

To,
Mr. Ripu Daman

Subject: Appointment Letter

Dear Mr. Ripu Daman,

We are pleased to confirm your appointment with Davaindia Health Mart Limited on the following terms and conditions:

Designation: Pharmacist - COCO Frontend Operations

Grade: RL 16

Scale of Pay: 333401.00/-

you had with us. We are pleased to offer you an appointment w.e.f. 05-Feb-2024 in our This is with reference to your application for employment and the subsequent interview

organization on a consolidated salary of Rs 333401.00/- (Three Lakh Thirty Three Thousand Four Hundred and One Only) per annum, a detailed break-up of your remuneration is given in the enclosed "Annexure-I".

The management reserves the right to bifurcate the salary into various heads or allowances.

In the first instance, you will be on probation for **6 Months** from the date of your joining, whereas after, the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion of the period or thereafter till confirmation. Unless confirmed in writing, you will be deemed as a probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated without any notice or wage in lieu thereof during the initial or extended period of probation.

Further, you shall be allotted KRAs which are directly linked with your PMS process. Please note that fixing/creating KRAs as well as getting them evaluated will be primarily your responsibility in consultation with your reporting authority.

Your increments/promotion and demotion will depend at the sole discretion of the management depending on your performance, efficiency, intelligence, regular attendance, sense of discipline, loyalty, and good behavior and also subject to the prosperity of the organization.

You shall during the continuance of this appointment exclusively engage yourself in performing the services provided herein.

DAVAINDIA HEALTH MART LIMITED

📍 Shop No. G 44 Ayappa Ind. Zota House, Bhedwad, Choryasi, Surat - 394220, Gujarat.

☎ +91 261 2331601 ✉ info@zotahealthcare.com

CIN: U24110GJ2020PLC111827



As a member of the ZOTA group, you are expected to be fully committed to the group's philosophy, maintaining good management practices, a high level of integrity and professionalism, and imparting the same to all levels that report to you.

You will employ yourself efficiently to the best of your ability, will devote your whole time to the work of the organization, and will not engage yourself directly or indirectly either honorary or on remuneration in any service, trade, business, vocation, or occupation (including agency of an insurance company or in an advisory capacity).

It is clarified that you shall not have any right, interest, title, or claim in respect of any of the assets whether tangible or intangible of the company which are given to you for use during the performance of your duties.

During your tenure of service or thereafter, you will maintain complete confidentiality of the activities of the Company as well as the Client group. At no point in time, you would divulge any information to anyone/firms, which may be detrimental to the group's interests.

During the tenure of service, you will keep your emoluments secret from other members of this organization and will treat all information coming to you as strictly confidential and the information contained in all documents and papers and other matters relating to the company will not be divulged by you to any person other than those of the management.

Initially, your place of posting/work will be at **10253-GANNAUR, SONIPAT**. However, the Company reserve the right to transfer you to another branch, shift, post, or place or to any sister concern or associate or any other concern whether in existence now or hereafter. Your terms and conditions of service and the emoluments will not be adversely affected when you have transferred to a sister concern or associate or any other concern. When required to work in such other concern during your normal working hours, no additional payment will be made for such work. It will be your responsibility to arrange essential accommodation/ other arrangements, if any, near the place of duty. Also, the management can shift the place/places of working anywhere in India, and in that event you will have to make compliance for working at the new place of work, and your salary and other benefits will remain intact. Also, the management can shift the premises anywhere in India and you will report for work at the shifted place.

After confirmation, your services are liable to termination subject to rules related to the notice period mentioned hereinafter. In case you are incapacitated by reasons of illness, accident, or any other cause and cannot perform your duties, the Company may at its option grant leave for a reasonable time on such terms and conditions as it may deem fit and as per the provisions of law. Also, if you are found suffering from any infectious/ contagious disease, the Company may at its discretion suspend or terminate your services.

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For any service or notice or communication of whatever kind, you will be informed through your email ID, your WhatsApp no. or any other electronic/digital address or ordinary post / through courier at the address given by you at the time of employment or such other address which you may hereafter intimate to the management. The management may also paste a copy of the letter on the notice board which shall be considered to be sufficient service to you. It will be your duty to intimate in writing to the management whenever there is any change of your address. Also, you will not refuse to accept any communication as offered to you for personal delivery.

Absence for a continuing period of 8 days including absence when leave though applied for but not granted and when over-stayed for a period of 8 days would make you lose your lien on the service and the same shall automatically come to an end without any notice or even intimation. In such an eventuality, the Management will draw an irresistible presumption that by remaining absent continuously and unauthorized, you have abandoned your job.

You will be entitled for Leave, an Annual Bonus, and other perquisites. Bonus and Privilege/ Earned leave shall be allowed as per law. Grant of leave will depend on the exigencies of work and shall be at the discretion of the management. Before proceeding on leave, you will have to apply for leave in advance to the appropriate authority and seek the prior sanction of leave. Similarly, for extension of leave, an application will have to be made in advance to reach positively before the expiry of leave originally granted. Mere submission of the application will not mean that the leave has been sanctioned. For further information related to the leave policy and other rules/regulations please refer HR Policy of the company.

