses on your part, your services are liable to be terminated.
8. An average of 12 or more calls on doctors and 5 or more chemist call per working day and coverage of more than 95 percent as per the strategy decided by the concerned division is expected from you.



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9. You shall not enter into services or be engaged either full time or part time or be interested in any other concern directly, indirectly or in advisory capacity or engage yourself in other professional, vocational or occupational classes or activities including insurance agencies business whatsoever.
10. You shall be responsible for the charge and care of the company's goods, stocks and other property that may be entrusted to you or that may at any time come to your hands or under your charge on account of the company and you shall truly and faithfully account for pay over or deliver the same to the appropriate authority.
11. You shall be subjected to service rules and regulation adopted by the company amended from time to time and shall obey all orders and directives that you may receive from your superiors.
12. You shall scrupulously follow the instructions as mentioned in the various circulars issued by company or from your superiors. Furthermore, you shall send your DAR as per the actual visits of doctors, chemists and irrespective of the standard requirements. Tampering With or Manipulating the daily reports vis-a-viz actual reports shall tantamount to misconduct and shall be liable for disciplinary action.
13. Your services shall be effective from the date you join and start working in the field.
14. This appointment letter is open for acceptance for 15 days from the date of issue of this letter. If no acceptance is received within the stipulated period, the order shall be deemed to have been automatically withdrawn by the company at its sole discretion.
15. You shall not be eligible for traveling Allowances or any other allowances for joining the duty or on termination of your services.
16. Your services shall be liable to be terminated under any of the following circumstances:
 1. If the company is satisfied on Medical evidence that you, are likely to be, medically unfit for the proper discharge of your duties. The decision of the company shall be conclusively binding on you.
 2. If you are found guilty of insubordination, intemperance corrupt practices, any misconduct, breach of trust, non-compliance with the administrative orders pertaining to service rules, regulations and conditions.
 3. If it is found that the declaration (s) or information (s) furnished by you including those given for seeking employment is false and / or misleading and / or it is found that you had willfully suppressed any information to the company.
 4. If you are declared insolvent or convicted of any offense involving any moral turpitude of found guilty of fraud or misappropriation.
 5. In case you remained absent unauthorizedly, by not submitting the DAR or without prior permission in writing from the management for a continuous period for more than 10 days, you will loose your lien on your employment.
 6. Going on illegal strike or abetting, inciting, instigating or acting in furtherance thereof.
 7. Willful slowing down in performance of work, or abetment or instigation thereof.
 8. Theft, fraud or dishonesty in connection with the employer's business or property thereof.
 9. Drunkenness, notous, disorderly or indecent behavior on the premises of the establishment; or outside.
 10. Commission of any act subversive of discipline or good behavior on the premises of the establishment; or outside.
 11. Habitual neglect of work, or gross or habitual negligence.
 12. Willful damage to work in process or to any property of the organization.
 13. Refusal to attend Performance review meetings and accept official communication from the organization etc.
 14. Falsely reporting Doctors / Retailers, falsely claiming of expenses, sale of samples, promotional inputs etc.
 15. Misbehavior, threats, gheraos, holding meetings etc, anywhere outside company's premises.



