



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN
(Affiliated to the University of Madras)
Chennai 600 099, Tamilnadu.

ACADEMIC YEAR
(2018-2019)

S.NO	YEAR	Name of the Student Placed/ Enrolling into Higher education and contact details	Program graduated from	Name of the employer with Contact Details/ Name of Institution joined	Pay Package at appointment (in INR per Annum) (applicable for students for placement) / Name of programme (application for students who progressed to Higher education)
1	2018-2019	B.DHAKSHAYANI SWATHI 9791150112	B.COM	SUTHERLAND 45A, VELACHERY MAIN ROAD, VIJAYANAGARAM, CHENNAI-600042.	1,50,000 PA
2	2018-2019	L.N.RAJESWARI 6380059259	B.COM	SUTHERLAND 45A, VELACHERY MAIN ROAD, VIJAYANAGARAM, CHENNAI-600042.	1,50,000 PA
3	2018-2019	A.HEMALATHA 9543553112	B.A TAMIL	KRISHNASWAMY EDUCATIONAL TRUST	1,44,000 PA
4	2018-2019	J.ISABELLA AROCKIA MARY 8838785710	B.A ENGLISH	VELAMMAL KNOWLEDGE PARK	1,80,000 PA
5	2018-2019	DEEPA A	B.Sc BIOCHEMISTRY	ACCESS HEALTHCARE PVT LTD 044-43108980	2,30,000 PA
6	2018-2019	DIVYA P	B.Sc BIOCHEMISTRY	STATE HEALTH SOCIETY - NATIONAL TB ELIMINATION	3,00,000 PA

				PROGRAMME, GOVERNMENT OF TAMILNADU	
7	2018-2019	GAYATHRI R	B.Sc BIOCHEMISTRY	ALLZONE MANAGEMENT SOLUTIONS PVT LTD	2,12,292 PA
8	2018-2019	NIVETHA SRINIVASAN	B.Sc BIOCHEMISTRY	ALLZONE MANAGEMENT SOLUTIONS PVT LTD 044-42138535	1,06,140 PA
9	2018-2019	PAVITHRA G	B.Sc BIOCHEMISTRY	CEEQUENCE TECHNOLOGIES PVT LTD 044-406185001	1,92,696 PA
10	2018-2019	SABINA .A	B.Sc BIOCHEMISTRY	ALLZONE MANAGEMENT SOLUTIONS PVT LTD 044-42138535	1,97,328 PA




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 CHENNAI - 600 099



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : Soka Ikeda CWS for women, Date : 25/1/19

Dear Dhaksayani Swathi. B. (Bom G.),

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a **"Consultant"**. Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance


Sutherland Global Services Pvt. Ltd.
45-A, Velachery Main Road
Vijayanagaram
Chennai, Tamilnadu, PIN 600042

TelNo: +91.44.4391.7884

CIN:U72200TN2000PTC045578




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SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : **SOKA IKEDA CAS for Women**, Date : **25/1/19**

Dear **RAJESWARI. L.N. (Blom a)**,

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the **Interview** you had with us, we are pleased to inform that you have been short listed as a **"Consultant"**. Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

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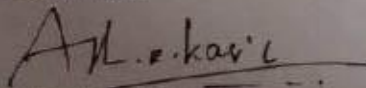
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Note: Please produce this letter at the reception.

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Sutherland


Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
45-A, Velachery Main Road
Vijayanagaram
Chennai, Tamilnadu, PIN 600042

TelNo: +91 44 4391 7884

CIN: U72200TN2000PTC045578




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KRISHNASWAMY EDUCATIONAL TRUST (Regd.)

Regd. Office: 8, IV Cross Street, Sterling Road, Nungambakkam, Chennai - 600 077. 044-2677 0761
Admin. Office: A.C. - 48, 3rd Street, 4th Main Road, Anna Nagar, Chennai - 600 040. 044-2629 6217, 2628 1976

Date: 30.11.2020

To

Mrs. A. Hemalatha,
No:3435, TNHB,
Ayapakkam,
Chennai - 600 077.

SELECTION ORDER

With reference to your application dated 23.12.2019 and subsequent interview you had with us on 29.02.2020 you have been provisionally selected for the post of **SGT - Tamil**.

You will be paid the salary of **Rs.12,000/-** (Rupees Twelve Thousand Only) per month. The formal appointment order will be served by our Management on later.

