



Ace Remedies Private Limited

REGISTERED OFFICE: Office No.213, 2nd Floor, Pride Purple Square,
Survey No. 210/2,210/5and 211/2 PLT No.10, Wakad, Pune - 411057

+91-020-27273001 /+91-9168685001

CIN: U74999PN2014PTC152941 Email: admin@aceremedies.in

MR. Yuvraj Shrikrishna Pawar

Address: AKSHAY SOCIETY RM 28 FLAT NO-4 SAMBHAJINAGAR, MIDC CHINCHWAD PUNE.

SUB: APPOINTMENT AS FIELD SALES OFFICER

This has reference to your application and subsequent interviews you had with us. We are pleased to appoint you as **FIELD SALES OFFICER** with effect from 6th JUNE 2018 on the following terms and conditions.

You have been assigned the job responsibilities viz. Development of Territory & Company Image, Bringing Company to a Profile Base, Good Team Building and Imparting Good Product knowledge to your colleagues.

You will be on Training for a period of Six (6) months from the date of your joining during which you will undergo On-the-job at HQ PCMC.

A. EMOLUMENTS AND BENEFITS:

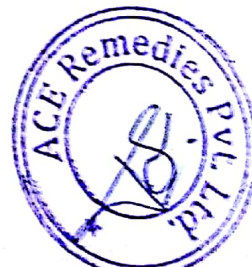
1. Your per month salary will be as per details mentioned below:

Basic Salary	12560.00
HRA	5024.00
Conveyance Allowance	800.00
Medical	1,250.00
Special Allowance	11766.00
GROSS	31,400.00
Monthly Bonus(Paid Annually)*	1047.00
Monthly CTC	32,447.00
Annual CTC	3,89,360.00

* Bonus will be paid annually in the Month of Diwali only if Employee is on Board/Duty.

Note: As per Govt. rules & regulations the PF will be paid both by Employee & Company.

2. You will be paid Working Daily allowance of Rs.225/- per day for H.Q. and 250/-for Ex.H.Q.





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3. You will be paid O/S Allowance of Rs .400/- Through expenses on submission of relevant document proof/s.

4. The mobile bills with internet facility will be paid by the company as per plan decided by company. Extra use other than fixed plan will be charged accordingly.

B. WORKING HOURS

1. The working hours shall be as required to fulfill your duties and responsibilities.

2. You would report to Superior as directed by the Company.

C. TRAINING/CONFIRMATION AND TERMINATION OF EMPLOYMENT

1. You will undergo In House Training at Pune and On Job Training And Induction at Head Quarter specified by the Management for a period of 6(six) months.

2. Subsequently you will be on Training for the period of 6(six) months which can be extended depending upon your performance.

3. On successful completion of training period and class room training, your services will be confirmed with a 'Confirmation Letter' in writing and non-confirmation would mean extension of Training due to lack of adequate performance.

4. During the Training period you are advised to acquire Product knowledge, Detailing SKILLS, TO UNDERSTAND THE Market in your Territory, to collect and update data of Doctors, Chemist & retailers etc. You are required to visit minimum 12 Doctors and 10 chemists per day and ensure Retailers Booking and Effective Delivery to Distributors.

5. You should send your Daily call Reports, duly completed in all respects to your Manager and Head Office on day-to-day basis. You will have to fill up all required monthly or any other formats given by your Superior or Management.

6. It is the obligation of employee to achieve target as set from time by the company for the job of your category. Non achievement will be considered as serious breach of agreement and you will be responsible for the consequences.



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7. During your training period your Professional Discipline will be closely observed on which your Performance would be appraised. Professional Discipline includes Performance, Attendance, Behavior, and Relationship with Superiors, Colleagues and Subordinates, Maintenance and Submission of Reports, Maintenance of Work Diary, Sales Records and Feedback of Superiors etc.

8. You are to collect only Account Payee cheques/DD in favour of the company or super stockiest, Distributors, C& F Agent. Please note that any Cash Collection / Transactions pertaining to business/sales of the Company are not allowed at any circumstances.

9. During Training period your services can be terminated without notice or salary in lieu of notice or without assigning any reason thereof. If you wish to leave on your own, you would be liable to compensate for the training expenses to be determined by the company.

To join training / induction program and / or any other Organization without relieving letter from our end leads to double employment which is illegal and against the norms of the company.

On confirmation, your services are terminable one months notice or one month's gross salary in lieu of the notice by either side. However the company shall have an option to relive you at an early date at no additional cost of the company.

Your appointment and its continuance is on the basis of information and declaration made by you in the employment from of the company. If any discrepancy is found at any time in future in the information given by you, your services shall be terminated forthwith.

10. In the event of:

- If You're absent from duty without prior information / sanction of the leave by competent officers may eventually lead to your loss of interest in the organization or voluntarily abandoning the employment with us.
- You can leave the Company before 18 months from the date of joining only for your personal reasons. i.e you can't work in another Pharmaceutical Company before the 18 months agreement period. If You're leaving the employment within 18 months from your date of joining (inclusive of your training period, if any), you would be liable to pay minimum 2 months salary or as decided by the Company after calculating losses to the



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company . The Management reserves its right to recover the above-mentioned cost as per company's policy.

- Your leaving employment, you are required the Imp rest cash issued to you along with company's stationary and property in your possession within one months period. Further, you are required to obtain and submit NOC and Clearance Certificate within one month period from the date of leaving the employment to settle your account in full and final. If the claim of payable dues were not received within the stipulated period, it would not be entertained. In case you fail to comply with the Exit formalities, the cost of property as determined by the company will be recovered from the dues payable to you in full and final.