INTAS PHARMACEUTICALS LIMITED

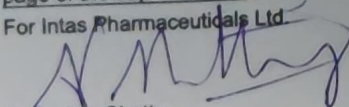
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16. False orders to the Distributors / Stockiest for execution and / or collects unauthorized money due and payable to the Company.
17. In case of your leaving the job or on termination of your services, your final accounts including terminal or retirement benefits will be settled only after you hand over the charge to the person nominated by the company and deliver company's property including money and any other materials supplied to you by the company in a proper way as suggested by superiors with proper account of samples and other promotional materials, including circulars issued from time to time that may be in your custody or under your control during your employment in the company. You shall obtain No objection Certificates from the C&F and stockiest of your operational area, failing which, the company shall have the right to withhold the payment of your final dues.
18. In case of breach of any of these conditions you shall be liable in addition to termination of services, to pay damages to the extent of loss suffered by the company. In case of default, the company shall have a right to withhold and appropriate salary and other monetary benefits due to you, till such time as the said amount is fully recovered. However despite such appropriation and / or adjustments, if any further amount is still due from you, the same shall become payable by you to the company.
19. You covenant and agree that for a period of one year following the Separation Date, you will not solicit or attempt to solicit, directly or by assisting others, any person who was an employee of the Company or any affiliate of the Company on , or within one year before, the date of such solicitation or attempted solicitation, to leave the employment of the Company or such affiliate.
20. Your retirement age will be 58 Years.
21. You will not accept any present, commission or any other sort of gratification from any person or party. In case it is offered, you shall report to the employer in writing and the same shall be handed over to the employer immediately.
22. You shall be entitled for leave and other benefits as per the company's rules applicable from time to time.
23. If you abstain yourself from work without prior consent of your superior or otherwise fail to attend to your duties or abandon your work, you shall be liable to be terminated forthwith without any claim over the employer in any respect.
24. No leave shall be taken without prior written permission ordinarily as per company's norms & leave rules, and no leave will be granted during probation.
25. In case of any dispute or difference the registered office of the company will be considered as the place where the cause of action shall be deemed to have arisen and you shall not take any recourse to file litigation against the company other than aforesaid jurisdiction.

Note: If you are agreeable to the above terms and conditions of your appointment you are requested to sign each page of the duplicate copy of this appointment letter as a token of your acceptance and send it to Head Office.

For Intas Pharmaceuticals Ltd


K. Sudhir Shetty
Deputy General Manager - HRD (FIELD)

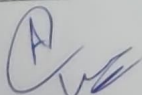
ENDORSEMENT OF ACCEPTANCE:

I have carefully read, understood and accept all the terms and conditions of this appointment letter entirely.

I have joined services of the company on 11/03/2024

Place: Rajendra Nagar, Delhi

Signature: _____



Name : Ankush Tanwar
 Employee ID : 02120307
 Joining Date : 11.03.2024
 UAN : 102051138256
 PF Number : GJAH00145450000067286
 Bank Name : ICICI BANK LIMITED
 Account No. : 029501548684

Company Name : INTAS PHARMACEUTICALS LTD
 Location : DELHI
 Department : VECTOR
 Designation : FVO-BE TRAINEE
 PAN : BWNPT3549K

Payment Summary

Earnings (+)	21.264,00
Deductions (-)	1.236,00
Adjustments (+)	0,00
Net Pay (=)	20.028,00

Earnings		Deductions	
Basic Salary	10.300,00	Ee PF contribution	1.236,00
House Rent Allowance	4.120,00		
Additional Allowance	4.344,00		
KIT Allowance	600,00		
Mobile Allowance	700,00		
Vehicle Maint. Allowance	400,00		
FFR Internet/Comm. Allow	800,00		
Total	21.264,00	Total	1.236,00

	Current	Arrear
Loss of Pay Days	0,00	0,00
Paid Days	31,00	0,00

Perks/Other Income/Exemptions/Rebates

Tax Option	New Regime

Perks Details	Sec 10 & Other Exemption	Form 16 summary (Provisional)	Leave Availed Details
		Gross Salary 268.110,00 Balance 268.110,00 Std Deduction 50.000,00 Incm under Hd Salary 218.110,00 Gross Tot Income 218.110,00 Total Income 218.110,00	
Loan Balances	Any Other Income		Other Details
	Regular Tax 0,00 One Time Tax 0,00		

Reimbursements	Eligibility	Paid (YTD)	Remaining	Approved Bill	Message for the Month

Name : Ankush Tanwar
 Employee ID : 02120307
 Joining Date: 11.03.2024
 UAN : 102051138256
 PF Number : GJAH00145450000067286
 Bank Name : ICICI BANK LIMITED
 Account No. : 029501548684