In acceptance of our selection, you are requested to return the duplicate copy of the selection order duly signed to the Principal immediately.

DIRECTOR

Note: Please bring the selection letter along with two copies of the recent passport size photos at the time of receiving the original Appointment Order from the Management.



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THE VELAMMAL
INTERNATIONAL SCHOOL

Affiliation No. - 1430115 School Code - 23130

SALEM HIGH

To

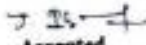
26.05.2023

J ISABELLA AROCKIA MARY
1366, South shettiyapatti,
Vadavulam(po), Pudukkottai - 622203.
8838785710

APPOINTMENT ORDER

With reference to your application and the subsequent interview conducted at the School premises, the Selection Committee is pleased to appoint you as **PET in Velammal Knowledge Park** subject to the following terms and Conditions:

1. You are appointed as a **Physical Education Teacher** in Velammal Knowledge Park. You will have to report for duty on **26th May 2023**, failing which this appointment order automatically stands cancelled.
 2. You will be on probation for a period of two years, from the date of your joining duty.
 3. You shall deposit all your certificate in original to the management.
 4. You shall produce satisfactory evidence of having obtained a proper release from your present appointment, if any.
 5. The Management has the right to extend your period of probation to a further period of one year or a part thereof as its own discretion, without assigning any reason.
 6. During the year of probation you will be paid a consolidated salary of **Rs. 15,000/- (FIFTEEN THOUSAND ONLY)**/- per month along with food and accommodation.
 7. Your appointment shall be liable to be terminated at the discretion of the Management during the period of probation without any notice.
 8. **In the event of your resignation after receiving the Offer Letter or during the period of probation you shall give 3 month's pay. If it is after Confirmation, you shall give three months prior notice or three month's pay instead.**
 9. The notice for resignation will be accepted only on completion of the academic year.
 10. You shall agree to accept any assignment of work decided by the Management from time to time.
 11. Your duties can be transferred to any other institution of the Trust.
 12. You shall refrain from seeking employment anywhere without the knowledge of The Management.
- Kindly give your signature and return the Duplicate Copy of this Appointment Order immediately.


Accepted


EXECUTIVE OFFICER

"Velammal Knowledge Park", Kallam High Road, Pancholsi - 601 304, Thiruvallur District., Tamil Nadu, INDIA
Ph: 044-27971888 / 27972189 E-mail: info@velma Website: www.velma.in
Governed by Velammal Educational Trust.




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CHENNAI - 600 099

Date: 21 Jun 2022 18:40

Employee ID: M0644326

Mr./Ms. Deepa Arumugam

Client Partner - Billing

Appointment Letter

Dear Deepa Arumugam,

Thank you for the keen interest you have shown in our organization. Consequent to your application and the subsequent discussions you had with us, we are pleased to appoint you as **Client Partner - Billing** with Access Healthcare Services Private Limited.

We appreciate your entrepreneurial instincts and welcome your decision to join this organization. We are sure that not only will you contribute in your field of expertise but also help build this organization to be a Global Player. In doing so, together we will preserve the Core Values that we stand for.

You are requested to contact HR Team at the following address to take on your assignment on 21 Jun 2022

**Access Healthcare Private Limited (HQ), A9, First Main Road
Ambattur Industrial Estate, Chennai - 600 058. Tamil Nadu, India.**

In case you need any further clarification / assistance, please get in touch with the under signed.

Please sign and return a copy of this letter to the undersigned at the earliest.

Looking forward to your joining our "Winning Team".

With best wishes,

Yours sincerely,



Samuel S
Lead Director - HR

**I accept this appointment and the Terms and
Conditions attached.**

Digitally Acknowledged by me on
21 Jun 2022 18:40

.....
Signature of the Candidate

Name : Deepa Arumugam
Employee ID : M0644326

Access Healthcare Services Pvt. Ltd
CIN:U74220TN2011PTCO78925
Registered Office: Kochar Technology Park, SP-31A,
3rd Floor, Ambattur Industrial Estate,
Chennai - 600058. Tamil Nadu, INDIA.
Phone: +91 44 43108980/81/82,
Website: www.accesshealthcare.com

Head Quarters
A9, First Main Road, Ambattur Industrial
Estate, Ambattur, Chennai - 600 058.
Tamil Nadu, INDIA.
Phone: +91 44 42176066.




