

**ALKEM** ALKEM LABORATORIES LTD.

75, MAGADI ROAD, GAYATHRI MILL COMPLEX, BANGALORE-560 023.

Phone : 3309970 / 3389048

Fax : 3356622

Email : arunk@alkem.com



## PROVISIONAL APPOINTMENT LETTER

December 9, 2001

Mr. Reesu P,  
Bangalore

Dear Mr. Reesu,

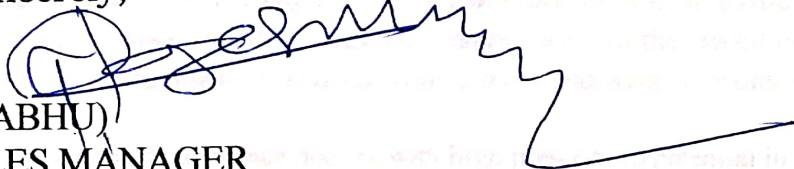
This has reference to your Interview held with us for the post of **Business Officer** in **ALKEM** where your performance was found satisfactory.

Considering the above we are pleased to inform you that you have been selected for our organization as a **Business Officer** to be based at **Mangalore Headquarter**.

We will provide you the field training at your Head Quarter. This appointment letter is only a temporary letter and it is liable to be cancelled at any time if your performance during the training program is not found satisfactory. Your final appointment letter will be issued by our Head Office, which you will be receiving shortly. You are requested to hand over all the relevant testimonials in duplicate.

We welcome you to our Organization and we wish you best of luck and success.

Yours Sincerely,

  
(N.M.PRABHU)  
DIV. SALES MANAGER

Administrative Office :  
ALKEM LABORATORIES LTD.  
462, Senapati Bapat Marg,  
Mumbai-400 013.

Regd. Office :  
ALKEM LABORATORIES LTD.  
Exhibition Road, Patna-800 001.  
Tel. : 21988, 22939  
Telex : 022-344



# ALKEM LABORATORIES LTD.

Phoenix House, 3rd Floor, 462 Senapati Bapat Marg, Lower Parel, Mumbai - 400 013.  
Tel.: 4952789/90, 4952851/52, Fax.: 4952955, Telex : 011-76361, Gram : ALKEM LAB.

To achieve value driven  
Indian Health Care Industry and beyond  
through  
Quality that is infinite  
Service that cares  
Hardwork that endures

Employee Code :- 6324

19-December-2001

REEJU P.  
C/O.SHENROY BROTHER.  
KODADIL BAIL BLDG., OPP.KARNADELU BANK,  
MANGALORE.  
Pin Code :-

Dear REEJU P.,

With reference to your application and subsequent interview you had with us, we are pleased to inform you that you have been appointed in our organisation as a -

**'Trainee Business Officer'.**

You will be based at **'MANGALORE'.**

Your appointment is effective from **09-December-2001**

1. Your Stipend salary will be Rs: 2,100/- per month. In addition to this you will be entitled for following benefits.

- \* HRA will be Rs: 1,000/- per month.
- \* Vehicle Maintenance Allowance will be Rs: 150/- per month.
- \* Kit Allowance will be Rs: 50/- per month.
- \* You will be paid daily allowance of Rs75 /per working day.
- \* Ex-Head quarter Allowance will be Rs 80/ per working day.
- \* Outstation Allowance will be Rs125 /- per working day.

2. During the course of your employment, you will discharge your duties efficiently and diligently and to the best of your ability and shall devote your whole time to the interest of the organization and generally carry out duties and work as assigned to you from time to time, in particular, market and research and product promotion work and shall obey and comply with all the lawful orders and directions and faithfully serve the organization and use your utmost endeavor to promote the interest of the organization.

- \* To identify and positively influence doctors with high prescribing potential in specified therapeutic areas (in line with present segmentation policies) so as to achieve the set objectives.
- \* To develop and maintain the required high standard of technical product knowledge and communication skills necessary to highlight the benefits of promoted products at single and group (face to face) interviews and meetings.
- \* To accurately report personal work statistics via the medium specified so an upto date record of company contacts with members of the medical profession can be maintained.
- \* To carefully plan and employ all resources available to achieve contact with customers and potential customers to sell specified company products.
- \* To keep accurate and upto date records of all contacts with members of the medical profession and utilize this knowledge at future calls.
- \* You will be required to organize promotional meetings, C.M.E., Medical Conferences, etc. To enhance the image of the company.
- \* Identification and follow-up of the members of the purchasing committee of different institutions or nursing



