

APPOINTMENT ORDER

21/Mar/2022

Ms. P Anusavipriyadharshini Pitchandi  
No: 1/90, Big Street,  
Ariyappadi Village & Post, Arni TK,  
Trichy - 632314

Dear P Anusavipriyadharshini Pitchandi,

We have pleasure in appointing you as **Denial Analyst - Medical Billing** in our organization, effective **21/Mar/2022** on the following terms and conditions:

Further to our discussions, we have pleasure in giving you this letter of appointment, setting out the details of your employment with **Rapid Care Transcription Private Limited**.

You are being appointed to the position of **Denial Analyst** this appointment takes effect from your date of joining which shall not be later than **21/Mar/2022**.

Your monthly gross is **Rs. 23800 /-** (Rupees: **Twenty three thousand eight hundred only**). This includes Provident Fund, Gratuity, Superannuation, Medical etc. These allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time.

Your compensation will be reviewed in future as per Company policy. You will be initially placed at **Chennai** but your services are transferable to any other offices of the Company, at the discretion of the company.

This letter of appointment is being issued on the understanding that there is nothing in your past record which should have presented in the company to offer you an employment. If it is found that your past record is objectionable and if any declaration given by you proves to be false and you have suppressed any material information, in such case, the appointment itself shall be deemed to be irregular and your services will be liable to immediate termination without any notice or compensation in lieu thereof.

On joining the company you shall be on probation for three months. During probation, the period of notice required for resignation is 24 hours on either side. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation.

You will abide by the rules and regulations of the Company as may be in force from time to time.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

You are required to sign and submit a copy of this letter of appointment as a token of your acceptance of our terms and conditions, along with the following documents within 7 days from the date of this letter, failing which this letter of appointment will be treated as withdrawn.

- ID Proof (Aadhar Card) – 2 copies
- ID Proof (PAN Card) – 1 copy
- Address Proof (DL & Voter ID) – 1 copy
- Previous company Relieving Letter & Last 3 months pay slip
- Latest appraisal / increment letter if any
- Education documents of your higher qualification
- 5 Passport Size & 1 stamp size photos
- Bank proof (Passbook / Cheque Leaf / Statement)
- Medical examination report – Refer Annexure

Your appointment is subject to your being found medically fit for employment.

The relieving / resignation acceptance letter from your previous organization has to be submitted on your joining the company. Any extension of the same will require a formal approval from your reporting authority which in case should happen before disbursement of your first monthly salary.

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

All matters pertaining to your appointment and compensation are strictly confidential and it should be treated as such. Any tax liability arising out of your compensation should be borne by you and it will be as per Income Tax rules.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

## **1. Placement & Compensation**

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

## **2. Salary revision**

Your salary will be reviewed on April 1<sup>st</sup> of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

### **3. Posting & Transfer**

Your initial posting will be at our **Chennai** Office, Chennai. However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

### **4. Probation**

That you will be on probation for a period of **three months**. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

### **5. Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

### **6. Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

A specific Confidentiality and Non-Disclosure agreement shall be enforced as part of this employment offer and cannot be exempted under any circumstances.

### **7. Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

### **8. Responsibilities & Duties**

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

## 9. Past Records

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice and neither relieving letter nor experience certificate shall be issued.

## 10. Retirement

The retirement age is **58 years**. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

## 11. Termination of employment

During the probationary period and any extension thereof, your services may be terminated on either side by giving two month's notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving **two months** notice or salary in lieu thereof.

Notwithstanding the above condition, the contract of service may also be terminated because of any of the under mentioned stipulations. This will be without payment of any compensation of any sorts.

- a) If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- b) For loss of confidence in you by the company for any of the act committed by you.
- c) If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- d) If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.
- e) If you commit any act prejudicial to the continuing good relationship between you and the company.
- f) If you become physically incapacitated for the performance of your duties.
- g) If you commit breach of any of the terms of this letter of appointment.

Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon termination of employment, you will also return all company property, which may be in your possession.

## 12. Medical Fitness

This appointment is subject to your being, and remaining, medically fit, your employment in your company will be subject to your found and remaining physically and mentally fit and alert to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by RMP nominated by the company at any time.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records. Kindly return the duplicate copy thereof duly signed by you as confirmation of your having accepted the terms & conditions contained therein.

Yours faithfully,

For Rapid Care Transcription (P) Ltd.



V Kirthivasan,  
Joint Managing Director

### Acceptance

I have read and understood the terms and conditions mentioned in this letter of appointment and I hereby confirm unconditional acceptance of the same.

(Signature and Date)

**ANNEXURE 'A' : COMPENSATION DETAILS (Salary & applicable benefits)**

Name : P Anusavipriyadharshini Pitchandi  
Designation : Denial Analyst  
Date of joining : 21/Mar/2022  
Location : Chennai

**a) Remuneration**

<b>Cost to Company</b>	<b>In INR ( Per month )</b>	<b>In INR ( Per annum )</b>
Basic Salary (60% on gross Salary)	14280	171360
HRA (30% on gross Salary)	7140	85680
Other Allowances (10% on gross Salary)	2380	28560
<b>Gross Salary</b>	<b>23800</b>	<b>285600</b>
Employer's PF : 12 %	1800	21600
Employer's ESIC: 3.25 %	0	0
Gratuity : 4.81 %	687	8244
<b>Cost to Company</b>	<b>26287</b>	<b>324960</b>
Employee's PF: 12 %	1800	
Employee's ESIC : 0.75 %	0	
<b>Net Take Home Pay</b>	<b>22000</b>	

- Statutory components shall vary from time to time as per Govt. guidelines.

**b) Retirals**

- i. You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity in accordance with the rules governing such payment.

**c) Leave**

You will be entitled to casual leave as applicable to your category of employees.

*(Please include the Leave / Sick Leave info pertaining to the employee's department / role & Designation)*

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**Note:**

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.