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Annexure I

SALARY COMPONENTS	Amount	
	Rs. PM	Rs. PA
Basic	7375.00	88500.00
House Rent Allowance	2925.00	35100.00
Conveyance Allowance	0.00	0.00
DA	2875.00	34500.00
SDA	0.00	0.00
Statutory Bonus	2050.00	24600.00
Special Allowance	1084.00	13008.00
Gross (A)	16309.00	195708.00
Benefits		
Provident Fund	1360.00	16320.00
ESI	530.00	6360.00
Retention Incentive	614.00	7368.00
Gratuity	354.00	4248.00
Total (B)	2858.00	34296.00
Cost To Company (A+B)	19166.67	230000.00

Insurance Benefits:

a) **Floating Medical Insurance:** Access Healthcare provides a floating medical insurance coverage for expenses related to hospitalization for you and a maximum of three dependents

Default Coverage limit: Rs.100,000/- per annum

b) **Personal Accident Insurance:** This provides you with round the clock financial protection in case of an accident anywhere in India. **Coverage limit: Rs.100,000/-**

Retirement Benefits:

a) Gratuity:

This is an ex-gratia payment paid as gratitude for your continuous service, as per Payment of Gratuity Act, 1972 and is governed by the guidelines laid out by Access Healthcare.

b) Provident Fund:

Effective September 1st, 2014 - Provident Fund (PF) scheme has been amended to increase the threshold of the wages for being eligible to benefits under the Provident fund Scheme to INR 15,000/-. If your basic salary is above INR 15,000 PF contribution shall be at INR 1800 per month and if your basic salary is less than INR 15,000/- then PF shall be arrived at 12% of your gross salary (excluding HRA). Employer and Employee part of the contribution forms part of your salary structure and is payable as per Employees Provident Fund Act, 1952.

M0644326

Confidential

Access Healthcare Services Pvt. Ltd
CIN:U74220TN2011PTCO78925
Registered Office: Kochar Technology Park, SP-31A,
3rd Floor, Ambattur Industrial Estate,
Chennai - 600058. Tamil Nadu, INDIA.
Phone: +91 44 43108980/81/82,
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STATE HEALTH SOCIETY - NATIONAL TB ELIMINATION PROGRAMME



O/o. State TB Cell - NTEP
No. 359, Anna Salai,
2nd Floor Block III, DMS
Building, Teyyanampet,
Chennai - 600 006.
Date: 11.01.2023
No.214/SHS-NTEP/2021

TEMPORARY CONTRACT APPOINTMENT ORDER

Sub: National TB Elimination Programme - Temporary Contract
Recruitment of Senior Lab Technician - Orders issued - reg

Based on the marks performed in the examination and the marks awarded by the Committee Members and Chairman of the appointment committee for the National TB Elimination Programme, temporary contract recruitment of candidate for the post of Senior Lab Technician in the Intermediate Reference Laboratory, Chetpet, Chennai. P.Divya, 17/5, Patel Street, Razack Garden, Arumbakkam, Chennai - 600106 who was next in the waiting list is selected to verification of original certificates.

The Conditions:

1. The appointment is purely temporary for 11 months and likely to be renewed for another 11 months after executing the agreement prescribed by National Health Mission subject to satisfactory performance and general discipline. The candidate should join the post on 01.02.2023 obtaining proper relief from the institution where they are now working. Failure to join on the prescribed date the appointment order is liable to be cancelled without intimation.
2. Her appointment have been made on a clear understanding that they have supplied all necessary information/documents to enable State Health Society/State TB Cell to judge their fitness for the job and that the information/documents provided by them is to the best of their knowledge and belief. If any discrepancy is found, their services would be liable to be terminated.




