

Dated: 18-05-2024

To,  
Divakar Tyagi

**Subject: Letter of offer for the post of Care Coordinator Associate**

Dear Divakar Tyagi

We are pleased to offer you the position of **Care Coordinator Associate** at our **Gurgaon** location. The terms of appointment are as follows:

- i. We would appreciate it if your start date were no later than **21-05-2024, at 10:00 A.M.** Please return the duplicate copy of this letter duly signed in token of your having accepted this employment offer. We will then proceed to create a formal appointment letter at the time of joining, which outlines our **three-months'** probation period and other details and will supersede this offer letter.
- ii. Your Annual CTC comprises of **Rs. 450000 (Four Lakh Fifty Thousand Indian Rupees Only), inclusive of the annual variable of R.s 150000 which will be subject to your performance.**
- iii. You will be paid your salary and allowances stated in arrears monthly after giving effect to withholding(s) as required by law. Any Income Tax applicable on your remuneration or any other payment made by the Company in respect to taxes will be borne by you and as required by law, will be deducted at source.
- iv. Your hours of work will be as per the Company policy and requirement of the project you are working on.
- v. This position is offered subject to satisfactory reference and pre-employment checks by third party vendors/Pristyn Care and completion of a three-month probation period during which time your performance will be reviewed.
- vi. You shall always be subject to the overall policy of the Company and agree to be bound by the same. It is your responsibility to ask the HR team to provide you with all the policies of the Company and you should abide by all such policies.
- vii. All information, data and documents shared by the Company with you are the intellectual property of the Company and you will always maintain the confidentiality of all the information, data and documents shared with you, including this offer letter. You are not authorized to share any information about the Company, of its clients, of its operations whatsoever with any third party without prior written consent.
- viii. Non – Solicitation and Non Hire of Company Employees: You agree that during the term of your employment and a further period of 12 (twelve) calendar months after separation from the Company, for whatever reasons, you shall not either directly or indirectly solicit or entice away or endeavor to solicit or to entice away or assist any other Person to solicit or hire or entice away from the Company, any Company employee.
- ix. Confidentiality & Non-Complete and Non-Solicitation: You certify not to share your salary or any company details along with not joining any competitor as an employee or contractor or solicit any employee from the company to join a company.
- x. Transfer & Relocation: You will be liable to transfer in such capacity as the company may from time to time determine to any other location, department, establishment, factory or branch of the company or its affiliate, associate, or subsidiary companies. In such case, you will be governed by the terms and conditions of service applicable to the new assignment.

We welcome you to the Pristyn Care family.

Request you to kindly accept the contents of this letter and return to us a copy of the same for our records purposes. Yours  
sincerely,

For GHV Advanced Care Private Limited



(Vice President – Human Resource)  
(Anjan Das)

Accepted

Divakar Tyagi

## Salary Annexure- Divakar Tyagi

<b>Name</b>	Divakar Tyagi	
<b>Designation</b>	Care Coordinator Associate	
<b>Department</b>	Kidney Stone	
<b>Sub-Department</b>	Care Coordinator	
<b>Job Location</b>	Gurgaon	
<b>BU</b>	Speciality	
<b>Salary Components</b>	<b>Monthly Amount</b>	<b>Annual Amount</b>
Basic	10730	128760
HRA	5365	64380
Bonus	894	10728
Special Allowance	6211	74532
Gross Salary	23200	278400
Employer PF	1800	21600
CTC	25000	300000
Variable Pay	-	150000
Total CTC	25000	450000

### Statutory Deductions:

1. Employer's contribution to Provident Fund shall be deducted & deposited with PF Authorities, along with employee's contribution, as per the statutory requirements.
2. Professional Tax and all incidence of income tax will be borne by the employee as per Income tax rules.
3. All applicable tax liability will be borne by the employee as per relevant statutory tax rules.

### \* Additional Benefits

4. Medi-Claim premium is calculated for self, spouse and 2 children for a sum insured of Rs2 Lakh. Accidental Policy also applicable over and above CTC.
5. The amount of Gratuity is subject to Payment of the Gratuity Act 1972.

### \* Flexi Pay

6. For Tax saving purpose, there is a provision to avail Car Hire Scheme & Vehicle Operating expenses as per the salary bracket.



(Vice President – Human Resource)

(Anjan Das)

Divakar Tyagi

Please bring copies of the following documents at the time of joining along with the original copies for verification (Wherever applicable): -

1. 2 Passport size Photographs
2. All educational certificates
3. Appointment letter/ Salary certificate/Pay-slip from previous employer (if applicable)
4. Release letter/ Copy of Resignation Letter (last employment)
5. PAN Card copy
6. Aadhaar Card
7. Cancelled Cheque

**NOTE: You are requested to inform your HR coordinator well in advance in case you are unable to provide any of the above-mentioned documents on joining day. In the absence of any of the above-mentioned documents we will not be able to complete your joining.**