

Registered Office  
inVentiv International Pharma Services Private Ltd.  
6th Floor, Building No. 4 of Commerzone,  
Survey No. 144/145, Yerwada Jail Road,  
Pune - 411006, Maharashtra, India  
CIN: U93090PN2006PTC144633  
FAX: +91 02030569159

31st March 2021

Mahak Mirza Beg  
B-27, Aashiyana Phase 1, Vijay Nagar Chowk  
near Avanti vihar. Raipur, Chhattisgarh, 492005, India


Dear Mahak,

We are pleased to offer you an appointment with **inVentiv International Pharma Services Private Limited** ("**Company**") in the position of **Trail Master File Document Specialist I**, on the terms and conditions set out herein after:

**1. Employment**

Your employment will commence on **5th April 2021** until **4th October 2021**.

- 1.1 Your fixed term employment with the Company will be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date. You, if so asked by the Company, shall fully disclose on your behalf and, if married, on behalf of your spouse full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving limited/ unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external and/or prejudicial to the interests of the Company and seek acceptance/approval of the Company towards continuing with such external interests ("**External Interest**").
- 1.2 You shall also undertake that you are authorized to work in this country and that you have not been convicted in any criminal proceedings in the past, and/or are not a party to any criminal proceedings pending in any court of law.
- 1.3 Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or the Company receives negative feedback from a third party or in event of unsatisfactory results of any of the above, this letter of employment/ agreement shall stand revoked automatically, regardless of whether or not you have accepted it. In the event you have already commenced employment with the Company, such employment will automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to the Company's rights and remedies against you.
- 1.4 You undertake to carry out any and all lawful and legitimate duties assigned by the Company during the course of your employment and unless prevented by ill health or accident and save while on approved leave will, (a) devote the whole of your time, attention skills and abilities to the business of the Company;

  
05/04/2021  
syneoshealth.com

(b) always endeavor and conduct yourself to promote the Company's best interests; and (c) not at any time do anything or act in a manner that could/might damage the Company's interests.

Provided that the Company shall still retain its right under Clause 7.8 of this letter of employment/ agreement and under the laws, in the event due to continued ill-health, you are deemed unfit/ incapable of discharging your duties akin to the expectations of the Company and in terms of this letter of employment/ agreement.

- 1.5 The Company shall have the sole discretion to modify the nature of your duties and designation as it may deem appropriate without assigning any reason and you will be expected to undertake all responsibilities that may be assigned to you by the Company at any time.
- 1.6 You shall not, without the Company's prior and formal written consent, whether for any consideration or not, enter into any association with any third party in the nature of employment, retainer, assignment, apprenticeship / traineeship, consultancy engagement or in any other manner whatsoever, or carry out any other profession / business / activity / vocation, nor engage in any such activities (even if such association, activity, etc. is on part-time basis) as would interfere with performance and delivery of your duties and obligations to the Company or which would represent a conflict of interest with the Company.
- 1.7 By signing this letter of employment/agreement, you undertake and represent to the Company that you have ensured total, formal and effective closure of any/all preexisting association/engagement with any third party.
- 1.8 By signing this letter of employment/agreement, you agree to adhere to the Company's policies, rules and practices existing at the time of entering into this letter of employment/agreement and/or which may be formed later and brought into force by the Company at a later date during the course of your employment. These may include, but are not limited to, work schedule, sick leaves, leave of absence. Furthermore, you acknowledge that these policies may be modified from time to time as required by the Company's business needs and in such an event, prior notice shall be given to you in compliance with this letter of employment/agreement.
- 1.9 By signing this letter of employment/agreement, you also acknowledge that in the event you resign from the services of Company within one (1) year from the joining date, the Company reserves the right to deduct applicable amounts paid to you as: a) relocation allowance; b) notice period buy out; c) joining bonus; and d) such other amounts as may be applicable as per the Company's policy prevalent at the time of such resignation.

