

## APPOINTMENT LETTER

Date: **06-11-2023**

Employee Code: **1008680**

**Mr. Rajant Namdev**

80/2 Kaushalyapuri Nemawar Road, Indore,,

Indore

- 452001, Madhya Pradesh

Dear Rajant,

We are pleased to appoint you as **Senior Key Account Manager** in **Hematology** department in our Company with effect from **06-11-2023** on the following terms and conditions of service.

**LOCATION OF POSTING: Indore**

**COMPENSATION PACKAGE:**

You will be paid an annual gross compensation package of Rs. **1100000/- (Rupees Eleven Lacs Only)** The break-up of your compensation is given below:

Compensation Structure	Current Salary Amount as per Offer (INR)
Basic	36667
House Rent Allowance	18334
Conveyance Allowance	2500
City Compensatory Allowance	27701
<b>Monthly Gross Salary</b>	<b>85202</b>
<b>Annual Gross Salary</b>	<b>1022424</b>
Provident Fund (Employer Cont.)	52800
Bonus	24780
<b>Annual Cost to Company (CTC)</b>	<b>1100000</b>

The above compensation package will be subject to Income Tax regulations in force from time to time.

Please sign the duplicate copy of this letter as a token of acceptance.

With best wishes,

**I Accept**



**Hatim Kapasi**

**Assistant Vice President - Human Resource**

**Rajant Namdev**

**BHARAT SERUMS AND VACCINES LIMITED**

CIN: U74110MH1993PLC075088

(formerly known as Aksipro Diagnostics P Limited)

[www.bsvgroup.com](http://www.bsvgroup.com)

### Registered and Corporate Office

3rd Floor, Liberty Tower, Plot No. K-10,  
Behind Reliable Plaza, Kalwa Industrial  
Estate, Airoli, Navi Mumbai 400708  
Tel.: +91-22-4504 3456 Fax: +91-22-  
4504 3200

### R & D Centre

3rd Floor, Liberty Tower, Plot No. K-10,  
Behind Reliable Plaza, Kalwa Industrial  
Estate, Airoli, Navi Mumbai 400708  
Tel.: +91-22-4504 3456  
Fax: +91-22-4504 3200

### Ambernath Factory

Plot No. K-27 and K-27/1, Jambivili  
Village, Anand Nagar, Additional MIDC,  
Ambernath (East), Thane 421506  
Tel.: +91-251-262 7000  
Fax: +91-251-262 7008

## ANNEXURE 'A'

### **1.PROBATION:**

You will be on probation for a period of Six months from the date of commencement of your service, which may be further extended at the discretion of the Company. During the probation your services are terminable by giving 24 hours notice, in writing, by either side and in such event, you will be paid only the wages earned by you up to the date of such termination. At the end of the probation period, provided that your services have been found satisfactory, your appointment will be confirmed in writing, by the Company

### **2.LEAVE:**

You will be entitled to leave in accordance with the Company's rules currently in force and as amended from time to time.

You will be entitled to leave as follows, calculated on a pro rated basis from your date of joining the Company:

Type of Leave	No of calendar days per annum	Accumulation
Casual Leave	08	No accumulation
Sick Leave	10	Up to 60 days
Privilege Leave	24	Up to 60 days

### **3.TRANSFER:**

During your employment with the Company, the Company may at any time, in its sole discretion, transfer or depute you to any other department of the Company or to any subsidiary or affiliate of the Company or to any location in India where the Company has its establishments. In such event the terms and conditions governing your service shall be those applicable at the location of transfer or those applicable to employees of the subsidiary or affiliate as the case may be.

### **4.SEPARATION OR TERMINATION:**

On confirmation of your services in the Company, the Company will be entitled to terminate your services by giving you one month's notice in writing, or by payment of one month salary in lieu of such notice. In the event you desire to leave the services of the Company, you will give to the Company one month notice in writing or salary in lieu thereof. The Company at its sole discretion will decide whether the employee has to serve the notice period or not.

