

20th March 2020

Mr. Abhijeet Sanjay Bhakare.

Mr. Abhijeet,

It gives us great pleasure to extend to you an offer to join our Organization as “**Field Sales Officer**” at **Akola** Head Quarter of our **Mumbai** Administrative Office in **Glenmark CV** division.

We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization.

As mutually agreed your total compensation will be **Rs. 3.40/- Lacs p. a.**

Your appointment is subject to your getting satisfactory minimum score/grade in the training program which will be explained to you at the start of training program by the Training team. If you fail to secure the minimum score/grade your offer letter will stand cancelled and your engagement with us will automatically come to an end. A detail appointment letter will be handed over to you at the training venue, after successful completion of the training programme.

You will be required to carry the following documents for this Programme.

1. Certified photocopies of educational certificates (10th, 12th, graduation & post-graduation).
2. Proof of Date of Birth.
3. Two passport size photographs.
4. PAN card copy.
5. One Cancelled Cheque / Passbook copy of salary account.
6. Certificate for last drawn salary.
7. Employment resignation letter / relieving letter from previous employer.
8. Aadhar Card

Please sign this letter as a token of your acceptance of our offer and return it to the undersigned. You are required to join as early as possible but not later than **23-Mar-2020**.

We are confident about you quickly making significant contribution to the company's business. Kindly respond to this offer at the earliest.
Look forward to hearing from you.

Thanking you.
Yours faithfully,

Pallavi Mohapatra

For GLENMARK PHARMACEUTICALS LTD.,

Senior Manager - HUMAN RESOURCES

I accept

Annexure A		
Mr. Abhijeet Sanjay Bhakare.	Salary	
Salary Components	INR Per Month	INR Per Annum
Basic Salary - A	8,508	1,02,096
House Rent Allowance	4,254	51,048
Education Allowance	200	2,400
Medical	1,250	15,000
Kit Maintenance Allowance	300	3,600
Soft Furnishing Allowance	300	3,600
Personal Pay	9,204	1,10,448
Total Allowances - B	15,508	1,86,096
Total Monthly Salary - C (A+B)	24,016	2,88,192
Retirement Benefits		
Provident Fund	1,800	21,600
Gratuity {4.81% of Basic Salary} **	409	4,908
Total Retirement Benefits - D	2,209	26,508
Annual Allowances		
LTA		8,508
Annual Bonus*		16,800
Total Annual Allowances - E		25,308
Gross Salary - F (C+D+E)		3,40,008
** Gratuity will be payable as per Gratuity Act.		
*Annual Bonus is an indicative annualized amount.		