



# Brooks

LABORATORIES LIMITED

Corp. Off.- 201, "The Summit Business Bay"  
Behind Gury Nandk Petrol Pump,  
Off. Andheri Kuria Road, Andheri (E),  
Mumbai - 400 093 (India)  
Ph. : +91 22 69073100

Ref: BLL/HR/MKTG/BARAMATI

Date: 11-December-2023

To,  
Mr. Chopade Abhishek Dadaso  
S/O. Shri Chopade Dadaso Pandurang  
A/P - Mekhali (Sherewadi)  
Ta - Baramati Dist. Pune (Maharashtra)  
Pincode : 413102  
Mobile: 9112252547  
Email : abhichopade1434@gmail.com

Subject: Offer Letter

Dear Mr. Abhishek,

With reference to the discussions you had with us on 11<sup>th</sup> December-2023, we have pleasure in offering you an employment in Brooks Laboratories Limited at Baramati (Maharashtra) INDIA subject to the following terms and conditions, and your acceptance thereto.

- 1. Designation:**  
You are designated as "Institutional Manager" in Marketing Department. You will render such professional services in the performance of your duties, consistent with your position of Institutional Manager.
- 2. Reporting:**  
You shall report to the "Area Sales Manager" or such Manager / Supervisor, who will be assigned by the Company, as your supervisor from time to time.
- 3. Remuneration Package:**  
CTC would be as discussed and mutually agreed during the interview
- 4. Probation & Confirmation:**  
You will be on probation for a period of Six months from the date of joining and will continue to be on probation until company confirm your services in writing. Confirmation will be dependent upon your satisfactory performance, no integrity or performance related issues being highlighted as a part of reference/background check that the Company may conduct and you being declared and remaining medically fit by a medical officer or by a doctor specified by the Company.
- 5. Place & Nature of Work:**  
You shall be accountable for Baramati however You are liable to be transferred to any of our establishments or, any other job of whatsoever nature as the management may deemed fit from time to time as per the business exigencies, anywhere in or outside India. Your services may be transferred to such other place of business of the Company or its subsidiaries or associates whether in or outside India, as the Company may from time to time determine.

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- 6. Hours of work & Paid Holidays:**  
Your working hours will be as designated by the Company time to time. You will observe the working hours and holidays normally observed by the department you are assigned to. However, considering the business exigencies need to contribute for extended working hours.
- 7. Retirement Age:**  
All staff in your cadre shall retire on the attainment of normal retirement age fixed by the Company, which is at present 58. The actual date of retirement shall be the last working day of the calendar month on which your birthday falls.
- 8. Leave:**  
You will be eligible for leave in accordance with Company's leave policy in force from time to time
- 9. Provident Fund & Gratuity:**  
You are eligible for provident fund and gratuity from commencement of your employment with Brooks Laboratories Limited. Both you and the Company shall contribute in accordance with the provisions of Employee Provident Funds and Miscellaneous Provisions Act 1952. Based on eligibility, you shall be entitled to gratuity in accordance with the Payment of Gratuity Act 1972.
- 10. Management reserves the right to recover any buy back / Notice period salary reimbursed.**