



Ref: PER/SUPPORT/2022

Employee Name: Kante Bharath

Emp Code: 13275

Division: Mesmer Pharmaceuticals

Hyderabad

Dear Mr Kante Bharath,

We are pleased to offer you an appointment in our organization with effect from 16<sup>th</sup> September, 2022 with the following conditions.

1. Salary & Scale

Your designation and salary, with effect from 16<sup>th</sup> September, 2022 will be as follows:

Designation: Management Trainee (MT)

Gross Salary: Rs. 24,773/- (Annexure I with detailed Salary Structure)

Job Location: Hyderabad

2. Increments

Increment will not be automatic, but will depend on a) the financial results of the company and that of your department; and b) your individual performance. Increment will be granted subject to the above and the approval of the Company ("Management").

3. Probationary Period

You will be on probation for a period of 12 months from the date of your commencement of employment. The Company shall reserve the rights to extend your probationary period when deems necessary.

Upon your completion of the probation period, you are deemed to be confirmed and the rules applicable to all permanent employees will apply to you, unless and otherwise your probation period is extended.

For,  
Mesmer Pharmaceuticals

Authorized Signatory



Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARRANGAL-506 001(T.S.)

Corporate Office : Plot No.18, Road No.12, Techpark, IDA Nacharam, Hyderabad-500076, TS. Tel : 040-2930 3350/3850/3870

Registered Office : "VEDHA", No.13, Mangala Nagar 1st Main Road, Ponur, Chennai-600116, TN. Tel : 044-22522618/592

Factory : C-28, Sidco Pharmaceuticals Complex, Alathur Village, Thiruppur Taluk, Chennai-603110, TN. Tel : 044-27444401/29545

E-mail : admin@iconlife.in www.iconlifesciences.in

November 12, 2022

Miss Akshithachari  
H.No: 16/3/13-1,  
Hanamkonda, Vidhya Nagar  
Telangana state

Dear  
Miss Akshithachari

Letter of Offer


Based on the meeting and the discussions we had with you, we are pleased to offer you the position of "Trainee - Analytical R&D" as per the terms and conditions agreed during the course of the interview. Your place of posting will be at Chennai. Your compensation, on a cost to company basis will be Rs. 2,56,000/- per annum.

At the time of joining, we would request you to kindly submit a copy of your testimonials relating to your educational qualification, Pan card No., address proof, age proof, 2 recent passport size photographs, etc.


We welcome you on-board and look forward to you having long-term career with us. We request you to join on December 15, 2022. Please treat this offer as highly confidential. Kindly sign and return a copy of the letter of acceptance of the offer.

Best wishes,

For Eywa Pharma Private Limited,

  
R. Jayakumar  
Chief Executive officer

Encl: a.a.

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Registered Office:  
Eywa Pharma Private Limited  
1<sup>st</sup> Floor, Shriram House  
No. 4, Burkit Road, T.Nagar  
Chennai — 600017, Tamil Nadu, India

Tel : +91 44 4905 2500  
Email: business@eywapharma.com



TeachGlobal.

**Teach Global Solutions Pvt Ltd**  
Kilaru Bhavan, Opp - Indu Fortune Fields  
LIG - 226, VII th Phase, KPHB Colony,  
Hyderabad - 500085.  
Telephone : +91 40 4541 9999  
Email Id : info@teachglobal.com  
Website : www.teachglobal.com

DATE: 16/11/2022

**Subject: Appointment Letter**

Dear Eppa Himaja Reddy,

I am pleased to inform you that you have been appointed for the role of Senior Executive. This is an official letter confirming your employment with Teach Global starting on 20/12/2022.

Your employment is subject to the terms and conditions detailed in the contract document supplied individually with this letter.

Please sign and return this letter no later than 10 days to signal your acceptance of this offer and all its terms.

Congratulations and welcome to Teach Global.

Sincerely,

T Sri Devi  
Director  
Teach Global

Principal.  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)



TeachGlobal.

## Teach Global Solutions Pvt Ltd

Kilaru Bhavan, Opp - Indu Fortune Fields  
LIG - 226, VII th Phase, KPHB Colony,  
Hyderabad - 500085.  
Telephone : +91 40 4541 9999  
Email Id : info@teachglobal.com  
Website : www.teachglobal.com

DATE: 22/11/2022

### Subject: Appointment Letter

Dear E.Himaja Reddy,

I am pleased to inform you that you have been appointed for the role of Senior Executive. This is an official letter confirming your employment with Teach Global starting on 01/12/2022

Your employment is subject to the terms and conditions detailed in the contract document supplied individually with this letter.

Please sign and return this letter no later than 10 days to signal your acceptance of this offer and all its terms.

Congratulations and welcome to Teach Global.

T Sri Devi  
Sincerely,  
Director  
Teach Global

Principal  
St. Peter's Institute of Pharmaceutical Science  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

# Sun life science

## OFFER LETTER

Date: 19-11-2022

Name: P. Sravanthi

Dear Sravanthi

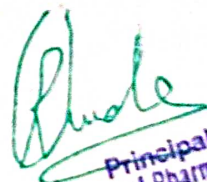
SUB: OFFER TO JOIN AS Junior Assistant for AR&D Department

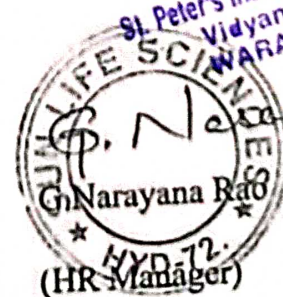
This is with reference to your application to your application and subsequent interview you had with us. We are delighted to offer you role as Assistant in AR&D Department, your cost to the company (CTC) would be 2,48,000 (Two Lakh Fort Eight Thousand Only) per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

(As Discussed,) this offer will be subjected to following:

1. During the employment your required to show original educational certificates
2. During of first two years of employment your salary shall be revised for every one year based on your performance.
3. You are required to submit medical fitness certificate, on your date of joining as part of joining compliance.
4. You will be on probation for 6 months; upon periodic evaluation of your performance your employment shall be conformed as assistant
5. You will be required to sign the following at the time of joining
  - A) Two years indemnity bond
  - B) Confidential Agreement between Employee & Employer

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

  
G. Narayana Rao  
\*  
HYD-72.  
(HR Manager)

December 10, 2022

Mr K.Sai Sujith Kumar Goud  
H.No: 32/2/1-2  
Eluru, West Godavari Dist.  
Andhra Pradesh- 534001

Dear Mr Sujith Kumar

Letter of Offer

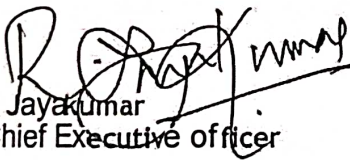
Based on the meeting and the discussions we had with you, we are pleased to offer you the position of "Trainee - Analytical R&D" as per the terms and conditions agreed during the course of the interview. Your place of posting will be at Chennai. Your compensation, on a cost to company basis will be Rs. 2,56,000/- per annum.

At the time of joining, we would request you to kindly submit a copy of your testimonials relating to your educational qualification, Pan card No., address proof, age proof, 2 recent passport size photographs, etc.


We welcome you on-board and look forward to you having long-term career with us. We request you to join on January 10, 2023. Please treat this offer as highly confidential. Kindly sign and return a copy of the letter of acceptance of the offer.

Best wishes,

For Eywa Pharma Private Limited,

  
R Jayakumar  
Chief Executive officer

Encl: a.a.

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Registered Office:  
Eywa Pharma Private Limited  
1<sup>st</sup> Floor, Shriram House  
No. 4, Burkit Road, T.Nagar  
Chennai—600017, TamilNadu, India  
CIN : U74900TN2015PTC100269

Tel : +91 44 4905 2500  
Email : business@eywapharma.com  
eywapharma.com

Dear V Sai Akhilesh

**Congratulations!** We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty-One Thousand Nine Hundred Ninety-Two Only)**. Your date of joining will be on or before **25 August 2022**, beyond which this offers stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 18th January 2023**.

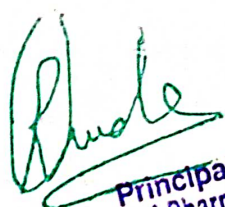
With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

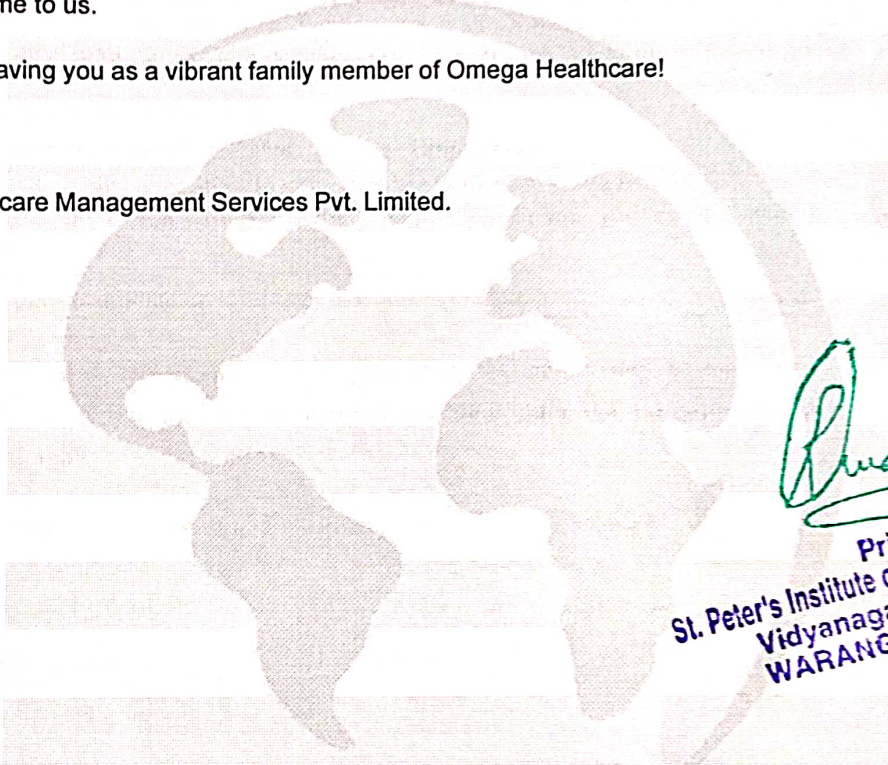
Sincerely,


For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

## Annexure A

### Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with Omega Healthcare Management Services Private Limited (hereafter referred to as the "company"), and those that may be amended from time to time.

#### Statement of Facts

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

#### Duties

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

#### Place of Work


You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

#### Hours of Work

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

#### Leave and Vacation

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Conduct**

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

**Confidentiality**

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

**Separation from the company**

- a. The retirement age of the company is 58 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90


- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

*I accept the terms and conditions of the Company mentioned above.*

Signature

V Sai Akhilesh  
Name


23rd December 2022  
Date

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Annexure - B**  
**SALARY STRUCTURE**

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benefits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by  
Vikram Kumar N  
Talent Acquisition

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)



TeachGlobal.

## Teach Global Solutions Pvt Ltd

Kilaru Bhavan, Opp - Indu Fortune Fields  
LIG - 226, VII th Phase, KPHB Colony,  
Hyderabad - 500085.  
Telephone : +91 40 4541 9999  
Email Id : Info@teachglobal.com  
Website : www.teachglobal.com

DATE: 22/11/2022

### Subject: Appointment Letter

Dear Y.Bhavani,

I am pleased to inform you that you have been appointed for the role of Senior Executive. This is an official letter confirming your employment with Teach Global starting on 01/12/2022

Your employment is subject to the terms and conditions detailed in the contract document supplied individually with this letter.

Please sign and return this letter no later than 10 days to signal your acceptance of this offer and all its terms.

Congratulations and welcome to Teach Global.