## 2. Probation

- 2.1 You will serve a mandatory minimum probation period of three (3) months' from the date of your joining the Company ("**Probation**") following which you shall get confirmed into the Company by default unless you receive a letter of extension of probation. The Company reserves the right to extend your Probation period for an additional three (3) months, in the event that your performance is found not up to the Company's expectations. In such case, you will be deemed to continue on probation until you are confirmed, and your confirmation has been communicated to you, in writing expressly by the Company.
- 2.2 Your performance will be evaluated according to your efficiency, conduct, maintenance of discipline and other conditions as stipulated under the Company's regulations/policies existing now or in future. It will

*Mohali*  
05/04/2021

be your responsibility to read, peruse and follow the Company's regulations/policies which are available on the Company's intranet page.

- 2.3 The decision of the Company on whether to confirm your employment with the Company or to extend the period of probation or termination of your employment shall be final.
- 2.4 During the period of Probation, either the Company or you may at any time terminate this letter of employment/agreement without cause by giving in writing to the other party, one (1) month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with the conditions under clause 7.8 of this letter of employment/ agreement.

### 3. Place of Posting

- 3.1 Your initial place of posting shall be at **Home Based**. However, your services are transferable and you may be assigned, re-assigned or transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates or clients/customers. The decision of the Company shall be final and binding.
- 3.2 It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement will not deem to constitute a change in your conditions of service and in any such event, you shall be given reasonable advance intimation in writing of any such transfer/relocation by the Company.
- 3.3 Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company or a client/customer of the Company whether in India or abroad. In such a case, your relocation expenses shall be borne by the Company and your reimbursement shall be made as per the Relocation Policy of the Company.
- 3.4 Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the Relocation Policy of the Company.

### 4. Performance Of Duties

- 4.1 You shall be assigned with all the duties and responsibilities of the **Trail Master File Document Specialist I**, and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management. You agree to perform such duties and comply with all reasonable directions given by the Company. During the term of this letter of employment/agreement, you will faithfully and diligently serve the Company and promote its interest to the best of your abilities. You shall devote the whole of your time, attention, abilities to its affairs during the hours in which you are required to perform your duties. You agree that you will not engage in any other employment or activity, in the absence of prior written approval from the Company.
- 4.2 Your performance and progress will be assessed and appraised as per the performance evaluation process or any other appropriate mechanism, as per processes and schedules implemented by the Company from time to time. Based on your achievement of specific performance and other standards and subject to the Company's norms regarding cycles of compensation reviews at the relevant time,

*Wahab*  
05/04/2021

your remuneration may be considered for a review, after completion of the appropriate performance evaluation process. You agree to provide all the necessary information, if so required to the Company for completion of the performance of evaluation process.

- 4.3 You will perform your duties in a careful and prudent manner and will conduct yourself at all times in such a manner so as to improve the reputation and interests of the Company. You also agree to truthfully make and manage such reports as the Company may reasonably require. Additionally, you also agree to make available to the Company any and all information derived from your employment, as and when requested by the Company.
- 4.4 You will be true and faithful to the Company in all your account, dealings and transactions whatsoever relating to the business of the Company and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as authorized by the Company.
- 4.5 You will abide by standing rules/ regulations of the Company. Therefore, it is necessary that you are fully aware of the implications of various laws that are applicable to the responsibilities you are handling. Nevertheless, compliance of local laws applicable to your assignment is your personal responsibility and you shall ensure that there is no cause whatsoever of violation of any of these laws by you or your subordinates.
- 4.6 The Company shall always have the right to draw specific attention of such employer(s) and/or associates of yours to the various provisions of this letter of employment/ agreement and in particular to your obligations and commitments as agreed upon by you.

## 5. Compensation

- 5.1 As regards compensation for services to be rendered, you shall be paid an annual Fixed Salary of Rs. **345000**. Your CTC would be Rs. **361560** per annum. The salary shall be payable on monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the date of joining of the succeeding calendar month. The break-up of your salary is detailed in Appendix 1 hereto and the same shall form an integral part of this letter of employment/ agreement. Your compensation is based on your qualifications, skill sets and overall experience. Therefore, the compensation payable to you by the Company is unique and personal and any comparison of the same with other employees shall be futile.