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3. The contract would be reviewed annually by SHS/STC based on their performance during the contract period. If the performance is found to be satisfactory, SHS/STC may consider extending the contract period for a further period of 11 months on the same terms & conditions.
4. This appointment can be terminated by SHS/STC by giving them one month's notice in writing. They may also give letter to SHS/STC for termination of this appointment by giving one month's notice in writing.
5. Her maximum consolidated remuneration will be **Rs.25,000/-** (Twenty Five Thousand only) per month based on their qualifications and experiences with reference to order no. 9035/E/NHM/2021, Dt: 26.07.2022.
6. Apart from the consolidated remuneration mentioned, for duties performed outside of their headquarter area, they will be eligible for a daily allowance and reimbursement of travel costs as per rates decided by SHS/STC.
7. She will not be entitled to compensation if they willfully neglect or refuse or be unable to perform any of the duties or responsibilities under this engagement. SHS/STC may deduct their remuneration or suspend their remuneration due to such neglect, negligence or inability as aforesaid and may further immediately terminate their engagement without giving any notice or making payment of remuneration in advance.
8. She would be entitled to an annual leave of 11 days on a pro-rata basis. This is inclusive for all types of leaves (including casual leave and sick leave). Apart from this, she may be entitled to Maternity/Paternity Leave/other leave as per the terms of conditions of State Health Society/ State TB Cell leave policy.
9. She would also be entitled to National holidays and other holidays and second Saturdays as per provisions made by the State Government declared by SHS/STC. However, they are expected to attend work in case of any emergencies during the above stipulated periods. The leave cannot be claimed as a matter of right.
10. She shall not be entitled to any other benefits except those mentioned above.
11. SHS/STC works in an IT-enabled environment and as a service provider to SHS/STC they are expected to be fully conversant with IT-enabled way of working including use of email, uploading data on internet-enabled databases, reading notices and as simulating information from web sites and use of basic IT-enabled devices.




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12. She would also be expected to provide a mobile number through which they can be contacted at all times. She agreed to inform SHS of any change in the mobile number in future.
13. Performance appraisal will be done on a yearly basis.
14. The annual increase of their consolidated honorarium will be determined on the basis of their performance appraisal. Her performance appraisal will be done by the State TB Officer or any other competent authority decided under the overall guidance of SHS/STC.
15. State Health Society/ State TB Cell may terminate her services if she has committed irregularities and impropriety of administrative and financial nature, negligence of care, unsafe practices, inefficiency and insincerity, professional misconduct or false reporting of information or fabrication of data in the maintained records, or any other inappropriate action as prescribed by the SHS/STC HR Policy.

[Signature]
Additional Director of Medical and
Rural Health Services (TB) & STO

[Signature]
11/1/23

To

P. Divya,
17/5, Patel Street, Razack Garden,
Arumbakkam, Chennai - 600106

Copy to ACSI
Copy to Microbiologist IRL



[Signature]
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CHENNAI - 600 099



22nd October 2020

Ms. Gayatri Ramesh Kumar,
No. 1/601, 1st Block Street, Valayapathi Salai,
Mogappair East, Chennai - 600037.

Dear Gayatri Ramesh Kumar,

Sub: Offer Letter

Allzone Management Solutions is pleased to offer you employment as **Process Associate** with effect from 19/10/2020.

1. COMMENCEMENT OF EMPLOYMENT

- 1.1 You will be employed in the Department of **Medical Billing**.
- 1.2 Your job description and general responsibilities will be intimated to you upon joining.
- 1.3 You would be reporting to the Project Manager.

The terms and conditions of your appointment are as follows:

2. SALARY

- 2.1 Your Cost to the Company (CTC) will be **Rs.2,12,292/-** per annum. Your Gross Salary will be **Rs.1,87,200/-** per annum, which is inclusive of basic salary, allowances. The break up will be provided to you as per the company's policy. The details of which are as per the detailed annexure attached. You will be governed at all times by the policies, procedures and rules of the Company related to the salary, allowance, benefits and pre-requisites which are specified in this appointment letter. Further, the Company may modify or change such allowances, benefits and pre-requisites from time to time in accordance with its policies.

- 2.2 Salary reviews will be notified to you in writing.

- 2.3 The Company will be entitled, at any time during your employment, or in any event on termination, howsoever arising, to deduct from your remuneration any monies due from you to the Company, including but not limited to, salary, loans or advances, and any excess holiday pay.

- 2.4 **Obligation of Tax:** With the exception of the obligation to withhold tax at source the company assumes no responsibility for your personal tax affairs. It shall be your responsibility to file tax returns with the respective authorities as per the Indian Income Tax Law.

- 2.5 Your Salary and other compensation details must be kept confidential at all times.

3. PROBATION

- 3.1 You will initially be on probation for a period of six months from the actual date of your joining the Company and will continue to be so unless and until you are expressly confirmed (in writing) in the regular service of the Company.

- 3.2 During the probationary period your services are liable to be terminated at any time, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company.

- 3.3 During the probationary period your performance will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion of your initial or extended probationary period you will be confirmed in the regular service of the Company.