- homes etc. for enlisting OUR formulations in the approved drugs list of the institutions.
- \* Negotiation of prices with purchasing authority in the Institutions or Nuring Homes.
  - \* Submit any relevant information on competitor activities, doctors attitude to the company or our products, or attitudes to specific events which influence the company or industry as a whole.
  - \* Approaching and enrolling clinical trial participants.
3. You are liable to be transferred anywhere in India in the interest of the company. The company reserves its right to loan and/or depute your services to any of its own or sister concern in any part of the country. In such cases you will automatically be governed by the terms and conditions of services of the new company to which you are transferred.
  4. The company reserves its right to terminate your services at any time during the training period, if your performance is not found satisfactory and/or if the company is of the opinion that your services may not be useful or required by the company.
  5. You will be on training for a period of ONE YEAR.
  6. After successful completion of the training period, if found suitable you may be confirmed in the services of the company., only if the company confirms you, by issuing you a letter to this effect.
  7. You should not accept any part time employment anywhere else either honorary or for consideration so long as you are in the services of the company.
  8. You are expected to maintain strict secrecy regarding the business affairs of the company and are also responsible for the safe custody of the company's property lying with you which you are expected to return to us in the event of your leaving our services.
  9. You will be entitled to leave as per company's policy.
  10. You will be governed by the service rules for TBO/BO. The copy of the said service rules is enclosed.

As token of acceptance of the above letter of appointment under the said terms and conditions, please sign the carbon copy of this letter and return the same to us retaining the original with you.

With best wishes

Yours faithfully.

**For ALKEM LABORATORIES LIMITED**

  
**Director**

**C.C: Accts/PF/Sales Services**

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**VISION**

To achieve value driven leadership in  
Indian Health Care Industry and beyond ...  
through  
Quality that is infinite  
Service that cares  
Hardwork that endures

22-August-2002

Employee Code :- 6324

REEJU P.  
C/O.SHENROY BROTHER.  
KODADIL BAIL BLDG., OPP.KARNADELU BANK,  
MANGALORE.  
Pin Code :-

Dear Mr.REEJU P.

With reference to you appointment letter we are pleased to confirm you in our organization as a -  
'BUSINESS OFFICER'.

You will be based at 'MANGALORE'.

Your confirmation will be effective from 01-September-2002

1. Your Basic salary will be Rs: 3,100/- per month. In addition to this you will be entitled to the following benefits.

- \* HRA will be Rs: 1,000/- per month.
- \* Vehicle Maintenance Allowance will be Rs: 150/- per month.
- \* Kit Allowance will be Rs: 50/- per month.
- \* Medical Allowance will be Rs: 900/- per anum.
- \* LTA will be Rs: 1,200/- per anum.
- \* You will be paid daily Allowance Rs75 / per working day.
- \* Ex Head quarter Allowance will be Rs 80/- per working day.
- \* Outstation Allowance will be Rs 125/- per working day.

2. Your services will be subject to the rules and regulations of the company applicable in force from time to time.

3. You should not accept any part time employment anywhere else either honorary or for consideration so as long as you are in services of the company.

4. Your post is subject to change from time to time and you should always be alive to the responsibilities and duties attached to your appointment and should conduct yourself accordingly.

5. You are liable to be transferred anywhere in India in the interest of the company. The company reserves its rights to loan or deput your services to any of its own or sister concern in any part of the country. In such cases you will be automatically governed by the terms and conditions of the services of the new company to which you are transferred.

6. Your services may be terminated by the company or if you are desirous of leaving our services, you

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will be at liberty to do so by serving one month's notice or payment in lieu , thereof, on either side.

7. You are expected to maintain strict secrecy regarding the business affairs of the company and will be responsible for the safe custody of company's property lying with you which you are expected to return to us in the event of your leaving our services.
8. You will be entitled to Privilege leave, Sick leave and Casual leave as per the company's rule.
9. You shall retire from the employment of the company on completion of 58 years of age, provided that the management of the company shall be satisfied as to your physical fitness for efficient performance of your duties when you attain the age of 55 years. Where the management is not satisfied, the age of retirement shall be 55 years. Enclosed Annexure -I is part of this clause.

Please sign the duplicate copy of this letter as a measure of having accepted the above mentioned terms and conditions and return the same to us retaining the original with you.

With best wishes

Yours faithfully,

**For ALKEM LABORATORIES LIMITED**

  
Director

C.C: Accts/PF/Sales Services





MrREEJU P.  
MANGALORTBO

6,324

01-04-2002

Dear Mr. REEJU P.

We are pleased to determine that your Salary structure has been revised in table given below, effective 01-04-2002

	Revised Salary (01-04-2002 )
Stipend	2,675.00 PM
PF	321.00 PM
HRA	1,000.00 PM
Vehicle Maintainence Allowanc	0.00 PM
Kit Allowance	0.00 PM
Bonus	500.00 PM
	<u>4,496.00</u>

We hope you will appreciate this kind gesture of the Management.

With Best wishes

For ALKEM LABORATORIES LIMITED

  
DIRECTOR

NB : VMA & KIT allowances have been merged with the Stipend  
Gross Increase of Rs.524/- PM