

SOMIRO
HEALTHCARE

SOMIRO HEALTHCARE PRIVATE LIMITED

G-10D, Smartworld Orchard, Sector 61, Gurugram – 122098
CIN: U21000HR2024PTC124030 | PAN: ABOCS0753L

APPOINTMENT CUM JOINING LETTER

Ref No.: SHPL/ASM/DL/2026-27/001

Date: 29th May 2026

To,
Mr. Manjot Singh Anand
S/O Mr. Gundeep Singh
B-151, Fateh Nagar, West Delhi, Tilak Nagar, Delhi – 110018

Dear Mr. Manjot Singh Anand,

Subject: Appointment as Area Sales Manager – Delhi Headquarters

We are pleased to appoint you as an Area Sales Manager at Somiro Healthcare Private Limited, based at our Delhi Headquarters. Your date of joining shall be 1st June 2026. The terms and conditions of your appointment are detailed below:

1. Employee Details

Name: Mr. Manjot Singh Anand

Father's Name: Mr. Gundeep Singh

Aadhaar Number: 8709 3754 9285

PAN: BGZPA0743G

Permanent Address: S/O Gundeep Singh, B-151, Fateh Nagar, West Delhi, Tilak Nagar, Delhi – 110018

2. Designation & Place of Posting

Designation: Area Sales Manager

Headquarters: Delhi

Date of Joining: 1st June 2026

Reporting To: Reporting Manager / As designated by management

3. Compensation & Allowances

Your compensation package shall be as follows:

Component	Amount
Fixed Monthly Salary	₹55,000/- per month
Daily Allowance (DA)	₹250/- per working day
Travel Allowance (outside Delhi city)	₹2.50/- per km
Outstation Night Stay Allowance	₹800/- per night

4. Roles & Responsibilities

As an Area Sales Manager, your key responsibilities shall include:

- Leading and managing the sales team within the assigned territory to achieve monthly and quarterly targets.
- Promoting and selling the company's pharmaceutical/healthcare products to doctors, hospitals, clinics, and chemists.
- Building, maintaining, and expanding relationships with key healthcare professionals and clients.
- Conducting regular field visits, joint fieldwork with team members, and client meetings.
- Analysing market trends, competitor activity, and customer feedback to develop effective sales strategies.
- Submitting regular field activity, sales, and team performance reports to management.
- Attending product training programs, national/regional meetings, and conferences as directed.
- Ensuring timely and accurate submission of expense claims and documentation.

5. Working Hours & Leave

You shall work six (6) days a week as per the company's schedule. Leave entitlement is detailed in Annexure – A attached to this letter.

6. Probation Period

You will be on probation for a period of six (6) months from your date of joining. During this period, either party may terminate with seven (7) days' prior written notice. Upon satisfactory completion, your appointment shall be confirmed in writing.

7. Confidentiality

You shall not, during or after the term of employment, disclose any proprietary, confidential, or sensitive business information of the company to any third party without prior written consent from management.

8. Termination

After confirmation, either party may terminate this appointment by giving one (1) month's prior written notice or by paying one month's salary in lieu thereof. The company reserves the right to terminate services immediately in cases of misconduct, dishonesty, or violation of company policies.

9. General Conditions

- This appointment is subject to you being medically fit for the role.
- You shall abide by the company's rules, regulations, and code of conduct at all times.
- This letter is to be read along with Annexure – A (Leave Policy) which forms an integral part of this appointment.
- Any disputes shall be subject to the jurisdiction of courts in Gurugram, Haryana.

We warmly welcome you to the Somiro Healthcare family and look forward to a rewarding and long-term professional association. Kindly sign and return a copy of this letter as your acceptance of the terms stated herein.

