

Appointment Letter

To,
Mr. Vaibhav Vinaykumar Rahangdale

Emp_Code:10047284

Dear Mr. Vaibhav Vinaykumar Rahangdale,

Based upon your application and subsequent interview, we are pleased to offer you the position for the post of **Assistant Product Manager** in Mankind Pharma Limited on the following Terms and Conditions:

A. Appointment

1. Date of Joining	:	17-May-2024
2. Designation	:	Assistant Product Manager
3. Department	:	Product Management Team
4. Work Location	:	Mankind Corporate Office , New Delhi

5. Probation: You shall be on probation for an initial period of 6 months and you shall be deemed to be on probation until or unless the Management issued a letter of confirmation of your services.

6. Posting & Transfer: Your initial posting to the workplace shall be as per **“clause 4”**. However, you are liable to be transferred by providing a notice of 7 days, to any department/section, location, associate, sister concern or subsidiary located, at any place in India or abroad, whether existing today or which may come up in future.

6.1 Consequent to the communication to your transfer order, the company will take no cognizance of any leave other than Sick Leave. In case of Sick Leave the company should have intimation within 24 hours of sickness duly supported by a medical certificate issued by the Registered Medical Practitioner from a reputed hospital so nominated by the company for the purpose. However the Company has its right to arrange a medical/ health checkup of the Employee.

Vaibhav Vinaykumar Rahangdale

MANKIND PHARMA LIMITED

Regd. Office : 208, Okhla Ind. Estate, Phase - 3, New Delhi-110020 • Ph.:011-46846700, 47476600
CIN No. U74899DL1991PLC044843 • E-Mail : contact@mankindpharma.com • www.mankindpharma.com
CIN No. L74899DL1991PLC044843

6.2 Following the transfer order, if you do not report at the transferred location, by the stipulated date, your services will be terminated for which no notice will be required.

7. The company may also depute you to work, or assign your services to any associate company, sister company, subsidiary or other company/concern/organization/firm with whom the company may make such arrangement or agreement.

8. Full time employment: Your position shall be a whole time employment with **Mankind Pharma Limited** and you shall devote yourself exclusively to the business interests of the company. You shall not take up any other work for remuneration (even on part time basis) and/or work in an advisory capacity, and/or be interested directly and/or indirectly (except as shareholder / debenture holder) in any revenue-generating venture.

9. Retirement: The retirement age is **60 years**. You will retire from the employment of the Company at the end of the month in which you attain **60 years** of age.

B. Placement, Compensation & Benefits:

1. Salary Structure: You shall be placed in the appropriate band / responsibility level of the Company, and shall be entitled to compensation (salary and other applicable benefits) as governed by the rules of the Company on the subject, as applicable and/or amended hereafter. (**Kindly refer Annexure 1**)

2. Salary Revision: Your salary shall be reviewed/ revised as per applicable appraisal cycle or at such time as the Management may decide. Salary revisions are discretionary and shall be on the basis of effective performance and results.

3. Working Hours, Leaves & Holidays: The working hours, leaves and holidays shall always be governed by the Leave and Attendance Policy of the company in vogue.

4. Statutory Benefits: You shall participate in the Provident Fund, LWF (if applicable), ESI (if applicable) and shall be eligible for bonus, Gratuity as per the Company rules governing the same.

5. Maternity Benefit: Female employees, who have served the company for 80 working days or more, shall be entitled to maternity benefit. All other rules and regulations shall be as per the leave policy of the company.

6. Other Benefits: You shall be eligible for LTA, Group accidental Insurance as per your eligibility and the respective company policies.

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C. Responsibilities:

- 1. Intellectual Property:** All inventions, discoveries, improvements, copyrightable material, trademarks, ideas and concepts, which you may make or conceive either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any right, title or interest, if any in the same in favor of the company. Further it shall be your duty to promptly reduce in writing and disclose to the company all such inventions, discoveries, improvements, copyrightable material, trademarks, ideas and concept, which you may make or conceive.
- 2.** You agree to, at all times, assist the company in every proper way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries (organizations) and to vest title thereto in the company, its successors, assigns or nominees at free of cost and/or compensation.
- 3.** Your obligations under clause C (1) and C (2) as above will survive till the expiration or termination of this appointment and/or employment with the company.
- 4. Confidential Information:** During your employment with the company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business activities or any other post or work part time or whatsoever without the prior permission of the company.
- 5. Best of Service:** Your work in the organization shall be subjected to the rules and regulations of the organization as laid down in relation to conduct and discipline. You will always be alive to the responsibilities and duties attached to the organization and conduct yourself accordingly. You must effectively perform to ensure best results.
- 6. Travel:** You may have to proceed on tour for company's business, whenever and wherever required.
- 7. Integrity:** You shall adhere to a strict moral and ethical code of conduct.
- 8. Change in Personal Details:** Any change in personal records during the period of service, shall be informed to the Human Resource Department as soon as possible.
- 9.** You shall not, at any time purchase any securities of the company, in violation of the applicable provision of laws including but not limited to SEBI (Prohibition of Insider Trading) Regulations, 2015, as applicable.

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10. Upon termination of the employment and/or expiry of this appointment term you shall promptly deliver to the company all items which belong to the company or which by their nature are for the use of the employees of the company only, including but not limited to all written and other materials which are of confidential in nature relating to the business of the company or its affiliates.

