

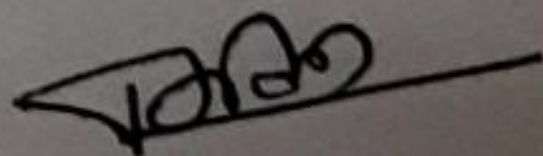
Ms. Tejaswani Bise
124/3, Rustam Ka Bagicha
Malwa Mill,
Indore, M.P. 452007

Date:- 16/03/2022

Dear Ms. Tejaswani,

Congratulations on your appointment! We welcome you to **Choksi Laboratories Ltd** and wish you a long and meaningful career with us.

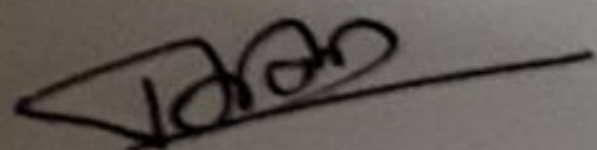
- 1. COMPENSATION & BENEFITS:** The detailed breakup of your compensation and other company benefits applicable to your grade is enclosed.
- 2. DESIGNATION & GRADE:** You would be designated as **Trainee in Drugs & Chemical department.**
- 3. LOCATION & DATE OF JOINING:** You would be based at **Choksi Laboratories Ltd-Indore.** You would be required to join as early as possible, but not later than **23/03/2022.** If you do not join your duty on the said date, this appointment letter shall be treated as canceled, unless the extension of the said date for joining duty is granted by us in writing..
- 4. DEPUTATION & TRANSFER:** During your employment with the Company, the Company may, at any time, at its sole discretion station you in any other location in India. The Company shall also be entitled at any time to transfer you to any of its Affiliates, Subsidiaries or Sister Companies with or without any changes to the terms and conditions and you shall comply with all directions and instructions in that regard.
- 5. PAST RECORD:** If any declaration given or furnished by you to the company prove to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable for removal from service without any notice.
- 6. NOTICE PERIOD:** You will be on probation of Three months from the date of your appointment. Probation period may be extended from time to time at the discretion of the management. This contract of employment is terminable by either party giving Three month (90 days) notice during training period or probation period as & after confirmation also. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. Further Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensation for the un-expired period and is not bound to give reason thereof. If the employee is found to not take his/her work with sincerity after resignation or is absent from work, it will considered as if the employee is absconding and the employee will be immediately relieved without any pay; the employee will have to pay full notice pay to the Company for this unethical behavior as well as any ancillary costs of training, hiring and relocation of new employee on same position. If person is removed for any reason or is absconding from work, doesn't clear dues , or is on probation period , no relieving letter can be provided.
- 7. DATA INTEGRITY:** The Company is in the critical business of quality evaluation of life saving drugs and materials. You are required to follow company's Data Integrity and Quality Assurance policies & procedures; breach of these policies and procedures can lead to criminal prosecution. Therefore any action(s) of employee that leads to harm to company's reputation or business due to action(s) of employees, will lead to immediate termination and no compensation will be paid to the employee for notice period or bonus. Further the company reserves the right to recover the full extent of damages / loss of goodwill from the employee.



Corporate Office & Central Laboratory :

Survey No. 9/1., Balaji Tulsiana Industrial Park,
Kumedi, Off. M.R. 10 Toll Naka, Indore – 452010, M.P. (India)
Tel. +91 731 3501112 (60 Lines)
Email : indore@choksilab.com
Website : www.choksilab.com

