

July 22, 2024

TPL/Sikkim/HRD/RECT/2024-25/Quality Control/155

Mr. Arijit Patra
S/O Shri Tapas Patra
Belsulia, Taldangra,
District - Bankura,
West Bengal: 722152
Contact No: 7001316947

Dear Arijit Patra,

Congratulations & Welcome to Torrent

With reference to your application & subsequent interview you had with us, we are pleased to offer you the position of **Executive Trainee** in **Quality Control** department in our organization. Your gross annual compensation structure is enclosed with this letter in Annexure I.

Your appointment is subject to passing & securing 55% of marks. Failing to which, your training will be discontinued.

Please note that this is Offer of Employment, and a detailed Letter of Appointment will be issued to you on joining, subject to production of all necessary documents mentioned in the Annexure II. This offer letter is valid for a period of one month. You are required to send us the acknowledged copy of your resignation from your present employer within ten days from the issuance of this offer.

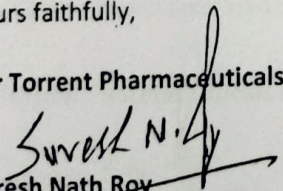
Further please note that the first 1 (One) year from the date of joining will be training Period, which can be extended with the sole discretion of the company. You shall continue to remain as a trainee even on the completion of the said period until and unless your training regularizes in writing.

Kindly return the duly signed copy of this letter as a token of your acceptance within 3 days. We look forward to having you on board and trust to have long & mutually beneficial association.

If it is found, at any point of time that any information furnished to the company, either verbally or in writing or in the standard employment application form or as a part of employment by you is untrue, false, incorrect or incomplete or willfully suppressed, the offer shall stand invalid/withdrawn.

Thanking you,
Yours faithfully,

For Torrent Pharmaceuticals Limited,


Suresh Nath Roy
Assistant General Manager - HR

Accepted (Sign with date): _____

I shall join on or before : _____



Annexure - I

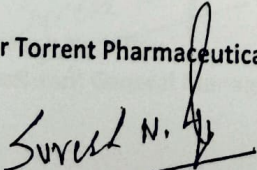
Name : Arijit Patra
Grade : E-T
Designation : Executive Trainee
Department : Quality Control

Name	Mr. Arijit Patra		
Grade	E-T		
Designation	Executive Trainee - QC		
Head	Amount in Rs.		
		Monthly	Yearly
Basic Salary		15600	187200
HRA		4360	52320
Conveyance		1600	19200
Sub-Total		21560	258720
Bonus / Interim B		3120	37440
PF		1872	22464
Grand Total		26552	318624

20% of the basic salary shall be paid as 'Bonus' out of which Rs. 16800/- would be paid annually and the balance amount, if any, shall be paid on quarterly basis as Interim Bonus, as per "The Payment of Bonus Act, 1965."

- ★ Gratuity shall be entitled as per Payment of Gratuity Act, 1972
- ★ Company will take medical insurance policy for self & family & personal accident policy for self.

For Torrent Pharmaceuticals Limited,


Suresh Nath Roy
 Assistant General Manager - HR

Accepted : _____
 (Signature with date)

Annexure – II

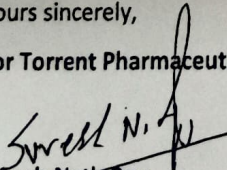
Dear Arijit Patra,

Congratulations on being offered position of an **Executive Trainee** with Torrent Group. We are happy that soon you will be a member of our Torrent Parivaar. Kindly ensure to bring along following information / documents along with original copies at time of joining for maintaining your service record file.

1. Qualification Certificates & Mark sheets duly Attested (With True Copies)
2. Work experience certificates from past & present employers.
3. Record of Date of Birth.
4. Identity Proof - A copy of Valid Driving License / Passport / Aadhar Card / Voter ID / Pan Card.
5. Last drawn salary certificate / pay slip.
6. Salary Bank Account statement of last Six months.
7. A copy of resignation letter duly acknowledged by the employer.
8. Experience and Relieving Certificates.
9. Copy of FDA Registration Certificate (if applicable).
10. Two Reference certificates (obtained from other than your Relatives & Friends).
11. Passport size colour photographs of self (6 nos.) & Stamp Size photographs (3 Nos.).
12. Passport size colour photographs of Family Members (4 Nos. each).
13. Police Verification Certificate.
14. Income Tax Exemption Certificate (in case of Sikkim Subject Certificate holder).
15. A copy of Marriage Certificate.
16. Identity Proof of Parents, Spouse & Children.
17. Certificate of Identification (in case of Sikkim Subject Certificate holder).
18. Double Dose fully vaccinated certificate.

Yours sincerely,

For Torrent Pharmaceuticals Limited,


Suresh Nath Roy
Assistant General Manager - HR

Accepted : _____
(Signature with date)