Company Name : INTAS PHARMACEUTICALS LTD
 Location : DELHI
 Department : VECTOR
 Designation : FVO-BE TRAINEE
 PAN : BWNPT3549K

Payment Summary	
Earnings (+)	34,206.00
Deductions (-)	15,804.00
Adjustments (+)	0.00
Net Pay (=)	18,402.00

Earnings		Deductions	
Basic Salary	10,300.00	Ee PF contribution	1,236.00
Basic Salary Arr	996.00-	Ee PF contribution Arr	119.00-
House Rent Allowance	4,120.00	Mediclaime Premium Recove	14,687.00
House Rent Allowance Arr	249.00-		
Additional Allowance	4,344.00		
Additional Allowance Arr	526.00-		
Leave Travel Allowanc Ar	44.00-		
Communication Allow Arr	49.00-		
KIT Allowance	600.00		
KIT Allowance Arr	58.00-		
Mobile Allowance	700.00		
Mobile Allowance Arr	68.00-		
Vehicle Maint. Allowance	400.00		
Vehicle Maint. Allow Arr	39.00-		
FFR Internet Reimb. Arr	29.00-		
Mediclaime Premium	15,000.00		
FFR Internet/Comm. Allow	800.00		
Total	34,206.00	Total	15,804.00

	Current	Arrear
Loss of Pay Days	0.00	3.00
Paid Days	30.00	3.00-

Perks/Other Income/Exemptions/Rebates

Tax Option	
	New Regime

Perks Details	Sec 10 & Other Exemption	Form 16 summary (Provisional)	Leave Availed Details
		Gross Salary 268,110.00 Balance 268,110.00 Std Deduction 50,000.00 Incm under Hd Salary 218,110.00 Gross Tot Income 218,110.00 Total Income 218,110.00	LWP Arr 3,00
Loan Balances	Any Other Income		Other Details
	Regular Tax 0,00 One Time Tax 0,00		

Reimbursements	Eligibility	Paid (YTD)	Remaining	Approved Bill	Message for the Month
					"My Vote My Right, Voting is my responsibility."

Name : Ankush Tanwar
 Employee ID : 02120307
 Joining Date : 11.03.2024
 UAN : 102051138256
 PF Number : GJAH000145450000067286
 Bank Name : ICICI BANK LIMITED
 Account No. : 029501548684

Company Name : INTAS PHARMACEUTICALS LTD
 Location : DELHI
 Department : VECTOR
 Designation : FVO-BE TRAINEE
 PAN : BWNPT3549K

Payment Summary

Earnings (+)	15.403,00
Deductions (-)	837,00
Adjustments (+)	0,00
Net Pay (=)	14.566,00

Earnings		Deductions	
Basic Salary	6.977,00	Ee PF contribution	837,00
House Rent Allowance	1.744,00		
Additional Allowance	3.684,00		
Leave Travel Allowance	305,00		
Communication Allowance	339,00		
KIT Allowance	406,00		
Mobile Allowance	474,00		
Vehicle Maint. Allowance	271,00		
FFR Internet Reimb.	203,00		
Imprest Cash	1.000,00		
Total	15.403,00	Total	837,00

	Current	Arrear
Loss of Pay Days	0,00	0,00
Paid Days	21,00	0,00

Perks/Other Income/Exemptions/Rebates

Tax Option	New Regime

Perks Details	Sec 10 & Other Exemption	Form 16 summary (Provisional)	Leave Availed Details
		Gross Salary 14.403,00 Balance 14.403,00 Std Deduction 14.403,00	
Loan Balances	Any Other Income		
	Regular Tax 0,00 One Time Tax 0,00		Other Details

Reimbursements	Eligibility	Paid (YTD)	Remaining	Approved Bill	Message for the Month
					"My Vote My Right, Voting is my responsibility."