

Ref: CFPL/HR/AUG/2023

29.08.2023

FORM "A"

**LETTER OF APPOINTMENT FOR MANAGEMENT TRAINEE**

1. Name of the establishment : **Crescent Formulations Pvt. Limited.**
2. Address : **4-7-11-4/C,  
Crescent Towers  
Raghavendra Nagar,  
Nacharam,  
Hyderabad-500 076.**
3. Name of the Employer : **Crescent Formulations Pvt. Limited.**
4. Name and address of the : **Mr. Mustakim Yasin Momin  
# Near Grampanchayt, Pulachi shiroli, vtc: Shiroli,  
Sub district: Hatkanangle, District: Kolhapur,  
Maharashtra – 416122.**
5. **Mr. Mustakim Yasin Momin** recruited as **Management Trainee** in our organization with effect from **29.08.2023**.
6. Your remuneration package is detailed in Annexure 'A', which is enclosed here with.
7. Your employment is on training for a period of 6 months.
8. During this period you will be undergoing both field training and classroom training. After successful completion of your training you will be put on probation for a period of another six months. And after successful completion of your probation your services will be confirmed.

*Yours Sincerely*

  
**Tresa Velangani**  
**Sr. Manager-HR**



Signature of the Employee

**ANNEXURE-A**  
**REMUNERATION PACKAGE**

Name : **Mr. Mustakim Yasin Momin**  
 Designation : **Management Trainee**  
 CTC per annum : **Rs. 2,00,000.**

<i>Components</i>	<i>Breakup</i>	
	<i>Per month</i>	<i>Per Year</i>
<i>Basic</i>	<i>8843.00</i>	<i>106116.00</i>
<i>HRA</i>	<i>1553.00</i>	<i>31836.00</i>
<i>bonus</i>	<i>737.00</i>	<i>8844.00</i>
<i>Conveyance</i>	<i>1600.00</i>	<i>19200.00</i>
<i>others</i>	<i>905.00</i>	<i>10860.00</i>
<i>Gross Salary</i>	<i>14738.00</i>	<i>176856.00</i>
<i>Employer PF</i>	<i>1450.00</i>	<i>17400.00</i>
<i>Employer ESI</i>	<i>479.00</i>	<i>5748.00</i>
<i>CTC</i>	<i>16667.00</i>	<i>200000.00</i>

Your total cost to the company of Rs. 2,00,000/- Per annum.

In addition to the above you will be covered under the following schemes as per the company policy

**Accidental Insurance**

***Scheme Of Coverage Future Generali Total Insurance Solutions.***

- A). The Group Personal Accident Insurance Policy is issued by the **Insurance Company**  
 B). The necessary premium for the policy will be paid by the company to the **Insurance Company**  
 C). An employee on joining the organization is covered under the scheme.  
 D). Under this Scheme of Insurance, Which is a 24 hours cover worldwide, you are insured for a capital sum of **Rs 2,00,000/-** as per the current policy. During the currency of this policy, if you meet with an accident.

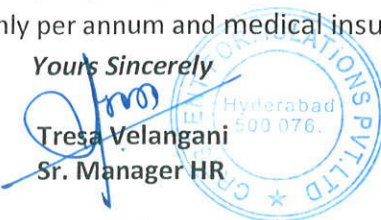
- |   |   |
|---|---|
| I). On Death  | - Capital Sum Insured   |
| II). On loss of two limb and two eyes or one limb and one eye | - Capital Sum Insured   |
| III). On loss of one limb and one eye                         | - 50% of the Capital Sum Insured                                    |
| IV). On permanent total                                       | - Capital Sum Insured   |
| V). On Permanent Partial Disablement                          | - Percentage of capital sum insurance as per scales in the schedule |

**Mediclaime: Hospitalisation Coverage: Future Generali Health Insurance**

This policy covers self, spouse and children subject to a limit of Rs.200000 per annum (Rupees Two Lakhs only per annum and medical insurance is the part of ctc.

*Yours Sincerely*

**Tresa Velangani**  
**Sr. Manager HR**



**Accepted**

**Mr. Mustakim Yasin Momin**

**ANNEXURE-B**

With reference to our offer of appointment and subsequent to your joining report, you will be glad to know that, you are appointed as **Management Trainee** based at **Kolhapur** in our Organization with effect from **29.08.2023** on the following terms and conditions.

**1.TRAINING**

You are appointed as Management Trainee. You will be required to undergo classroom as well as field training for first six months.

During the training period, In case, in the opinion of the management it is found that you have not shown satisfactory progress the management at its discretion will have the right to either terminate your training arrangement without notice or extend the period of training for a further period as it may deem fit.

