

CODITECH SOFTWARE SOLUTIONS

A CorroHealth Company

15/Sep/2022

To

Ms. T.Luxana

3-1/2, Arumuga Nagar, G - Block, Karaikudi,
Sekkalai Kottai, Sivaganga, Tamil Nadu - 630002.

Dear Ms. T.Luxana,

Sub: Letter of Appointment

We are pleased to offer you an appointment in our organization on the following terms and conditions:

- 1 Your date of commencement of service is: **15/Sep/2022**. Employee ID: **VRCMCBE4182**, Designation: **Jr Executive - Coding Services**. File No: **3932**, Place of posting: **# Coimbatore**.
- 2 You will be entitled to a **CTC of Rs. 15000(Rupees Fifteen Thousand Only)** per month till the confirmation, which would be subject to revision periodically on the basis of your performance. **Ref – Annexure A**
- 3 You will be eligible to other benefits in accordance with the company's rules and statutory benefits, if any, applicable to you from time to time. You will also be entitled to leave, ESIC, PF and Gratuity and as per Act. Your Performance Review will be done on yearly basis. Remuneration paid to you shall be subject to Tax Deduction at Source as per the rules applicable at the time of disbursement.
- 4 If you want to exit the organization for any cause, you need to formally resign, serve notice period, and complete exit formalities as per the HR policy and as per the employment documents that you sign while joining us. We waive off notice period only on serious medical conditions, which are substantiated with medical documents such as hospitalization records, discharge summary, scan report, blood test reports. We will send them to our medical panel and once they validate and approve the documents, immediate relieving will be initiated.
- 5 Otherwise, associates below AVP level have to serve Two months' notice while resigning from services. All the confirmed associates have to serve notice period according to their designation or they need to pay three/two (based on their designation) month's gross salary in lieu of notice while resigning from services. However the decision to accept gross salary in lieu of their notice period solely lies with your functional head based on the responsibilities they were handling and the availability of replacement for the position.

J. K. K. K.

Accepted By - Ms. T.Luxana



Registered Address: F-83, Profit Centre, Gate No 1, Near Pizza Hut, Mahavir Nagar, Kandivali
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- 6 **Employee's unauthorized absence:** Employee's unauthorized absence for a period of three consecutive days will make the employee loose his / her lien and his services with the company. The company will send a formal letter to the employee asking for explanation on the unauthorized absence and will request the employee to come back to work within 2 working days from the receipt of the letter. Not responding for the formal HR letter will attract a legal letter from the company asking for explanation and compensation for absconding from work and the employee's service with the company will automatically come to end without company's notice or intimation.
- 7 At all times, you will abide and / or governed by the rules and regulations of the Company as amended or framed from time to time. Your hours of attendance will be regularized to suit the duties entrusted to you. Your whole time and attention shall be devoted to the interest of the Company and you shall not engage yourself in any capacity at any other enterprise or business part time or full time. You shall not engage in any studies or professional course without notifying the company.
- 8 You shall conduct yourself in such a manner, as to justify the trust and confidence reposed in you and act at all times in consistence with the position of responsibility you occupy. You may be required to work for any associate or subsidiary Company on transfer, either full time or part time, and to work for the Company or any associate or subsidiary Company in any part of India or abroad as directed by the management. Upon all such transfers the rules and regulations and also the terms and conditions of service applicable at such place of transfer shall automatically become applicable to you.
- 9 You will not disclose to any person, firm or corporate body, without approval from appropriate authority of the Company, such technical or managerial information and knowledge about its business, trade secrets, manufacturing process etc. as you may acquire in the course of this appointment. You will retire from the services of the Company at the end of the month in which you attain the age of 58 years or have completed 35 years of full time service in the company whichever is earlier .
- 10 Any communication sent by prepaid registered post at your address as intimated by you in writing to the Company from time to time shall be deemed under all circumstances to have been received by you within three days of the dispatch irrespective of whether the communication is received or not. Your address for the purpose of this clause has been noted in the records of the Company as per this letter. You must furnish any change in the said address in writing. In case any declaration or information furnished by you in your application for employment or otherwise, is found to be wrong or incorrect or it is found that you have willfully suppressed any material information, your services will be liable for termination without any notice.

