

APPOINTMENT LETTER

Admin/APP/0121/009

Date : 04/01/2021

To,

Abhigya Deb

**H No. 465, Jones Ganj, Opp Victoria Hospital,
Jabalpur - 482001**

Dear Abhigya Deb ,

Further to our letter offer / interview dated 02/01/2021, we are pleased to inform you that you are hereby appointed as “**Officer Account and Admin**” in **Cyclone Pharmaceuticals Pvt. Ltd.** based in Pune HQ as per term and conditions discussed and agreed upon as under:

1. This appointment is effective from 04/01/2021 the date of your joining Organization.
2. You will be placed on probation for a period of six months.
3. During probation, the notice period for termination / resignation will be one month from either side, if notice period has not served by employee or if terminated for any reason by company employee has to pay one month salary as a compensation. After confirmation the notice period required from either side is Three month,if notice period has not served by employee or if terminated for any reason by company employee has to pay Three month salary as a compensation.
4. After successful completion of your probation, you will be confirmed in writing as a permanent employee of the company. You will be entitled to statutory and service benefit and be governed by discipline and other rules existing or many come into existence from time to time, as and when applicable as per rules of the Company and such other benefits as applicable to employed in force from time to time to the location / place wherever you are working. The decision are totally depend on the management and not mandatory to company. If Confirmed or Post Probation period your notice period for leaving the Job will be Three month if left earlier it's mandatory to pay two month's salary as a compensation.
5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business condition and other parameter fixed from time to time at the discretion of the management and shall not be consider merely as a mattered right.
6. During the period of service with the company, you small not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of

management staff which are found to be determine in the interest of the company in any way. Such an action shall be deemed as infringement to service condition of the company and amount to causing damaged to its interest and shall call or disciplinary action being taken against you, as it may deem fit and appropriate.

7. You shall retire from the service of the company on attending 58 years of age.
8. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the company in writing. Any contravention of this condition will entail termination of your services from the company.
9. Legal
 - i. Your services are liable to be transferred or loaned or assigned with / without transfer, wholly or partially, from one department to another or to office /branch and vice-versa or office branch to another office/ branch of an associate company, existing or to come into existence in future or any of the company's branch office or location anywhere in India or abroad or any other concern where this company has any interest. In such case, you will abide by responsibilities expressly vested or implied or communicated and shall follow rules and regulations of the department / office established, jointly or separately, without any compensation or extra remuneration or provision of accommodation. You thereupon, may be governed by service condition and other terms of the said concern as may be applicable.
 - ii. The aforesaid clause (i) will not give you any right to claim employment in any associate or / sister concern or ask for a common seniority with the employee of the sister associate concern.
10. In the event you are absent from duty without information or permission of leave or you overstay your sanctions leave, the management will treat you as having voluntarily abandons the services of the company.
11. Your service liable to be terminated at any time:
 - i. During probation or after confirmation, In case you are found to be medically unfit by the Company's Authored Medical practitioner, on examination.
 - ii. As and when the company come to know of any conviction by the Court of Law during the tenure of your service with us or conviction and / or any bad record in the past under the previous employer, or because of your giving false information at the time of your appointment or cancelled any material information or given any false details in the applicable form or otherwise as regard age, education qualification, experience, salary etc.
 - iii. if you are found to be not possessing desired qualification which do not conform to custom authority and / govt. regulation as may to require from time to time and necessary for continuation of business or its exigencies or on account of redundancy.
 - iv. In any circumstance, your act found harmful for company reputation and company assets or

employees.

12. You will keep the company informed of any change in our residential address that may happen during the course of employment of your service with the company.
13. All document, plans, drawing, prints trade secrets, technical information, report, statement, corresponding, etc, written and also information and instruction that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other person during or after your employment. During the course of employment with the company, you will acquire, gain generate, gather and development knowledge of and be given access to business information about product activities, know-how, methods for refinement and business secrets and other information concerning the products/ business of the company, and hereinafter called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 2 years period.
14. You shall faithfully and to the best of your ability perform your duties the may be entrusted to you from time to time by the management. You will be bound by rules, regulation and orders promulgated by the management in relation to conduct, discipline and policy matter, You will not give out to by one, by word of mouth or otherwise, particulars of our business or administrative or organization matters of a confidential nature which may be your privilege to know by virtue of your being our employee.
15. While you are in employment of the company, you may be given or handed over company property and/ or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the Company, you shall return all documents, books, papers relating to the affairs of the Company, purchase with the Companys money, which may have come to you, and also any property of the company in your possession.
16. Any balance of advance or loan taken by you from the Company, shall be fully recovered from your salary and any other legal dues Including Gratuity, at the time your leaving the services in your possession.
17. While working as an employee If you enter Into any business transaction will any party on behalf of the company within your permissible limits, It shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the service of the company, I shall I your responsibility to recover for remittance to the company before you proceed to settle your legal duel in full and final statement of your account.
18. The company is obliged to deduct Income Tax at source as per provision of Income Tax Act/ Rules. Accordingly, you are required to submit all required proof of permitted saving / investment and other details from time to time to enable the company to comply with the provisions of law. In the event of non compliance by you as aforesaid if the company is required to pay any interest or

payment under income Tax Act, it shall the amount as may be paid or payable from your salary or other payment and you shall allow the company to amply within the company to comply the prevision of the law. In the event of non compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct to amount as may in paid or payable from your salary or other payment and you shall the company to comply with these requirements without objection.

19. All disputes arising out of this letter will be subject to the jurisdiction of the Pune Court. And that to courts tribunals and/or authorities at Pune shall have or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at that times. You are requested to return the enclosed copy duly signed as a token of your acceptance of the term and condition of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours Faithfully,

Cyclone Pharmaceuticals Pvt. Ltd.

I accept and agree to the above terms & conditions

Authorised Signatory

(Signature of an Employee)

Salary Annexure : Abhigya Deb

Sr No	Particulars	Salary Per Month	Annual Salary
1	Basic	4800.00	57600.00
2	HRA	2400.00	28800.00
3	Conveyance	1200.00	14400.00
4	Education allowance	3600.00	43200.00
Total		12000.00	144000.00
Deduction PT		200.00	2400.00
Net Income (A)		11800.00	141600.00

Terms and Conditions

Sr No	Particulars
1	45 days Notice period is applicable.
2	Salary date is 20th to 25th of every month.
3	This is expected you shall serve company at least for 18 months.
4	Increment will be based on performance.

Cyclone Pharmaceuticals Pvt. Ltd.
Authorised Signatory

Accepted

(Signature of an Employee)