T Sri Devi  
Sincerely,  
Director  
Teach Global

Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)



TeachGlobal

**Teach Global Solutions Pvt Ltd**

Kilari Bhavan, Opp - Indu Fortune Fields  
LIG - 226, VII th Phase, KP#B Colony,  
Hyderabad - 500085.  
Telephone : +91 40 4541 9999  
Email Id : info@teachglobal.com  
Website : www.teachglobal.com

DATE: 16/11/2022

Subject: Appointment Letter

Dear Yeshaboina Bhavani,

I am pleased to inform you that you have been appointed for the role of Senior Executive. This is an official letter confirming your employment with Teach Global starting on 20/12/2022.

Your employment is subject to the terms and conditions detailed in the contract document supplied individually with this letter.

Please sign and return this letter no later than 10 days to signal your acceptance of this offer and all its terms.

Congratulations and welcome to Teach Global.

Sincerely,

T Sri Devi  
Director  
Teach Global

Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

December 01, 2022

Miss Nelli Akhila  
H.No: 32/2/1-2  
Eluru, West Godavari Dist.  
Andhra Pradesh- 534001

Dear Miss Nelli Akhila

Letter of Offer

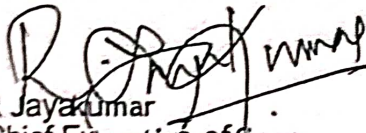
Based on the meeting and the discussions we had with you, we are pleased to offer you the position of "Trainee - Analytical R&D" as per the terms and conditions agreed during the course of the interview. Your place of posting will be at Chennai. Your compensation, on a cost to company basis will be Rs. 2,56,000/- per annum.

At the time of joining, we would request you to kindly submit a copy of your testimonials relating to your educational qualification, Pan card No., address proof, age proof, 2 recent passport size photographs, etc.


We welcome you on-board and look forward to you having long-term career with us. We request you to join on January 05, 2023. Please treat this offer as highly confidential. Kindly sign and return a copy of this letter in acceptance of the offer.

Best wishes,

For Eywa Pharma Private Limited,

  
R. Jayakumar  
Chief Executive Officer

Encl: a.a.

  
Principal  
St. Peter's Institute of Pharmaceutical Science  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Registered Office:  
Eywa Pharma Private Limited  
1<sup>st</sup> Floor, Shriram House  
No. 4, Burkit Road, T.Nagar  
Chennai—600017, Tamil Nadu, India  
CIN : U74900TN2015PTC100269

Tel : +91 44 4905 2500  
Email : business@eywapharma.com  
eywapharma.com

# Sun life science

## OFFER LETTER

Date: 11-12-2022

Name: Dear SaiSanjanaSri

SUB: OFFER TO JOIN AS Junior Assistant for AR&D Department

This is with reference to your application to your application and subsequent interview you had with us. We are delighted to offer you role as Assistant in AR&D Department, your cost to the company (CTC) would be 2,48,000 (Two Lakh Fort Eight Thousand Only) per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

(As Discussed,) this offer will be subjected to following:

1. During the employment you are required to show original educational certificates
2. During off first two years of employment your salary shall be revised for every one year based on your performance.
3. You are required to submit medical fitness certificate, on your date of joining as part of joining compliance.
4. You will be on probation for 6 months; upon periodic evaluation of your performance your employment shall be conformed as assistant
5. You will be required to sign the following at the time of joining
  - A) Two years indemnity bond
  - B) Confidential Agreement between Employee & Employer



*G. Narayana Rao*

*Prudh*

Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001 (T.S.)

# Sun life science

## OFFER LETTER

Date: 11-12-2022

Name: Dear SaiSanjanaSri

SUB: OFFER TO JOIN AS Junior Assistant for AR&D Department

This is with reference to your application to your application and subsequent interview you had with us. We are delighted to offer you role as Assistant in AR&D Department, your cost to the company (CTC) would be 2,48,000 (Two Lakh Fort Eight Thousand Only) per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

(As Discussed,) this offer will be subjected to following:

1. During the employment you are required to show original educational certificates
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3. You are required to submit medical fitness certificate, on your date of joining as part of joining compliance.
4. You will be on probation for 6 months; upon periodic evaluation of your performance your employment shall be conformed as assistant
5. You will be required to sign the following at the time of joining
  - A) Two years indemnity bond
  - B) Confidential Agreement between Employee & Employer



*G. Narayana Rao*

*Prudh*

Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001 (T.S.)

Date: December 20, 2022

Dear Jinnu Jose

**Congratulations!** We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty-One Thousand Nine Hundred Ninety-Two Only)**. Your date of joining will be on or before **25 August 2022**, beyond which this offers stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

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Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th January 2023**.

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR



**Principal**  
**St. Peter's Institute of Pharmaceutical Sciences**  
**Vidyanagar, Hanamkonda,**  
**WARANGAL-506 001(T.S.)**

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

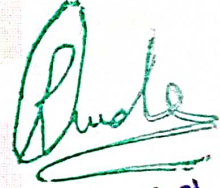
Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with Omega Healthcare Management Services Private Limited (hereafter referred to as the "company"), and those that may be amended from time to time.

**Statement of Facts**

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

**Duties**

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

**Place of Work**

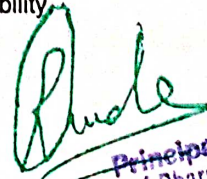
You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

**Hours of Work**

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

**Leave and Vacation**

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

## Conduct

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

## Confidentiality

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

## Separation from the company

- a. The retirement age of the company is 58 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90


- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

*I accept the terms and conditions of the Company mentioned above.*

Signature

Jinnu Jose  
Name


20th December 2022  
Date

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Annexure - B  
SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benefits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by  
Vikram Kumar N  
Talent Acquisition

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

# Sun life science

## OFFER LETTER

Date: 11-12-2022

Name: Talakoti Sravya Sree

Dear Sravya Sree

SUB: OFFER TO JOIN AS Junior Assistant for AR&D Department

This is with reference to your application to your application and subsequent interview you had with us. We are delighted to offer you role as Assistant in AR&D Department, your cost to the company (CTC) would be 2,48,000 (Two Lakh Fort Eight Thousand Only) per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

(As Discussed,) this offer will be subjected to following:

1. During the employment your required to show original educational certificates
2. During of first two years of employment your salary shall be revised for every one year based on your performance.
3. You are required to submit medical fitness certificate, on your date of joining as part of joining compliance.
4. You will be on probation for 6 months; upon periodic evaluation of your performance your employment shall be conformed as assistant
5. You will be required to sign the following at the time of joining
  - A) Two years indemnity bond
  - B) Confidential Agreement between Employee & Employer



*B. Narayana Rao*

Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

# Sun life science

## OFFER LETTER

Date: 21-12-2022

Name: Pilli Chandhana

Dear Chandhana

SUB: OFFER TO JOIN As Junior Assistant for AR&D Department


This is with reference to your application to your application and subsequent interview you had with us. We are delighted to offer you role as Assistant in AR&D Department, your cost to the company (CTC) would be 2,48,000 (Two Lakh Fort Eight Thousand Only) per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

(As Discussed,) this offer will be subjected to following:

1. During the employment your required to show original educational certificates
2. During of first two years of employment your salary shall be revised for every one year based on your performance.
3. You are required to submit medical fitness certificate, on your date of joining as part of joining compliance.
4. You will be on probation for 6 months; upon periodic evaluation of your performance your employment shall be conformed as assistant
5. You will be required to sign the following at the time of joining
  - A) Two years indemnity bond
  - B) Confidential Agreement between Employee & Employer



  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)



TeachGlobal.

**Teach Global Solutions Pvt Ltd**

Kilaru Bhavan, Opp - Indu Fortune Fields  
LIG - 226, VII th Phase, KPHB Colony,  
Hyderabad - 500085.  
Telephone : +91 40 4541 9999  
Email Id : info@teachglobal.com  
Website : www.teachglobal.com

DATE: 22/11/2022

**Subject: Appointment Letter**

Dear R.Nagarani,

I am pleased to inform you that you have been appointed for the role of Senior Executive. This is an official letter confirming your employment with Teach Global starting on 01/12/2022

Your employment is subject to the terms and conditions detailed in the contract document supplied individually with this letter.

Please sign and return this letter no later than 10 days to signal your acceptance of this offer and all its terms.

Congratulations and welcome to Teach Global.

**T Sri Devi**  
Sincerely,  
Director  
Teach Global

**Principal**  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Manamkonda,  
WARANGAL-506 001(T.S.)





TeachGlobal.

Kilaru Bhawan, Opp - Indu Fortune Fields  
LIG - 226, VII th Phase, KPHB Colony,  
Hyderabad - 500085.  
Telephone : +91 40 4541 9999  
Email Id : info@teachglobal.com  
Website : www.teachglobal.com

DATE: 16/11/2022

Subject: Appointment Letter

Dear Ravula Nagarani,

I am pleased to inform you that you have been appointed for the role of Senior Executive. This is an official letter confirming your employment with Teach Global starting on 20/12/2022.

Your employment is subject to the terms and conditions detailed in the contract document supplied individually with this letter.

Please sign and return this letter no later than 10 days to signal your acceptance of this offer and all its terms.

Congratulations and welcome to Teach Global.

Sincerely,

T Sri Devi  
Director  
Teach Global

Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Date: November 22, 2022

Dear Mohammad Anjum

**Congratulations!** We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty-One Thousand Nine Hundred Ninety-Two Only)**. Your date of joining will be on or before **25 August 2022**, beyond which this offers stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO)** effective **18th January 2023**.


With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of **Rs.800/month**.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
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- Copy of AADHAR Card / Acknowledgement copy of AADHAR

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
V-1, 5th Floor, Honnamkonda,  
Banashankari-560 075 (T.S.)

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
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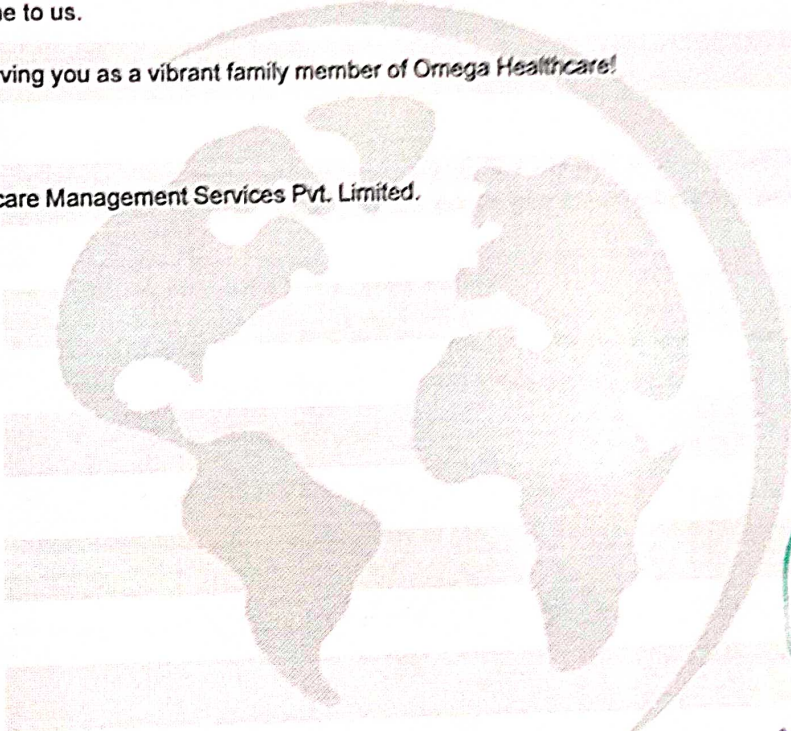
Sincerely,


For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamankonda,  
WARANGAL-506 001 (T.S.)

Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with Omega Healthcare Management Services Private Limited (hereafter referred to as the "company"), and those that may be amended from time to time.

**Statement of Facts**

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**Duties**

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit.
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- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

**Place of Work**

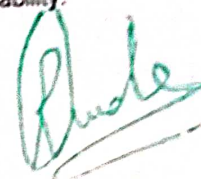
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- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

**Leave and Vacation**

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.



