

Date: 6 November 2015

**Appointment Letter**

**Mukta Degwekar**

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Dear Ms. Mukta Degwekar,

Kindly refer our letter dated **6 November 2015**. You have been appointed in our company employment at our Ambernath location.

The detailed terms and conditions of your employment are as under and are to be read with the Company's Code of Conduct and the rules regulation formulated time to time by the Company. The Confidentiality and Intellectual Property Agreement to be entered into between you and Company, form a part of the terms of your employment.

1. Your date of appointment is **9 November 2015**.
2. As per our Global Career Architecture scheme you will be placed at **Band: E Level: E3 and Title: Assistant II**. As per country specific scheme you will be designated as **Regulatory Affairs Assistant II** which will be used at local level as per the guidelines mentioned in the scheme.
3. You will be under probation for a period of **nine** months which can however be reduced / extended depending upon your performance on the job, at the discretion of the Company Management.
  - a. During the period of probation your appointment is terminable by giving thirty days previous notice in writing by either side.
  - b. However after confirmation, your appointment is terminable by giving **sixty** days previous notice in writing on either side. The Company may terminate your services by paying you **sixty** days guaranteed salary in lieu of notice. The Company shall have the right to recover an amount equivalent to **sixty** days guaranteed salary by deducting it from the amount due to you or in any other lawful manner in case you leave the service without giving **sixty** days previous notice in writing as stipulated.
4. Presently, you are being posted at our Ambernath location and will report to the superior decided by the company. However, based on the needs of the company, you may be transferred to any branch, site (or project), group (or associate) companies or a joint venture entered into by the Company, located anywhere in India or abroad.
  - a. Depending on the above, your functional designation may change accordingly.

- b. Your refusal to join duty at the transferred place will result in to disciplinary action and it will be deemed as break in service. In the event you have any sickness/request or grievance with respect to your transfer, you will first report at the transferred place or write the specific date you will report at the transferred place and then only make your grievance or request.
  - c. At the transferred place of work, you will be governed by the rules and regulations and timings as applicable at the transferred place. On transfer all policies relevant to that location will be applicable.
  - d. You will not be entitled to make any claim of salary, or wages or allowances or benefits till you first resume duty at the transferred place.
  - e. You may be sent on deputation to any other company anywhere in the country which may be under the same management or under a different management.
5. The compensation components based on our compensation guidelines will be as under:
- a) You will be paid a **Basic Pay of INR 156,750** (Rupees One lakh fifty six thousand seven hundred fifty only) per annum.
  - b) You will be paid a **Flexi Choice Pay of INR 128,250** (Rupees One lakh twenty eight thousand two fifty only) per annum and the breakup of the same will be decided by you under different compensation components as provided in the guidelines.
6. Your guaranteed salary will consist of Basic Pay and Flexi Choice Pay. You will be entitled to receive monthly salary accordingly.
7. You will be covered under the Employee's Provident Fund on joining duty and will be required to contribute @ 12% as per Employee's Provident Fund and Miscellaneous Provision Act, 1952.
8. If eligible, you will be covered under the Employees' state Insurance Act.
9. You will be entitled to Gratuity as per law.
10. You will also be entitled, if applicable, to Bonus in accordance with the Payment of Bonus Act, or a discretionary Performance bonus as per company scheme.
11. During your employment as a permanent employee you will be entitled to all leaves including privilege leaves as per Company policy and or practice.
12. Taxes and Deductions such as Income Tax, Professional Tax, and or any other statutory payments would be to your account.

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13. Your appointment is subject to:

- a. Submission of medical fitness certificate by the Civil Surgeon / Registered MBBS Doctor, confirming that you are fit to work in any environment
- b. Submitting photo copies of your all certificates, testimonials, past experience and relieving and two passports size colour photographs.

14. Your future increment or up-gradation / promotion or any other salary increase or discretionary bonus payment shall be based on merit considering your periodic and consistent overall performance and company performance, either through process of appraisal or any other method which may be adopted as per policy and coupled with business conditions, other parameters fixed from time to time at the discretion of the management and the same shall not be considered merely as a matter of right.

15. You will retire from the services of the company on attaining the age of 60 years. Your date of birth as recorded with the Company on the basis of your declaration in your application form is **22 July, 1991** and the Company will not accept any change on this account in future.

16. The Company will expect you to devote your whole time and attention to the duties entrusted to you and you will not engage yourself to work for any other person or firm or company in any capacity, nor will you do any private business without prior permission from the company in writing.

- a. You will perform during working hours all kinds of work assigned to you as per the instructions of your superiors.
- b. You will also perform any other incidental work if and when required and if and when instructed to do so by your superiors.
- c. You will be responsible for keeping your place of work neat and clean.
- d. You will not indulge in any act prejudicial to the business or goodwill of the Company.
- e. You will be responsible for the safekeeping and return in good condition and order, all property, items equipment, etc of the company, which may be in your use, custody or charge, whenever demanded by the Company. You will always abide by the instructions given to you for their handling, legal, commercial and insurance related matters pertaining to the said property.

17. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions 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 persons during or after your employment.

During the course of employment with the Company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about products activities, know - how, methods or refinements and business plans and business secrets and other information concerning the products / business of the Company.

18. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the company. You will be bound by rules, regulations and orders promulgated by the company in relation to conduct, discipline and policy matters. You will not seek membership of any local or public bodies without first obtaining specific permission of the company.
19. On cessation of employment with the Company, you shall return all documents, books, papers relating to the affairs of the Company, purchased with the Company's money, which may have come to you, and also any property of the Company in your possession.
20. Any balance of advance or loan taken by you from the Company, shall be fully recovered from your salary and any other legal dues, at the time of you're leaving the services of the Company.
21. Your services are liable to be terminated at any time without any notice or reason:
  - a. In case you are found to be medically unfit by the Company's authorized medical practitioner, on examination.
  - b. As and when the Company comes 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.
  - c. Breach of Company's Code of Conduct or Confidentiality and Intellectual Property Rights Agreement as may exist from time to time.  
(Acknowledgement of receiving a copy of the code of conduct)
  - d. In case any non compliance observed in you on account of GMP under FDA rules.
22. This contract of employment will be deemed to have been arrived at in the Ambernath, District-Thane. In case of any dispute or difference regarding terms and conditions of appointment or otherwise the cause of action would be deemed to have arisen in the Thane District Civil Court.

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23. If any time in future your residential address, is changed, you will communicate the same to the Company in writing immediately.

In case the terms and conditions expressly enumerated above are acceptable to you, please sign the duplicate copy of this letter in token of your having understood and accepted the terms and conditions of employment.

We welcome you to our organization and look forward to a long and mutually beneficial association.

*S. B. Ambaikar*

Shireesh Ambaikar  
Vice President API R&D &  
PAI Site Head

*Hemant Nikam*

Hemant Nikam  
Head of Human Resources Perrigo India

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**Acknowledgement**

I have read and understood the above terms and conditions of employment. All the conditions are acceptable to me and I hereby undertake to abide by all the above conditions, rules and regulations of the Company in force from time to time.

Signature:

*Mukta*

Name of candidate *Mukta Dilip Degwekar*

Date: *9/11/15*