J. K. Kerkha

Accepted By - Ms. T. Luxana

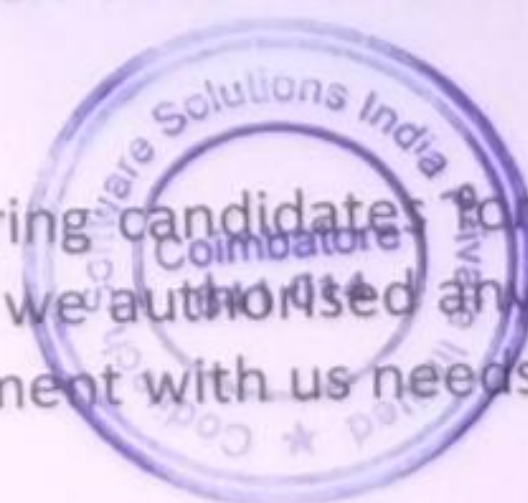


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- 11 Upon your ceasing to be employed by the Company, you shall forthwith return to the Company all the property belonging to the Company or any subsidiary or associate Company of the Company including all documents and memoranda (including records in hard and in soft copy thereof and extracts there from) compiled from the records of the Company or any of its subsidiary or associate Companies or prepared or taken in the course of employment.
- 12 You shall comply with the provisions of the Company's Industrial Relation Procedures. Any involvement in any illegal industrial action, acts of intimidation or incitement or acts, which may lead to disharmony of labour relations, will be considered as breach of this Employment Agreement and may lead to the Employee's dismissal. All disputes will be under the jurisdiction of Madras High Court at Chennai and for other matters at all other Courts and Authorities in other than writ jurisdiction.
- 13 Team members will be on a probation for the first 6 months from the date of joining. This is applicable to team members who joins us from 1st August 2022. During probationary period, either party has right to terminate the services of the team members with 15 day notice.
At the end of probation period (6 months), if the performance of the employee is found satisfactory, his/her services will be confirmed based on the inputs from the functional heads. No salary revision will be done during confirmation. If functional heads propose to initiate separation due to non-performance, we will place them on bench for 15 days and relieve them at the end of 15 days. Team member is eligible to avail One leave per month during probation.
In certain cases, If the employee's performance is found unsatisfactory at the end of the probationary period due to performance issues, extension of period of probation letter will be issued. If a team member is sponsored for any certification during this period, their mandatory work agreement will precede this probation clause and they will not be covered under this policy. They will have to complete the mandatory work period mentioned in the certification agreement.
- 14 Variable Compensation: If there is a variable component mentioned in your pay structure in the annexure-A, it will be contingent on the Company's overall performance and your personal goals being met. Specific individual goals shall be developed by your functional head. The company reserves the right to amend or withdraw the variable pay, at its absolute discretion.
- 15 Background verification: As per your assigned client's requirement, the Company might verify your background on previous employment history, education, residing address, police records, etc. to check on the authenticity of your provided information. Failure on any parameter here might lead to termination of your service or rejection of your appointment either at the initial stage or at any point of your service with the Company.
- 16 **Work from Home:** Due to the pandemic situation you may be given an opportunity to work from home for few months. Please understand that this option is a temporary and interim solution. This temporary solution will be terminated by VRCM once the pandemic threat is mitigated or it is determined that business needs are not being met. In case of not meeting business goals team member will be asked to report back to office in 5 business days. The respective manager will notify the team members and team members need to report back to office within 5 days from the date of notification. Failing to return to office in such a circumstance without any valid reason, will attract severe disciplinary action which includes separation of services without any further notice.
- 16 We wish to notify that we do not demand or charge any fee/charges from the aspiring candidates for considering their candidature or at any time during the recruitment process, nor have we authorised any individual, agency or firm for recruiting candidates for us. Any person seeking employment with us needs



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to be cautious and not trust any agency or individual, claiming to be our representative, and charging fees for providing/securing employment with us.

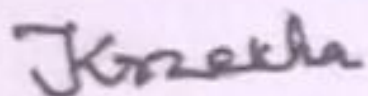
We wish to advise everyone seeking employment with Coditech Software Solutions, A CorroHealth Company (formerly known as Visionary RCM), to kindly note the following:

- ✓ Do not respond to any unsolicited job offers from individuals / agencies claiming to be our employees or authorized agents, and demanding a fee/charge for job application. Please note that any communication demanding money that appears to originate from us is false.
- ✓ Do not make any payment to any individual / agency for securing employment with us. We do not charge anything from the person seeking employment with us.
- ✓ Do not disclose any personal & confidential information, including bank account details, without proper verification and checking the authenticity.
- ✓ In case of the slightest suspicion about the source & credentials of any individual/ agency claiming to be our representative, you may immediately report the same to our office or the local police authorities. Beware of fake email IDs or communications issued on fake letter heads.
- ✓ We shall not accept any liability towards the representation made in any fraudulent communication or its consequences, and such fraudulent communication shall not be treated as any kind of offer or representation by CorroHealth (Visionary RCM).