**Conduct**

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

**Confidentiality**

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- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

**Separation from the company**

- a. The retirement age of the company is 58 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

*I accept the terms and conditions of the Company mentioned above.*

Signature

Mohammad Anjum  
Name

23rd November 2022  
Date




Principal  
St. Peter's Institute of Pharmaceutical Science  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Annexure - B**  
**SALARY STRUCTURE**

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benefits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by  
Vikram Kumar N  
Talent Acquisition

  
 Principal  
 Sri Peeth's Institute of Pharmaceutical Sciences  
 Vidyanagar, Hanamkonda,  
 WARANGAL-506 001(T.S.)

Date: December 28, 2022

Dear Killari Satwika

**Congratulations!** We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be Hyderabad I with an Annual CTC Compensation of Rs. 331,992.00 (Rupees Three Lakh Thirty-One Thousand Nine Hundred Ninety-Two Only). Your date of joining will be on or before **25 August 2022**, beyond which this offers stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

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Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

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Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
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- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

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Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

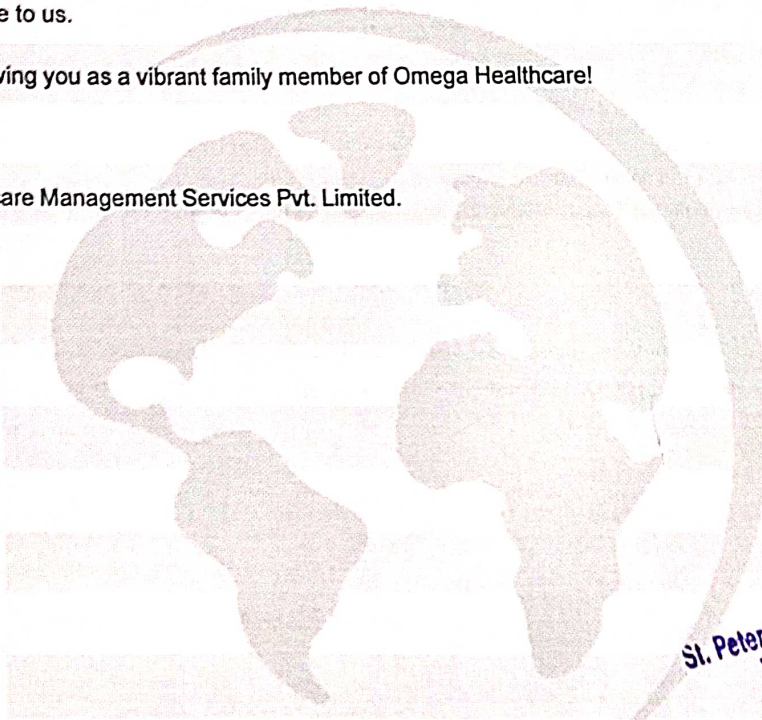
Sincerely,


For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Annexure A

Terms and Conditions of Employment

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- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

**Duties**

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit.
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

**Place of Work**

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

**Hours of Work**

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

**Leave and Vacation**

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorata basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.



Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanaagar, Hanamkonda,  
WARRANGAL-506 001(T.S.)

**Conduct**

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

**Confidentiality**

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

**Separation from the company**

- a. The retirement age of the company is 58 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, if the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

*I accept the terms and conditions of the Company mentioned above.*

Signature

Kilari Satwika  
Name


28rd December 2022  
Date

  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-505 001(T.S.)

**Annexure - B**  
**SALARY STRUCTURE**

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benefits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by  
Vikram Kumar N  
Talent Acquisition

  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

DATE: 22/11/2022

**Subject: Appointment Letter**

Dear M.Himabindhu,

I am pleased to inform you that you have been appointed for the role of Senior Executive. This is an official letter confirming your employment with Teach Global starting on 01/12/2022

Your employment is subject to the terms and conditions detailed in the contract document supplied individually with this letter.

Please sign and return this letter no later than 10 days to signal your acceptance of this offer and all its terms.

Congratulations and welcome to Teach Global.



**T Sri Devi**  
Sincerely,  
Director  
Teach Global



Principal  
St. Peter's Institute of Pharmaceutical Science  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)



TeachGlobal.

TEACH GLOBAL SOLUTIONS  
Klaru Bhavan, Opp - Indu Fortune Fields  
LIG - 226, VII th Phase, KPHB Colony,  
Hyderabad - 500085.  
Telephone : +91 40 4541 9999  
Email Id : info@teachglobal.com  
Website : www.teachglobal.com

DATE: 16/11/2022

Subject: Appointment Letter

Dear Manne Himabindhu,

I am pleased to inform you that you have been appointed for the role of Senior Executive. This is an official letter confirming your employment with Teach Global starting on 20/12/2022.

Your employment is subject to the terms and conditions detailed in the contract document supplied individually with this letter.

Please sign and return this letter no later than 10 days to signal your acceptance of this offer and all its terms.

Congratulations and welcome to Teach Global.

Sincerely,

T Sri Devi  
Director  
Teach Global

Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)



## Teach Global Solutions Pvt Ltd

Kilaru Bhavan, Opp - Indu Fortune Fields  
LIG - 226, VII th Phase, KPHB Colony,  
Hyderabad - 500085.  
Telephone : +91 40 4541 9999  
Email Id : Info@teachglobal.com  
Website : www.teachglobal.com

DATE: 22/11/2022

### Subject: Appointment Letter

Dear V.Vamshi Kiran,

I am pleased to inform you that you have been appointed for the role of Senior Executive. This is an official letter confirming your employment with Teach Global starting on 01/12/2022

Your employment is subject to the terms and conditions detailed in the contract document supplied individually with this letter.

Please sign and return this letter no later than 10 days to signal your acceptance of this offer and all its terms.

Congratulations and welcome to Teach Global.

**T Sri Devi**  
Sincerely,  
Director  
Teach Global

**Principal**  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)





TEACH GLOBAL SUMMITRIS PVT. LTD

Kilari Bhavan, Opp : Indus Fortune Fields  
116 : 27A, VII th Phase, KPIIB Colony,  
Hyderabad : 500083,  
Telephone : +91 40 4541 9999  
Email Id : info@teachglobal.com  
Website : www.teachglobal.com

DATE: 16/11/2022

Subject: Appointment Letter

Dear Vemula Vamsi Kiran,

I am pleased to inform you that you have been appointed for the role of Senior Executive. This is an official letter confirming your employment with Teach Global starting on 20/12/2022.

Your employment is subject to the terms and conditions detailed in the contract document supplied individually with this letter.

Please sign and return this letter no later than 10 days to signal your acceptance of this offer and all its terms.

Congratulations and welcome to Teach Global.

Sincerely,

T Sri Devi  
Director  
Teach Global

Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)



TeachGlobal.

## Teach Global Solutions Pvt Ltd

Kilaru Bhavan, Opp - Indu Fortune Fields  
LIG - 226, VII th Phase, KPHB Colony,  
Hyderabad - 500085.  
Telephone : +91 40 4541 9999  
Email Id : info@teachglobal.com  
Website : www.teachglobal.com

DATE: 22/11/2022

### Subject: Appointment Letter

Dear R.Neelima,

I am pleased to inform you that you have been appointed for the role of Senior Executive. This is an official letter confirming your employment with Teach Global starting on 01/12/2022

Your employment is subject to the terms and conditions detailed in the contract document supplied individually with this letter.

Please sign and return this letter no later than 10 days to signal your acceptance of this offer and all its terms.

Congratulations and welcome to Teach Global.

**T Sri Devi**  
Sincerely,  
Director  
Teach Global

**Principal**  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)





TeachGlobal

**Teach Global Solutions Pvt Ltd**

Kilaru Bhavan, Opp - Indus Fortune Fields

LIG - 226, VII th Phase, KPHB Colony,

Hyderabad - 500085.

Telephone : +91 40 4541 9999

Email Id : info@teachglobal.com

Website : www.teachglobal.com

DATE: 16/11/2022

**Subject: Appointment Letter**

**Dear Ranbakka Neelima,**

I am pleased to inform you that you have been appointed for the role of **Senior Executive**. This is an official letter confirming your employment with Teach Global starting on 20/12/2022.

Your employment is subject to the terms and conditions detailed in the contract document supplied individually with this letter.

Please sign and return this letter no later than 10 days to signal your acceptance of this offer and all its terms.

**Congratulations and welcome to Teach Global.**

Sincerely,

**T Sri Devi**  
Director  
Teach Global

**Principal**  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001 (T.S.)



**MESMER**  
PHARMACEUTICALS

Ref: PER/SUPPORT/2022

Employee Name: Bharatha Reethika

Emp Code: I3274

Division: Mesmer Pharmaceuticals

Hyderabad

Dear Ms Bharatha Reethika,

We are pleased to offer you an appointment in our organization with effect from 16<sup>th</sup> September, 2022 with the following conditions.

**1. Salary & Scale**

Your designation and salary, with effect from 16<sup>th</sup> September, 2022 will be as follows:

**Designation: Management Trainee (MT)**

**Gross Salary: Rs. 24,773/- (Annexure I with detailed Salary Structure)**

**Job Location: Hyderabad**

**2. Increments**

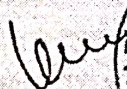
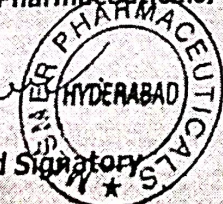
Increment will not be automatic, but will depend on a) the financial results of the company and that of your department; and b) your individual performance. Increment will be granted subject to the above and the approval of the Company ("Management").


**3. Probationary Period**

You will be on probation for a period of **12 months** from the date of your commencement of employment. The Company shall reserve the rights to extend your probationary period when deems necessary.

Upon your completion of the probation period, you are deemed to be confirmed and the rules applicable to all permanent employees will apply to you, unless and otherwise your probation period is extended.

For,  
Mesmer Pharmaceuticals,

  
Authorized Signatory  




Principal  
St. Peter's Institute of Pharmaceutical Science  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Corporate Office : Plot No:18, Road No.12, Techpark, IDA Nacharam, Hyderabad-500076, TS. Tel : 040-2930 3350/3850/3870  
Registered Office : "VEDHA", No:13, Mangala Nagar 1st Main Road, Porur, Chennai-600116, TN. Tel : 044-22522618/592  
Factory : C-28, Sidco Pharmaceuticals Complex, Alathur Village, Thiruporur Taluk, Chennai-603110, TN. Tel : 044-27444401/29545105  
E-mail : admin@iconlife.in www.iconlifesciences.in

Date: November 23, 2022

Dear Abina Saji

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty-One Thousand Nine Hundred Ninety-Two Only)**. Your date of joining will be on or before **25 August 2022**, beyond which this offers stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 18th January 2023**.


With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

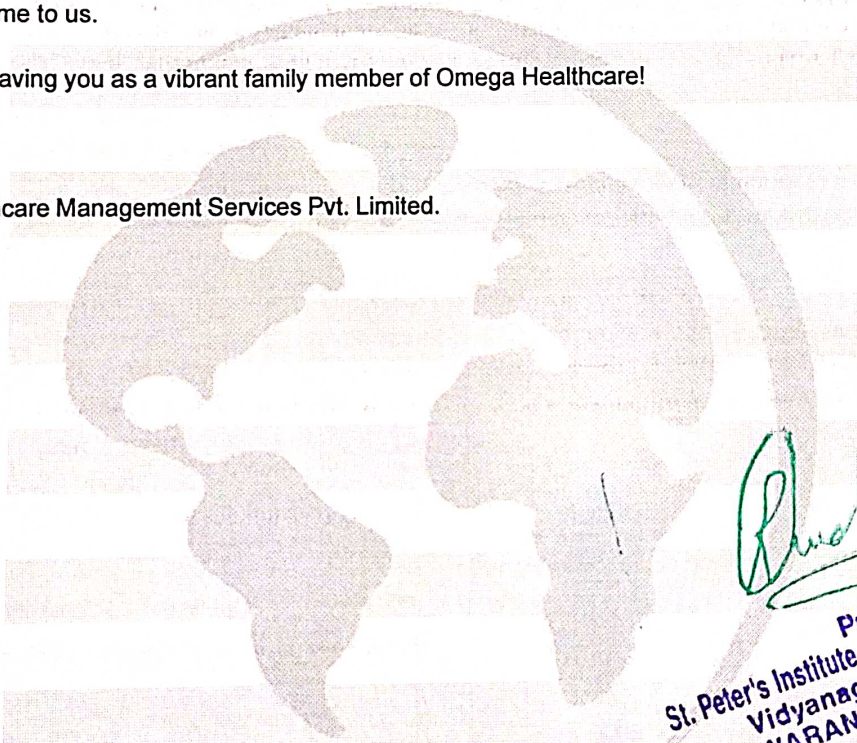
Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



*[Handwritten Signature]*  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Annexure A****Terms and Conditions of Employment**

You shall be governed by the following terms and conditions of service during your employment with Omega Healthcare Management Services Private Limited (hereafter referred to as the "company"), and those that may be amended from time to time.