4. LEAVE BENEFITS

- 4.1 You will be entitled to all leaves as per the company policy.
- 4.2 The Company reserves the right to require you to undergo a medical examination by a doctor nominated by the Company at any time during your employment where your health or absence record is a cause for concern.

1 of 5

85, 3rd Street, Kamdar Nagar, Nungambakkam, Chennai - 600 034. Phone : +91 - 44 - 4213 8535 / 4503 6062

E - mail : allzone@allzonems.com Website : www.allzonems.com

CIN : U72300TN2005PTC057434




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24th February 2021

Ms. Nivetha Srinivasan,
No. 13, Lalbagadur Sasthri Street,
Kavankarai, Puzhal, Chennai - 600066.

Dear Nivetha Srinivasan,

Sub: Offer Letter

Allzone Management Solutions is pleased to offer you employment as **Trainee Process Associate** with effect from 18/02/2021.

1. COMMENCEMENT OF EMPLOYMENT

- 1.1 You will be employed in the Department of **Medical Billing**.
- 1.2 Your job description and general responsibilities will be intimated to you upon joining.
- 1.3 You would be reporting to the Project Manager.

The terms and conditions of your appointment are as follows:

2. SALARY

- 2.1 Your Cost to the Company (CTC) will be **Rs.1,06,140/-** per annum. Your Gross Salary will be **Rs.93,600/-** per annum, which is inclusive of basic salary, allowances. The break up will be provided to you as per the company's policy. The details of which are as per the detailed annexure attached. You will be governed at all times by the policies, procedures and rules of the Company related to the salary, allowance, benefits and pre-requisites which are specified in this appointment letter. Further, the Company may modify or change such allowances, benefits and pre-requisites from time to time in accordance with its policies.
- 2.2 Salary reviews will be notified to you in writing.
- 2.3 The Company will be entitled, at any time during your employment, or in any event on termination, howsoever arising, to deduct from your remuneration any monies due from you to the Company, including but not limited to, salary, loans or advances, and any excess holiday pay.
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CIN : U72300TN2005PTC057434

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5. **TERMS AND CONDITIONS**

In addition to the terms of this offer letter, your employment with the Company will be governed by the Terms and Conditions of Employment as set out below. Please review the Terms and Conditions of Employment carefully, since your acceptance of this offer by the Company would be deemed acceptance of the Terms and Conditions of Employment.

Rules And Regulations

The Company shall be entitled to modify the terms of your employment on providing you with prior written notice and in accordance with applicable law. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.

Service Conditions

During the period of your employment with the Company, the service rules and regulations of the Company and the amendments that may be brought into force from time to time and the rules governing business conduct, ethics and secrecy shall govern you.

Minimum Service Period

You shall serve with the Company for a minimum uninterrupted period of 12 (Twelve) months from the date of joining and not less than 6 months from the date of confirmation in the services of the Company whichever is later.

6. **INITIAL PLACE OF POSTING**

Your initial place of posting will be in Chennai.

7. **JOB ASSIGNMENTS**

You may during the course of your employment be given any assignment arising out of the Company's business that the Company, in its subjective judgment, feels is suited to your background, qualifications or experience.

8. **TRANSFER**

The Company, may in its business interest, transfer you to any of its offices in India or abroad on such terms and conditions as are applicable to such transfers as per Company rules.

9. **VERIFICATIONS AND BACK GROUND INVESTIGATION**

Your appointment is subject to satisfactory verification of your character, antecedents, testimonials and references. The appointment is also based on the details provided by you in your resume and information provided by you during various discussions with you. If at any time, any information or detail given by you is found incorrect or false; your services will be liable for termination without any notice, salary in lieu of notice or compensation. No charge sheet or disciplinary action will be necessary. Your appointment is also subject to your being found medically fit and continuing to remain fit thereafter as certified by a Company approved doctor. You represent that you have never been convicted of, been charged with or are on trial for any crime or other transgression whatsoever in India or abroad. You will be subject to checking ("Checkings") that may be conducted either before or after the date at which full-time employment commences.



Checking will include: (i) Background checks (including checking all facts submitted to the Company, including, but not limited to your curriculum vitae or application.); (ii) Reference Checks; (iii) Medical Examination(s) as determined to be relevant by the Company.

Either (i) Refusal to be subject to Checkings or (ii) Results that are derived from Checkings which are in conflict with material given by you to the Company will be considered grounds for withdrawal of the offer extended to you and may be acted on at any time before or after your commencement date with the Company.

