



# SOLVAY PHARMA INDIA LTD.

June 17, 2005

Mr. Reeju P.  
Trainee Territory Business Executive

H.Q. – Calicut

Dear Mr. Reeju,

**Sub: Appointment as Territory Business Executive**

Further to our letter dated December 14, 2004 as you have now satisfactorily completed your training on June 12, 2005, we are pleased to appoint you on probation as “**Territory Business Executive**” in Management Grade ‘**JO**’ with effect from June 13, 2005 on the following terms and conditions: -

1. You will receive a Basic salary of Rs.5000.00 (Rupees five thousand only) per month besides other allowances as applicable to your Grade as per Company scheme. In addition, you will be paid an Adhoc Allowance of Rs.2200.00 (Rupees two thousand two hundred only) per month.
2. You will also be paid Daily Allowances as applicable to your grade. There is no change in existing Daily Allowances.
3. You will be on probation for an initial period of six months from the date of appointment at the end of which you will be confirmed in writing on the permanent staff of the Company, if your services are found to be satisfactory and upto the standard required by the Company, of which standard the Company shall be the sole judge. If no confirmation is made at the end of the six months, the said period will be deemed to have been extended and you will continue as a probationer during the said extended period till such time you are otherwise communicated in writing.
4. If at any time during the probation period, your progress/performance is not found satisfactory, your probation will be discontinued without assigning any reason or any notice and in such an event you will be paid only up to the date of discontinuance.
5. After confirmation either party may terminate the service by giving one month's notice or salary in lieu thereof.

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6. Your services are transferable any where in Indian Union, to any establishment/factory, present or future, or to any of its division, subsidiary companies or group companies and due to such transfer, neither your service conditions will be affected nor you will be eligible to claim any extra benefits or emoluments.

Upon such transfer, you will be govern by the working hours & holidays of the respective establishment/organisation/factory.

7. You will be required to join the Management Staff Superannuation Fund of the Company as and when you become eligible under the rules of the Fund.
8. You will be retired from the services of the Company at the age of 58 years and for the purpose of calculating this, the official record of age with the Company will be treated as final record of your age.
9. You will at all times during your employment, devote your whole time and attention during the usual business hours to the business of the Company or any of its associates, branches, offices or factories, present or future, within the territory of the Indian Union to which you may be posted from time to time for duty by the Management.
10. You will not be entitled to accept whether directly or indirectly any part time or otherwise, any job/business/calling of any kind whatsoever as long as you are in the employment of this Company. Your services are liable to be terminated in case of violation of this condition at any time during the period of your service without any notice.
11. During the continuance of your employment and thereafter you will keep all secrets and will not divulge to any person or firm or Company whomsoever (other than to the Directors of the Company or their authorised representatives) your salary, increments and emoluments as also all such secrets or confidential information of any description acquired by you, while in service concerning the business or affairs of the Company, or any of its associates or branches, their customers and suppliers.
12. Any change of your residential address should be notified in writing forthwith to the Company.

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13. Upon termination of your employment you will return to the Company all papers and documents which may at that time be in your possession relating to the business or affairs of the Company or any of its associates or branches and will not retain any copies or extracts therefrom.
14. Your appointment is subject to your being found medically fit by the Company's Doctor at all times during your employment with the Company.
15. Presently your Head Quarter will be at **CALICUT**. You can be however, transferred to anywhere in India without any additional emoluments or compensation.
16. In case of any dispute/differences arising out of terms of this appointment/contract of employment, the same is subject to jurisdiction of appropriate Law Courts in Mumbai only.
17. Other terms & conditions are detailed in the attached annexure. Apart from this you are also governed by the rules & regulations of the Company, its divisions/establishments, which are in force from time to time.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate copy of this letter with your signature thereon, signifying your acceptance thereof.

We have pleasure in welcoming you to our organisation and we sincerely hope that your close association with us will be mutually satisfactory.

Yours faithfully,  
for **Solvay Pharma India Ltd.**

**Dick Buisman**  
**Managing Director**

**A.M. Bagal**  
**General Manager - HR**

Encl: as above

I hereby confirm that I accept employment on the terms and conditions set out in this Letter of Appointment and agree to abide by them.

Date:

Signature:





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## TERMS & CONDITIONS APPLICABLE TO MGT. GRADE 'JO'

### (TERRITORY BUSINESS EXECUTIVE)

1. **SALARY** : There will be a Basic salary with a Grade maxima which is fixed at the discretion of the Company.
2. **H. R. A.** : Rs.1000/- per month.
3. **EDUCATION ALLOWANCE** : Rs.500/- per month.
4. **E. R. A.** : Rs.500/- per month.
5. **L. T. C.** : Rs.8500/- per annum.  
Once in a calender year, while proceeding on Privilege Leave for a minimum period of 7 days.
6. **MEDICAL (for Non-ESI)** : Rs.6000/- per annum (As per scheme).
7. **GRATUITY** : In accordance with the company's scheme for the time being in force.
8. **SUPERANNUATION:** As per the scheme.
9. **AGE OF RETIREMENT** : 58 years.
10. **PROBATION** : Six months from the date of joining.
11. **INCREMENTS** : You will be eligible for an increment on 1<sup>st</sup> April of each year, the quantum depending upon performance during the previous year. If the performance is not upto the standard, there will be no annual increment.

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12. **TERMINATION** : Your appointment may be terminated either way by giving one month's (working) notice or salary in lieu there of. No leave can be availed during this period. However, if there is any service bond terms & conditions contained in the bond are applicable.

13. **LEAVE** : **Privilege Leave** : 4 weeks in a calender year, on completion of 12 months service. Accumulation upto 90 days. Can avail of 5 weeks leave at a time in any one calender year barring unforeseen circumstances. Privilege leave can be availed not more than three times in a year, the minimum being 7 days at a time.

**Sick Leave** : At the discretion of the Company taking into consideration the advice of the Company's doctor and also the past record.

**Casual Leave** : At the discretion of the Company.

I have read the above terms & conditions and hereby accept the same.

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Sign :

Name :

Date :