**2. ALLOWANCE AND OTHER BENEFITS**

Daily allowance on full working days only.

Desig.	HQ/Transit Allow		Out Stn.	RATE PER KM				Travel Eligibility	Comm. Allow.
	Metro	Non Metro		0 - 25	26 - 150	151 - 500	> 500		
MT	210	190	500  (Out Stations approval is to be taken separately with MTCP)	0.00	2.50	2.10	Actual Ticket as per Eligibility	Sleeper Class	350



These daily allowances include all expenses such as conveyance, cooile and other sundry expenses excluding postal charges (for official use).

You will be allowed daily allowances in respect of the days you have actually worked and for which you have submitted the reports in time as instructed by the management. In case, your daily report is not received in time, then management is free to presume that you will not be entitled to salary, other allowances and daily allowances for such days. The management also entitled not to pay salary and allowances for those days for which daily reports were not received. However on receiving satisfactory proof of your working and satisfactory explanation for not sending the daily reports in time the management may in its discretion consider to pay you the stipend and allowances. The decision of management in this regard will be final and binding.

### **3.FARE**

You will be allowed sleeper class train fare or actual bus fare as the case may be while touring on company's work on company's instructions. You will travel by bus on certain routes where bus travel is more convenient and fast. You will be paid actual bus or sleeper class train fare.

### **4.AREA OF ACTIVITY AND TRANSFER:**

Your head quarter for the time being will be at **Kolhapur** you will be liable to be transferred to the area assigned to you by the management and/or such other areas anywhere in India as the management may, from time to time, deem necessary at their sole discretion. Your refusal for such transfer will be considered as your unwillingness to serve the company and in such case management will be free to terminate your service.

You may be required to attend Hyderabad office or any other offices from time to time either for instructions or for any other official purpose and you will not refuse to do so. In such cases, you will be paid traveling fare by shortest route and daily allowances as per clause 2 (iii) herein above.

### **5.SUNDRY EXPENSES.**

Sundry expenses such as stationery, postage and octroi will be paid to you, provided the original vouchers relating to such expenses are submitted to the company along with your expenses statement. For the statements received after the payment dates, if the management is not satisfied with the reason or the delay in receipt of statement, the payment will be made on the next payment date.

### **6.LEAVE:**

You will be entitled to earn leave as per section 4 (a) of the sales promotion employees (condition of service act, 1975) similarly you will be entitled for sick leave as per section 4 (b) of the said act.

Regarding holidays and other leaves are concerned, you will be entitled to the said facilities as per chapter-II of the sales promotion employees (condition of service) rules, 1976. You will be governed by the leave rules framed by the company.

#### **7.GENERAL**

A). You shall devote your whole time and attention exclusively to on the job training in the company and you shall not take up any other part time or full time work, whether for remuneration or not or whether during working hours or not, or during leave, holidays etc., nor you will engage yourself in any other business of your own or as an agent for others.

b) You will maintain during the subsistence of training arrangement and thereafter- complete secrecy with regard to the company's affairs and shall not disclose to any person or person any of the company's trade secrets or any information regarding the company activities

c). You will be bound to carry out the orders issued to you by Hyderabad office or your supervisor (if appointed ) from time to time and to work for the company or with an associate concerns or companies, whether existing at present or which may come into existence in future and in the event of the constitution or the structure of the company undergoing any transformation such firm or company, as the case may be, you will also work and canvass for the products of the company as well as the other companies for the firm/company to whom the company has given the distribution, selling rights, propaganda rights or as per discretion and order of the company.

#### **8. TERMINATION OF TRAINING**

Your training is also liable to be terminated at any time during the training period or an completion of training without giving notice or without assigning any reasons whatsoever. The management of the company or any authorized person on behalf of the company will have a right to issue the necessary order including the order of termination of training to you.

#### **9.MEDICAL FITNESS:**

During the tenure of your training arrangement, incase, the management feels that you are physically or mentally unfit to be continued in the training, the doctor appointed by the company for the purpose will subject you to medical examination. If you are found medically unfit to be continued on receipt of such report the management will be constrained on receipt of such report the management will be free to terminate your training arrangement.



**10. JURISDICTION:**

The office at Hyderabad, which will have the ultimate control on your activities, will govern you and for all purposes your appointment also will be deemed to have made at Hyderabad. In case of any dispute that may arise between you and company in connection with your training arrangement or in connection with any of the matters specified in this agreement, it is specifically agreed and understood by and between the parties that the courts situated in the city of Hyderabad alone will have jurisdiction to try any entertain matters.

**11.CONDITION OF EMPLOYMENT:**

If any employee wants to leave his services before the confirmation of his/her services, management recovers the expenses incurred to training and development, recruitment and other charges at the time of recruitment.