Note: At the time of joining please produce the following documents.

Proof of Date of Birth,
Proof of Education Qualification,
Reliving Letter from previous Employer
Copy of last drawn salary slip & 7 Passport size photographs.

10. WHOLE TIME SERVICES

While being in the whole time services of the Company, you shall not engage or associate yourself directly/indirectly or in any other manner, whatsoever, in any other post or work part time or pursue any course study without the prior permission of the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company.

11. INTELLECTUAL PROPERTY

The rights to any invention, discovery or creation of new system or method related to the Company's operations and arising out of any work done in the course of your employment would automatically vest with the Company. In this connection, where required, the Company may obtain patent right in its name (or jointly with other) based on the fact of your invention, discovery or other creative effort. You are specifically made aware that you will not be made liable to any compensation for such acts of yours and that any rewards which the company may choose to bestow will not be deemed to confer any rights towards the invention, discovery or improvement in system or method for you. All such copyright works shall belong to the Company.

12. CONFIDENTIALITY

You must always maintain the highest degree of secrecy and keep as confidential the strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and such other information relating to the business of the Company which may be known to you or confided in you by any means and you will use such strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and information only in a duly authorized manner in the interest of the Company. You shall act in due diligence not to divulge any client information or professional secrets of the Company. Infringement of this condition will render you liable to summary dismissal and / or prosecution. You must not at any time after leaving the employment of the Company, for any reason, disclose or permit to be disclosed to any person, firm, company or other entity any confidential information or trade secrets relating to or belonging to the Company or to other companies and / or affiliates of the Company. You must not anywhere, at any time after termination of your services or employment with the Company, either personally or through agents, friends or relatives, directly or indirectly, represent yourself as being connected to or interested in any way in the business of the Company. In the event of breach of any of the conditions mentioned above, the Company shall be entitled to injunctive relief and / or specific performance to enforce the above - mentioned conditions.



13. COMPANY PROPERTY

You will always maintain in good condition Company property which may be given to you for official use during the course of your employment. On the termination of your employment, for whatever reason, you will be required to return to the Company all property, documents and papers in your possession or under your control relating to your employment or to clients' business affairs, failing which the cost of the same will be recovered from you by the Company.

14. VALIDITY OF CONTRACT

This contract is valid (a) subject to satisfactory verification as enumerated in item-9 above, (b) subject to your acceptance of the offer within the time limit, stipulated and (c) subject to your joining your duties on or before the date specified above.

15. CONDUCT AND DISCIPLINE

You are required to conduct yourself professionally, at all times, in the course of your duty. In the event of a misconduct committed by you, which causes embarrassment to the Company, the Company shall take disciplinary or legal action against you, which may result in subsequent dismissal from employment.

16. RETIREMENT

You will retire in the normal course from the services of the Company on attaining the age of retirement. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

17. TERMINATION OF SERVICES

Subject to local laws, this contract may be terminated by either party, at any point of time during probation. However in the event of gross misconduct or commission of a serious breach by you, the Company is entitled to terminate your employment with immediate effect without any prior notice. On completion of the minimum service period as in clause 5 above, you may terminate your employment with the Company by giving not less than one month (30 days) prior written notice to the designated officer of the Company or one month gross salary in lieu of notice period.

Notwithstanding any other provision hereof, on breach of contract, your employment at any point of time may be terminated by the Company without notice or payment in lieu of notice, in the event of dissatisfaction in the results of the background investigation or if it has reasonable grounds to believe that you are guilty of misconduct or negligence, or have committed any breach of this agreement. Termination of your employment under this sub-paragraph would be without prejudice to:

(i) The Company's right to claim the actual damages it has suffered through this breach

(ii) Any other relief to which the Company may be entitled under contract, law or equity.

In the event of termination of your employment, your employment with the Company will cease and the provisions of this shall not have any further effect. On termination, the Company shall not have any further liability to you other than for remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment. The Company's decision as to the termination of your services or employment shall be final and legally binding on you.



18. **RESTRICTIONS**

You will not during your employment with the Company, and in the event of termination of your employment for a period of one (1) year following the date of termination, do or permit any of the following without prior consent of the Company:

- (i) Be concerned with, engaged or interested in, or advise or own any business, which is in competition with any business carried on by the Company in India, including without limitation companies engaged in similar activities as those of the Company as were performed or developed at any time during your tenure.
- (ii) Solicit customers of any person who is or has been a customer of the Company for the purpose of offering to that person goods or services similar to or competing with those of the Company.
- (iii) Cause or permit any person directly or indirectly under your control to do any of the acts of things specified above; and
- (iv) Solicit any employees of the Company, which includes the persons employed by the Company after termination of your employment with the Company, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by you or not.
- (v) Breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given.