Yours sincerely,

Authorised Signatory

For Somiro Healthcare Private Limited

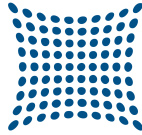
ACCEPTANCE BY EMPLOYEE

I, Mr. Manjot Singh Anand, hereby accept the appointment and confirm that I have read, understood, and agree to all the terms and conditions stated in this letter including Annexure – A. I shall join duty on 1st June 2026.

Signature: _____

Name: Mr. Manjot Singh Anand

Date: _____



SOMIRO
HEALTHCARE

SOMIRO HEALTHCARE PRIVATE LIMITED

G-10D, Smartworld Orchard, Sector 61, Gurugram – 122098
CIN: U21000HR2024PTC124030 | PAN: ABOCS0753L

ANNEXURE – A

Leave Policy

Employee Name: Mr. Manjot Singh Anand

Employee ID: SHPL/ASM/DL/2026-27/001

Designation: Area Sales Manager – Delhi Headquarters

As part of your employment with Somiro Healthcare Private Limited, you are entitled to the following leave benefits with effect from your date of joining i.e. 1st June 2026:

S.No	Leave Type	Days	Remarks
1	Paid Leave (PL)	12	1 PL per month; carried forward as per policy
2	Public Holiday & Festival Leave (PH)	10	As per holiday calendar; non-carry-forward
	TOTAL ANNUAL LEAVE ENTITLEMENT	22	Per calendar year

A. Paid Leave (PL) – 12 Days

- Mr. Manjot Singh Anand is entitled to 12 (twelve) Paid Leaves per calendar year, accruing at the rate of 1 (one) day per completed month of service.
- Paid Leave may be availed for personal reasons, illness, or family exigencies.
- A minimum notice of 2 working days is required for planned Paid Leave, except in cases of medical emergencies.
- Unutilised Paid Leave at year end may be carried forward subject to maximum accumulation limits decided by management.
- Encashment of Paid Leave shall be as per company policy communicated separately.
- Paid Leave shall not be clubbed with Public Holidays to extend breaks without prior written approval.

B. Public Holiday & Festival Leave (PH) – 10 Days

Mr. Manjot Singh Anand shall be entitled to 10 (ten) paid Public Holiday & Festival Leaves per calendar year as listed below. Exact dates shall be as per the official government/company holiday calendar:

No.	Holiday / Festival	Nature
1	Republic Day – 26th January	National / Festival Holiday
2	Holi – (as per calendar)	National / Festival Holiday
3	As per calendar/Festival	National / Festival Holiday
4	Dr. B.R. Ambedkar Jayanti – 14th April	National / Festival Holiday

No.	Holiday / Festival	Nature
5	Ram Navami – (as per calendar)	National / Festival Holiday
6	Eid ul-Fitr – (as per calendar)	National / Festival Holiday
7	Independence Day – 15th August	National / Festival Holiday
8	Janmashtami – (as per calendar)	National / Festival Holiday
9	Gandhi Jayanti – 2nd October	National / Festival Holiday
10	Dussehra – (as per calendar)	National / Festival Holiday

C. General Leave Rules

- Leaves exceeding entitlement without prior approval shall be treated as Leave Without Pay (LWP).
- Public Holiday & Festival Leaves cannot be carried forward or encashed and lapse at year end.
- Unauthorised absence beyond sanctioned leave may be subject to disciplinary action.
- All leave requests must be submitted through the designated reporting manager in advance.
- The company reserves the right to revise the leave policy; changes will be communicated in writing.

This Annexure forms an integral part of the Appointment Letter Ref. SHPL/ASM/DL/2026-27/001 dated 29th May 2026 issued to Mr. Manjot Singh Anand.

For Somiro Healthcare Private Limited,

Authorised Signatory

For Somiro Healthcare Private Limited

EMPLOYEE ACKNOWLEDGEMENT

I, Mr. Manjot Singh Anand, confirm that I have read, understood, and agree to the Leave Policy set out in this Annexure – A and shall abide by the same.

Signature: _____

Name: Mr. Manjot Singh Anand

Date: _____