

BY COURIER

SUN PHARMA LABORATORIES LIMITED
MUMBAI

INTER OFFICE MEMO

Date : 04/01/2023
To : Mr. NARENDRASINGH MOHABBATSINGH RAJPUROHIT (E88768)
HQRTS : MUMBAI
Fm : HRD
Place : Mumbai

SUB : LETTER OF CONFIRMATION

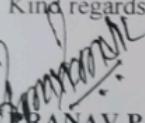
We are happy to inform you that you have been confirmed in your position with effect from **01/01/2023**.

Enclosed please find herewith Confirmation Letter (Original) Vide No. **SPLL/MUM/HRD/E88768/SUN DIVISION/2023** dated 04/01/2023 and circular vide no. **SPLL/HRD/MUM/CIR/STF/DA/2021** dated **December 31, 2021** applicable to you effective from the **date of your confirmation**.

Also find enclosed herewith L.T.A. policy for your reference & record.

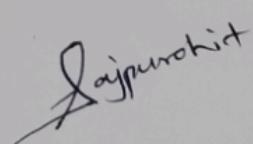
Kindly acknowledge the receipt.

Kind regards,


PRANAV PANDIT
DEPUTY GENERAL MANAGER - HUMAN RESOURCES

ENCL : AS ABOVE

bcc: Mr. HIMANSHU NEGI
Mr. KALPESH KISHOR VAGHELA (E74927)
Mr. SAGAR LAXMAN JADHAV (E32635)
Mr. MANISH BALIKARAN PRAJAPATI (E37364)
Mr. JYOTIRAJ IYER


Rajpurohit

Pharma Laboratories Limited
Akota Road, Survey No. 33, Baroda City,
Survey No. 748, Village Akota,
Vadodara - 390 020, Gujarat, India
Tel. : (91-265) 233815, 2339103, Fax : (91-265) 2354897
CIN : U25200GJ1997PLC133846



SPLLMUM/HRD/E88768/SUN DIVISION/2023
JANUARY 4, 2023

**Mr. NARENDRASINGH MOHABBATSINGH RAJPUROHIT
MUMBAI**

Dear Mr. NARENDRASINGH MOHABBATSINGH RAJPUROHIT,

We are pleased to inform you that you have been confirmed in your position as **SALES EXECUTIVE** with effect from **01-01-2023**. Accordingly effective from **01-01-2023** your salary and allowance will be as under:

Basic	: RS.	18100/-	per month.
H.R.A	: RS.	10860/-	per month.
C.C.A	: RS.	900/-	per month.
Education	: RS.	1000/-	per month.
Medical	: RS.	600/-	per month.
Transportation	: RS.	1600/-	per month.

L. T. A.: 8.33 % of Basic Salary.

Plus P. F., Bonus and Medical benefits as per company rules.

In addition to the above please find enclosed our Daily Allowance Rules as per circular vide no. SPLL/HRD/MUM/CIR/STF/DA/2021 dated December 31, 2021.

Wishing you a bright and successful career with us, we remain,

Yours Sincerely,
For SUN PHARMA LABORATORIES LIMITED.

AUTHORISED SIGNATORY

SUN PHARMA LABORATORIES LIMITED.
CORPORATE OFFICE: MUMBAI

LEAVE TRAVEL ASSISTANCE

SPLL/HRD/CIR/LTA/2013

1st July, 2013

➤ POLICY & PROCEDURE:

The following Leave Travel Assistance (L.T.A.) rules will come into force **effective from 1st July, 2013** and will be **applicable to all staff members of the organization**:

1. An employee shall be entitled to claim L.T.A. only after completion of **one year of continuous service**. An employee shall be entitled to LTA @ 8.33% of the total basic pays drawn by him in the previous calendar year.
2. The grant of L.T.A. is for a calendar year. An employee, who qualifies and earns Privilege Leave on 1st January of any calendar year, can avail of L.T.A. during that calendar year, for the services rendered in the previous year.
3. Those employee joining the services otherwise than 1st day of January shall be entitled to avail L.T.A. in the subsequent calendar year after they **complete one year and / or they become eligible for Privilege Leave**, whichever is later. Such employee will be granted L.T.A. on pro-rata basis, considering the period of service in the previous calendar year.
4. In order to be eligible for L.T.A. employee shall have to proceed on Privilege Leave for **at least continuous 5 days** subject to the leave rules applicable to them. Sick and / or Casual Leave will not be taken into consideration for the same. It is to be noted that LTA cannot be combined with any other travel scheme / reward for holiday.
5. An employee desirous of availing L.T.A. shall have to **apply in the prescribed application form** (placed as Annexure) **within 15 (fifteen) days**, after returning from the tour / leave to avail L.T.A.
6. An employee entitled to L.T.A. amount shall be allowed to accumulate the same for carrying forward to the next calendar year. Thus, the amount of L.T.A. left un-utilized shall be added to next year's entitlement. L.T.A. amount shall not be carried forward **beyond 2 years and shall lapse**. In case, due to exigencies of work, an employee is denied leave and he / she is unable to claim LTA, he / she shall be allowed an extension of 3 (three) months.

Ex: An employee earns Rs.5451/- as LTA for the calendar year 2010. He / She become entitled to LTA on 01/01/11. Ideally he / she should avail it in the calendar year 2011. He / She earns Rs.6565/- as LTA for the calendar year 2011. He / She can avail both these amounts together in the year 2012. If he / she does not avail, the LTA, earned for the year 2010 i.e. Rs.5451/-, shall lapse on 01/01/2013. In case he / she is allowed 3 month's extension as mentioned at point no. 6 above, he / she shall have to avail LTA for the year 2010, by 31st March of 2013, otherwise the same shall lapse.

Jasprashit

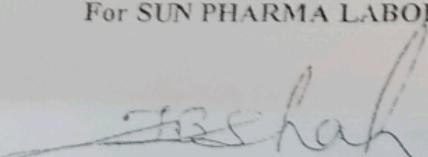
7. When an employee resigns or ceases to be in employment, he / she will be eligible for Pro-rata L.T.A. in respect of that calendar year's service. However, the taxability or otherwise of such pro-rata LTA shall be determined as per clause '8' below.
8. L.T.A. shall be exempted from Income Tax subject to the following conditions:
 - a) Amount eligible for exemption shall not exceed the Air-conditioned second-class fare for self and family. (Family includes self, spouse, parents, brother & sister of the individual, wholly or mainly dependent on the individual.)
 - b) Employee shall proceed on leave to any place in India.
 - c) The exemption shall be available in respect of two journeys in a block of 4 calendar years commencing from calendar year 2002.

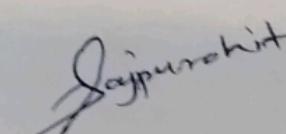
Thus in the block of 4 calendar years from 2010 TO 2013 L.T.A. for two journeys subject to limits in (a) shall be exempted from Tax. It is to be noted that current block is from 2010 TO 2013.

The management shall be free to add, alter, amend or modify these rules at its sole discretion.

With Regards,

For SUN PHARMA LABORATORIES LIMITED.


(AUTORISED SIGNATORY)


S. J. Purohit