

11th July 2019

To,
Ms. Neha Dinesh Bharadwaj
"Shramsafalya" Building, Tanaji Nagar,
Beturkar Pada, Opp. Golden Park,
Kalyan (West), Maharashtra, 421 301.

Dear Neha,

Sub: Appointment Letter

We would like to thank you for meeting us to discuss a career opportunity with Sanctuary for Research and Development (SA-FORD). We are pleased to welcome you into the SA-FORD family on this day: **11th June 2019**.

Based on our discussions, we have pleasure to appoint you in our organization. You will be expected to carry out duties appropriate to this appointment.

01. DESIGNATION:

You will be in the "Junior Management Cadre" and would be designated as "Research Associate -InVitro".

02. PLACE OF POSTING:

Your posting will be initially at our Lab at Taloja. However, during employment with the company you may be posted transferred to any of the offices / projects/ divisions/ departments/ associates of the company existing or to be set at any location in India or abroad, without any additional remuneration.

03. COMPENSATION:

- a. Your gross annual total cost to company will be **Rs.2,00,004/- (Two Lac Four Rupees Only)**. The breakup of your compensation is attached as "Annexure-I".
- b. Your salary is confidential and should be discussed only with your functional head and human resource department.
- c. Travel reimbursement: as per company policy.

04. PROBATION PERIOD:

You will be on probation for an initial period of six months after which your services will get confirmed on the basis of your performance. In case the probation period is extended the same would be intimated to you in writing. Upon satisfactory performance, you will be absorbed as per policy of SA-FORD.



Sa-FORD (A Division of Sharon Bio - Medicine Ltd.)

LABORATORY : Plot No. V-10, MIDC Industrial Area, Taloja, Dist. Raigad, Maharashtra - 410 208. India. Tel : +91 9152011590/ 91/ 92/ 93

E-mail : lab@sa-ford.com, **website**: www.sa-ford.com

CORPORATE OFFICE : 601, PROXIMA, Plot No. 19, Sector - 30A, Vashi, Navi Mumbai - 400 705. Tel : +91 22 6794 4000, Fax : +91 22 67944001

05. INCREMENTS:

Your increments and future prospects in the company shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, good conduct and such other relevant factors. Increment in no case shall be automatic and/of matter of right.

06. DUTIES AND RESPONSIBILITIES:

- a. The company will expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.
- b. You will devote your entire time to the work of the company and will not undertake direct/indirect business or work, honorary or remuneratory except with the written permission of the management in each case. Contravention to this will lead to the termination of your services without any notice or any compensation in lieu of such notice.
- c. You shall not seek membership of any local or public bodies without first obtaining written permission from the management.
- d. You shall neither divulge nor give out to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our product, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being our employee.
- e. You shall keep confidential all the information and material provided to you by the company or by its clients concerning their affairs, in order to enable the company to perform the service. This also includes such information's as is already known to the public which also you will not release, use or disclose with the prior written permission of the company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this appointment.
- f. You will disclose to us forthwith any discovery, invention, process or improvements made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be of sole and absolute property of the company. If and when required to do so by the company, you shall at the company's expense, take out or apply for letter of patent, licenses, or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that

the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or other wise vesting the same and all benefits arising in respect thereof in our favour or in favour of such other person or persons, firm or companies, as we may direct as the sole beneficiary thereof.

g. You will not enter into any commitments or dealings on behalf of the company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the company or exceed authority or discretion vested in you without the previous sanction of the company or those in authority over you.

h. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deem proper, in the event of your failure to account for such material or property to its satisfaction.

07. SEPARATION:

a. **During Probation period, either party can terminate the employment after giving Fifteen days' notice & by giving One Month notice after your confirmation.** In any case, the company has the right to waive the notice period at its own discretion. In case you cease to give notice, you will have to pay gross salary for the said period.

b. You will automatically retire from the services of the company on attaining the age of 58 years.

c. After your confirmation, If you absent yourself without leave or remain absent beyond a period of leave granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

i. Return to work within 7 days from the commencement of such absence and give an explanation to the satisfaction of the management regarding such absence.

d. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term 'misconduct' in the case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.

08. GENERAL:

- a. You may be selected or sponsored by the company for familiarization/training assignments with our technical collaborators or any other institutions/organizations in India and /or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the company subject to agreement to be drawn up and signed by the company and you specifying minimum number of years you will serve the company after such training and providing for payment of liquidated damages by you to the company proportionate to the years of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment, as the case may be, prior to expiry of the agreed period of service referred to herein.
- b. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules of the company that may be in force from time to time.
- c. Your age mentioned in the matriculation/Higher secondary certificate will be deemed to be conclusive proof of your date of birth.
- d. No claims pertaining to expenses made on account of telephone bills at residence, mobile phone, credit card bills or hospitalization related expenses are admissible.
- e. You will be governed by SA-FORD's leave policy announced from time to time. Please note that if you absent yourself from the services of the organization without prior written permission or overstay sanctioned leave for a period exceeding seven days, this may lead to termination of employment except in cases of medical exigencies (which will need to be supported by a medical certificate)
- f. You will intimate in writing to the management any change in address within a week from change of the same, failing which any communication sent to your last recorded address shall be deemed to have been served on you
- g. You will hand over the charge of letter of authority or power of attorney issued to you or any property/material of the company in your possession at the time of cessation of your employment within the company.
- h. The designation issued to you is subject to change depending on work assignment from time to time.

- i. Your appointment and your continuation in employment are subject to:
- i. The organization receiving two satisfactory references from suitable referees(being a person who has personally supervised you at some stage in your career) to be suggested by yourself;
 - ii. Subject to receiving a signed copy of medical fitness declaration from the authorized medical practitioner of the company;
 - iii. The organization receiving the attested copies of your age, education and professional qualifications;
 - iv. The organization receiving the original relieving letter from your previous employer.
 - v. The Appointment letter is subject to employment verification of previous employments. If there is any Discrepancy in details provided by you, the appointment shall stand cancel.

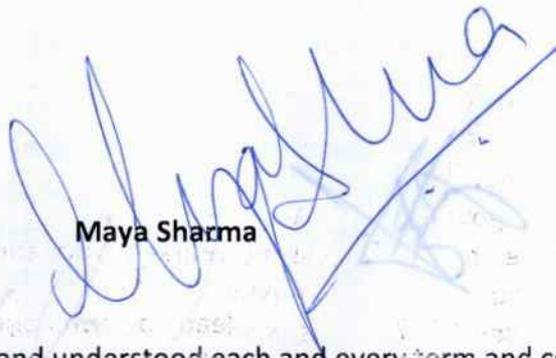
We look forward to a long, successful and pleasant association.

For SA-FORD



Padmashree Kamat

Authorized Signatory



Maya Sharma

I acknowledge that I have read and understood each and every term and condition set out in this appointment letter and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions.

Accepted By:

Name : _____
Signature : _____
Date : _____

Annexure-I

Name : Ms. Neha Dinesh Bharadwaj
Designation : Research Associate
Department : InVitro
Date Of Joining: 11th June, 2019

Particulars	Rs. PM	Rs. PA
Basic	10920	131040
HRA	4437	53244
PF (Employer Contribution)		15720
Gross CTC	15357	200004
Less: Deductions		
PF (Employer Contribution)	1310	
ESIC	269	
PT	200	
Net Take Home Pay	13578	

***Bonus & Gratuity as per the act**

The image shows two handwritten signatures in blue ink. The signature on the left is a stylized, somewhat abstract scribble. The signature on the right is more legible, appearing to be 'Neha Dinesh Bharadwaj' written in a cursive style.