Please sign and return the duplicate copy of this letter as confirmation of your having accepted the terms and conditions for our records.

Yours faithfully,

For Coditech Software Solutions – A CorroHealth Company



Sasi Rekha K

AVP – HR

Accepted By - Ms. T.Luxana



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Annexure –A

Pay & Allowances Structure Summary

#	Pay & Allowance	Monthly CTC	Annual CTC
1	Basic Pay	7500	90000
2	House Rent Allowance	3750	45000
3	Special Allowance	648	7774
4	Children Education & Hostel Allowance	800	9600
5	Statutory Bonus - 8.33% of Basic pay	625	7497
6	Gross Pay (1+2+3+4+5)	13323	159871
7	Company's Contribution to PF @13% with capping up to Rs15000 on Gross Pay	1244	14934
8	Company Contribution to ESIC @ 3.25%	433	5196
9	Insurance	0	0
10	Total Cost to Company (6+7+8+9)	15000	180000
Approximate Statutory Deductions			
11	Employee's Contribution to PF **	1149	13785
12	Employee's Contribution to ESIC @ 0.75% **	100	1199
13	Professional Tax	208	2500
14	Approximate Take Home*** (6-11-12-13)	11866	142387

Note:

** Subject to vary based on earned pay

*** Approximate Take home value is subject to vary based on actual earnings of the month

With best wishes,

For Coditech Software Solutions – A CorroHealth Company

Sasi Rekha K

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AVP – HR

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Appointment Order

Date: 01/08/2022

To

Ms. GANGA GOWRI E,
8/134, METTUPATTI, ILLPPUR
PUDUKOTTAI

Dear Ms. GANGA GOWRI E,

We refer your application dated 22.07.2022 and the subsequent personal interview you had with us on 22.07.2022, we are pleased to appoint you as **"BIOCHEMIST"** in Biochemistry department on the following Terms & Conditions

1. You will be on training for a period of 1 year from the date of joining (01.08.2022 to 31.07.2023).
2. You will be paid a Consolidated Salary of **Rs.12, 000/-** per month. (Refer pay slip for salary breakup)
3. You will be reporting to HOD.
4. During training period you are liable to be terminated in case your performance is not up to the satisfaction of the management.
5. After Successful completion of the training period you may be considered for regularization of your services or extension of further period of training depending upon your ability and performance.
6. You are required to adhere to the information security policies of the Hospital, e-mail rules, internet usage policy and all policies which may be notified from time to time.
7. You are strictly prohibited from sharing passwords allotted to you and any medical/sensitive information you may come across during the course of your employment in the Hospital and you have to sign Employee confidentiality agreement.
8. Disciplinary action along with legal action will be taken in case of any violation of any of the Hospital's security policies.

A.H.

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Ms. GANGA GOWRIE

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9. You are required to deposit original certificates with the Hospital or you can deposit your one month's salary in lieu of depositing certificates.
10. If you choose to resign during the course of the employment, you will have to give one month notice to the Hospital.
11. In case you fail to give notice, you will compensate the hospital by one month salary.
12. During the course of your employment, you will devote all your time exclusively for the work as may be assigned to you by the Management from time to time and you will not engage in or service in any capacity whatsoever either full time or part time or undertake or carry on or be concerned or interested in any business, trades, profession or concern other than the work assigned to you by the Management.
13. In case of any breach on your part of any of the terms and conditions contained herein, or in case you commit a violation of the rules, regulations or policies of the hospital, or in case you commit any misconduct; we shall be at liberty and entitled to dispense with your service without any notice or compensation.
14. During the training period you will be eligible to avail leave as applicable to your cadre.
15. If the foregoing terms and conditions are acceptable to you, you may please sign this letter of appointment in token of your acceptance thereof and return it to us.

For KOVAI MEDICAL CENTER AND HOSPITAL LIMITED

A. PARAMESWARAN
MANAGER-HR

I have fully read and understood the above terms and conditions and accept the same.

Signature of the candidate

Cc: Personnel File

