



Natco Pharma Limited

Regd. Off. : 'NATCO HOUSE', Road No. 2, Banjara Hills, Hyderabad-500 034.
Telangana, INDIA. Tel : +91 40 23547502, Fax : +91 40 23548243
CIN : L24230TG1981PLC003201, www.natcopharma.co.in

OFFER LETTER

MR. RITESH BOBDIYA
S/O. MR. CHHOGALAL BOBDIYA
H. NO.: 120
VILLAGE – TAMOLIYA
POST – BHULGAON
TEHSIL – SANAWAD
DIST – KHARGONE
MADHYA PRADESH – 451113.

Dear Mr. Ritesh,

We refer to your application and the subsequent interview you had with us. We are pleased to offer you the position of **MARKETING OFFICER - CROP HEALTH SCIENCES** in our organisation based at **KHARGONE HEAD QUARTERS** as per the terms and conditions discussed and mutually agreed.

This offer is valid upto **26.07.2019**. However, we would like you to join us as early as possible.

Kindly confirm your acceptance and date of joining.

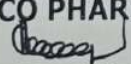
Your appointment letter will be issued soon after your joining.

Please bring with you relevant documents as mentioned below.

1. Relieving letter and Salary certificate from present employer
2. Service certificates from all previous employers, and the present employer
3. Photo copies of all educational qualifications, including school leaving certificates
4. Two recent passport size photographs
5. PF & FPF account number if you were already a PF member
6. Bank account number and address of the bank (for salary transfer)
7. Blood Grouping certificate and medical fitness certificate – original
8. Income Tax details of present employer.
9. Photocopy of PAN CARD and Family AADHAR CARD.

We look forward to welcoming you into **NATCO FAMILY**.

for **NATCO PHARMA LIMITED**


(A.LAKSHMINARAYANA)
VICE PRESIDENT - HR

I am pleased to accept this offer as per the terms and conditions mutually agreed

(Name and Signature)

(Date)

Crop Health Sciences (CHS), Formulation Unit :

Plot No 3 & 8/1, Sy.No. 56(P) & 60 (P), APIIC Industrial Park, Attivaram Village
Ozili Mandal, Sri Potti Sri Ramulu (SPSR) Nellore District - 524 421 Andhra Pradesh



Natco Pharma Limited
Regd. Off. : NATCO HOUSE, Road No. 2, Banjara Hills, Hyderabad-500 034.
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Date : 24.07.2019

Ref. No. HR / APP / 2019

Mr. RITESH BOBDIYA
S/O Mr. CHHOGALAL BOBDIYA
H. NO: 120, VILLAGE - TAMOLIYA,
TEHSIL - BARWAHA,
KHARGONE - 451113

Dear Mr. RITESH BOBDIYA,

This has reference to our offer letter dated 22.07.2019. We are pleased to appoint you as **PRODUCT DEVELOPMENT OFFICER** in our Organisation with effect from 22.07.2019 on the following terms and conditions:

01. Your training is for a period of One year. During training you will be paid a stipend as follows :

1. **Basic Salary** : You will be paid a Basic Salary of **Rs. 15000.00/-** (Rupees Fifteen Thousand Only).

2. **House Rent Allowance** : You will be paid an amount of **Rs. 10000.00/-** towards House Rent Allowance per month.

02. We are arranging to send you a Demand Draft for **Rs.10000.00/- (Rupees Ten Thousand Only)** towards Imprest Cash, towards the expenses incurred for fieldwork / activity, which will remain with you till such time, you are in our services. Your monthly expense statement will be reimbursed after verification in the following months. At the time of closing your leave the services, the Imprest Cash will be adjusted account, while when you leave the services, the Imprest Cash will be adjusted while settling your dues.

03. You will not be eligible to draw any other benefits or perquisites, other than the stipend.

04. During training your learning and progress will be reviewed periodically by your immediate senior, your department head and Human Resources. You will be required to submit regular reports on your assignments to your immediate superior.

05. We are offering you only training. On completion of training, the company is not bound to give you any employment or any facilities or benefits.

06. However, your absorption as regular employee may be reviewed at the end of your training period. On successful completion of training you may be absorbed in the services of the company, depending on availability of a suitable position in the company.

Contd....2....

Crop Health Sciences (CHS) :

Plot No 3 & 8/1, Sy.No. 56(P) & 60 (P), APIIC Industrial Park, Attivaram Village
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07. During the training period, your tenure may be terminated by either side with seven (7) days notice or stipend in lieu of notice period.

08. Your present place of posting is in **KHARGONE HEAD QUARTERS**. However, you are liable to be transferred to any other unit / branch or location within India at any time.

09. Your reporting relationship will be advised to you by **Mr. RAJESH CHEBIYAM – EXECUTIVE VICE PRESIDENT – CROP HEALTH SCIENCES**.

10. In addition to your duties you may be assigned such other duties as may be necessary for your training.

11. You are a whole time trainee of the company and you shall not engage in any other trade, business or activity during your tenure with us.

12. You will be required to undergo thorough medical examination on joining us. This appointment is subject to your medical fitness.

13. You will be governed by all the service rules and regulations as will be in force from time to time in the company.

We welcome you into **NATCO FAMILY**, and trust that we will have a long and mutually rewarding association.

Please return the copy of this letter duly signed by you in acceptance of this appointment.

Your sincerely
for **NATCO PHARMA LIMITED**
(CROP HEALTH SCIENCES)

(A. LAKSHMINARAYANA)
VICE PRESIDENT - HR

I am happy to accept this appointment. I will join / have joined on 22/07/2019

Name : Ritesh Bobbiya

Signature : Ritesh

Crop Health Sciences (CHS) :

Plot No 3 & 8/1, Sy.No. 56(P) & 60 (P), APIIC Industrial Park, Attivaram Village
Ozili Mandal, Sri Potti Sri Ramulu (SPSR) Nellore District - 524 421 Andhra Pradesh

EMP NUMBER : 95017				Pay period : 01.12.2024 - 31.12.2024			
Name:RITESH BOBDIYA							
Company cd : NATCO PHARMA LIMITED				Location : NATCO PHARMA LTD - B			
Department : SALES & MKTG				Pay area : CHS FIELD STAFF			
Designation: BUSINESS DEVELOPMENT EXECUTIVE							
Emp group : MIDDLE MAN				Grade : M1			
PF No : GRCDP18738950000010021				Date Of Joining : 22.07.2019			
+Pan No.:DHZPB8713E				+UAN No. :101483632583			
Earnings - Deductions = Amount				LOP EL CL SL			
67,127.00 5,324.00 61,803.00				0.00 37.0 4.0 11.0			
Earnings				Deductions			
Basic Salary		15,515.00		Ee PF contribution		3,724.00	
Fixed Dearness Allowance		15,515.00		Prof Tax - split peri		200.00	
House Rent Allowance		15,470.00		Medi Claim Premium		1,400.00-	
Education Allowance		200.00					
LTA Taxable		15,515.00					
Field Staff Expenses		4,912.00					