D. DEPUTAION / TRANSFER

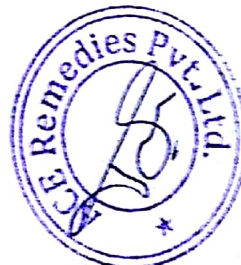
- a) Your services are liable to be Deputed or Transferred to any Department of the Company or to any other Company in the Group or to any place in Indi, if necessary.
- b) Your services are also transferable to any part of the country on administrative ground and organizational need from time to time.

E. LEAVE RULES

1. You will be entitled for leave as per the Leave Rules of the Company.
2. You will not absent yourself from the work without prior notice and sanction thereof.

F. GENERAL

1. You should devote your full attention, energies, abilities and skills to promote the interests of the organization. You shall discharge duties and responsibilities assigned to you from time to time to the satisfaction of the Management.
2. During the course of your employment you shall undergo all kinds of Departmental Training and attend Sales Meeting / Seminars as and when directed by the Company.
3. You shall not divulge any information regarding the business of the company to any other firm or person whatsoever during the period you are in employment or thereafter.



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4. You will be responsible for Professional Work practices and Maintenance of Company's Property issued to you. On separation you will have to return all company's property with you in good condition and order.

5. The company reserves the right to deduct the money value of such items from your emoluments and / or can take such other action as it deemed proper in the event of your failure to account for them to the satisfaction of the Management.

6. During the course of your employment you shall not engage yourself, directly or indirectly, in any business whatsoever other than the business of the company.

7. This appointment and its continuance are subject to your being found physically & mentally fit.

8. The age of Superannuation / Retirement for the Employees confirmed in employment is 58 years and the same shall be applicable to you.

9. For matters which are herein above not provided, such shall govern by similar rules and regulations that either existing or brought in force from time to time by the Management.

10. In event of any dispute, the jurisdiction will be Pune Court only.

11. Other terms & conditions of employment are provided separately in the Employment Induction Manual.

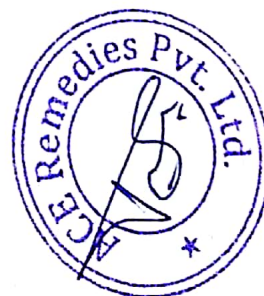
G. CODE OF CONDUCT

The following code of conduct has been approved by the Board of Directors and is applicable to the Employees of the Company.

1. Ethical conduct

All employees shall deal on behalf of the Company with professionalism, honesty, integrity as well as high moral and ethical standards. Such conduct shall be fair and transparent and be perceived to be as such by third parties.

2. Conflict of interest





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Any employee of the Company shall not engage in any business, relationship or activity, which might detrimentally conflict with the interest of the Company.

3. Transparency

All employees of the Company shall ensure that their actions in the conduct of business are totally transparent except where the needs of business security dictate otherwise. Such transparency shall be brought about through appropriate policies, systems and processes.

4. Legal compliance

All employees of the Company shall at all times ensure compliance with all the relevant laws and regulations affecting operations of the Company. They shall keep abreast of the affairs of the Company and be kept informed of the Company's compliance with relevant laws, rules and regulations. In the event that the implication of law is not clear, the course of action chosen must be supported by eminent legal counsel whose opinion should be documented.

5. Rightful use of the Company's assets

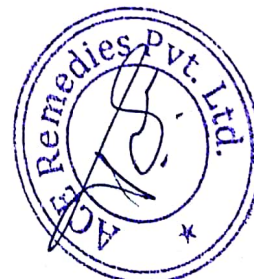
All the assets of the Company both tangible and intangible shall be employed for the purpose of conducting the business for which they are duly authorized. None of the assets of the Company should be misused or diverted for personal purpose.

6. Cost consciousness

All employees of the Company should strive for optimum utilization of available resources. They shall exercise care to ensure that costs are reasonable and there is no wastage. It shall be their duty to avoid ostentation in Company expenditure.

7. Confidential information

All employees shall ensure that any confidential information gained in their official capacity is not utilized for personal profit or for the advantage of any other person. They shall not provide any information either formally or informally to the press or to any other publicity media unless specifically authorized to do so. They shall adhere to the provisions of SEBI (Prohibition of Insider Trading) Regulations, 1992.





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8. Relationships with Suppliers and Customers

The employees of the Company during the course of interaction with suppliers and customers, shall neither receive nor offer or make, directly and indirectly, any illegal payments,

Remuneration, gifts, donations or comparable benefits which are intended or perceived to obtain business or uncompetitive favors' for the conduct of its business. However, this is not intended to include gifts of customary nature.

9. Safety and Environment

The employees shall follow all prescribed safety and environment-related norms. Please furnish the following documents within 7 days from date of joining:

- Proof of Date of Birth (School Leaving or Municipal Birth Certificate)
- Two copies of your latest passport size Photographs.
- Service & Salary Certificate, Relieving letter from your previous Employer.
- Medical Fitness Certificate, including Chest X- Ray and Blood report from a qualified Doctor with a minimum degree of M.B.B.S.

Please sign the duplicate copy of this letter in token of having accepted the above terms and conditions of your employment.

We welcome you to our Organization and wish you a happy association.

FOR ACE REMEDIES PVT. LTD

AUTHORISED SIGNATORY

I have read, understood and accepted.

SIGNATURE:

NAME: Yuvraj Shrikrishna Pawar.

PERMANENT ADDRESS: AKSHAY SOCIETY RM 28 FLAT NO-4 SAMBHAJINAGAR, MIDC CHINCHWAD
PUNE.