**Statement of Facts**

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

**Duties**

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit.
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

**Place of Work**


You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

**Hours of Work**

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

**Leave and Vacation**

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

  
**Principal**  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Conduct**

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

**Confidentiality**

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

**Separation from the company**

- a. The retirement age of the company is 58 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period. If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

*I accept the terms and conditions of the Company mentioned above.*

Signature

Abina Saji  
Name

23rd November 2022

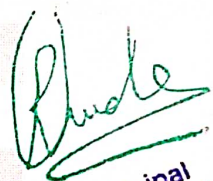
Date

Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Annexure - B**  
**SALARY STRUCTURE**

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
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Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benefits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by  
Vikram Kumar N  
Talent Acquisition

  
**Principal**  
**St. Peter's Institute of Pharmaceutical Sciences**  
**Vidyanagar, Hanamkonda,**  
**WARANGAL-506 001(T.S.)**

Date: November 23, 2022

Dear Kunati Ambika Reddy

**Congratulations!** We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty-One Thousand Nine Hundred Ninety-Two Only)**. Your date of joining will be on or before **25 August 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up to that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 18th January 2023**.  
With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

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Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

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- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Relieving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR



**Principal**  
**St. Peter's Institute of Pharmaceutical Sciences**  
Vidyanagar, Hanamkonda,  
WARANGAL-506 002 (T.S.)

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyenagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Annexure ATerms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with Omega Healthcare Management Services Private Limited (hereafter referred to as the "company"), and those that may be amended from time to time.

**Statement of Facts**

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

**Duties**

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

**Place of Work**

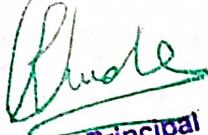
You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

**Hours of Work**

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

**Leave and Vacation**

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Conduct**

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

**Confidentiality**

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

**Separation from the company**

- a. The retirement age of the company is 58 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

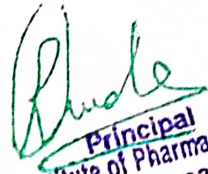
- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Kunati Ambika Reddy  
Name


23rd November 2022  
Date

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Annexure - B**  
**SALARY STRUCTURE**

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benefits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by  
Vikram Kumar N  
Talent Acquisition

  
 Principal  
 St. Peter's Institute of Pharmaceutical Sciences  
 Vidyanagar, Hanamkonda,  
 WARANGAL-506 001(T.S.)

November 12, 2022

Miss Basa Tejomayi  
H.No: 16/3/13-1,  
Hanamkonda, Vidhya Nagar  
Telangana state

Dear Miss Basa Tejomayi

Letter of Offer

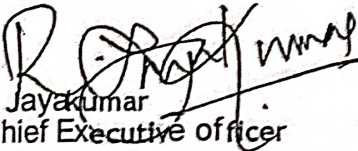
Based on the meeting and the discussions we had with you, we are pleased to offer you the position of "Trainee - Analytical R&D" as per the terms and conditions agreed during the course of the interview. Your place of posting will be at Chennai. Your compensation, on a cost to company basis will be Rs. 1,86,000/- per annum.

At the time of joining, we would request you to kindly submit a copy of your testimonials relating to your educational qualification, Pan card No., address proof, age proof, 2 recent passport size photographs, etc.


We welcome you on-board and look forward to you having long-term career with us. We request you to join on December 15, 2022. Please treat this offer as highly confidential. Kindly sign and return a copy of the letter of acceptance of the offer.

Best wishes,

For Eywa Pharma Private Limited,

  
R. Jayakumar  
Chief Executive Officer

Encl: a.a.

  
Principal  
J. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

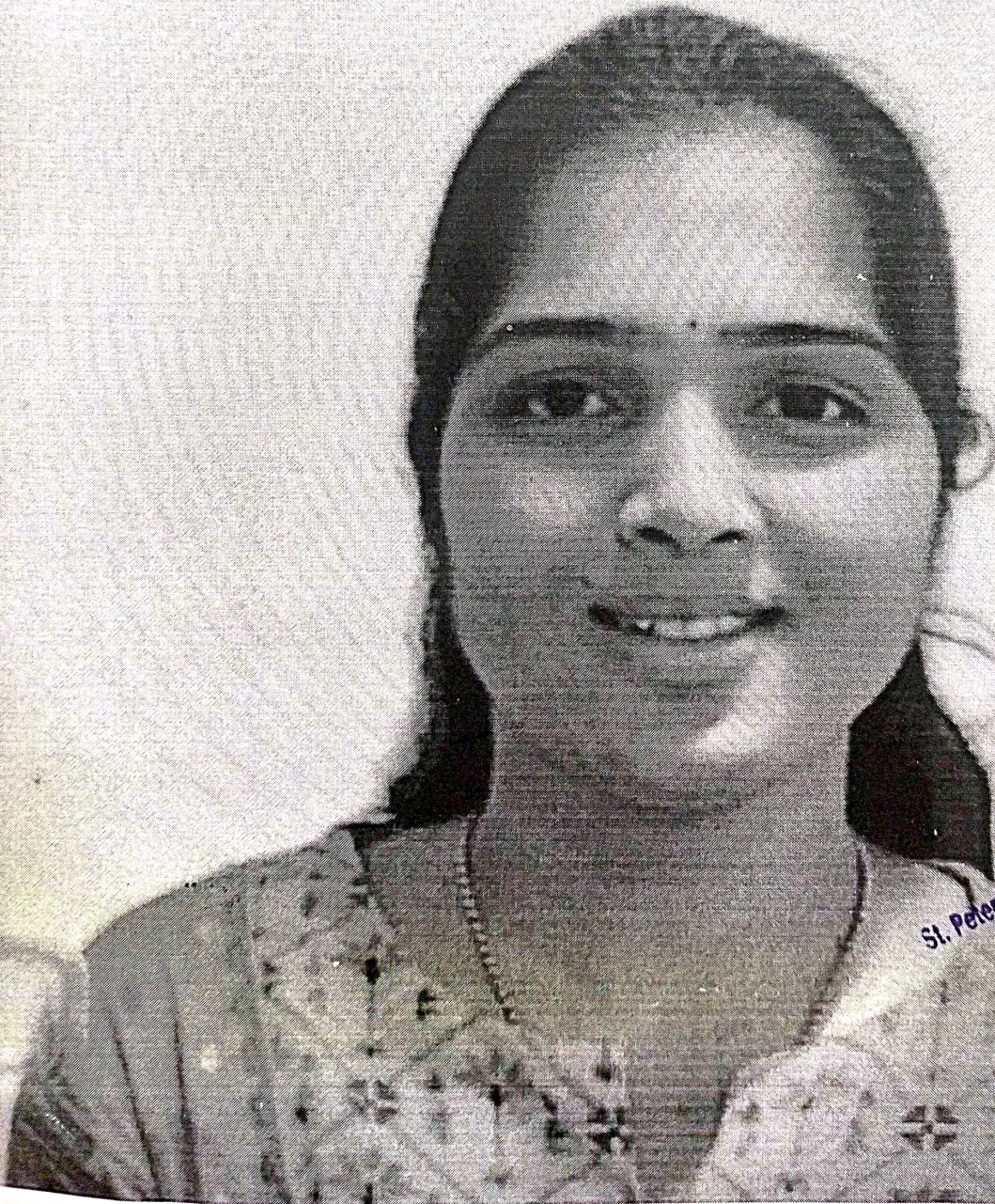
Registered Office:  
Eywa Pharma Private Limited  
1<sup>st</sup> Floor, Shriram House  
No. 4, Burkit Road, T.Nagar  
Chennai—600017, TamilNadu, India  
CIN : U74900TN2015PTC100269

Tel : +91 44 4905 2500  
Email : business@eywapharma.com  
eywapharma.com

# ADVITY

Jhansi Yerram

EMP ID: 10113



Principal  
St. Peter's Institute of Pharmaceutical Science  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001 (T.S.)

Date: January 11, 2023

Dear K. Spoorthy

**Congratulations!** We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty One Thousand Nine Hundred Ninety Two Only)**. Your date of joining will be on or before **13 January 2023**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 20th September 2022**.

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

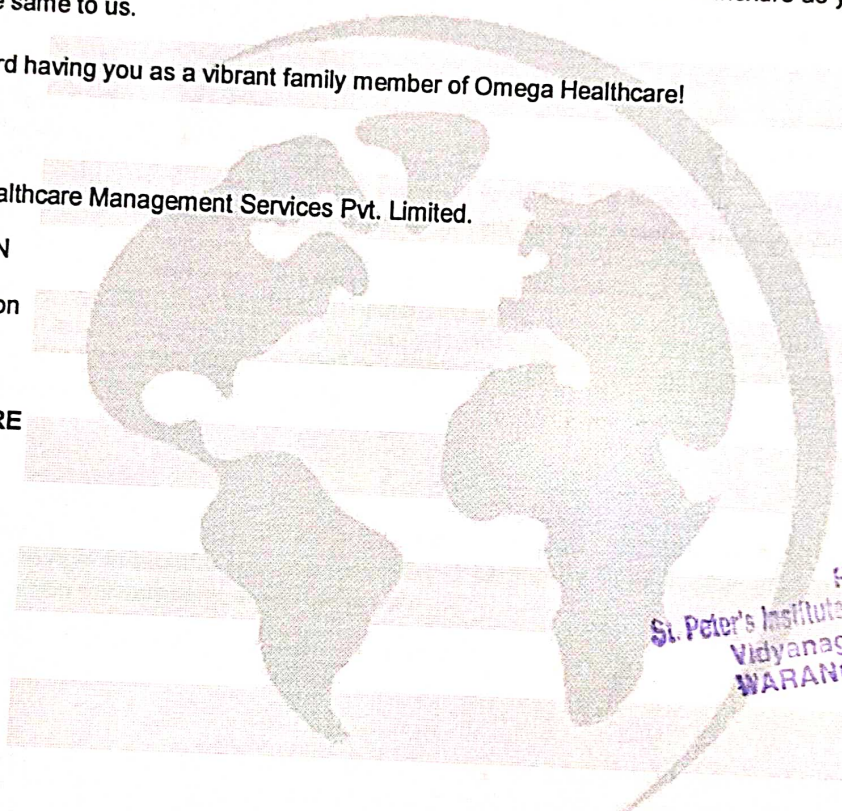
Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Annexure A****Terms and Conditions of Employment**

You shall be governed by the following terms and conditions of service during your employment with Omega Healthcare Management Services Private Limited (hereafter referred to as the "company"), and those that may be amended from time to time.

**Statement of Facts**

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

**Duties**

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

**Place of Work**


You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

**Hours of Work**

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

**Leave and Vacation**

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001 (T.S.)

**Conduct**

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

**Confidentiality**

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

**Separation from the company**

- a. The retirement age of the company is 58 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

*I accept the terms and conditions of the Company mentioned above.*

Signature

Name

Date




Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Annexure - B**  
**SALARY STRUCTURE**

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benifits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by  
Vikram Kumar N  
Talent Acquisition

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-505 001(T.S.)

