

**OFFER LETTER**

Date : 28-Jun-2024

**Ms. Mayuri Sanjay Khairamode**  
Juna bus Stand bhui galli tal Patan,dist Satara  
City : SATARA, District : SATARA (Maharashtra) - 415206

**Dear Mayuri Sanjay,**

With reference to your application and subsequent interview you have had with us, we are pleased to make an employment offer as per the following terms and conditions:-

- . You will be joining us on or before **01-Jul-2024**. In case you don't join by this date, the offer would automatically stand withdrawn.
- . You will be designated as **Lab Technician** .
- . You shall be initially based in **LAB - SATARA** however; you may be required to relocate to other parts of the country, in due course.
- . Your appointment and work conditions will be governed by the Rules and Regulations of the Company.
- . You may be asked to report at any of the shifts.
- . Your Salary shall be as per the attached sheet.
- . You shall be entitled to all medical facilities as per ESI Policy / Mediclaim Policy as the case may be.
- . You shall be on probation for a period of six months.
- . Your services with the company can be terminated by either party by giving ( 1.0 ) months' notice to the other in writing.
- . A detailed Appointment Letter shall be issued to you at the time of joining the organization.
- . You shall not seek employment or be associated with our direct/indirect competition for a period of two years from the date of separation from the company even on termination, cancellation and retirement from employment.
- . Please send us accepted copy of resignation from your present organization within three days of receiving this offer failing which, this offer would automatically stand withdrawn.
- . You are requested to bring originals and attested true copies of certificates of qualification and previous employment history, date of birth certificate, photo identity proof, last salary slip from the last employer, two recent passport size photographs, (two) reference letters and a medical certificate from a registered medical practitioner that you don't suffer from any disease and that you are medically fit to join duty(In case a female is in family way, please specify), at the time of joining.
- . This offer is subject to verification of all your educational and service certificates.
- . Please sign the duplicate copy of this letter as a token of acceptance and return to the undersigned

**Yours faithfully,**  
**For Dr. Lal PathLabs Ltd**

**Ms. Shalini Kumar**  
**VP - HR, DEI & HR Governance**

<b>Effective Date</b>		01-Jul-2024	
<b>Employee Name</b>		Mayuri Sanjay Khairamode	
<b>Designation</b>		Lab Technician	
<b>Location</b>		LAB - SATARA	
<b>Band</b>		S4	
<b>Salary Heads</b>		<b>Per Month</b>	<b>Per Annum</b>
<b>1</b>	<b>FIXED PAY</b>		
	Basic	11,632	139,584
	HRA	582	6,984
	Special Allowance	7,462	89,544
	<b>Gross Pay</b>	<b>19,676</b>	<b>236,112</b>
<b>2</b>	<b>STATUTORY PAY</b>		
	Company Contribution to PF	1,800	21,600
<b>#</b>	Gratuity	559	6,708
<b>##</b>	Statutory Bonus	2,326	27,912
<b>**</b>	ESI Medical Benefit Company Contribution	639	7,668
	<b>Total</b>	<b>25,000</b>	<b>300,000</b>

# Gratuity payout governed by payment of gratuity act

## Statutory Bonus amount is an estimate based on current guidelines. The actual amount is computed and paid in Oct / Nov , for the previous financial year as per payment of Bonus Act

This is a system generated letter and does not require any signature; by accepting this letter you hereby acknowledge your agreement of all the condition mentioned above.

Document accepted by Mayuri Sanjay Khairamode on 29-Jun-2024.