Upon leaving the employment of the Company, you will not take with you any drawing, blue-print or other reproduction or data, tables, calculations, letters or other documents or any other writing or copy of writing of any nature whatsoever pertaining to the business of the Company or any of its affiliates or subsidiaries. Prior to your last working day, you will be required to hand over all Company property (including, documents, data, keys, stationery, product samples, instruments, equipments, etc.) in your possession to your immediate supervisor and obtain necessary clearances. On production of such clearance alone will your dues, if any, be settled by the Company.

### **5. RETIREMENT AGE:**

The age of retirement of an employee from the services of the Company is 58 years. You shall however, during your employment, be required to be medically fit for the work for which you have been employed. As to whether an employee is medically fit, is an issue which will be professionally determined by the Company and the employee shall be bound by such determination. You will accordingly undergo periodic medical examination as and when intimated to you by the Company. The date of retirement will be the last working day of the calendar month in which you attain the age of 58 years.

**BHARAT SERUMS AND VACCINES LIMITED**

CIN: U74110MH1993PLC075088

(formerly known as Aksipro Diagnostics P Limited)

[www.bsvgroup.com](http://www.bsvgroup.com)

#### **Registered and Corporate Office**

3rd Floor, Liberty Tower, Plot No. K-10,  
Behind Reliable Plaza, Kalwa Industrial  
Estate, Airoli, Navi Mumbai 400708  
Tel.: +91-22-4504 3456 Fax: +91-22-  
4504 3200

#### **R & D Centre**

3rd Floor, Liberty Tower, Plot No. K-10,  
Behind Reliable Plaza, Kalwa Industrial  
Estate, Airoli, Navi Mumbai 400708  
Tel.: +91-22-4504 3456  
Fax: +91-22-4504 3200

#### **Ambernath Factory**

Plot No. K-27 and K-27/1, Jambivili  
Village, Anand Nagar, Additional MIDC,  
Ambernath (East), Thane 421506  
Tel.: +91-251-262 7000  
Fax: +91-251-262 7008

#### **6.SETTLEMENT OF DUES: PROVIDENT FUND**

You will be entitled to Provident Fund towards which the Company will contribute @ 12% of your Basic Salary (included above). The Company will also deduct from your salary an equal amount towards your share of contribution on a monthly basis, in accordance with the law. Both the contributions will be deposited on a monthly basis with the Government Provident Fund Schemes.

#### **GRATUITY**

Gratuity shall be paid to eligible employees in accordance with the applicable law.

#### **OTHER DUES:**

The employee will have to submit the following documents within 30 days from the separation/termination.

NOC's of Stockists

Approved expense statement, if any

Acknowledgement of the company property submission

In case the above documents are not received by the Company within 30 days from the date of separation/termination, the Company would be compelled to forfeit the amount pertaining to your last month salary, expenses and / or accumulated leave balance while processing the full and final settlement.

#### **7.GENERAL PROVISIONS:**

As an employee in the full time employment of the Company, you are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in your own and the Company's mutual interest. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or monetary position other than that of the Company.

You must not at any time misappropriate files or documents of any kind belonging to the Company or make copies, duplicates of excerpts for private or any other purpose unrelated to your employment.

If at any time, you, by your conduct, render yourself incompetent to perform your duties, (such incompetence to be determined by the Company), or if you be dishonest, intemperate, irregular in attendance at work or otherwise misconduct yourself or commit any breach of these terms or the stipulations herein contained on your part, the Company may terminate your employment forthwith without any notice and may deduct from any salary then due to you such sums as in the opinion of the Company may be equivalent to any loss the Company may have sustained in consequence of your acts.

If you or any of your family members have financial/gainful interest in any business firm and such a firm proposes to do business with Bharat Serums and Vaccines Ltd., then it would be obligatory on your part to make a written declaration to this effect to the Management before any business deal is entered into.

You will not at any time, without consent in writing of the Company, during the term of your service with the Company or after the term of service by notice, discharge or otherwise make known or divulge in any manner whatsoever any information, which in the service of the Company, you have acquired as secret information concerning the products, operations, inventions, discoveries or improvements or business methods, or internal systems and procedures, transactions, finances or affairs of the Company.