Date: January 18, 2023

Dear A. Sunil

**Congratulations!** We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty One Thousand Nine Hundred Ninety Two Only)**. Your date of joining will be on or before **21 January 2023**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 24th September 2022**.

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of **Rs.800/month**.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

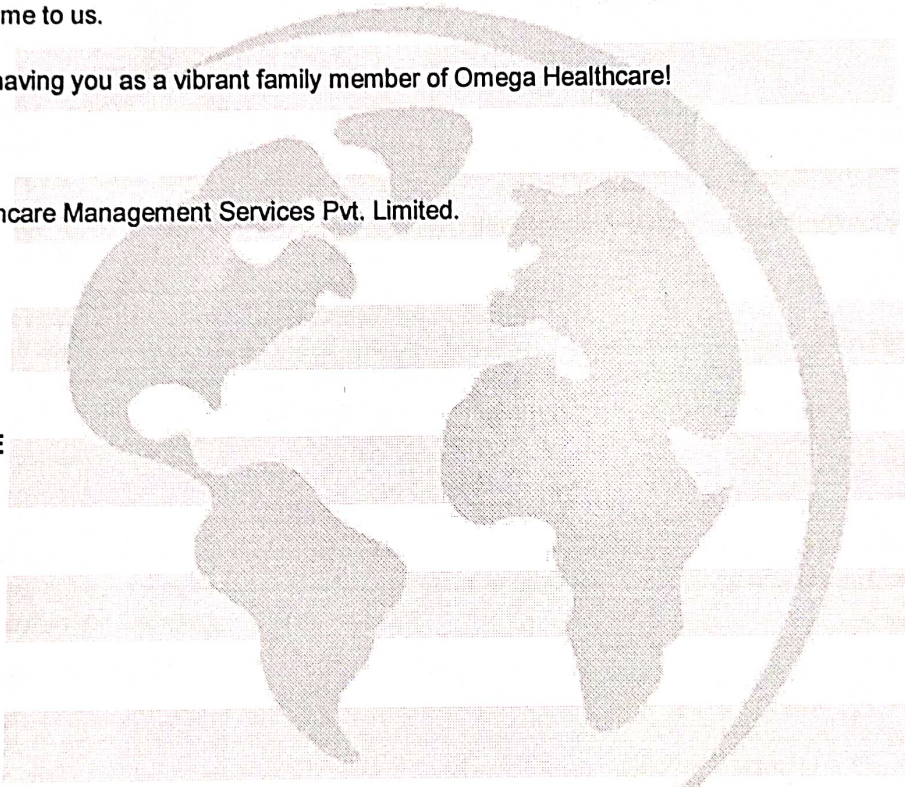
Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Annexure A****Terms and Conditions of Employment**

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

**Statement of Facts**

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
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**Duties**

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- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

**Place of Work**


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- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Conduct**

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

**Confidentiality**

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

**Separation from the company**

- a. The retirement age of the company is 58 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

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- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

*I accept the terms and conditions of the Company mentioned above.*

**Signature**

**Name**

**Date**




Principal  
 St. Peter's Institute of Pharmaceutical Sciences  
 Vidyanagar, Hanamkonda,  
 WARANGAL-506 001(T.S.)

**Annexure - B**  
**SALARY STRUCTURE**

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benefits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by  
Vikram Kumar N  
Talent Acquisition

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Date: January 23, 2023

Dear P. Sandhya

**Congratulations!** We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty One Thousand Nine Hundred Ninety Two Only)**. Your date of joining will be on or before **27th January 2023**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 26th September 2022**.


With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of **Rs.800/month**.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

  
Principal  
St. Peter's Institute of Pharmaceutical Services  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

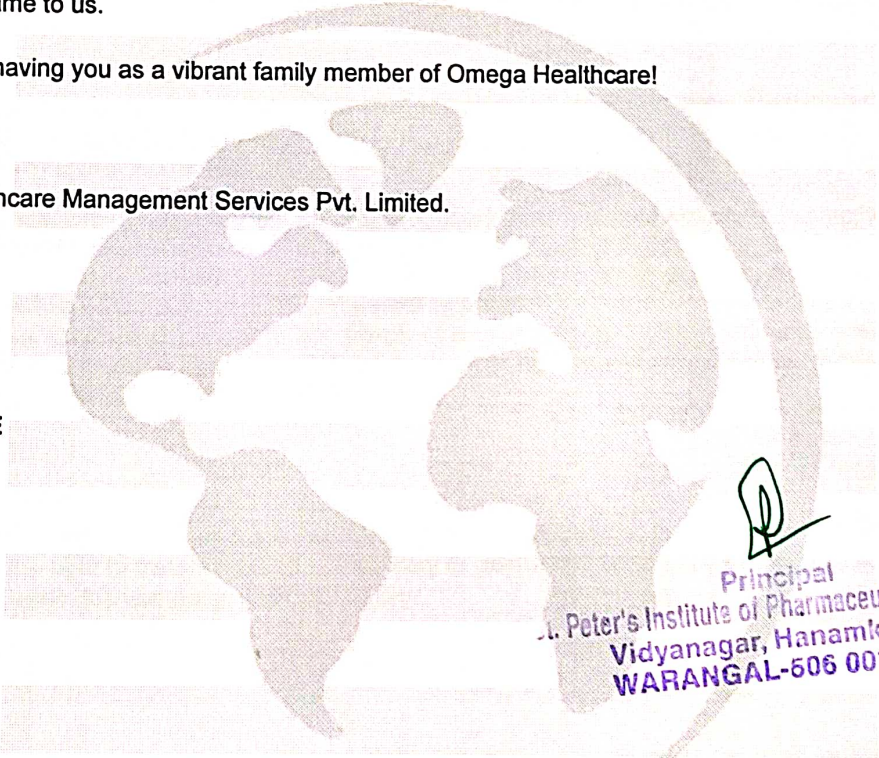
Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Annexure A****Terms and Conditions of Employment**

You shall be governed by the following terms and conditions of service during your employment with Omega Healthcare Management Services Private Limited (hereafter referred to as the "company"), and those that may be amended from time to time.

**Statement of Facts**

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

**Duties**

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

**Place of Work**


You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

**Hours of Work**

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

**Leave and Vacation**

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Conduct**

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

**Confidentiality**

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

**Separation from the company**

- a. The retirement age of the company is 58 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

*I accept the terms and conditions of the Company mentioned above.*

Signature

Name

Date

  
 Principal  
 St. Peter's Institute of Pharmaceutical Sciences  
 Vidyanagar, Hanamkonda,  
 WARANGAL-506 001(T.S.)

**Annexure - B**  
**SALARY STRUCTURE**

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benefits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by  
Vikram Kumar N  
Talent Acquisition

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Date: January 27, 2023

Dear M. Srivinya

**Congratulations!** We take great pleasure in inviting you to be an Integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty One Thousand Nine Hundred Ninety Two Only)**. Your date of joining will be on or before **31 January 2023**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 29th September 2022**.

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR



Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
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- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

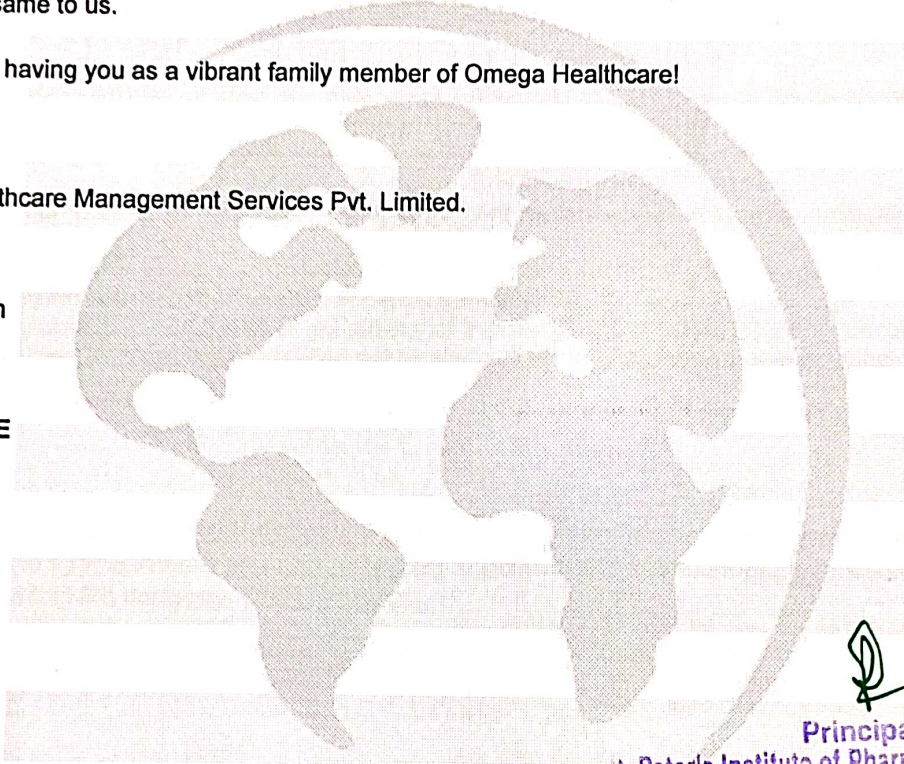
Sincerely,


For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

## Annexure A

### Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with Omega Healthcare Management Services Private Limited (hereafter referred to as the "company"), and those that may be amended from time to time.

#### Statement of Facts

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

#### Duties

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

#### Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

#### Hours of Work

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

#### Leave and Vacation

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorata basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Annexure A****Terms and Conditions of Employment**

You shall be governed by the following terms and conditions of service during your employment with Omega Healthcare Management Services Private Limited (hereafter referred to as the "company"), and those that may be amended from time to time.

**Statement of Facts**

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

**Duties**

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit.
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

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- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

**Leave and Vacation**

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Conduct**

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

**Confidentiality**

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

**Separation from the company**

- a. The retirement age of the company is 58 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

*I accept the terms and conditions of the Company mentioned above.*

**Signature**

**Name**

**Date**




**Principal**  
 St. Peter's Institute of Pharmaceutical Sciences  
 Vidyanagar, Hanamkonda,  
 WARANGAL-506 002 (T.S.)

Annexure - B  
SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benefits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by  
Vikram Kumar N  
Talent Acquisition

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T. G.)

Date: February 3, 2023

Dear V.Shalini

**Congratulations!** We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty One Thousand Nine Hundred Ninety Two Only)**. Your date of joining will be on or before **7 February 2023**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 20th October 2022**.


With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!


Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-505 007(T.S.)

**Annexure A****Terms and Conditions of Employment**

You shall be governed by the following terms and conditions of service during your employment with Omega Healthcare Management Services Private Limited (hereafter referred to as the "company"), and those that may be amended from time to time.

**Statement of Facts**

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

**Duties**

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

**Place of Work**

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

**Hours of Work**

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

**Leave and Vacation**

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorata basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

  
Principal  
Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Conduct**

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

**Confidentiality**

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

**Separation from the company**

- a. The retirement age of the company is 58 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

*I accept the terms and conditions of the Company mentioned above.*

**Signature**

**Name**


**Date**

  
**Principal**  
**St. Peter's Institute of Pharmaceutical & Allied Sciences**  
**Vidyanagar, Hanamkonda,**  
**WARANGAL-506 001(T.S.)**

Annexure - B  
SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benefits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by  
Vikram Kumar N  
Talent Acquisition

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Date: February 9, 2023

Dear S.SUSHMITHA

**Congratulations!** We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty One Thousand Nine Hundred Ninety Two Only)**. Your date of joining will be on or before **13 February 2023**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 26th October 2022**.


With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Annexure A****Terms and Conditions of Employment**

You shall be governed by the following terms and conditions of service during your employment with Omega Healthcare Management Services Private Limited (hereafter referred to as the "company"), and those that may be amended from time to time.

**Statement of Facts**

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

**Duties**

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit.
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

**Place of Work**

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

**Hours of Work**

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

**Leave and Vacation**

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.



Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Conduct**

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

**Confidentiality**

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

**Separation from the company**

- a. The retirement age of the company is 58 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90


- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

*I accept the terms and conditions of the Company mentioned above.*

**Signature**

**Name**

**Date**

  
 Principal  
 St. Peter's Institute of Pharmaceutical Sciences  
 Vidyanagar, Hanamkonda,  
 WARANGAL-506 001(T.S.)

Annexure - B  
SALARY STRUCTURE

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
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Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benefits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by  
Vikram Kumar N  
Talent Acquisition

  
 Principal  
 St. Peter's Institute of Pharmaceutical Sciences  
 Vidyanagar, Hanamkonda,  
 WARANGAL-506 001 (T. S.)

Dated 2<sup>nd</sup> January, 2023

**LETTER OF APPOINTMENT**

To  
Ms. Sadiqua Tarannum  
h.No: 54-6-911, Indiramma Colony  
Gundla Singaram,  
Hanamakonda, TS - 506009

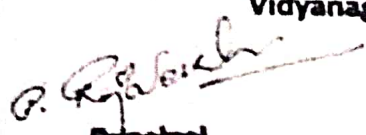
On the Recommendations of the Selection Committee duly constituted you are appointed as **Assistant Professor** in our Institution. In this connection you are required to appear for the selection committee duly consisted by the University for ratification. You should abide by the terms and service conditions stated here under:

**Terms & Conditions**

1. You have to perform duties in the form of teaching, tutorial, practical and seminar work consistently and with dedication.
2. You have to devote your whole time and attention, best teaching skills and care towards education of the Institute and have to do your utmost efforts to promote the interests of the Society
3. You have to participate in extension, co-curricular activities including community service and any improvement programs with prior approval from the management and as and when situation demands.
4. You have to serve the Institution faithfully and diligently in such a capacity and at such places as Institution may require from time to time. Your place of position for the time being will at Vidyanagar, Hanamakonda.
5. You must refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with the professional responsibilities.
6. In case of any grants from AICTE, UGC, DST, DBT etc., for carrying out research projects, you need to complete the same in the Institutions.
7. You need to give Three year acceptance to work in this Institution from the date of appointment. Further, if you wish to leave the Institution for any reason, you need to give THREE months prior intimation in writing failing which one month salary will be deducted.
8. You must obey the terms, rules and regulations of the Institution which will be in force from time to time.



  
Correspondent  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamakonda

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamakonda,  
WARANGAL-506 001(T.S.)

St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamakonda,  
WARANGAL-506 001(T.S.)

January 10, 2022

Ms.K.Kalpana  
, H.No: 32/2/1-  
2  
Eluru, West Godavari Dist.  
Andhra Pradesh- 534001

Dear Ms.K.Kalpana,

Letter of Offer


Based on the meeting and the discussions we had with you, we are pleased to offer you the position of "Trainee - Analytical R&D" as per the terms and conditions agreed during the course of the interview. Your place of posting will be at Chennai. Your compensation, on a cost to company basis will be Rs. 2,56,000/- per annum.

At the time of joining, we would request you to kindly submit a copy of your testimonials relating to your educational qualification, Pan card No., address proof, age proof, 2 recent passport size photographs, etc.

We welcome you on-board and look forward to you having long-term career with us. We request you to join on January 20, 2022. Please treat this offer as highly confidential. Kindly sign and return a copy of the letter of acceptance of the offer.

Best wishes,

For Eywa Pharma Private Limited,

  
R Jayakumar  
Chief Executive officer

Encl: a.a.



Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Registered Office:  
Eywa Pharma Private Limited  
1<sup>st</sup> Floor, Shriram House  
No. 4, Burkit Road, T.Nagar  
Chennai — 600017, Tamil Nadu, India  
CIN : U74900TN2015PTC100269

Tel : +91 44 4905 2500  
Email : business@eywapharma.com  
eywapharma.com

Date: January 5, 2022

Dear B Meghana

**Congratulations!** We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty-One Thousand Nine Hundred Ninety-Two Only)**. Your date of joining will be on or before **15 January 2023**, beyond which this offers stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th January 2022**.

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

  
Principal  
Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!


Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE

  
Principal  
L. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Annexure A****Terms and Conditions of Employment**

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

**Statement of Facts**

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

**Duties**

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

**Place of Work**

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

**Hours of Work**

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

**Leave and Vacation**

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
TAL-506 002

**Conduct**

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

**Confidentiality**

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage e the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

**Separation from the company**

- a. The retirement age of the company is 58 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

*I accept the terms and conditions of the Company mentioned above.*

**B.Meghana**

5 January 2022

Signature

Name

Date




Principal  
 Dr. Peter's Institute of Pharmaceutical Sciences  
 Vidyanagar, Hanamkonda,  
 WARANGAL-506 001(T.S.)

**Annexure - B**  
**SALARY STRUCTURE**

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benefits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by  
Vikram Kumar N  
Talent Acquisition

  
Principal  
Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

# Sun life science

## OFFER LETTER

Date: 21-12-2022

Name: K. Manideepika,

Dear Manideepika

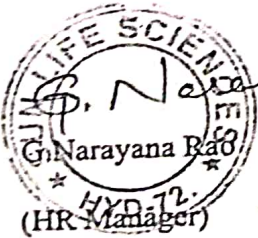
SUB: OFFER TO JOIN As Junior Assistant for AR&D Department

This is with reference to your application to your application and subsequent interview you had with us. We are delighted to offer you role as Assistant in AR&D Department, your cost to the company (CTC) would be 2,48,000 (Two Lakh Fort Eight Thousand Only) per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

(As Discussed,) this offer will be subjected to following:

1. During the employment your required to show original educational certificates
2. During of first two years of employment your salary shall be revised for every one year based on your performance.
3. You are required to submit medical fitness certificate, on your date of joining as part of joining compliance.
4. You will be on probation for 6 months; upon periodic evaluation of your performance your employment shall be conformed as assistant
5. You will be required to sign the following at the time of joining
  - A) Two years indemnity bond
  - B) Confidential Agreement between Employee & Employer



*S. Narayana Rao*

*[Signature]*  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

December 10, 2022

Ms.P.Karuna sri,  
H.No: 32/2/1-2  
Eluru, West Godavari Dist.  
Andhra Pradesh- 534001

Dear Ms.P.Karuna sri,

Letter of Offer

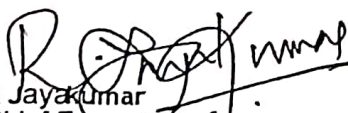
Based on the meeting and the discussions we had with you, we are pleased to offer you the position of "Trainee - Analytical R&D" as per the terms and conditions agreed during the course of the interview. Your place of posting will be at Chennai. Your compensation, on a cost to company basis will be Rs. 2,56,000/- per annum.

At the time of joining, we would request you to kindly submit a copy of your testimonials relating to your educational qualification, Pan card No., address proof, age proof, 2 recent passport size photographs, etc.

We welcome you on-board and look forward to you having long-term career with us. We request you to join on January 10, 2022. Please treat this offer as highly confidential. Kindly sign and return a copy of the letter of acceptance of the offer.

Best wishes,

For Eywa Pharma Private Limited,

  
R Jayakumar  
Chief Executive Officer

Encl: a.a.

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Registered Office:  
Eywa Pharma Private Limited  
1<sup>st</sup> Floor, Shriram House  
No. 4, Burkit Road, T.Nagar  
Chennai — 600017, Tamil Nadu, India  
CIN : U74900TN2015PTC100269

Tel : +91 44 4905 2500  
Email : business@eywapharma.com  
eywapharma.com

Strictly Private and Confidential

Date: 2 Jan 2022

To,

K.Gowthami  
Hyderabad

Dear K.Gowthami,

Thank you for the keen interest you have shown in joining our organisation. Consequent to your application, interviews and subsequent discussions with us, we are pleased to offer you a career at **GD Research Center Private Limited, Hyderabad**. Please accept our heartiest congratulations and a warm Welcome to the **GDRC Family**.

You would be designated as **Senior Researcher**. Your employment start date is **12-Jan-2023**. Your annual emoluments will be **Rs.288081 (Rupees Two Lakhs Eighty Eight Thousand Eighty One Only)** Total Cost to Company (CTC) basis. Please refer to **Annexure A** for the break-up.

You will be governed by the Company's Rules and Regulations in force from time to time and as applicable to you.

Terms and Conditions:-

**1. Working Hours:-**

Your working hours will be regulated from time to time purely at the discretion of the management of the establishment to which you are attached. You should be flexible to work in shifts as per business needs.

2. Please note if the information and supporting documents provided by you, based on which this offer is being extended, is found to be incorrect or unauthentic, your services will be terminated with immediate effect, without any notice or notice pay.

3. You will devote whole time attention to the business of the company and will not be interested or engaged directly or indirectly in other trade or business or as principal agent or servant for any person, firm or company

4. Your employment is transferable to any of the group companies in India or abroad.

**5. Leaves :-**

You shall be entitled to avail leave and other benefits applicable to you as per the company policy, in force and/or which may be revised from time to time. Leave of any type can be taken, in excess of this would be treated as leave without pay. Leave will have to be pre-approved by your manager. Refer to leave policy in the HR Handbook.

**6. Performance Appraisals :-**

Your performance and promotion readiness will be assessed on the basis of your competency and skills, the results of your work, the value you contribute to successful project delivery and client development efforts, and your demonstrated stewardship and commitment to the Company.

You will be eligible for a promotion and salary review assessment in the next appraisal cycle as per company policies. Your emoluments will be reviewed on an annual basis. Please note that eligibility for promotion assessment does not automatically qualify you for promotion but only makes you entitled to be evaluated for a possible selection to the next level.

**7. Probation and Notice Period:- ( depending on designation)**

Employees at the level of **Senior Researcher** will be on probation for a period of six months. During this time the notice period will be **Fifteen** days or salary in lieu thereof, as agreed and if approved by Director. On the completion of probation period, the notice period will be **Thirty** days or salary in lieu thereof as agreed and if approved by Director.

GD Research Center Private Limited

Vidyanagar, Hanamkonda,

3rd Floor, Jyothi Pinnacle, Survey No.11, Kondapur Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad-500081, Telangana, India. Tel: 040-

- 8. Provident Fund:-**  
You will be entitled to become a member of PF scheme, which is governed under the Employee Provident Fund Act, 1952. The current rate of contribution is 12% of basic per month (however, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance) and equal contribution will be made by the company, which will be a part of gross emoluments.
- 9. Medical Scheme:-**  
You will be eligible to participate in Company's Group Medical & Term Life Insurance Policy as applicable to your category of employees.
- 10. Gratuity:-**  
Applicable as per the Government Regulation.
- 11. Income Tax:-**  
Income Tax will be deducted as applicable from your salary. You shall be responsible to the company for all Taxes and obligations. Company shall not be liable for any misstatement or declaration. Permanent Account Number (PAN) is mandatory.
- 12. Customary Bonus:-**  
The Customary bonus will be payable in the month of your anniversary date and will be based on your prevailing CTC salary as of your anniversary date. This Bonus payment will be subject to prevailing customary bonus policy.

Please note that your compensation is confidential information. Under no circumstance you should divulge your compensation details to anybody within or outside the organisation, without written permission from the organisation. Any non-adherence to this clause will be constituted as indiscipline and could lead to action as per the HR policies of the organisation, including termination from the services of the organisation without any notice or notice pay.

Please ensure that by accepting this offer, you warrant that before your date of Joining with the company you will clear all the pending issues with your previous organisation and GDRC is not liable to make any payments in respect of the same. By accepting this offer, you also accept the terms and conditions of Non disclosure agreement and HR policies of the Company. The full terms and conditions of your employment are as detailed in the GD Research Center Private Limited staff manual which will be provided to you on your commencement date.

Please contact Human Resources (040-67426702) if you have any questions. In the meantime, we look forward to you commencing employment with us and hope that it proves to be the start of a long and successful working relationship.

