



Group Pharmaceuticals Ltd
healthy smiles matter

521/A, 2nd Block, 2nd Main, 2nd Stage,
Rajajinagar, Bengaluru, 560 055,
+91 80 23378937
bangalore@grouppharma.in

REF: COO/444/2024-25

DATE: 06.06.2024

Mr. Dharmendra Kumar Pati
S/o Kailash Chandra Pati,
Scr-3 Phase-1 Anant Bihar Pokhariput,
Bhubaneswar – 751020, Odisha
9668858346/7978262201
dharmendrakumar.pati10@gmail.com

Dear Mr. Dharmendra Kumar Pati,

We refer to your application letter and are pleased to inform that you have been posted at **BHUBANESHWAR H.Q.** from the date of joining.

You are required to report to **Mr. Awadesh Singh, Zonal Business Manager** on your day to day work.

Please return the duplicate copy of the appointment letter duly signed in token of your agreement.

Thanking you,

Yours truly,
For GROUP PHARMACEUTICALS LTD.,

RAVI SHANKAR V K
CHIEF OPERATING OFFICER

CIN: U24239MH1980PLC022889
Registered Office
W/46(8) MIDC, Tarapur Industrial Area,
Palghar, 401 506,
+918087655188
gpltarapur@grouppharma.in



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Dear Mr. Dharmendra Kumar Pati,

We are pleased to appoint you as **AREA BUSINESS MANAGER** at **BHUBANESHWAR H.Q.**, on the following terms and conditions:

- 1) Your appointment is effective from the **date of joining** at **BHUBANESHWAR H.Q.**
- 2) Your appointment is under probation for an initial period of six months from the date of joining subject to extension if found necessary, after which you will be confirmed in the services provided your conduct, attendance and performance are found to be satisfactory.
- 3) During the period of six months' probation, you will receive a Monthly Salary as given below:-

Basic Salary	20000
Conveyance Allowance	8000
HRA	11800
Statutory Bonus	1666
Monthly Gross Salary	41466
PF	1800
Gratuity 4.81%	962
Monthly CTC	44228
Annual CTC	530736

Deduction of Income Tax is subject to Tax investment which you need to inform the Company at the start of the year.

- 4) You will report to **Mr. Awadesh Singh, Zonal Business Manager** on your day to day work.
- 5) You will be based currently at **BHUBANESHWAR** however, you are liable to be transferred to any of our other areas of operations as and when required.
- 6) In addition to your monthly salary you will receive the below Allowances for your actual working.

Allowance: Rs. 310/- per day while working in H.Q.
Rs. 310/- per day while working in Ex. H.Q.
Rs. 1400/- per day while working in Outstation. Inclusive of Hotel
Stay provided proof of lodging is submitted or else EX. H.Q. Allowance
Contd2/-

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: 2:

As far as possible you should travel by Bus. However, where bus services are not available first Class Railway Fare will be allowed as per the existing rules and which may be changed from time to time by your Managers.

- 7) During the course of employment, either party may terminate your services by giving one months' notice or salary in lieu thereof.
- 8) Disputes arising between you and the Company consequent upon this letter will be subject to the jurisdiction of the Court of Law at BHUBANESHWAR only.
- 9) That this offer of appointment is based largely on the information you have supplied to the Company on your Application Form or otherwise. If it is found at any time that any of the information is false or that vital information was not disclosed, the Company reserves the right to terminate your employment without notice or salary in lieu.
- 10) That you will not accept, whether directly or indirectly any part-time or other job or business of any kind whatsoever, as long as you are in the employment of the Company.
- 11) That the contents of this letter is confidential and only for you and your records. You are not to discuss / disclose the contents of this with anyone. Non-compliance of this condition may lead to the cancellation of this letter.
- 12) You will retire from the services of the Company at the age of 58 years and that for the purpose of calculating your age, the official record of age declared by you is 03-06-1988 with the Company and will be treated as the final record of your age.
- 13) You will not disclose any information relating to the Company to any unauthorized person, firm or Company whatsoever, either during the currency of your employment with us or after its termination. You will abide by the Company's policies, standing orders and rules of conduct. During the tenure of your services you will not engage yourself in any other business pursuit, part time or whole time. Any contravention of this clause will render your services liable to be terminated without notice.

If you are in agreement with the above terms and conditions, please return the duplicate copy duly signed in token of your agreement.

Thanking you,

Yours truly,

For GROUP PHARMACEUTICALS LTD.,

RAVI SHANKAR V K
CHIEF OPERATING OFFICER

I understand, agree and accept the employment on the terms and conditions mentioned in the above letter of appointment and confirm that I shall comply with the same.

