



31<sup>st</sup> August 2021

Mr. G. Murugaraj,  
No. 8, Air Last Gate Road, Venkateshwara Nagar,  
Thirumullaivoyal, Avadi, Chennai - 600062.

Dear Murugaraj,

**Sub: Offer Letter**

Allzone Management Solutions is pleased to offer you employment as **Process Associate** with effect from 2/8/2021.

**1. COMMENCEMENT OF EMPLOYMENT**

- 1.1 You will be employed in the Department of **Medical Billing**.
- 1.2 Your job description and general responsibilities will be intimated to you upon joining.
- 1.3 You would be reporting to the Project Manager.

*The terms and conditions of your appointment are as follows:*

**2. SALARY**

- 2.1 Your Cost to the Company (CTC) will be **Rs.2,27,256/-** per annum. Your Gross Salary will be **Rs.2,00,400/-** per annum, which is inclusive of basic salary, allowances. The break up will be provided to you as per the company's policy. The details of which are as per the detailed annexure attached. You will be governed at all times by the policies, procedures and rules of the Company related to the salary, allowance, benefits and pre-requisites which are specified in this appointment letter. Further, the Company may modify or change such allowances, benefits and pre-requisites from time to time in accordance with its policies.
- 2.2 Salary reviews will be notified to you in writing.
- 2.3 The Company will be entitled, at any time during your employment, or in any event on termination, howsoever arising, to deduct from your remuneration any monies due from you to the Company, including but not limited to, salary, loans or advances, and any excess holiday pay.
- 2.4 Obligation of Tax: With the exception of the obligation to withhold tax at source the company assumes no responsibility for your personal tax affairs. It shall be your responsibility to file tax returns with the respective authorities as per the Indian Income Tax Law.
- 2.5 You're Salary and other compensation details must be kept confidential at all times.

**3. PROBATION**

- 3.1 You will initially be on probation for a period of six months from the actual date of your joining the Company and will continue to be so unless and until you are expressly confirmed (in writing) in the regular service of the Company.
- 3.2 During the probationary period your services are liable to be terminated at any time, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company.
- 3.3 During the probationary period your performance will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion of your initial or extended probationary period you will be confirmed in the regular service of the Company.

**4. LEAVE BENEFITS**

- 4.1 You will be entitled to all leaves as per the company policy.
- 4.2 The Company reserves the right to require you to undergo a medical examination by a doctor nominated by the Company at any time during your employment where your health or absence record is a cause for concern.

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CIN : U72300TN2005PTC057434



5. **TERMS AND CONDITIONS**

In addition to the terms of this offer letter, your employment with the Company will be governed by the Terms and Conditions of Employment as set out below. Please review the Terms and Conditions of Employment carefully, since your acceptance of this offer by the Company would be deemed acceptance of the Terms and Conditions of Employment.

**Rules And Regulations**

The Company shall be entitled to modify the terms of your employment on providing you with prior written notice and in accordance with applicable law. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.

**Service Conditions**

During the period of your employment with the Company, the service rules and regulations of the Company and the amendments that may be brought into force from time to time and the rules governing business conduct, ethics and secrecy shall govern you.

**Minimum Service Period**

You shall serve with the Company for a minimum uninterrupted period of 12 (Twelve) months from the date of joining and not less than 6 months from the date of confirmation in the services of the Company whichever is later.

6. **INITIAL PLACE OF POSTING**

Your initial place of posting will be in Chennai.

7. **JOB ASSIGNMENTS**

You may during the course of your employment be given any assignment arising out of the Company's business that the Company, in its subjective judgment, feels is suited to your background, qualifications or experience.

8. **TRANSFER**

The Company, may in its business interest, transfer you to any of its offices in India or abroad on such terms and conditions as are applicable to such transfers as per Company rules.

