

06-Nov-2023

Mr.Sayed Anowar
APL80972

APPOINTMENT ORDER

1. Welcome to the family of APOLLO PHARMACIES LIMITED. With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as 'Pharmacist' with effect from 06-Nov-2023.

Your total emoluments will be as follows: -

Gratuity	317	3804
Statutory Bonus	550	6600
Cost To The Company	15526	186312
Components	Monthly	Annual
Basic	5740	68880
Fixed Dearness Allowance	860	10320
House Rent Allowance	4620	55440
Conveyance Allowance	990	11880
Other Allowance	990	11880
Total (A) - Gross	13200	158400
PF Employer Contribution	1030	12360
ESIC Employer Contribution	429	5148

**Statutory Bonus will be paid as per the Payment of Bonus Act 1965.

**Gratuity will be paid as per the Payment of Gratuity Act 1972.

2. You will be on probation for a period of twelve months, which period may be extended by a further period of six months, if considered necessary by the management.

3. Subject to clauses 6 & 19 the appointment is terminable by one months' notice on either side or payment of one - month salary in lieu of notice to the other party. This notice of termination is applicable from the date of your joining the company. Further, you should not apply for any leave while on notice period.

4. During probation your services could be terminated without notice if there is even a single instance of misappropriation, fraud, wilful misconduct, insubordination.

5. You will be entitled to twelve days casual leave and twelve days sick leave for every period of twelve months. Leave should be availed only on prior sanction of the head of the department. Leave for incomplete year of service will be determined on a prorata basis.



6. During the course of your employment with the company you should not accept directly or indirectly any part-time job or transact any business. Your appointment is liable to be terminated with immediate effect, if this understanding is violated
7. You will observe working hours relevant to the department you are placed in.
8. You will report for work punctually at the appointed time after duly recording attendance. Failure to record attendance to the register provided for the purpose will be treated as unauthorised absence from duty, rendering you liable for appropriate disciplinary action, and salary deduction.
9. Late coming is liable for a proportionate deduction in the day's wage. Reporting late for work thrice a month is considered habitual late coming and is liable for appropriate disciplinary action.
10. You are required to be at your work spot during working hours failing which you will be treated as absent and subjected to disciplinary action.
11. Permission to leave the premises of the organisation during working hours should be authorised by the departmental head. Leaving premises without permission will be treated as absence for the whole day rendering you liable for disciplinary action, in addition to a salary deduction.
12. Unauthorised absence for eight consecutive days will be construed as voluntary abandonment of the company's employment.
13. The company at any time may require to undergo Medical Examination. If on such examination you are found to be suffering from any infectious disease or any mental illness or any ailment/ illness or its treatment which required frequent absence from work, your services will be terminated with one month's notice or payment in lieu thereof.
14. Any change in residential address should be intimated to the Human Resources Department immediately.
15. You will abide by the conduct and disciplinary rules of the company in force from time to time.
16. You shall not at any point of time work against the interest of the company.
17. You are liable to be transferred to any other department/place/location/region/state or any other company of the group, depending on the exigencies of work.
18. You shall not divulge to any unauthorized person any confidential information in regard to the working or process of the company which may come into your possession in the course of work.
19. Your services will be terminated with immediate effect if any information furnished in your application is found false.
20. Your appointment is subject to your being medically fit for regular employment. The Human Resources Department will arrange for your medical examination before joining.
21. Your growth in the company will depend solely upon your performance and Contribution.

Apollo Hospitals Group has pioneered investor-owned hospitals in the country and has already built a reputation for itself in India. We have every hope that your attachment to the Group will be mutually rewarding. Please sign and return the duplicate copy of this letter as a token of acceptance of the above terms and conditions.

With best wishes,
for APOLLO PHARMACIES LIMITED.



HANEESH MOHAN NAMBIAR
SR GENERAL MANAGER - HR