

To,
Ms Namrata Nevnath Palkekar
w/p Gaudgaon, tal Barshi,
Gaudgaon, Solapur, Maharashtra - 413406

OFFER LETTER

Dear Ms Namrata,

We are pleased to Offer you the position of a **Sr. Executive in Grade SL2 in the Infographics, Analytics & Audit Department** of our Organization, at our Head Office on the following terms and conditions.

1. Intended Terms of Appointment:

- a) Your date of appointment will be effective from the date of joining, which shall be at the earliest but not later than **03rd October, 2024**. In case of any change in the scheduled joining date, you will be required to confirm the same with the Head of Department and Personnel Department at Head Office, Pune.
 - b) You will be on probation for a period of 3 Months from the date of appointment. Your services will be confirmed subject to satisfactory performance during the probation period.
 - c) This offer is valid for a period of 1 week from the date of issuance. Acceptance may please be intimated to the Human Resources Department, at our Head Office in Pune, within this period.
 - d) Your services with the Company are necessarily transferable. You are liable to be transferred in such capacity as the Company may from time to time deem fit, to any other city/state, location, department, function or branch of the Company or affiliate Company. In such a case you will be governed by the terms and conditions of service applicable to the new assignment, including compensation, working hours, rules, etc. Your compliance of the transfer orders issued to you is mandatory.
 - e) You are required to accept and comply with all the terms and conditions of the Appointment Letter whenever issued to you, as also, with all the policies and rules of the Company as existing and framed/introduced from time to time. Performance, good behavior and professional conduct are the key requirements of the job, and you will be required to continuously deliver as per the KRA/s/work targets in terms of productivity, accuracy and quality as issued to you from time to time.
 - f) You are hereby expressly accepting that you will not take part in any other activity with the insurance companies, our business competitors, similar business/commercial activities, professional practice/consultancies/advisories/ practitioner, whichever is applicable to you in any way as a part time job/occupation/engagement, during the period of employment with our organization without prior written permission. For any of the afore-stated or similar purposes therein before mentioned, No Objection in writing from the competent authority of the management which will be only sanctioned/issued against written application if it is not inconsistent/ and /or against the business interests of the organization.
2. Your remuneration offered to you is enclosed herewith as **Annexure-I**.
 3. You will report to the HOD or any other official as decided by the Management.
 4. Your joining, issuance of an Appointment Letter and continuation in the services of the Company, is subject to submission of the following documents, which you are required to submit within a week of issuance and acceptance of this Offer Letter, failing which, this Offer Letter stands withdrawn and will be deemed null and void.
 - a) Permanent & Temporary address proof of your residence along with your Telephone & Mobile numbers.
 - b) Acknowledged/accepted Resignation/Relieving letter from the previous organization.
 - c) Proof of Date of Birth, Experience, Academic/Technical/Professional Educations /Qualifications.
 - d) Five Passport size colour Photographs.
 - e) Blood Group detail.
 - f) Photocopy of PAN Card and Aadhaar Card.
 - g) Father's and Mother's Permanent Address with Relevant Govt. ID Proof [Aadhaar Card, Electricity/ Telephone Bill, Passport, Driving License, Election Commission ID Card, Ration Card with address, Bank Passbook with address (Any 1)]
 - h) Compliance with any other documents that the Company will issue to you as a part of the joining/pre-employment formalities.
 5. You have unequivocally agreed to serve the Company for a minimum continuous period of Two (02) Years commencing from 03rd October, 2024 [hereinafter referred as "Lock-in Period" or "LIP"] and you unequivocally understand and agree that, you will not resign from the Services of the Company during the Lock-in Period of Two (02) Years commencing from 03rd October, 2024.

Candidate Signature: _____

CIN : U72900PN2000PTC015558

IRDAI Registration No. : 005

MDIndia Health Insurance TPA Private Limited (Formerly Known as MDIndia Healthcare Services (TPA) Pvt. Ltd.)

General & Claim Enquiry Helpline
Fax No. : 1860 - 233 - 4449
Toll Free : 1800 - 209 - 7777
Email : customercare@mdindia.com

Head Office :
Sr. No. - 46/1, E-space, A2 Bldg., 3rd floor,
Pune - Nagar Road, Vadgaon Sheri,
Pune - 411 014, Maharashtra, India
Website : www.mdindiaonline.com

Cashless Enquiry Helpline
Fax No. : 1860 - 233 - 4449
Toll Free : 1800 - 209 - 7800
Email : authorisation@mdindia.com

ANNEXURE - I

(REMUNERATION DETAIL)

Name : Ms Namrata Navnath Paikekar
 Department : Infographics, Analytics & Audit
 Designation : Sr. Executive
 Grade : SL2
 Location : Head Office

Sr.	Particulars	Per Month (INR)	Per Annum (INR)
A Salary And Allowances			
1	Basic	10856	130272
2	Special Allowance/DA	1794	21528
3	HRA	4342	52104
4	Conveyance	1600	19200
5	Medical Allowance	1250	15000
6	MDIndia Allowance	26876	322512
B Gross Salary		46718	560616
C Retirals And Benefits			
7	Company's PF Contribution	1645	19740
8	Company's ESIC Contribution	0	0
9	Gratuity	1123	13476
D Incentive And Bonus			
10	Bonus	1054	12648
11	Annual Variable Performance Incentive	0	0
E CTC		50540	606480
F Deductions			
12	Employee PF	1518	18216
13	Employee ESI	0	0
14	Professional Tax	200	2400
G Total Deductions		1718	20616
H Net Salary (excluding tax) = [(B-G) – Income Tax, as applicable]		45000	540000

Please Note:

- a) The above emoluments are subject to contributions to PF, ESIC and deductions for ITax, PTax, LWF, etc. The Company's PF contribution is inclusive of Administrative Charges as per the Act.
- b) Gratuity & Bonus will be applicable/governed as per the relevant Acts.
- c) Annual Variable Performance Incentive (if applicable) will be paid as per the Company policy. It may vary based on the project/vertical/branch/corporate financial performance.
- d) The management reserves the right to withdraw and/or modify the Performance Incentive at any point of time.
- e) Your remuneration is Strictly Confidential and should be treated as such. Disclosure is prohibited.

For MDIndia Health Insurance TPA Pvt. Ltd.

Mohammad Musharraf
 Associate Vice President- Human Resources

Candidate Signature: _____