The management shall have the right to require you to subject yourself at any time during employment with the company to a medical examination. If you are not found medically fit, you may be terminated at any time by giving you one month's notice or salary in lieu thereof. The continuation of your service is subject to your being found and remaining medically, physically, and mentally fit.

You will be bound by rules and regulations enforced by the management, from time to time in relation to conduct, discipline leave, holidays, or any matter relating to service conditions which will be deemed as rules, regulations, and orders on the part of these terms of employment. The Management reserves the right to modify, alter or delete the existing service rules or to introduce fresh service rules which will be binding upon you.

You shall bear your own taxes that shall be deducted from your salary and/or other dues.

You shall not derive any direct or indirect, monetary, pecuniary, or other advantages arising out of or attributable to the association provided in this letter. If you derive any such monetary/pecuniary or another advantage, you shall be liable to refund the same to the company apart from being liable for other consequences.

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The resignation from the job shall be possible after serving a minimum **notice period of 50 working days** (Your leave/absence from duty during the notice period will not be considered as part of a clear notice period), based on the acceptance and mutually agreed upon. If the notice period is not been served as stated above, you are liable to pay or adjust your salary in lieu of notice or any other deduction at the discretion of the management for relieving you from service. However, the Company reserves the right to relieve you at its sole discretion before the completion of the notice period.

Force Majeure: This appointment letter is based on the agreed term and conditions between you and the Company. The same would be subject to the force majeure clause and the service may even be terminated in case of any force majeure event, including but not limited to events such as flood, famine, epidemic, pandemic, fire, war, civil or military disturbances, sabotage, strikes, computer failure, earthquakes or any other act of God or humans or the government. event shall the employer be responsible or liable for salary payment more than what is the minimum amount required by law, from time to time, for a period of any lockdown or lockout or stoppage of work arising out of or caused by circumstances beyond its reasonable control, including, without limitation, acts of God; earthquakes; fires; floods; wars; civil or military disturbances; acts of terrorism; sabotage; strikes; epidemics, pandemic; riots; power failures; computer failure and any such circumstances beyond its reasonable control as may cause interruption.

You will retire from the services of the company upon attaining the age of 60 years. The Management of the Company may, however, on your request re-appoint you after retirement on such terms and conditions as it may deem fit.

This appointment offer is based on the information given by you to us in your employment/ personal data form and otherwise, and shall be considered null and void if a material error/ suppression or false detail is discovered therein at any time. In that eventually, the management can recover the payment made to you towards your remuneration during employment.

If any dispute arises with respect to the terms and conditions mentioned in this appointment letter, we can settle the dispute by internal discussion. If such dispute does not resolve in 15 days then such arbitrator will be appointed for the settlement of the such dispute and the decision of the arbitrator will be binding to both parties. Further, if you have any dispute or issue with your Manager / Supervisor or HOD then you can raise/report such dispute to the HR Dept. or directly to the Management, so we can settle the matter happily and in the right spirit but if you do not inform the HR Dept. or Management and directly complain to any Labour / Trade Union or Govt. Labour Dept. or Labour Court against the company then such complaints will be treated as null and void and management will consider the such complaint as harassment and can take action against you and you may lose your job and you will be only responsible for such false complain and company management decision will be binding upon you.

Any dispute arising during the period of your employment with our organization, the same will be subject to the jurisdiction of the Civil Court, Surat.

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Besides the above conditions, you will abide by the Service rules/ Regulations or standing as in operation besides office orders which are issued from time to time. The Service Rules/Regulations can be modified/replaced by the certified Standing Orders which will be binding upon you.

In case the terms and conditions are acceptable to you, please sign the duplicate of this letter in a token of your having understood and having accepted the same and return the same.

We wish you a long-standing and professionally satisfying career with us.

Thanking you,

Sincerely,

For DavaIndia Health Mart Limited



P. Sreekanth
Sr. General Manager - HR

Encl: Annexure-I as below.

I accept the appointment on the above terms and conditions and agree to abide by the same.

Name - Mr. Ripu Daman

Signature

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Annexure-I

SALARY BREAK-UP		
PARTICULARS	AMOUNT RS. (Monthly)	AMOUNT RS. (Annual)

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BASIC	9255	111064
FDA	3085	37022
HRA	4936	59234
LTA	1234	14809
Other Allowance	6170	74043
TOTAL GROSS SALARY PM	24680	296172
EMPLOYEE DEDUCTION	AMOUNT	AMOUNT
EPF CONTRIBUTION	1481	17772
ESIC CONTRIBUTION	0	0
PROFESSIONAL TAX	200	2400
TOTAL IN HAND SALARY	22999	276000
EMPLOYER PART	AMOUNT	AMOUNT
EPF CONTRIBUTION	1480	17770
ESIC CONTRIBUTION	0	0
BONUS	1028	12336
GRATUITY	593	7123
COST TO COMPANY (CTC)	27781	333401

(Annual CTC Rupees Three Lakh Thirty Three Thousand Four Hundred and One Only)

* Please note:

- All allowances mentioned in the above salary break up; shall be taxable. In order to claim tax benefits, you need to file your ITR and claim the benefits by yourself.
- Gratuity shall be payable on completion of continuous service of five years as per Section 4 of Payment of Gratuity Act.

For Davaindia Health Mart Limited



P. Sreekanth
 Sr. General Manager - HR

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