

July 10, 2023

Mr. Shashank Mishra
927, Manas Nagar,
Asharam bapu road, New J.B.R School,
Lucknow, Uttar Pradesh- 226023.

Dear Shashank,

Congratulations & Welcome to Torrent

With reference to your application & subsequent interview you had with us, we are pleased to offer you the position of **Manager in Strategic Planning** department in our organization. Your gross annual compensation structure is enclosed with this letter in Annexure I.

Please note that this is an Offer of Employment, and a detailed Letter of Appointment will be issued to you on joining, subject to production of all necessary documents mentioned in the Annexure II. This offer letter is valid for a period of one month. You are also required to send us the acknowledged copy of your resignation from your present employer within ten days from the issuance of this offer.

Further please note that the first 6 months from the date of joining will be Probation Period, which can be extended with the sole discretion of the company. You shall continue to remain as a probationer even on the completion of the said period until and unless you are confirmed in writing. If you join on or before 30 September'2023 then you will be eligible for performance review & compensation revision in April'2024, thereof on a pro-rata basis considering your date of joining.

Kindly return the duly signed copy of this letter as a token of your acceptance within 3 days. We look forward to having you on board and trust to have a long & mutually beneficial association.

Thanking you,

Yours Sincerely,
For Torrent Pharma Limited,



Anand Iyer
Vice President – HR

Accepted: 

I shall join on: 11-Sep-2023

Date: 12-July-2023

Annexure – 1

Salary Structure for Mr. Shashank Mishra Grade: M1	
Components	Amount per annum (in Rs.)
Basic (50% of the CTC)	1557504
HRA (40% of the Basic)	623004
Conveyance allowance (Rs.1600 p.m.)	19200
PF (Co's contribution @12% of Basic)	186900
Superannuation fund (5% of Basic)	150000
Compensatory allowance	578400
Total CTC	3115008
In words: Thirty One Lakhs Fifteen Thousand Eight Rupees only.	

- The employee becomes entitled for the benefit of gratuity on completion of five years continuous service with the organization as per the Payment of Gratuity Act 1972.

Yours Sincerely,
For Torrent Pharmaceuticals Limited,



Anand Iyer,
Vice President – HR

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Annexure – II

Dear Shashank,

Congratulations on being offered position of 'Manager' with Torrent Pharma and we are happy that soon you will be a member of Torrent Parivaar. Kindly ensure to bring along following information / documents along with original copies at the time of joining for maintaining your service record file.

1. Qualification certificate & mark-sheet (SSC, HSC, Degree and above)
2. Work experience certificate from past & present employers
3. Resignation duly acknowledged by the current employer and / or Relieving certificate
4. Last drawn salary certificate (increment letter with Salary Annexure)
5. Pay slip of last three months
6. Cancel Cheque if holding account in HDFC Bank
7. Birth-date proof
8. Physical fitness certificate from certified medical practitioner
9. Blood group certificate
10. Passport size & stamp size color photographs (Self 7 nos, Spouse 3 nos, Child 2 nos)
11. Photocopy of PAN card or Application for PAN card
12. Aadhar Card
13. Address proof (Permanent and Current)

Yours Sincerely,
For Torrent Pharmaceuticals Limited,



Anand Iyer
Vice President – HR

Anand

Anand