## AES's Tuljaram Chaturchand College, Baramati (Empowered Autonomous)

| Sr.<br>No | Student Name        | Placement/P<br>rogression<br>to HE | Name of the Employer/ HE Institution  | Pay Package/ Program |
|-----------|---------------------|------------------------------------|---|----------------------|
| 12.       | Mulik Poonam Yuvraj | Placement                          | Shreechem Pharmaceuticals Pvt<br>Ltd, Mumbai. +91 9653182549,<br>8850015031 | 1,32,000/-           |

Shreechem Pharmaceuticals Pvt. Ltd.

July 12, 2023

Ms. Poonam Y. Mulik SSS-3, Room No. 406, Sector 2, Koparkhairne, Navi Mumbai-400709.

## LETTER OF APPOINTMENT

Dear Ms. Poonam

Greetings from Shreechem Pharmaceuticals Pvt. Ltd.!!
With reference to your application Dt. 01.07.2023 and the subsequent interview you had with us we are pleased to appoint you as Trainee Chemist (Quality Control Department) in our Organization on the following terms and conditions.

Date of Joining: 12th July 2023

Salary (Monthly): = Rs. 5500.00 HRA = Rs. 1100.00 = Rs. 200,00 = Rs. 1600.00 Education Conveyance

Work Hours, Punctuality, Attendance and Holidays Notice, Probation policy & Resignation Policy.

To enable employees at Shreechem Pharmaceuticals Pvt. Ltd. to develop a work culture, that cultivates time consciousness and fosters a good balance between work and life.

### COVERAGE 1.2

All employees of the organization

### POLICY GUIDELINES 1.3

### 1.3.1 Working Hours

You would be required to work in accordance with your scheduled timings based on company requirements.

### 1.3.2. Office Timings

- You have been provided with flexible work timings as mentioned below:
- Start Timing: 09.00 AM 09.30 AM
- End Timing: 06.00 PM 06.30 PM
- The spread of work hours and timing of breaks has been established based on the company /operational requirements of each work group by the Function Head in consultation with Managements.
- The working hours are indicative & designed keeping in mind every staff is important to the organization to ensure availability to provide uninterrupted response and timely delivery to clients and others in the chain.



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- You are required to mark your attendance either by signing physically in Attendance Register book, or through automated system as may be applicable at Entry location. 1.3.3. Punctuality & Attendance.
  - You are not permitted to record attendance on behalf of others, and it will be considered as a violation of the terms
  - You are expected to be in office/ manufacturing unit as per the Respective timings and complete 8.00 bours of
- It is mandatory for you to Punch in & Punch out regularly. Or sign in and sign out in Attenutance Register
- HRMS has been updated with the below options for regularization purpose. Please use appropriately.
- Missed Punch
- Late entry
- Early exit
- If you complete anything up to only 4.5 working hours, HRMS will automatically rectrd a half day
- Frequent/ unauthorized late coming will be treated as indiscipline and necessary action will be taken.
- If you are late or absent at work due to illness or a compelling personal situation must notify your trapercustory. and management before the start time. When it is impossible to give advance notice due to an emergency, year should report to them as soon as possible,
- Payroli processing will be done based on HRMS attendance data.

## 1.3.4. RESPONSIBILITY TOWARDS YOUR WORK

- You have to Strictly follow the GMP guideline as per who WHO (World Health Organisation ) You are totally responsible for the maintenance of GMP as Laid down Under Drug & Commerces For of 1945

### Leave Policy

To define the procedure, entitlements & guidelines for employees to avail leave as per the small make an armony 2.1 OBJECTIVE Act for the respective states where the employees are located.

