


5-2-1

Annexure


Name : Mahesh Pakanati
 Designation : Technical Trainee
 Grade : TT

New Salary Structure	Monthly	Annual
Basic Salary	7,500	90,000
House Rent Allowance	5,479	65,743
Gross Salary (A)	12,979	1,55,743
Employer PF	900	10,800
Employer ESI	422	5064
Bonus	700	8,400
Statutory Payments (B)	2,022	24,264
Fixed Pay (A+B)	15,001	1,80,000

for GRANULES INDIA LIMITED


B. Prabhakar Reddy
 General Manager – HR & Admn




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BASIC SALARY

Basic Salary is the most important component of the compensation structure. The employer contribution to Provident Fund is calculated based on this amount. This component is also linked to House Rent Allowance, Leave Encashment, Bonus and Gratuity. This amount is credited every month from the date of joining and is fully taxable. This amount is approximately 45% of your monthly fixed pay.

HOUSING RENT ALLOWANCE

Housing Rent Allowance is a salary component that is paid to you to pay your house rent. Employee's eligibility is 40% of the employee's Basic Salary. This amount is subject to tax deduction at source as per the pertinent Income Tax rules and on the rent bills submission.

EMPLOYER PROVIDENT FUND

This amount indicates the employer's contribution to the Employee's Provident Fund account and the Family Pension Scheme. Such an amount is typically 12% on the wage ceiling limit of Rs. 15,000/- i.e. Rs. 1800/-.

BONUS / EX-GRATIA

This is an amount which will be paid during Oct/Nov every year.

Apart from the above remuneration (Annexure), the company provides additional benefits. A few of them are listed below:

1. Coverage under Group Medical Insurance Policy for Self and direct dependents like Spouse, Children (s) & Parents where the premium to be borne by the company as well as the employee
2. Coverage under Group Personal Accident Policy as per your Grade
3. Coverage under Employee Deposit Linked Insurance (for employees under Provident Fund)
4. Coverage under the Future Service Liability for the full anticipated service and also the Gratuity as per the Payment of Gratuity Act, 1972

AMENDMENT TO THE COMPENSATION AND BENEFITS STRUCTURE

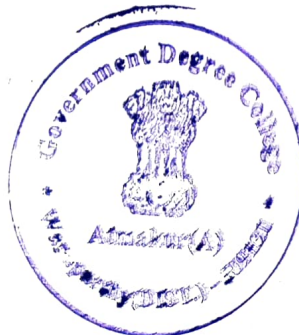
The company reserves the right to modify the structure time to time depending on need. The employee shall be intimated about the changes as required.


I have read and understood the terms and conditions mentioned above. I undertake that there would be no breach of this confidentiality agreement. I hereby accept the engagement on the said terms and conditions. By accepting this offer, I authorize Granules India Ltd., to verify the documents from an outside Background Screening Agency, which includes my current/previous Employment history, Educational / Professional Credentials and background verification. If upon investigations, any false or misleading information found may result in dismissal of employment.

Signature : _____

Name : _____

Date : _____




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UPKEEP AND MAINTENANCE OF ASSETS

The employees are responsible for safe keeping and return in good condition and order the company's property and / or equipment which they may be given or handed over for official use. The employees will return forthwith, as and

when called upon to do so, in good condition and order, all property and / or equipment which may have come into their possession during the course of the employment.

CONFIDENTIALITY AND NON-DISCLOSURE

An employee shall not disclose without written consent, any trade secret or confidential information concerning the financial arrangements or position of the Company or any of the dealings, transactions or affairs of Company's business. Without prejudice to the generality of this clause, the confidential information of the Company includes information concerning client lists, business, databases, marketing plans and strategies, sales, pricing and margin information, and everything else marked "Confidential" or which is otherwise indicated, explicit or implicit to be subject to an obligation of confidence.

Any commitment given by the Company, to third parties including collaborators, customers, and suppliers regarding confidentiality of information available to an employee will become automatically binding on such employee. Employees will have to give an undertaking to the company to ensure Protection of Intellectual Property Rights and Confidentiality provisions as mentioned above.

An employee may publish any articles or deliver any talk or be associated with any organization pertaining to his / her profession only with a prior written consent of the company.

INTELLECTUAL PROPERTY

It is a condition of the employment that the Company is the owner of all copyright and all other intellectual property rights of whatever nature in work, computer programs, and other projects incorporating intellectual property, which are created or developed by the employees during their employment.

To the extent that, by law, the employee does not have any legal or equitable interest in any work, including any computer program, databases, documents, artwork, film, or sound recording created or developed pursuant to the employment with the Company, the employee hereby irrevocably and unconditionally assigns to the company all intellectual property rights including copyright, in all such works.

RETIREMENT AGE

All employees shall retire from the services of the company on attaining the age of 60 years. Any extension to the employment beyond the age of 60 years shall be with mutual consent and on terms and conditions as agreed.

POLICIES AND PROCEDURES

All employees are liable to conform to Company policies and procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.


CODE OF BUSINESS CONDUCT

All employees are required to adhere to the Code of Business Conduct. The employees are required to sign a declaration in the requisite format undertaking adherence to the Code of Business Conduct.

JURISDICTION

Any disputes arising out of and / or relating your employment with the company shall be subject to the jurisdiction of city of Hyderabad only.