8. **CONFIDENTIALITY:** The company has confidentiality agreements with all clients. These agreements are required to protect patents, confidential information and R&D and other proprietary information of the company as well as its clients. All employees are also bound by confidentiality, information of the company as well as even after termination of services. All work carried out by employee, policies and procedures of the company and its clients, protocols, reports, test & calibration data, audit observations, instrument data, calculations, know-how, show-how, and data generated and testing and calibration activity, is extremely confidential and proprietary information of Choksi Laboratories Ltd. The employee cannot share this information with any third party, nor is the employee allowed to forward such information to himself or others over emails or any other mode of communication, unless it is as a part of work duties. NO data / information can be deleted and is subject to IT policies of the company.
9. **AUTHORIZED SIGNATORIES:** The company will select, train and make certain key individuals Authorized Signatories based on their knowledge and experience. These individuals may be trained externally and may have to pass external certifications from FDA, NABL and other government bodies. Any individual in Authorized Signatory capacity cannot be relieved until an alternate authorized signatory has been approved by government / regulatory body, as without Authorized Signatory, all business for that function will come to a standstill. If an Authorized Signatory leaves without information or before designated / mutually agreed date for reliving, the employee will be considered as absconding and the full cost of loss of business and getting a second Authorized Signatory in that position will be recovered from the employee. This position is a legal position and required by law or regulatory bodies for running various business functions. All heads of departments / divisions are Authorized Signatories. Additional Authorized Signatory are assigned by regulatory agencies through audits and through job descriptions as and when they are selected.
10. **TRAINING:** During the course of the employment the Company may pay for external training of the employee to upgrade their skills or as a requirement by regulatory agencies; the external training can be off site on a different location or on-site by calling external trainers. Such training cost is fully recoverable from employees if they exit the organization within two years of the training imparted. You are being hired as Fresher, and company is bearing your on job training, which is costing INR One Lakh. So, You need to meet with the expectations of your Employment Letter.
11. **EXCLUSIVISITY & NON-SOLICITATION:** The employees cannot be employed (whether full time/part time/consultancy) for another company/organization while in services of Choksi Laboratories Ltd. During the course of their employment, the employee will may come in contact with several business partners and clients for e.g. through audits and business meetings. An employee of the Company, during or after 5 years from employment with CLL, will not solicit Company's vendors and/or customers; Employee will also not induce other CLL employees to leave or join another party.
12. **JURISDICTION:** Choksi Laboratories Ltd. retains the right to legally pursue and recover costs from the employee for breakages/damages to its property/ instruments. Such costs will cover cost of repair / replacement/business losses and any other incidental costs. All terms and conditions of this agreement are subject to Indore (MP-INDIA) jurisdiction.
13. The Employee understands that he/she will be provided significant training by Choksi Laboratories Ltd. In addition to training Choksi Laboratories Ltd. May also invest in getting regulatory approvals for employees, such as but not limited to NABL authorized signatory / FDA approval for the employee. If the employee leaves before providing suitable notice period/ time to allow Choksi Laboratories to hire/ train/ qualify and/ or get approved another replacement employee, Choksi Laboratories Ltd. will recover the cost of business losses/hiring/training/qualifying and other incidental costs from the employee.



14. The employee will be bound by Choksi Laboratories Ltd's Data integrity and confidentiality agreements. All joining expenses, notice period reimbursement or any amount which company pay at the time of joining will be recoverable in case you left company within 2 years of time.

15. This offer of employment is conditional to the satisfactory completion of all-regulatory/ background checks and medical /Health checkup. Please note that failure to clear any one of the above will lead to the immediate withdrawal of this offer letter.

At the time of joining, please bring this letter with your along with the following certificates, If not submitted already.

- Photocopy of your date of birth certificate.
- Photocopies of your educational qualification certificates. (start from 10th to latest qualification)
- Three passport size photographs.
- Relieving letter from your previous employer with copy of last salary slip.
- Photo ID proof & Permanent residence proof.
- One Cheque for security purpose.

Note: Kindly consider this letter as information of your selection, appointment letter will be provided at the time of joining after verification of your documents.

We once again welcome you to **Choksi Laboratories Ltd** and wish you a long fulfilling career with us.

Yours truly,
For **CHOKSI LABORATORIES LIMITED**

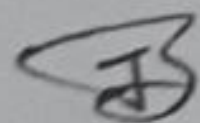


Human Resources

NOTE: Kindly return the duplicate copy of this letter with your acceptance.

I **Ms. Tejaswani Bise** I agree to accept employment on the terms and condition mentioned in the above letter. I shall be reporting for duty on ...23/03/2022.....

Ms. Tejaswani Bise



(Signature)

Confirmation Letter

Date: 25/06/2022

Ms. Tejaswani Bise,
IDR01305
CLL, Indore

Dear Ms. Tejaswani,

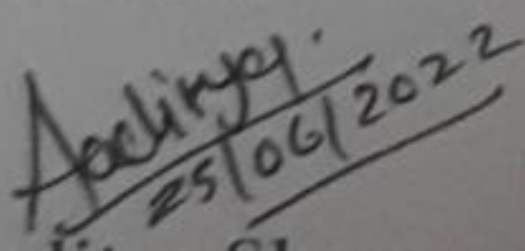
Consequent to the review of your performance during your probation, we have the pleasure in informing you that, your services are being confirmed with effect from 25/06/2022.

All the other terms and conditions as detailed in your appointment letter remain unchanged.

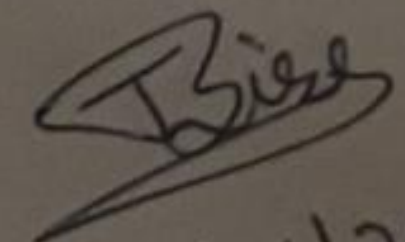
We look forward to your valuable contributions and wish you all the very best for a rewarding career with the organization.

Please sign the duplicate copy of this letter as a taken of acceptance of the same.

For Choksi Laboratories Ltd.


Aaditya Sharma

Human Resources


25/06/2022