### COVERAGE 2.2

All employees of the organization

- Calendar year is considered as a Leave Year which is January to December, 2.3 POLICY GUIDELINES
- At Shreechem Pharmaceuticals Pvt. Ltd. you are entitled to 21 days of leaves per calendar year ter some service completed. Intervening offs will not be counted as part of the leave availed.
- The leaves mentioned above cover privilege, sick and casual leaves. You will need to apply for at leaves You are entitled to 15 working days of privileged leave per calendar year for every year of vertice unique
- You are entitled to 3 working days of Sick leave per calendar year.
- You are entitled to 3 working days of Casual leave per calendar year.
- You are encouraged to avail at least 15 privileged leaves in a calendar year.
- You are entitled to 6 working days' of casual leave on account of sickness or personal exergences. See be availed by you with the prior written approval from your Reporting Managers HOD (Head of General
- Your leave records of the employee will be maintained using HRMS.
- At Shreechem Pharmaceuticals Pvt. Ltd. it is mandatory that you avail a minimum of five continuous
- You are encouraged to submit your leave plan in consultation with your Reporting Manager Function
- Reporting Manager will approve the leave plan or reschedule the leave based on requirements
- You can avail of leaves only subject to approval. Any leave availed without approval will be meeting without pay, except in case of medical emergency which needs to be applied for watern times we you report to work. However, in such an instance it is advised that you keep your Reporting Man least telephonically/via email or any written communication before the normal start of work or as a



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- You are not eligible to avail any privilege leaves during the first six months of your service. However, in deserving Intervening Weekly Offs/ Holidays will not be counted as part of leave.

  The discretion of sanctioning any leave rests with the Management.

Resignation Policy

**OBJECTIVE** 

To define the procedure, entitlements & guidelines for employees to give resignation in the company-

All employees of the Shreechem Pharmaceuticals Pvt. Ltd. 3.4

# POLICY GUIDELINES Clauses:

# 3.4.1 PROBATIONARY PERIOD

The Employee will be on probation for a period of six (6) months from the date of his/her appointment and will be automatically confirmed in the services of t automatically confirmed in the services of Shreechem Pharmaceuticals Pvt. Ltd. on completion of these six (6) the Employees specified otherwise in writing by HOD (Allaho Car Dayle Pvt. Ltd. on completion period, the Employees Specified otherwise in writing by HOD (Allaho Car Dayle Pvt. Ltd.). During the probation period, the Employees Specified otherwise in writing by HOD (Allaho Car Dayle Pvt. Ltd.). months, unless specified otherwise in writing by HOD ( HEAD OF DEPATMENT). During the probation period, the Employee or Management, may terminate the Hold ( HEAD OF DEPATMENT). the Employee or Management, may terminate the Agreement by giving one (1) month's written notice and shall not be required to ascribe any reason thereto. be required to ascribe any reason thereto.

## 3.4.2 TERMINATION

This Agreement with employee may be terminated at any time.

by notifying the termination and relieving the Employee will be given one (1) months' written notice; and relieve the Employee from all society of the Employee will be given one (1) months' written notice or by p relieve the Employee from all services by giving the Employee one (1) months' written notice or by paying the Employee an amount equal to one (1) months' written notice or by paying the Employee an amount equal to one (1) months' written notice or by paying the Employee one (1) months' written notice or by paying the Employee an amount equal to one (1) months' written notice. Employee an amount equal to one (1) months' salary, less any applicable or required tax or other deduction.

notice and shall not be required to ascribe any reason thereto.

Notwithstanding anything herein contained, the Employee's employment may be terminated immediately by Management at any time of the Employee's employment may be terminated immediately by Management at any time with or without notice and without payment or without any compensation whatsoever in lieu thereof is whatsoever in lieu thereof, if, among other things:

- The Employee disobeys a lawful direction of management and/or violates the employee Code of Rules & Regulation as amended from time to time.
- The Employee is found guilty of commission or omission of any act or any misconduct prescribed in the applicable laws or any other misconduct which are not specifically mentioned under the applicable laws, however, if the same is found to be misconduct in the opinion of Department head or Management;
- The Employee is found guilty of any commission or omission amounting to any form of harassment, sexual or otherwise, during the course of employment.
- The Employee commits any serious or persistent breach or non-observance of the terms, conditions or stipulations contained in this Agreement, or is guilty of any negligence in connection with or affecting the business or affairs of Company or its affiliates.
- The Employee remains absent from work without prior written approval for a continuous period of five (5) working days (including overstay of leave)
- The Employee commits an act or acts in breach of Company code of business conduct policy or corporate confidentiality and intellectual property rights provisions as may exist from time to time.
- The Employee does not meet performance parameters after having been given opportunity to improve for a period of two (2) months from the date of notice to improve.

The Employee engages in conduct that brings or could bring the Employee into disrepute.