By accepting this offer, you also hereby declare that you have never indulged in any criminal activity and convicted for any criminal or illegal activities. You also declare that there are no legal cases pending against you as on this date

  
Principal  
St. Peter's Institute of Pharmaceutical Education  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

21-22  
P.D.

Annexure "A"

Date: 2 Jan 2022

Name: K.Gowthami  
Designation: Senior Researcher


Compensation details with effect from 26-Jun-23 are as given below -

Component	Annual Gross (INR)	Monthly Gross(INR)	Particulars
Basic	168000	14000	Base Pay
HRA	67200	5600	House Rent Allowance (Tax exempted as per prevailing IT Act)
Provident Fund contribution 12%	20700	1725	Employer contribution towards Provident fund will be made on both Basic and Special allowance with an upper ceiling limit of INR 15000.
Customary Bonus*	19600	1633	Annual Component & will be paid after completion of each full year of service as per company's Policy
Special Allowance	4500	375	
<b>Gross Compensation</b>	<b>280000</b>	<b>23333</b>	
Gratuity @ 4.81% on Base Salary	8081	673	Paid as per Gratuity Act.
<b>TOTAL CTC</b>	<b>288081</b>	<b>24007</b>	Cost to Company

\* Customary Bonus is a yearly fixed component and will be paid after completion of each full year of service as per company's policy.

Yours sincerely

**Praveen Kumar Chanda**  
Head - Human Resources, India & APAC

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Nanamkonda,  
WARANGAL-505 001 (T.S.)

**GD Research Center Private Limited**

3rd Floor, Jyothi Pinnacle, Survey No.11, Kondaour Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad-500081 Telangana Tel:040-

Acceptance of offer

I understand and accept all the terms & conditions of employment mentioned in the 'Offer of Appointment'. I confirm that there have been no other commitment made during the hiring process other than those specified in the offer letter. (Example Salary Hike, Promotion, transport facility etc). Please clarify in case any such commitment was made during the offer process.

Candidate's Signature

Date:

Place:



Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

December 10, 2022

Mr. Sandeep naidu,  
H.No: 32/2/1-2  
Eluru, West Godavari Dist.  
Andhra Pradesh- 534001

Dear Mr.Sandeep naidu,

Letter of Offer

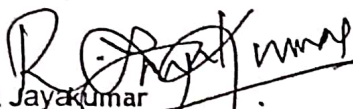
Based on the meeting and the discussions we had with you, we are pleased to offer you the position of "Trainee - Analytical R&D" as per the terms and conditions agreed during the course of the interview. Your place of posting will be at Chennai. Your compensation, on a cost to company basis will be Rs. 2,56,000/- per annum.

At the time of joining, we would request you to kindly submit a copy of your testimonials relating to your educational qualification, Pan card No., address proof, age proof, 2 recent passport size photographs, etc.

We welcome you on-board and look forward to you having long-term career with us. We request you to join on January 10, 2022. Please treat this offer as highly confidential. Kindly sign and return a copy of the letter of acceptance of the offer.

Best wishes,


For Eywa Pharma Private Limited,

  
R Jayakumar  
Chief Executive Officer

Encl: a.a.

Registered Office:  
Eywa Pharma Private Limited  
1<sup>st</sup>Floor, Shriram House  
No. 4, Burkit Road, T.Nagar  
Chennai — 600017, Tamil Nadu, India  
CIN : U74900TN2015PTC100269

Tel : +91 44 4905 2500  
Email : business@eywapharma.com  
eywapharma.com

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyannagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

## OFFER LETTER

Date: 6-01-2022

Name: D.Vyshnavi

Dear Vyshnavi


**SUB: OFFER TO JOIN As Junior Assistant for AR&D Department**


This is with reference to your application to your application and subsequent interview you had with us. We are delighted to offer you role as Assistant in AR&D Department, your cost to the company (CTC) would be 2,48,000 (Two Lakh Fort Eight Thousand Only) per Annum.

The allowances, benefits and other terms and conditions of your employment will be as per company policies as applicable from time to time. Your compensation will be reviewed in future as per company policy.

(As Discussed,) this offer will be subjected to following:

1. During the employment your required to show original educational certificates
2. During of first two years of employment your salary shall be revised for every one year based on your performance.
3. You are required to submit medical fitness certificate, on your date of joining as part of joining compliance.
4. You will be on probation for 6 months; upon periodic evaluation of your performance your employment shall be conformed as assistant
5. You will be required to sign the following at the time of joining
  - A) Two years indemnity bond
  - B) Confidential Agreement between Employee & Employer

  
G. Narayana Rao  
(HR Manager)

  
Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanaagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Date: January 6, 2023

Dear T. Shravani

**Congratulations!** We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty One Thousand Nine Hundred Ninety Two Only)**. Your date of joining will be on or before **9<sup>th</sup> January 2023**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 12th September 2022.**

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR



Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-508 001 (T.B.)

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

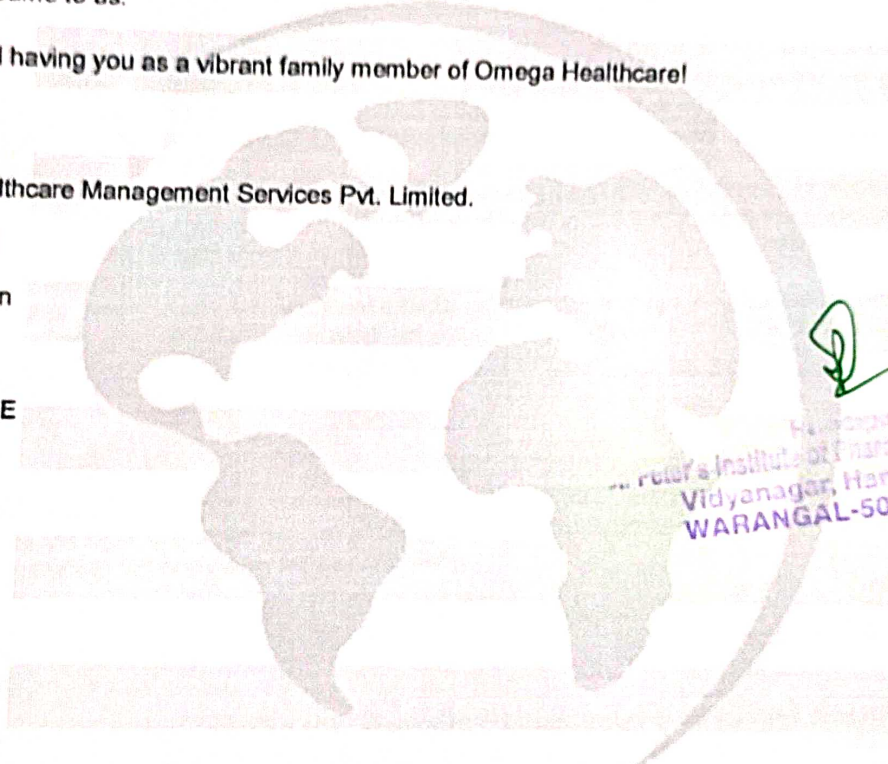
Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



H. Hospital  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Annexure A****Terms and Conditions of Employment**

You shall be governed by the following terms and conditions of service during your employment with Omega Healthcare Management Services Private Limited (hereafter referred to as the "company"), and those that may be amended from time to time.

**Statement of Facts**

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

**Duties**

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

**Place of Work**

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

**Hours of Work**

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

**Leave and Vacation**

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Conduct**

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

**Confidentiality**

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

**Separation from the company**

- a. The retirement age of the company is 58 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

*I accept the terms and conditions of the Company mentioned above.*

Signature

Name


Date

Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Annexure - B**  
**SALARY STRUCTURE**

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
<b>Total Benefits</b>	<b>2,666.00</b>	<b>31,992.00</b>
<b>Total Cost PA (CTC)</b>		<b>331,992.00</b>

Authorized by  
Vikram Kumar N  
Talent Acquisition

  
 Director  
 Peter's Institute of Pharmaceutical Sciences  
 Vidyanagar, Hanamkonda,  
 WARANGAL-506 001(T.S.)

# CENTENE<sup>®</sup>

Corporation

10/12/2023

M.Amulya  
795 West Walnut Street,Apt-  
A Indianapolis, IN 46202

Dear Amulya,

We are impressed with your skills and attributes, and are confident you will enhance our ability to transform the health of the community, one person at a time. We hope you are energized by the prospect of being part of our purpose and having the opportunity to grow while partnering with talented colleagues in solving some of the most complex healthcare issues. This letter confirms the terms of our offer.

We are pleased to formally offer you the position of Data Analyst II, located at Remote-IN, reporting to Tina Sabbagh. Your employing entity will be Centene Management Company LLC a subsidiary of Centene Corporation, and you will be aligned to support Envolve-MSO. We anticipate your start date to be on or around 11/6/2023, and a final date will be confirmed only after a successful background check has been completed. The employment relationship will continue as long as we both mutually agree, and may be terminated by either party, without notice, if either party so desires consistent with the at-will nature of the relationship. This letter does not constitute a contract of employment.

You will be paid an annualized base salary of \$80,000.00, payable bi-weekly, less applicable withholdings and in keeping with all applicable laws and Company payroll practices. Your position is classified as exempt, which means you will not be entitled to receive overtime pay. Your salary is intended to compensate you for all hours worked.

#### BENEFITS

A summary of the employee benefit package for full-time employees in this role can be found at [previewcentenebenefits.com](http://previewcentenebenefits.com). All benefits are subject to the terms of the applicable policies and plan documents.

Centene requires its employees to honor their legal obligations to their prior employers. Therefore, as a condition of your employment by Centene, you must not bring with you from your current or former employers any confidential or proprietary business information or use on behalf of Centene any confidential or proprietary information belonging to any prior employer or other third party, unless you have been expressly authorized by the owner of such information to do so



Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

# CENTENE<sup>®</sup>

Corporation

Further, if you have any written agreement with an existing or former employer that contains contractual restrictions that may continue to apply to you at any time during your employment with Centene, you must provide us with a copy of any such agreement immediately. This offer and your employment with Centene is, therefore, necessarily contingent upon your ability to accept this offer of employment. By accepting this offer, you certify you have disclosed to Centene all contractual or other restrictions that may affect your ability to fully perform the duties and responsibilities of your position in the location for which you are being hired, and that you have provided to Centene copies of all written contracts, correspondence or other documents that materially relate to any such restrictions.

If, after you commence employment, any of your specific job responsibilities or activities on behalf of Centene are or might reasonably be construed to conflict with your obligations to any of your prior employers, you will be required to notify us immediately and to observe any instructions we give you in that regard, including refraining from soliciting or serving any particular organization, if required to do so. While Centene will cooperate with your efforts to comply with your obligations, please keep in mind that compliance with your contractual obligations remains your personal responsibility. If you have any questions regarding these requirements, please contact your manager.

#### ADDITIONAL TERMS

This offer and your employment with us are contingent upon the following conditions and terms:

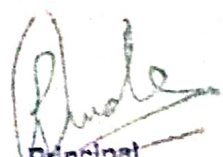
- ◆ Submission and review of documents that verify your eligibility for employment in the United States; please be aware that Centene participates in the E-Verify employment eligibility verification system.
- ◆ The truthfulness of the representations you have made during the interview process and completion and outcome of our background check process which includes, but may not be limited to education, employment, credential, credit and criminal checks.
- ◆ You have and retain any valid and unrestricted licenses and designations required for this position.
- ◆ Your agreement that you have provided all Non-Competition and Confidentiality Agreements to Centene and you will abide by any and all of the restrictions imposed by the Non-Competition and Confidentiality Agreement you signed with former employer(s).
- ◆ Your acknowledgement, that you have reviewed and will comply with the included Business Ethics and Conduct Policy that applies to all of your work at Centene
- ◆ Your agreement that you will abide by all policies, practices and procedures of Centene, which are subject to change at any time in the sole discretion of Centene.