Except to the extent prescribed by law, the breakup of compensation shall be entirely at the discretion of the Company but will be based on factors such as level of employment, tax efficiency, fairness and management convenience. Please note that your salary details are highly confidential and shall not be disclosed inside or outside the organization by you in any manner whatsoever except where required by Company policy. Any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of employment/ agreement.

## 6. Use Of Employee's Personal Information

- 6.1 You acknowledge and agree that the Company may collect, use, store, disclose, transfer and /or process your information or data, listed at Appendix 2, and any other personal information or sensitive personal information or data (collectively "Data"), before or during the course of your employment, for without limitation, the purpose of processing of your application, record keeping, accounting and finance functions, human resource functions including without limitation managing attendance and absences

*Wahab*  
05/04/2024

of the Company's employees compliance with applicable laws and/or any other purposes relating to your job requirements and the business/management of the Company. You further acknowledge and agree that the Company may store and, in some events, disclose, transfer or share such Data, including without limitation to your name, identification number, location and supervisor's name, with affiliates and/or third parties, including the company's clients and third party providers of cloud and software services, in the normal course of business or as may be required by law. By accepting this letter of employment/agreement you hereby give consent to the Company's collection, use, storage, disclosure, transfer and /or processing of your Data in the manner provided in this clause. You also agree that such information can be shared without any prior consent with government agencies as mandated under law or any other third party by an order under the law, who shall be under a duty not to disclose it further.

- 6.2 All the employee Data collected by the Company will be maintained in a secured manner in accordance with the existing laws and the Company's security practices listed in the Company's Privacy Policy, as may be amended from time to time by the Company at its sole discretion. You have been provided a copy of such Privacy Policy and by signing this letter of employment/agreement you consent and agree to all terms thereof. You further acknowledge and agree that the security practices and procedures adopted by the Company are reasonable and adequate to protect your Data and that the security practices and procedures comply with all the requirements of the applicable laws.

## 7. Termination Of Employment

- 7.1 During Probation period, either the Company or you may at any time terminate this letter of employment/agreement without cause by giving in writing to the other party, one (1) month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with the conditions as mentioned in clause 7.8 of this letter of employment/agreement.
- 7.2 After completion of the Probation Period, either the Company or you may at any time terminate this letter of employment/agreement without cause by giving in writing to the other party, **Three Months** notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with the conditions as mentioned in clause 7.8 of this letter of employment/agreement.
- 7.3 The notice period of termination of employment as referred in clause 7.2 will be subject to your title at the time of separation and the associated duration of notice period as per notice period policy then in force.
- 7.4 By accepting this letter of employment/agreement you authorize the Company to deduct from your remuneration on termination of employment (including salary, salary in lieu of notice, etc.) all debts owed by you to the Company or any of its group companies/ associates/ clients/ customers or any fine imposed by the Company as a disciplinary penalty pursuant to the Company's disciplinary procedure.
- 7.5 After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

  
05/04/2021  
syneoshealth.com

- 7.6 Upon termination of your employment with the Company for any reason, you shall promptly and safely return to the Company any visiting cards, keys, credit cards, passes, mobile phone(s), laptops, data card(s), product samples, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes, stationery and other data or documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right to postpone relieving you from your employment in the event that all the Company's documents/ property/Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
- 7.7 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in Clause 3.1 of the letter of employment/ agreement, or to carry out no duties, and to instruct you to not communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
- 7.8 In addition to all the rights of the Company provided for in this letter of employment/ agreement or in any other policies/regulations, as amended from time to time, of the Company or under law, the Company may terminate your employment for cause under any of the following circumstances:
- (a) at any time you shall by your conduct, render yourself incompetent to perform your duties or if you are found to be dishonest, disobedient, intemperate, guilty of any misconduct or indiscipline, persistently unpunctual, negligent in performing your duties;
  - (b) or commit breach of any of the terms of this letter of employment/agreement; or of any of its stipulations herein contained, or you are found to be working against the interests of the Company, or your integrity is found to be in suspect, of which the Company shall be the sole judge;
  - (c) breach of any clauses of the Company's regulations/policies as referenced in clause 4 and 12 herein;
  - (d) unauthorized absence beyond a period of seven (7) consecutive days, without prior written sanction from the Company;
  - (e) inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
  - (f) physical or mental incapacitation to perform your duties;
  - (g) any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
  - (h) 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;

- (i) become the subject of bankruptcy;
- (j) convicted for any offense under any law for the time being in force in any jurisdiction;
- (k) commission of any act detrimental to the interests of the Company;
- (l) commission of any act involving moral turpitude.
- (m) Your performance is continuously measured as below expectation.