Any inventions, discoveries, technical writings, designs or business methods conceived or made by you, individually or jointly, during your employment with the Company, whether patentable or unpatentable, or registerable or copy-righted material or trademarks, shall be promptly and fully disclosed and shall become the absolute property of the Company.

#### **BHARAT SERUMS AND VACCINES LIMITED**

CIN: U74110MH1993PLC075088

(formerly known as Aksipro Diagnostics P Limited)

[www.bsvgroup.com](http://www.bsvgroup.com)

#### **Registered and Corporate Office**

3rd Floor, Liberty Tower, Plot No. K-10,  
Behind Reliable Plaza, Kalwa Industrial  
Estate, Airoli, Navi Mumbai 400708  
Tel.: +91-22-4504 3456 Fax: +91-22-  
4504 3200

#### **R & D Centre**

3rd Floor, Liberty Tower, Plot No. K-10,  
Behind Reliable Plaza, Kalwa Industrial  
Estate, Airoli, Navi Mumbai 400708  
Tel.: +91-22-4504 3456  
Fax: +91-22-4504 3200

#### **Ambernath Factory**

Plot No. K-27 and K-27/1, Jambivili  
Village, Anand Nagar, Additional MIDC,  
Ambernath (East), Thane 421506  
Tel.: +91-251-262 7000  
Fax: +91-251-262 7008

You will, upon request, execute and deliver assignment of any such invention, discovery, technical writing, design or business method to the Company.

You will assist the Company in every way, both during the course of and after termination of your employment, in the maintenance and enforcement for the Company's benefit, of patents on such inventions or discoveries and registrations on such copy-righted material or trademarks, or business methods, in any and all countries.

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment. All communication sent to you in the normal course at the address given by you shall be deemed to have been received by you.

Your date of birth as recorded by the Company on the basis of documentary evidence produced by you will be considered as the authenticated date of birth for all purposes throughout the tenure of your service with the company and will not be changed under any circumstances.

You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

The Company will deduct taxes as appropriate and consistent with the Indian tax regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations. All necessary documentation to substantiate the claim for exemption under the relevant provision of the Income Tax Act, 1961, need to be forwarded to the Accounts and Finance Department latest by February 15, of the financial year.

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. Discussion of this contract with other employees and/or any third parties is strictly prohibited and can be grounds for disciplinary action and/or dismissal.

In the case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court in Mumbai.

**For Bharat Serums And Vaccines Limited.**  
**(Formerly known as Aksipro Diagnostics P Limited)**



**Hatim Kapasi**  
**Assistant Vice President - Human Resource**

#### **ACCEPTANCE**

I have read, understood and accept the above mentioned terms and conditions of service as outlined in Para No. 1 to 7 of Page No. 2 to 4 in this Annexure 'A'.

Name:

Signature:

Date:

**BHARAT SERUMS AND VACCINES LIMITED**  
CIN: U74110MH1993PLC075088  
**(formerly known as Aksipro Diagnostics P Limited)**  
**www.bsvgroup.com**

#### **Registered and Corporate Office**

3rd Floor, Liberty Tower, Plot No. K-10,  
Behind Reliable Plaza, Kalwa Industrial  
Estate, Airoli, Navi Mumbai 400708  
Tel.: +91-22-4504 3456 Fax: +91-22-  
4504 3200

#### **R & D Centre**

3rd Floor, Liberty Tower, Plot No. K-10,  
Behind Reliable Plaza, Kalwa Industrial  
Estate, Airoli, Navi Mumbai 400708  
Tel.: +91-22-4504 3456  
Fax: +91-22-4504 3200

#### **Ambernath Factory**

Plot No. K-27 and K-27/1, Jambivili  
Village, Anand Nagar, Additional MIDC,  
Ambernath (East), Thane 421506  
Tel.: +91-251-262 7000  
Fax: +91-251-262 7008