D. Conflict of Interest

- 1.** You will not, directly or indirectly carry any activity or any other action that confirms the buying or selling property of company without the permission from the Board of Directors of the company.
- 2.** You shall not have any private or financial dealing with person or firms having business relations with the company for the purpose of earning hidden commission or emoluments, disclosing the presence of third party dealing.
- 3.** You shall not be entitled for any kind of commission, share, or other emoluments whether in cash or kind from any transaction(s) which are finalized with the efforts of yours or you being a part of which lead to profit earning for the company.
- 4.** You shall not involve yourself or use the source of the company or your post in the company to promote your personal or family business.

E. General Conditions:

1. Medical Fitness: This appointment is subject to your being, and remaining, medically fit. Company may advice you to furnish a Medical fitness certificate from time to time.

2. False Declaration:

- i)** This letter of appointment is valid, subject to the background check as applicable/reference check/pre-employment check-up. The appointment with the firm is solely based upon the representation made by the employee, regarding his qualifications and/or experience, which the company has relied upon.
- ii)** If found, at any point of time, that employee's representation regarding his/her qualifications and/or experience is incorrect and/or false and/or fraudulent and/or forged, the company shall, WITHOUT PREJUDICE TO ITS OTHER RIGHTS, terminate the employee's services with immediate effect, without notice period and without incurring any liability whatsoever.

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iii) Notwithstanding anything contained herein, employee shall indemnify and hold the company harmless of all the cost, losses and liability that shall be caused to the company due to such incorrect and/or false and/or fraudulent and/or forged representation including but not limited to any coercive action taken by the ex- employer of such employee.

iv) The company shall be entitled to seek specific performance or other injunctive or equitable relief as a remedy apart from claiming indemnity from the employee. By signing this letter of appointment the employee irrevocably consents to the company to initiate and perform all necessary background checks as may be required in and during the course of his/her employment, either by the company or any third party authorized by the company in this regard.

3. Governance: You shall be governed by the "Standing Order" applicable to the establishment and rules & regulations framed, amended, altered or modified from time to time. The company expect from you to strictly adhere with the code of conduct policy of the company.

4. Loss of Lien: Your absence from work without prior permission in writing for a continuous period of three days shall be liable to loss lien on your appointment, unless you explain to the satisfaction (with sufficient proof) of the management about the grounds of your inability to resume your duty.

5. Jurisdiction: You shall be governed by the law applicable at the Head office at Delhi. Your salary shall be deemed to have been paid from Delhi. In case of any dispute that may arise between you and the company in connection with any of the matters specified in this agreement, it is specifically agreed and understood by and between the parties that the courts situated in Delhi alone will have jurisdiction to try and entertain such matters.

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F. Separation:

1. You will be on probation for a period of 6 months from your date joining. During the period of probation, your services can be terminated by either side giving 90 Days notice. Your probation period can be extended in case of non-satisfactory performance during the above period. On completion of above probation period this employment can be terminated from either side by giving 90 Days notice to the other in writing or on payment of gross salary in lieu thereof for the shortfall of the notice period. However, management reserves the right to terminate your services without any notice or compensation in lieu thereof for breach of the code of conduct and/or any other Rules, Regulations of the company.

2. In the event that the termination in either of the situations above, wherein the notice of termination is given at your instance, the Company shall have the sole discretion to decide the date of relieving during the notice period including the right expressivity reserved hereby to waive the notice period in full or part, without paying any amount towards the balance notice period.

3. Upon termination as above for whatsoever reason, you shall immediately return all company's property, correspondence, specifications, formulae, books, documents, market data, cost data, or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

4. Recovery: 100% relocation, Notice buy back, Joining Bonus, Hotel Stay and Travel Amount shall be recovered from the employee if employee leaves the organization within two years from his/her date of joining.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter in duplicate for our records.

For Mankind Pharma Limited
Javed Ahmed



Vaibhav Vinaykumar Rahangdale.....

General Manager - Human Resources

Date: 17-May-2024

Mr. Vaibhav Vinaykumar Rahangdale
 Emp_Code:10047284
 Assistant Product Manager
 Product Management Team

Annexure 1

Following would be your CTC **w.e.f. 17-May-2024**

S.NO.	SALARY HEADS	MONTHLY(RS.)	ANNUALLY(RS.)
A	Fixed Components		
1	Basic	29,175	350,100
2	House Rent Allowance	14,587	175,044
3	Special Allowance*	30,534	366,408
	Gross Total	74,296	891,552
B	Other Reimbursement Benefit		
4	Leave Travel Allowance	1,548	18,576
C	Retiral Benefit		
5	Provident Fund	1,800	21,600
6	ESI	0	0
7	LWF	0	0
8	Gratuity**	1,403	16,836
D	Fixed Benefit		
9	Special Bonus	1,300	15,600
10	Bonus	700	8,400
11	Insurance Premium***	2,287	27,444
	Grand Total	83,334	1,000,008

*Special Allowance amount can be claimed as Flexi Reimbursement and the same will not impact the CTC.

** Amortized value shown here, Actual payable only as per Act/Company policy.

*** Insurance Premium included:

- Group Medi-claim Policy: Covers Self, Spouse, upto 2 children and 2 dependents subject to the limit defined in company policy. The limit can be enhanced for slabs of 5 lacs, 6 lacs, 7 lacs, 10 lacs with a nominal addition in premium.
- Group Accident Insurance Policy: Coverage as per Company policy.
- Group Term Life Insurance Policy: Coverage as per Company policy.

Please confirm your acceptance of the salary structure as attached in Annexure-1 by signing and returning this letter in duplicate for our records.

For Mankind Pharma Limited

Vaibhav Vinaykumar Rahangdale.....



Javed Ahmed

General Manager - Human Resources

Date: 17-May-2024