

APPOINTMENT LETTER

To,
Bimal BK (74110)
Mumbai

Date: August 08, 2024

Dear Bimal ,

With reference to your application and the subsequent interviews you had with us we are pleased to appoint you as “**Process Associate Trainee**” at GeBBS Healthcare Solutions Pvt. Ltd., Mumbai on the following terms and conditions:

Your date of appointment is effective **August 08, 2024**.

1. You will be on probation for a period of six months. Thereafter subject to your work, conduct and performance being found satisfactory you will be confirmed in writing. If either your work conduct or performance is not found satisfactory, the probation period will stand automatically extended without any intimation to you till you get a communication from the Company confirming your services.
2. Your emolument by way of Annual Cost to the company is **INR 1,84,502/- per annum (INR One Lac Eighty Four Thousand Five Hundred Two Only)**. Details of this annual cost are enclosed in the annexure.
3. The Organization conducts screening and background verification for its prospective hires. Your appointment and continuation of your services is subject to a clear and clean background report.
4. Your shift timings are subject to change as per the requirement of the business.
5. Your employment is subject to your undertaking that,
 - You will clear the training and on the job evaluations that are pre-requisite.
 - You will not directly or indirectly engage in any other work or assignment or take up part/full time training program without prior permission in writing of the Company.
 - You will not divulge, disclose or leak out any information regarding the affairs of the Company, which comes to your knowledge, including the design, patent process or trade of Company or of Company's collaborations [whether in India or abroad]
 - You will also execute a service and confidentiality documents as applicable to employees from time to time.
6. Your services are liable to be transferred to any of the branches of the Company or to any of its Group/Associate Company. The terms and conditions of this appointment will be binding on such transfers and your services will be treated as continuous services. Any subsequent change in rules, policies and regulations during the term of your services of the Company shall be binding upon you in totality.
7. During the period of your service if you are found medically unfit for work, the management shall have the right to require you to get yourself examined by any medical authority specified by the Company and management as its sole discretion may terminate your services based on such medical reports.
8. Your performance will be evaluated at regular intervals for salary review or salary increments. Increment shall be based on your performance and in no case shall be automatic and / or can be claimed as a matter of right and shall be solely at the discretion of the Company.
9. Your services can be terminated without assigning any reasons as under:
 - a) At any time without any prior notice during the period of probation.
 - b) With prior notice of minimum [1] One month or salary in lieu thereof, after confirmation.

Release Date:01/10/17

Version No. 4.0

GHS / QR / HRD /408

Registered Office

"MindSpace", Building No. 3, 1st Office Level, Thane - Belapur Road,
Airoli, Navi Mumbai 400 708
CIN - U72900MH2004PTC143808

Tel: +91-22-39487300

Web: www.gebbs.com

Email ID: askus@gebbs.com

9. Your services can, however, be terminated, without any notice or compensation and without assigning any reason for loss of confidence, or for any act including dishonesty, disobedience, negligence, fraud, misappropriation of Company's money, property or any subversive act which is seriously detrimental to the interest of the company and warrants your termination forthwith.
10. You will have to give minimum [1] one month prior notice if you want to resign from the services of the Company at any time. If you fail to give [1] one month prior notice, you will have to pay to the Company [1] one month salary in lieu thereof. Notice period waive off or Notice period buyout option will be subject to Company's sole discretion and binding on you.
11. An absence from duty for a continuous period of 2 days during probation and 7 days after confirmation, including absence on leave though applied but not granted, would make you lose your lien on the services and the same will automatically come to an end without notice or even intimation. The Company shall have full authority to initiate absconding and recovery proceedings against you.
12. You will retire from the services of the Company on attaining 60 years of age and for this purpose the official record of your date of birth with the Company will be treated as final.
13. During the period of the service in the Company, you shall:
 - Perform, observe and conform to such orders and instructions as may from time to time be reasonably given or communicated to you by the Supervisor;
 - In all respects carry out the objects of the Company diligently and faithfully serve the Company, promote and protect its interest in all things to the best of your ability and judgment, and use your best endeavors to increase its business; and
 - Devote your whole time and attention to the business of the Company during the office hours of the Company, and shall not in any way be engaged in, concerned directly or indirectly with any other Company, business or trade without the prior written consent of the Company.
 - Agree to enter into a service contract with the Employer which will require the Employee to remain with the organization for a defined period post his/her return to India. This service contract will be liable only in the event that he/she is required to travel abroad to a client site for any business need.
14. The postal address shared by you shall be treated as the correct address for all communications to you. You undertake to promptly intimate the company in case of any change in the postal address. All communication addressed to you on the address shall be deemed to have been correctly served.
15. By accepting this letter of appointment, you acknowledge and agree that you will not, during the course of your service or thereafter, except with our consent, as required by law or in the performance of your duties, use or disclose confidential information relating to our business, including but not limited to business, client/s information, business methods and practices, software technology and tools and /or any such information we may assign time to time as being confidential.

If the terms and conditions stated above are accepted to you, please sign the duplicate copy of this letter as a token of your acceptance of our employment offer and return it to us for record.

Yours faithfully,

For **GeBBS Healthcare Solutions Pvt. Ltd**



Manoj Narkar
Associate Vice President

Accepted

Bimal BK

Employee Code : 74110
Employee Name : Bimal BK
Grade : 05
Designation : Process Associate Trainee
Department : Billing Solutions

Salary Annexure:

Sr. No.	Component	Per Month (INR)	Per Annum (INR)
Section A			
1	Basic	5,800	69,600
2	HRA	628	7,536
3	Advance Statutory Bonus	787	9,444
4	Special Allowance	3,645	43,740
	Section A - Total	10,860	1,30,320
Section B			
5	Minimum Variable Incentive	-	-
6	Maximum Variable Incentive (Up to)	2,500	30,000
	Section B - Total	2,500	30,000
	Min Earning Potential (Section A Total)	10,860	1,30,320
	Max Earning potential (Total Section (A+B))	13,360	1,60,320
Section C			
Retirals & Non - Monetary Benefits			
7	Employer's Provident Fund		13,601
8	Gratuity		3,346
9	Insurance		3,000
10	ESIC		4,235
	Section C - Total		24,182
	Total (Section A+B+C)		1,84,502



The above compensation package is subject to Income Tax regulations and other laws applicable from time to time .
Gratuity will be paid out to the employee as per the payment of Gratuity Act , 1972.
GeBBS Reimbursement Flexi Plan applicable as per existing policy.
GPA / GMC / GTL Insurance are prevalent as per policy .
The Employee will be paid monthly / quarterly variable amount only if s/he remains in the service of the Company at the end of that period.

- The incentive scheme for new hires is effective only post 60 days of joining.
- Incentives - Maximum earning potential would be up to INR 2,500
- Minimum threshold towards Production & Quality has to be achieved to qualify for incentives and will be stacked as per below grid.

Incentive Slabs	Amount (INR)
A	2,500
B	1,875
C	1,000
D	625
E	375