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Mahesh Pakanati

SERVICE CONDITIONS FOR EMPLOYEES IN STAFF AND EXECUTIVE GRADES

INTRODUCTION AND SCOPE

The Service Conditions are intended to give a clear understanding of the conditions and regulations of employment at Granules India Ltd., and its group companies. Some parts of this annexure are descriptions of standards and expectations and are intended to guide employees. Other parts are rules and regulations governing the employment in the Company. In the spirit of continuous improvement, the service conditions may be modified at any time. In this event, all concerned employees will be communicated about the same from time to time.

EMPLOYEMENT STATUS

You will be on **Probation** for a period of **One Year** from the date of your joining duties, which may extend, depending upon your performance, conduct, attendance etc., During the Probation period,
- if your performance is found to be not satisfactory, your services are liable for termination without assigning any reasons whatsoever.

LEAVES AND HOLIDAYS

All employees are eligible to avail leave as per the leave rules applicable to the business unit / office to which they belong to.

SHIFT TIMINGS, HOURS OF WORK & WEEKLY HOLIDAY

The working hours and the weekly offs depend on the business unit / office to which the employee belongs to.

DUAL EMPLOYMENT

The employees are expected to be in full time employment of the organization and therefore shall not engage in any other profession or business unless it's consented by the company in writing.

TERMINATION OF EMPLOYMENT

An employee's appointment is terminable by **Three Months'** notice or payment of **Three Months Basic salary** in lieu thereof by either side. In case an employee affects such termination by resignation, the employee is required to serve complete **Three Months** before he / she can be relieved from the services of the company. However, relieving from the company will take place after the company is satisfied that proper handing over of papers, documents, information, and assets is completed.

The company will not be liable to pay notice pay in case the appointment is terminated on grounds of

(i) Breach of confidentiality (ii) Gross negligence (iii) Violation of law or willful noncompliance of law (iv) Misconduct (v) Violation of the Code of Conduct or (vi) Providing false information at the time of appointment.


FUNCTIONAL RESPONSIBILITIES

Subject to superintendence, control and direction of the Reporting Authority, you will be responsible for all the functions that are allocated to you by your Reporting Authority from time to time, for which you shall maintain the relevant records and comply with all the statutory requirements, if any, within the stipulated time. You may also be entrusted with any other tasks or assignments from time to time in the exigencies of the Company's business orally or in writing either by your Reporting Authority or by any other higher official.

MEDICAL EXAMINATION

Further, your continuance in the employment is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.




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Mahesh Pakanati

FINISHED DOSAGES

GRANULES INDIA LTD., Sy No. 160/A, 161/E, 162 & 174/A, Gagillapur Village,
Dundigal Gandimaisamma Mandal, Medchal-Malkajgiri District - 500 043, Telangana, India.
Tel: +91 8418 696400 / 01, Fax: +91 8418 696402, mail@granulesindia.com, www.granulesindia.com
CIN: L24110TG1991PLC012471

May 2, 2022

**Mr. Mahesh Pakanati,
H NO:1-54, Thippadampalle
Wanaparthy, Telangana.**

Dear **Mahesh Pakanati,**

This has reference to your application for employment and subsequent interviews you had with us. We are pleased to appoint you as **Technical Trainee** in **FD Production** function in the grade **TT**, in our company on the following terms and conditions:

Your total remuneration and other perquisites will be **Rs.1,80,000/- (Rupees One Lakh and Eighty Thousand only)** per annum (Refer **Annexure** for detailed breakup)

Matters pertaining to your remuneration are treated in strictest of confidence by the company and the same is expected on your part. You shall maintain complete confidentiality in all the information herein disclosed to you. Any inconsistent action by you involving a disclosure of these details will attract strict disciplinary action.

At present you will be posted at our **GGP**. However, your services are liable to be transferred to any other department, to any shift, work sites, offices, branches, factories associates or group companies anywhere in India/outside India depending upon the exigencies of work.

Your appointment is subject to your being found physically fit which need to be certified by a Registered Medical Officer. Your date of birth as per your application for appointment is **June 10, 1998** and the same is hereby confirmed.

We request you to join the organization at the earliest, however not later than **May 09, 2022**. Please carry the below mentioned original documents for verification and submit the photocopies.

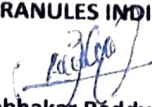
- Proof of date of birth / SSLC / HSC certificate stating date of birth
- Educational Qualifications
- Relieving and Experience letter from the previous employer/s
- Aadhaar card and PAN Card (**mandatory**)
- Passport / Voter card / Driving License / Ration Card
- Four copies of your recent Identity card size and one copy of stamp size color photograph
- Form – 16 of last two financial years from previous employer (if applicable)

Please contact the HR Department at 09:30 hrs on the date of joining at Granules India Ltd., Gagillapur Village, Dundigal-Gandimaisamma Mandal, Madchal-Malkajgiri District – 500 043 to complete the joining formalities.

Please sign the duplicate copy of this letter as an acceptance of the terms contained herein and confirm the date by which you will be joining the organization latest by **May 05, 2022** after which the offer will stand withdrawn.


We look forward to having long-term association with you.

With best wishes
for **GRANULES INDIA LIMITED**


B. Prabhakar Reddy
General Manager – HR & Admin

REGISTERED OFFICE: 2nd Floor, 3rd Block, Adlon Dome Hub, Madhapur, Hyderabad - 500 081, TS, India.




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