19. **INDEMNITY**

You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach of the terms of this offer letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

We welcome you to the organization and sincerely hope that your period of service will be long, pleasant and of mutual benefit.

For Allzone Management Solutions Pvt. Ltd

Authorized Signatory

ACCEPTANCE

If the terms and conditions of appointment enumerated in this letter of appointment, including its annexure are acceptable to you, please confirm your acceptance by signing on the duplicate copy of this letter and return it to the company.

I agree to accept employment on the above-mentioned terms and conditions

Signature

Name:

Date:

Encl: Annexure

85, 3rd Street, Kamdar Nagar, Nungambakkam, Chennai - 600 034. Phone : +91 - 44 - 4213 8535 / 4503 6062
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CIN : U72300TN2005PTC057434



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AND SCIENCE FOR WOMEN
CHENNAI - 600 099

Annexure to offer letter dated 18-February-2021			
Name	Nivetha Srinivasan		
Department	Medical Billing		
Designation	Trainee Process Associate		
Description	Proposal		
Pay & Allowances	Per Month		Per Annum
Basic Salary		4368.00	52416.00
House Rent Allowance		1872.00	22464.00
Conveyance		468.00	5616.00
Allowance		1092.00	13104.00
Gross Salary		7800.00	93600.00
Statutory Deduction - Employee PF	711.00		
Statutory Deduction - Employee ESI	59.00		
Net Pay	7030.00		
Statutory Benefits - Employer PF Contribution		791.00	9492.00
Statutory Benefits - Employer ESI Contribution		254.00	3048.00
CTC		8845.00	106140.00
Other Benefits (Variable)			
Special Duty Allowance (1.5 times Gross/Day * No. of days)		As per Policy	As per Policy
Referral Incentive		As per Policy	
Food Allowance applicable for Transition		As per Policy	

Other Benefits and Indicative payments are subject to you being active/present on the company rolls at the appropriate dates. It cannot be made retrospective or accrued

- (1) PF contribution as per the prevailing statutory norms; as applicable to you.
- (2) ESI as per the prevailing statutory norms on gross salary received by the individual which includes all allowances.
- (3) Special Duty Allowance - Payable for working on a Sunday at 1.5 times of Gross Salary * No. of Days worked for that particular month.
- (4) Referral Incentive Payment - As per Policy.
- (5) Food Allowance for Transition - As per the detailed policy applicable.
- (6) Night Duty Allowance - As per Policy (Per Day * No. of Days worked in Night Duty for that particular month).

For Allzone Management Solutions Pvt. Ltd


 Authorized Signatory



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 AND SCIENCE FOR WOMEN
 CHENNAI - 600 099

Appointment Letter to **Ms Pavithra G**08th July'19

Dear Pavithra,

We have pleasure in offering you employment as **"Medical Coder -Trainee "** on the following terms and conditions with effect from **08-July-19**. You will be on Probation for a period of 6 months on completion of which you will be confirmed after review.

(a) Your designation is merely indicative of the responsibilities, which you are required to carry out. The Company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory or other functions and you will be bound to carry out such functions.

(b) Your salary is strictly confidential and you are expected to maintain the confidentiality.

(c) Your compensation package is **Rs. 192,696** per annum (all inclusive).

Salary breakup per annum	
Basic	Rs. 100,800
HRA	Rs. 67,200
ANNUAL GROSS	Rs. 168,000
LTA	Rs. 4,200
MEDICAL	Rs. 8,400
PF (company contrib.)	Rs. 12,096
ANNUAL CTC	Rs. 192,696

(d) You will also be eligible for the annual LTA/Medical benefits as announced by the company policy upon completion of 6 months service.

(e) Your services are liable for termination by either party giving one-month notice in writing, or payment of one-month salary in lieu thereof, provided no notice is necessary in the event of termination by the company on account of misconduct. Salary for the purpose of this clause means basic salary.

2. (a) You will not carry on any business or enter for any part of your time in any capacity in the services of other person or persons and company or companies. You will devote your whole time and attention to your duties to promote the interests of our organization and you will not utilize or divulge to any person or persons any of our trade secrets or confidential information.

