

**Sun Pharmaceutical Industries Ltd.**

Sun House, Plot No. 201 B/1,  
Western Express Highway, Goregaon (E),  
Mumbai - 400 063, Maharashtra, INDIA.  
Tel. : (91 -22) 4324 4324  
Fax.: (91 -22) 4324 4343  
Website : www.sunpharma.com  
CIN : L24230GJ 1993PLC019050



SPIL/COR/HRD/22667/21  
Date 08/23/2022

Vanshika Vaish  
30 Ticket Ganj  
Budaun, Uttar Pradesh  
India, 243601

Dear Vanshika,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of Senior Officer - Regulatory & Business Continuity in the G12B grade in our organization to be based at Baroda

This offer is contingent upon successful completion of a Background Check, including a check of your employment references, education, criminal check etc. This offer can be rescinded, and/or your employment terminated, based upon data received in the verification.

Our formal appointment letter giving detailed terms and conditions of your employment shall be issued upon your joining duty, subject to finding your educational and professional documents accurate as mentioned in Personal Information Form, your providing us with a relieving letter from your present organisation and you being found medically fit after examination by a medical practitioner not less than MBBS.

The detail of medical tests to be conducted and requirement documents at time of joining are given in the separately enclosed letters.

You have agreed to sign a service bond for a period of two years.

Please sign the duplicate copy of offer letter indicating your acceptance and date of joining and return the same to us for our records.

With best wishes  
Yours sincerely  
SUN PHARMACEUTICAL INDUSTRIES LTD.

A handwritten signature in blue ink, appearing to read "Mans", is written over a light blue horizontal line.

AUTHORISED SIGNATORY

Accepted and agreed to join on or before -----

Signature -----

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Date 08/23/2022

Vanshika Vaish

Subject: Documents Required On Joining Day.

Dear Vanshika,

This is in reference to our offer letter, you are requested to carry in original as well as photocopies of below mentioned documents (as applicable to you).

Sr No	Description	Documents	Comments
1.	Educational certificates ( X, XIIth, Graduation, Post Graduation	Mark Sheet, Certificates	-
2.	Professional Qualification	Mark Sheet, Certificates	If Applicable
3.	Proof of Birth	Birth certificate / Leaving Certificate	-
4.	Resignation Letter	-	Not Applicable for Freshers
5.	Relieving & Experience Certificate	-	Not Applicable for Freshers
6.	Pan Card & Aadhar Card	-	-
7.	5 Passport Size Photo	-	If covered under ESIC, 1 family photo Post Card Size is required
8.	Residential Address Proof (Permanent as well as present)	Ration card/ Passport/ Voter ID/ Electricity/ Telephone bill / Leave & License agreement	Any one
9.	Universal Account No. (UAN) from previous organization for Provident Fund		This No. can be availed from HR Department of previous organization
10.	PF No. from previous organization (If applicable)	PF Annual Statement slip	

Thanking you

Regards,  
SUN PHARMACEUTICAL INDUSTRIES LTD.

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Date 08/23/2022

Vanshika Vaish  
30 Ticket Ganj  
Budaun, Uttar Pradesh  
India, 243601

Dear Vanshika,

You are also requested to get the following medical tests conducted as a part of the pre-employment medical checkup:

CBC  
ESR  
Urine Routine  
Blood Grouping & Rh Factor  
ECG  
Blood sugar  
Vision Test  
Lung Function  
X-Ray - Chest  
Audiometry  
SGPT  
S Creatinine  
General Physician Examination

The amount spend on medical checkup shall be reimbursed, upto a maximum limit of Rs 700/- (Rupees Seven Hundred Only), on submission of bills on your joining duties. You are requested to send us the medical report at our corporate office.

Please note that you should resign from your present employment only on completion of your medical examination and after getting a medically fit report.

Regards,  
SUN PHARMACEUTICAL INDUSTRIES LTD.

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**Annexure**

Name:Vanshika Vaish		Designation : Senior Officer - Regulatory & Business Continuity in the G12B Grade		Location: Baroda	
Components		Monthly Components	Annual Amounts		
Basic Salary		11,686.00	140,227.00		
HRA		8,180.00	98,159.00		
Education Allowance		0.00	0.00		
Attendance Incentives		0.00	0.00		
LTA		0.00	0.00		
Fuel Reimbursement		0.00	0.00		
Driver Salary Reimbursement		0.00	0.00		
Annual Bonus		0.00	28,045.00		
Supplementary Allowance		0.00	0.00		
PF (Employer Contribution)		1,402.00	16,827.00		
Gratuity (Amortized value shown here, Actual payable only as per Act and company policy)		562.00	6,742.00		
<b>Total</b>			290,000.00		
Car allowance (payable only if employee doesn't avail of company car)		0.00	0.00		
<b>Total Remuneration</b>			290,000.00		

Registered Office: SPARC, Tandalja, Vadodara 390 012, Gujarat, INDIA.  
Reaching People. Touching Lives