7.9 In addition to the above, the Company shall also have the right to terminate your employment in the event your services become redundant for business reasons and/or for reasons beyond the control of the Company.

7.10 Notwithstanding anything contained in clause 7.2, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are guilty of any breach as mentioned in any of the sub-clauses of clause 7.8 hereinabove.

7.11 The Company shall always have the right to draw specific attention of such employer(s) and/ or associates of yours to the various provisions of this letter of employment/ agreement and in particular to your obligations and commitments as agreed upon by you.

#### **8. Non-Solicitation**

You shall not, during the term of your employment and for a period of twelve (12) months immediately following any termination/cessation of such employment (regardless of whether such termination/cessation is voluntary or involuntary), directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, (a) interfere with the Company/Syneos Health Group's continuing relationships with its other employees, (b) disparage the Company/Syneos Health Group with such other employees, (c) attempt to induce such other employees to leave their employment with the Company/Syneos Health Group, (d) interfere with the Company/Syneos Health Group's continuing relationships with its suppliers or customers, (e) disparage the Company/Syneos Health Group with suppliers or customers, (f) sell, attempt to sell or solicit the sale of products competitive with those of the Company/Syneos Health Group to the Company/Syneos Health Group's customers, (g) take any action to discourage or divert any suppliers or customers from doing business with the Company/Syneos Health Group, or; (h) disparage the suppliers or customers of the Company/Syneos Health Group.

#### **9. Confidentiality**

9.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public/outside at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or the benefit of any other

party, unless so authorized by the Company or required to be so disclosed or divulged in the course of proper execution of your duties.

- 9.2 You undertake not to make copies or duplicates of any tangible Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business and you further undertake that during the course of your employment with Company and whether or not during your hours of employment and whether or not with the use of Company's facilities, materials or personnel, you, either alone or jointly with any other person/s and whether or not such person/s are employed in the service of the Company, conceive, make or devise any invention, discovery, process or improvement (whether patented or not) or compile any data to any research, development, technique, method of manufacture, process, appliance, machinery or project now used, made or dealt within by the Company or hereafter to be used or which may be substituted for or used in conjunction with any research, development, technique, method of manufacture, process appliance, machinery or project now or to be hereafter used, made or dealt in by the Company or suggested by or resulting in any task assigned to you or work performed by you for or on behalf of the Company.
- 9.3 You agree and confirm that the terms and conditions of this Clause 9 shall survive the termination or discontinuation of your services with the Company.

#### 10. Intellectual Property Rights

You shall be required to disclose promptly, completely and in writing to the Company any discovery, invention, methodology improvements made thereto, process, data, techniques, software applications or products, appliances or machinery conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions shall at all time belong absolutely to and be the sole and absolute property of the Company whether or not any patent application in relation to such invention has been filed. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest with the Company. You shall have no right whatsoever, in respect of use of any such Inventions, during the continuance or after cessation of your employment with the Company for whatsoever reason. You must not at any time misappropriate files or document of any kind belonging to the Company or make copies, duplicates or excerpts for private or any other purpose unrelated to your employment. If and when required by the Company, you shall at the Company's expense take out or apply for letters patent, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such inventions, so that the benefit thereof accrues to the Company. You shall execute all instruments, acts, deeds and do all other necessary things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof. Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.



## 11. Disciplinary Action Procedure

Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary or capability matter. Your immediate superior will normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be as set out under the Company's regulations/policies as amended from time to time.