Signature & Date
(DHARMENDRA KUMAR PATI)

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Annexure - A
SERVICE CONDITIONS FOR AREA BUSINESS MANAGER
(CONFIRMED EMPLOYEE)

I) BENEFITS -

A) SALARY -

He will be paid monthly salary as mentioned in the letter of appointment.

B) ALLOWANCES -

He will be allowed the following conveyance allowance, which will not be treated as part of his salary for any purpose whatsoever, in respect of the day that he has actually worked for which he has submitted the reports in time as instructed by the Management. The management will be free to withhold and / or refuse to pay such daily allowance till it is satisfied that he has actually worked as per the instructions of the Management and have carried out other instructions of the Management pertaining to his work.

He is not eligible for any field allowance on Sundays/ Holidays or whenever he is on leave or whenever he is unable to undertake field work.

Rs. 310/- per day while working in H.Q.

OR

Rs. 310/- per day while working in Ex. H.Q.

OR

Rs. 1400/- per day while working outstation, Inclusive of Hotel Stay provided proof of lodging is submitted or else EX.H.Q. Allowance.

The above allowances are all-inclusive and are meant to meet all his requirements including boarding and lodging, conveyance, coolie charges, etc.

C) TRAVEL FARE -

As far as possible he should travel by Bus on out-station and you can charge actual bus fare as per the fare chart. However, where bus services are not available First Class Railway Fare will be allowed as per the existing rules subject to achieving the target of more than 90% or he can charge actual Second class fare.

D) SUNDRY EXPENSES -

He is entitled for monthly postage expenses and kit allowances to cover stationery, Xerox, fax expenses as allowed by the Company who may also decide to allow any other expenses for telephone calls, samples collection charges etc.

Conti....2/-

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- 2 -

E) PROVIDENT FUND -

He may become a member in the Provident Fund and Company will contribute its share towards P.F. / F.P.F. as per prevailing rules of the Government.

F) PROFESSIONAL TAX (PT) -

The Professional Tax deduction will be as per **Maharashtra State Professional Tax Act.**

G) LEAVE -

You will be entitled to leave as per the rules of the Company.

H) HOLIDAYS -

He will be entitled for 10 holidays in a calendar year as declared by the Company.

I) PROBATION PERIOD AND CONFIRMATION

- i) After the initial Probationary period of six months the Probation may be extended for a further period of six months at the discretion of the Management, and you will continue to be a Probationer until you are confirmed in writing.
- ii) In case, in the opinion of the Management it is found that you have not performed during the aforesaid initial period of six months, subject to the provision of law applicable, the Management at its discretion will have right either to terminate your services without notice or extend the period of Probation for a further period of six months or part thereof as the Management considers deem fit.
- iii) On completion of the Probationary period of six months, you shall not become permanent automatically.
- iv) After the completion of the probationary period, you may be confirmed at the discretion of the Management depending upon your effectiveness, performance, sense of discipline and good conduct.
- v) You are required to undergo both classroom training and field training at any place decided by the Management at any time during probationary period and also after confirmation.
- vi) You will not be deemed to be permanent in the services of the Company unless you are so confirmed and made permanent in writing by the Management.
- vii) You may be confirmed earlier at the sole discretion of the Management.

conti...3/-

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- 3 -

J) **STATUTORY BONUS -**

He will be entitled for Statutory Bonus, if and when declared by the Company as per The Payment of Bonus Act.

K) **INCENTIVE -**

- i) He is entitled for all incentive schemes announced by the Company for his cadre of Employees, subject to his fulfilling all the conditions of such incentive schemes. However, the Incentive Schemes can be changed / withdrawn, at the sole discretion of the Management, based on business exigencies, without assigning any reasons. Such changes / withdrawal will be communicated in advance.

L) **ACCIDENT INSURANCE -**

He will be covered under the Group Personal Accident Insurance Scheme of the Company as per existing rules of the Insurance Company from the date of joining the Company.

M) **PROMOTION -**

He will be provided with opportunities to appear for tests / interviews / other selection procedures for promotion after confirmation based on his present performances, sales, collections, incentives, good conduct, recommendations of superiors, seniority etc. Management decision in this matter will be final.

III) TERMINATION OF SERVICE & RESIGNATION

- i) During the course of employment, either party may terminate your services by giving one months' notice or salary in lieu thereof.
- ii) If he is desirous of leaving the Services of the Company after his confirmation, he shall give one months' notice in writing to the Company. If he leaves the services without giving one months' notice, the Company shall be entitled to recover the loss, if any, which the Company suffers on account of his abruptly leaving the services.
- iii) In case, in the opinion of the Management it is found that he has not performed during the employment, subject to the provision of law applicable, the Management at its discretion will have right either to terminate your services without notice as the Management considers deem fit.

conti...4/-

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