(b) You will assign the company right, title and interest in any invention or improvement that you may make solely or jointly in the course of your relating to

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7-Apr-15

Ceequence Technologies Private Limited

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Ceequence

the products/services marketed, based, developed and you will perform any act, execute such documents without expenses to you, which in the judgment of the company may be needful or desirable to secure to the company patent protection and any/all rights relating to invention or improvements.

(c) You will be responsible for the safekeeping and return in good condition and order, all company property, which will be in your use, custody or charge.

(d) You will keep us informed of any change in your residential address.

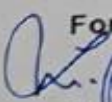
(e) You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.

3. In the event of your leaving the services of the company for whatever reasons, you shall not engage yourself in any competitive business directly or indirectly, for a period of two years from the date of leaving.
4. It is agreed that it shall be open to the company from time to time to vary any remuneration, benefit, facility or pre-requisite that may be extended to you on a review of the company's decision on this behalf.
5. Your appointment is transferable and the company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may at any time, be transferred to any of the office of the company, its associates, organizations with whom the company has transactions, whether the office, subsidiary, associate or organization is in existence today or is to be set-up hereafter. While every attempt will be made to give you reasonable advance notice of such transfer, in case of emergency such transfers may be made effective immediately.
6. You will observe working timings and holidays as applicable to your location and place of work. On your transfer to another place as stipulated in clause (5), you will observe the working timings and holidays as applicable to the location and place of work where you have been transferred.
7. The age for retirement from services in the company is 58.
8. You will be governed by and shall confirm to the service rules of the company.

We look forward to a mutually beneficial association. Kindly return the copy of this letter duly signed as a token of your acceptance.

For Ceequence Technologies Private Limited

Agreed & Accepted


Siji Pillai
Manager - HR

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Page 2 of 2

7-Apr-15

Ceequence Technologies Private Limited

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PRINCIPAL
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AND SCIENCE FOR WOMEN
CHENNAI - 600 099



Ms. A. Sabina,
No. 70, Bharathi Street, TMP Nagar,
Padi, Chennai - 600050.

28th October 2020

Dear Sabina,

Sub: Offer Letter

Allzone Management Solutions is pleased to offer you employment as **Process Associate** with effect from 26/10/2020.

1. COMMENCEMENT OF EMPLOYMENT

- 1.1 You will be employed in the Department of **Medical Billing**.
- 1.2 Your job description and general responsibilities will be intimated to you upon joining.
- 1.3 You would be reporting to the Project Manager.

The terms and conditions of your appointment are as follows:

2. SALARY

- 2.1 Your Cost to the Company (CTC) will be **Rs.1,97,328/-** per annum. Your Gross Salary will be **Rs.1,74,000/-** per annum, which is inclusive of basic salary, allowances. The break up will be provided to you as per the company's policy. The details of which are as per the detailed annexure attached. You will be governed at all times by the policies, procedures and rules of the Company related to the salary, allowance, benefits and pre-requisites which are specified in this appointment letter. Further, the Company may modify or change such allowances, benefits and pre-requisites from time to time in accordance with its policies.
- 2.2 Salary reviews will be notified to you in writing.
- 2.3 The Company will be entitled, at any time during your employment, or in any event on termination, howsoever arising, to deduct from your remuneration any monies due from you to the Company, including but not limited to, salary, loans or advances, and any excess holiday pay.
- 2.4 Obligation of Tax: With the exception of the obligation to withhold tax at source the company assumes no responsibility for your personal tax affairs. It shall be your responsibility to file tax returns with the respective authorities as per the Indian Income Tax Law.
- 2.5 You're Salary and other compensation details must be kept confidential at all times.

3. PROBATION

- 3.1 You will initially be on probation for a period of six months from the actual date of your joining the Company and will continue to be so unless and until you are expressly confirmed (in writing) in the regular service of the Company.
- 3.2 During the probationary period your services are liable to be terminated at any time, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company.
- 3.3 During the probationary period your performance will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion of your initial or extended probationary period you will be confirmed in the regular service of the Company.

4. LEAVE BENEFITS

- 4.1 You will be entitled to all leaves as per the company policy.
- 4.2 The Company reserves the right to require you to undergo a medical examination by a doctor nominated by the Company at any time during your employment where your health or absence record is a cause for concern.

1 of 5

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