If an employee wants to leave from the organization either one month of notice or in lieu of that one-month salary is required if employer wants to retrench the services of an employee either one-month notice or in lieu of that one-month salary is required.

An employee who resigning from services need to submit the property of the company like detailing bag, samples and stationery to his reporting authority/ head office otherwise management recover the actual here retrenchment means section 2(00) of I.D. Act.1947.

*Yours Sincerely*

*Tresa Velangani*  
*Sr. Manager-HR.*



## ANNEXURE "C"

### WORK NORMS TO BE IMPLEMENTED BY MANAGEMENT TRAINEE

You should implement and abide by the following work-norms for result oriented and disciplined fieldwork, to achieve higher productivity, efficiency and customer service to increase and enhance the prestige, goodwill and image of the company.

#### **(1) CALL ON DOCTORS (Average calls per day-10)**

You have to make maximum number of calls as per the advice and instructions of the company or his superior given from time to time and will work from morning till afternoon and from evening till night under normal circumstances.

#### **(2) VISIT TO CHEMISTS (Average calls per day-7)**

You should try to book as many orders as possible from Chemists and also you should explain the promotional programs.

#### **(3) REGULARITY IN DAILY WORK**

The Management Trainee is expected to follow the sales admin policy in force at the time of his employment without fail.

##### A). Samples, Literature and Stationery Stock Statement

The Management Trainee will send, on first of every month, the samples literature and stationary, stock statement form duly filled as on the last day of each month. In the last column (tentative requirement) of the statement, the Territory Sales Manager will mention the tentative requirement of samples for the next month after taking into consideration the present stock of samples

##### B). Doctor Information profile

On every first visit to specialist/consultant, Territory Sales Manager will collect maximum available information of a particular doctor and fill in the profile. It should be sent to the office along with daily report of the same day. At the end of each month a consolidated list of first visit should also be sent to the office.

##### C) Institutional profile

You should collect the doctor information profile as well as institutional profile, which you are visiting for the first time and it should be sent to head office along with the daily report.

**(4) Broad Working Pattern**

The broad working pattern and responsibilities in terms of implementation are listed below.

- (i) To judiciously use physician's samples, literature, stationery and sales promotion articles provided to them by the Management for Distribution amongst Doctors as per instructions from time to time.
- (ii) To book orders from Doctors, Chemists, Government and Semi Government Hospitals and Institutions, as per terms and conditions of the company's prestige.
- (iii) To cooperate with the Management by requesting the stockiest to retire the documents in time and by following up recovery of payments from the government and other Institutions and to maintain good relations with the trade so as not to damage the company's
- (iv) To equip himself and keep up to date with adequate product knowledge about company's products and shall remain fully acquainted with the competitor's products and sales promotion activities and will provide proper feed back in this respect to the Head office.
- (v) To actively participate in the sales conferences, sales meetings, and refresher course conducted by the company to study properly and reply in time all postal refresher courses and sales letter and other postal training programs.
- (vi) To cooperate with the management in increasing sales turnover and achieve sales target set up for individual Territory Sales Manager.
- (vii) To make available sales statistics supplied by the company to individual at the time of discussion during the sales meeting or sales conferences or directly as and when required apart from the regular monthly statements.
- (viii) To comply with the directives of the company and extend all cooperation to the respective supervisory staff and the company's officer's and executives. While working on the field and in promoting sales of the company's products and to comply with the directives of the company in special assignments to work out any selected center or center in India, to attend to Trade Meetings and Conference, exhibitions and attend works as may be entrusted as and when instructed by the Company.



(ix) To direct his efforts and activities for the promotion and increase of sales of company's products keeping adequate pace with the growth of the pharmaceutical industry in the country on the whole and bearing in mind its potentiality of the company.

(D) List of Doctors, Hospitals & Institutions

Each Territory Sales Manager is supplied with the available list of Doctors, Institutions and government undertakings and Hospitals.

You should update these lists by making necessary corrections, additions and deletions in the given address of the lists. This should be completed with two working cycles of each center. These lists will periodically be sent for updating as and when necessary.

The management is at liberty to amend or modify the work norms forms time to time as may be necessary in the interest of business and such norms as amended will be binding on the Employee.

**Wishing you a successful career with Crescent Formulations Pvt Limited.**

**For CRESCENT FORMULATIONS PVT LIMITED**

  
**Tresa Velangani**  
**Sr.Manager-HR**



I **Mr. Mustakim Yasin Momin** do hereby state that I have read the aforesaid terms and conditions of my training arrangement and I am signing on the duplicate of this recruitment letter in token of having accepted all terms and conditions.

Date:\_\_\_\_\_

( Signature of Management Trainee )