9. **VERIFICATIONS AND BACK GROUND INVESTIGATION**

Your appointment is subject to satisfactory verification of your character, antecedents, testimonials and references. The appointment is also based on the details provided by you in your resume and information provided by you during various discussions with you. If at any time, any information or detail given by you is found incorrect or false; your services will be liable for termination without any notice, salary in lieu of notice or compensation. No charge sheet or disciplinary action will be necessary. Your appointment is also subject to your being found medically fit and continuing to remain fit thereafter as certified by a Company approved doctor. You represent that you have never been convicted of, been charged with or are on trial for any crime or other transgression whatsoever in India or abroad. You will be subject to checking ("Checkings") that may be conducted either before or after the date at which full-time employment commences.





**18. RESTRICTIONS**

You will not during your employment with the Company, and in the event of termination of your employment for a period of one (1) year following the date of termination, do or permit any of the following without prior consent of the Company:

- (i) Be concerned with, engaged or interested in, or advise or own any business, which is in competition with any business carried on by the Company in India, including without limitation companies engaged in similar activities as those of the Company as were performed or developed at any time during your tenure.
- (ii) Solicit customers of any person who is or has been a customer of the Company for the purpose of offering to that person goods or services similar to or competing with those of the Company.
- (iii) Cause or permit any person directly or indirectly under your control to do any of the acts of things specified above; and
- (iv) Solicit any employees of the Company, which includes the persons employed by the Company after termination of your employment with the Company, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by you or not.
- (v) Breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given.

**19. INDEMNITY**

You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach of the terms of this offer letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

We welcome you to the organization and sincerely hope that your period of service will be long, pleasant and of mutual benefit.

For Allzone Management Solutions Pvt. Ltd

Authorized Signatory

**ACCEPTANCE**

If the terms and conditions of appointment enumerated in this letter of appointment, including its annexure are acceptable to you, please confirm your acceptance by signing on the duplicate copy of this letter and return it to the company.

I agree to accept employment on the above-mentioned terms and conditions

Signature

Name:

Date:

Encl: Annexure




Annexure to offer letter dated 2-August-2021			
Name	G. Murugaraj		
Department	Medical Billing		
Designation	Process Associate		
Description	Proposal		
	Per Month		Per Annum
Pay & Allowances			
Basic Salary	9352.00		112224.00
House Rent Allowance	4008.00		48096.00
Conveyance	1002.00		12024.00
Allowance	2338.00		28056.00
Gross Salary	16700.00		200400.00
Statutory Deduction - Employee PF	1523.00		
Statutory Deduction - Employee ESI	125.00		
Net Pay	15052.00		
Statutory Benefits - Employer PF Contribution		1696.00	20352.00
Statutory Benefits - Employer ESI Contribution		542.00	6504.00
CTC		18938.00	227256.00
Other Benefits (Variable)			
Leave Salary (12 days Maximum)		As Applicable	As Applicable
Special Duty Allowance (1.5 times Gross/Day * No. of days)		As per Policy	As per Policy
Referral Incentive		As per Policy	
Food Allowance applicable for Transition		As per Policy	

Other Benefits and Indicative payments are subject to you being active/present on the company rolls at the appropriate dates. It cannot be made retrospective or accrued

- (1) PF contribution as per the prevailing statutory norms; as applicable to you.
- (2) ESI as per the prevailing statutory norms on gross salary received by the individual which includes all allowances.
- (3) Leave salary payment = As per the Policy payable on the available/balance days at the end of the calendar year. Calendar year being January to December.
- (4) Special Duty Allowance - Payable for working on a Sunday at 1.5 times of Gross Salary \* No. of Days worked for that particular month.
- (5) Referral Incentive Payment - As per Policy.
- (6) Food Allowance for Transition - As per the detailed policy applicable.
- (7) Night Duty Allowance - As per Policy (Per Day \* No. of Days worked in Night Duty for that particular month).

For Allzone Management Solutions Pvt. Ltd

  
Authorized Signatory

  
6/9/21