#### CLOSING

Congratulations on your offer. We hope you agree that the position, dynamic work environment and competitive total rewards package create an extraordinary opportunity for you now and in the future. If you have any questions, please contact me. We look forward to your response.

Sincerely,

Doris Nieves

  
Principal  
St. Peter's Institute of Pharmaceutical Science,  
Vidyannagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Date: January 22, 2023

Dear M.Akhila

**Congratulations!** We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty One Thousand Nine Hundred Ninety Two Only)**. Your date of joining will be on or before **25 January 2023**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 18th September 2023**.

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR

  
Principal

St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-505 001(T.S.)

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

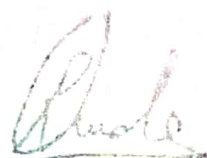
Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanager, Hanamkonda,  
WARANGAL-506 001(T.S.)

**Annexure A****Terms and Conditions of Employment**

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

**Statement of Facts**

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

**Duties**

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

**Place of Work**

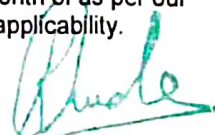
You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

**Hours of Work**

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

**Leave and Vacation**

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

**Principal**

St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

### Conduct

- You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

### Confidentiality

- You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- You may have to sign
  - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
  - The Code of Business Conduct and Ethics
  - Prohibition or Disclosure or Use of Inside Information (as applicable)

### Separation from the company

- The retirement age of the company is 58 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	30	30	30	30	30	30
After completion	30	30	30	30	30	30	30


- When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.
- You will not be entitled to such notice period, if the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name

Date

  
 Dr. Peter's Institute of Pharmaceutical Sciences  
 Vidyasagar, Hanamkonda,  
 WARANGAL-506 001(T.S.)

**Annexure - B SALARY****STRUCTURE**

Salary Components	Amount - Monthly	Amount - Yearly
Basic	12,500.00	150,000.00
House Rent Allowance	6,250.00	75,000.00
Advance Statutory Bonus	1,250.00	15,000.00
Special Allowance	5,000.00	60,000.00
Fixed Cash (Gross)	25,000.00	300,000.00
PF	1,800.00	21,600.00
Medical Insurance	165.00	1,980.00
Gratuity	601.00	7,212.00
Group Term Life Insurance	100.00	1,200.00
Total Benefits	2,666.00	31,992.00
Total Cost PA (CTC)		331,992.00

Authorized by

Vikram Kumar N

Talent

Acquisition

  
PrincipalSt. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

OFFER LETTER

09-May-2023

Dear P.Chandana,

With reference to your application for employment and subsequent interview you had with us, we are pleased to offer you employment as "Associate" in PrimEra Medical Technologies Pvt. Ltd.

**1. Date and place of Joining:**

You are expected to join on **11-May-2023** as *agreed between both the parties*. You are required to complete the Joining Formalities and the documents required are mentioned in Annexure – A along with other Terms.

Your place of posting will be at **Hyderabad**.

**2. Salary:**

Your CTC will be INR 225000/- (Rupees Two Lakh Twenty Five Thousand Only) per Annum, including Gross Salary of INR 200440/- per annum, the breakup of which will be as provided in Annexure A and subject to applicable taxes, payment of provident fund and other statutory deductions. .

However, the structure of your compensation may be altered / changed from time to time in line with the compensation policy and practices of the Company.

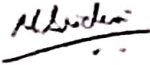
**3. Offer Validity:**

This offer of employment is valid for 24 hours from the date of intimation to you by any digitalized communication.

This letter of offer is based on the information furnished in your application and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Kindly, refer to enclosed Annexure A for the terms and conditions of the offer.

With best wishes and looking forward to a mutually fruitful association.



Authorized Signatory

Name: Sridevi Menon

Designation: Human Resource Manager

Date: 09-May-2023



Principal

St. Peter's Institute of Pharmaceutical Sciences  
Vidyannagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

I declare and acknowledge that have read the Appointment letter and understood the content and obligation. I have signed this offer without any coercion and free of mind to accept the same.

**Signature of Employee:**

**Date:**

**Place:**

(Attach a valid document to verify the signature)



**Principal**

St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

La Renon

May 07, 2023

To,  
MS. RRajeshwari  
H. No. 2-21/1, Nagepur,  
Navipet Mandal,  
Nizamabad, Andhra Pradesh-503245

**Sub: Offer Letter**

Dear Rajeshwari,

With reference to your application and the subsequent interview, we are pleased to offer you the position of "Area Business Manager" with La Renon Healthcare Private Limited.

**Date of Joining:** You are supposed to join within 30 days from the date of issuance of this letter failing which the offer stands null and void. If in case you are joining after 30 days of issuance of this letter then it should be communicated accordingly. The terms and conditions of appointment shall be effective from your date of joining.

**Place of work:** You shall be initially posted at Nellore.

**Training:** You will be required to undergo on the job /classroom training immediately upon joining. During the training period, incase, it is found that you have not shown satisfactory progress, the management at its discretion will have the right to either extend the training period further or terminate your training arrangement as it may deem fit.

**Duties:** As "Area Business Manager" you shall be responsible for developing and managing the business of Laconic Division in your respective territory and achieving the sales target accordingly which shall be elaborated to you in person at the time of your joining. However, the Company reserves the right to assign to you such other duties and responsibilities as may be considered advisable in the Company's interests.

**Probation:** You shall be on probation for the period of 6 months from the date of your appointment.

**Emoluments and Taxes:** You shall be paid annual CTC of INR 641,024.00 /- ( Six Lakh Forty One Thousand Twenty Four Rupees only) as per attached details in Annexure-1.

You shall be solely responsible for payment of all or any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your remuneration and shall not be entitled for re-imbursment in regard thereof from the Company. You shall discharge any such tax liability within the time periods stipulated in this regard under applicable laws. In respect of any remuneration to be paid by the Company to you such remuneration shall be subject to any deductions and withholdings required to be deducted or withheld by the Company under applicable laws.

  
Principal

St. Peter's Institute of Pharmaceutical Sciences  
Vidyannagar, Hanamkonda,  
WARANGAL-505 001(T.S.)

Terms & Conditions: You are expected to abide by the Company's Terms & Conditions:

1 General Employment Obligation:

During the period of your employment with the Company,

- 1.1 You shall devote to the best of your ability and experience, your whole working time, Attention and energies to the business of the Company as may be necessary and shall use your best endeavors to promote the interest and welfare of the Company. Further, during the term of your employment, you will not directly or indirectly take up or engage in, any other business, occupation or employment or assignment or any office, whether or not such activity is pursued for profit, gain or other pecuniary advantage, and you shall not render any other commercial or professional services or participate in any other commercial activity without the prior written permission of the Company.
  - 1.2 You shall fully acquaint yourself with the various laws, orders, rules, regulations, notification etc. of the Central, State, Local and/or any other authority in force from time to time in so far as they relate to the discharge of your duties and responsibilities and see that all the requirements there under as also the principles of sound commercial practice are fully observed and complied with.
  - 1.3 You shall not pledge the Company's credit and/or make representation unless you are specifically and duly authorized in that behalf.
  - 1.4 You shall properly account to the company for any goods and/ or money belonging to the company that may come in your hands during the course of your employment.
  - 1.5 You will abide by the rules & regulations/ standing orders of the Company in force, at present, and as varied from time to time including the terms of the Appointment Letter, upon issue and signing of the same.
- 2 Transfer: At the sole discretion of the Company, your services are transferable from one place to another anywhere in India or abroad and/ or from one department to another within the Company or to any of its associates, or sister concerns, or its subsidiary, whether existing today or which may be set up in future.
- 3 Leave: You shall be entitled for leave at such time and of such duration as Company may grant depending upon the exigencies, in accordance with the Company's rules and regulations in force, introduced hereafter or modified from time to time. For the present you will be entitled to **7 days of Casual Leave** and **7 days of Sick Leave** in a calendar year (being the calendar year from January to December). Additionally, you would be eligible for **21 Earned Leave** per completed calendar year. Employee joining during the year will be eligible for leave of pro-rata basis. Refer Leave Policy for more details.
- 4 Traveling: In the course of your employment, you may be required to undertake traveling either in India or elsewhere in connection with the Company's business, according to the directions and instructions issued by the Management, from time to time, for which you will be reimbursed expenses in accordance with the rules. Please refer Annexure-1 for your present allowances while working in field, if applicable.
- 5 Termination: During your employment with the Company, the Company will be entitled to terminate your services without assigning any reason, by giving you one month notice in writing or by the payment of one month's salary in lieu of such notice. In the event of your desiring to leave the services of the Company, you shall give the Company a prior written notice of one month, failing which you shall be liable for a payment in lieu of notice/short notice, prior to the date of relieving from the Company. However, the Company may, at its sole discretion relieve you of your duties any time during the notice period, and in that event, you will be paid salary only up to the last day of your working.



Principal  
St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

Date: January 02, 2023

Dear S.Pooja

**Congratulations!** We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Hyderabad I** with an Annual CTC Compensation of **Rs. 331,992.00 (Rupees Three Lakh Thirty One Thousand Nine Hundred Ninety Two Only)**. Your date of joining will be on or before **10 January 2023**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

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By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 18th September 2023**.

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
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- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR



Principal

M. Pater's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
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- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

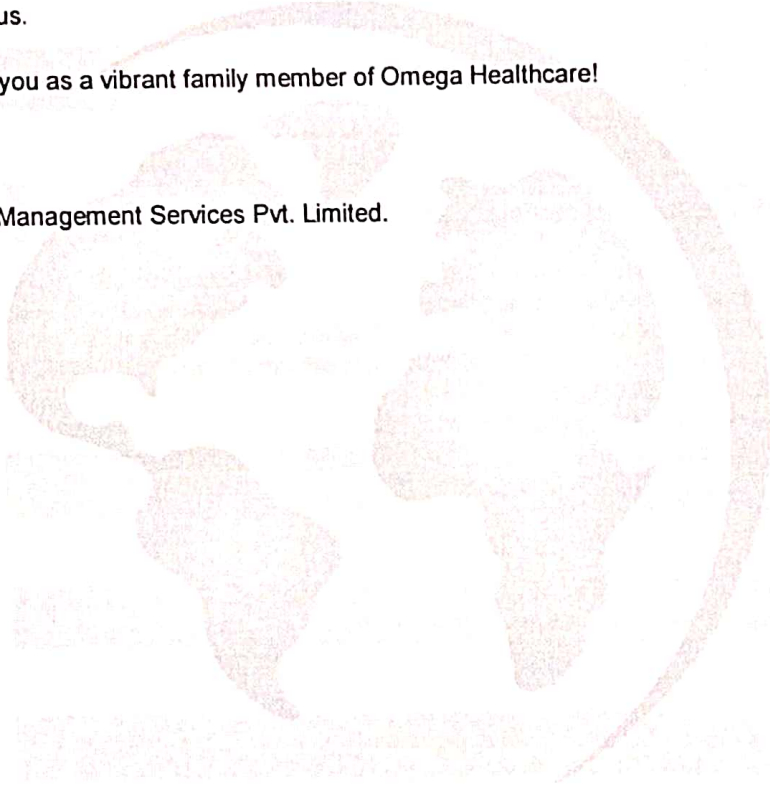
Sincerely,

For Omega Healthcare Management Services Pvt. Limited.

Vikram Kumar N

Talent Acquisition

Encl. ANNEXURE



  
Principal

St. Peter's Institute of Pharmaceutical Sciences  
Vidyamagar, Hanamkonda,  
WARANGAL-506 001(T.S.)

## Annexure A

### Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with Omega Healthcare Management Services Private Limited (hereafter referred to as the "company"), and those that may be amended from time to time.

#### Statement of Facts

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

#### Duties

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

#### Place of Work

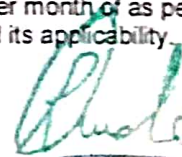
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#### Hours of Work

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- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

#### Leave and Vacation

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
- b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.



Principal

St. Peter's Institute of Pharmaceutical Sciences  
Vidyanagar, Hanamkonda,  
WARANGAL-506 001(T.S.)