## 12. Company's Regulations/Policies

12.1 You shall abide and be bound by the Company's regulations/policies, and the same shall form an integral part of this letter of employment/ agreement. The Company's regulations/policies may be changed/amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You will also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

12.2 You will be bound by the Company's regulations/policies, and all other rules, instructions, and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Company's regulations/policies, rules, instructions, etc. were part of this letter of employment/ agreement. In case of any conflict between this letter of employment/agreement and Company's regulations/policies, the terms and conditions herein shall override/prevail.

## 13. Representation

You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking (including but without limitation to any non-competition or non-solicitation undertakings) or any other disability of any nature which may in any way restrict or prohibit you from entering into this letter of employment/agreement or from performing your duties and providing services under this letter of employment/ agreement on the terms and condition contained herein.

## 14. Interpretation

If any of the provisions of this letter of employment/agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this letter of employment/agreement, and this letter of employment/agreement shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of employment/agreement. If, moreover, any one or more of the provisions contained in this letter of employment/ agreement shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law.

## 15. Governing Law, Jurisdiction and Dispute Resolution

This letter of employment/ agreement shall be governed by and construed and enforced in accordance with the laws of India. If any provision of this Agreement as applied to either party or to any circumstances shall be adjudged by a Court of competent jurisdiction to be void or unenforceable, the same shall in no way affect any of the other provisions of this Agreement or the validity or enforceability of this

*Wahen*  
05/04/2020

Agreement. Further, any dispute arising between the parties shall be resolved by reference to the courts of competent jurisdiction over the subject matter of the dispute. The parties hereby agree to submit themselves to the exclusive jurisdiction of the courts in **Hyderabad**.

Notwithstanding the above, if any disputes, differences or disagreements arise between you and the Company with respect to the terms or interpretation of this letter of employment/ agreement, then all such disputes, differences or disagreements shall be finally decided by a sole arbitrator appointed with the consent of both the parties in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (as amended). Any arbitration pursuant hereunder shall be a domestic arbitration under the applicable laws of India. The venue of the arbitration shall be **Hyderabad**.

#### 16. Waiver Of Breach

The waiver by the Company of a breach of any provision of this letter of employment/Agreement shall not operate or be construed as a waiver of any subsequent breach.

#### 17. Others

17.1 You shall inform the Company as soon as possible about any change in your residential address as well as personal status from time to time. All communications sent to you in the normal course on the address given by you shall be deemed to have been received by you.

17.2 As per the Company policy, the age for superannuating is [60 years].

17.3 **Survival** The provisions of this letter of employment/agreement, which by their nature are intended to survive the termination or expiration of this letter of employment/agreement, including without limitation, the provisions of Clauses 8, 9, 10, 12,14, 15 & 17.2 shall survive the termination of this letter of employment/agreement.

17.4 Kindly sign and return the duplicate copy of this letter along with the Appendixes, initialed on each page of the letter and the Appendixes. Upon your signature and return to us, this letter of employment/ agreement shall govern your employment with the Company.

17.5 This letter of employment/agreement shall automatically stand revoked in the event of your not joining the Company on or before the date mentioned in this letter of employment/agreement for any reason whatsoever.

17.6 You are required to provide true and accurate information to the Company. However, in the event that any of the personal information or sensitive personal information or data provided to the Company is found to be inaccurate or deficient, you will have the right to review, correct, or amend such information as deemed reasonable by your supervisor.

To accept the Company's offer, please sign the original hard copy of this letter and return it to **Mounika Akondi** by **5th April 2021**. If this letter is not signed and returned by you by **5th April 2021** signifying your acceptance of this offer, this offer of employment will lapse.

You should retain the other copy of this letter for your own records.

Yours truly,



Vaishali Sharma  
Director - Human Resources, India  
For InVentiv International Pharma Services Pvt. Ltd

I acknowledge, accept and hereby consent to the terms and conditions contained in this letter of employment/agreement.

ACKNOWLEDGEMENT:



Mahak Mirza Beg

5<sup>th</sup> April, 2021

Date

## Appendix 1

Mahak Mirza Beg	
Components	Per annum (INR)
Basic	138000
House Rent Allowance	69000
*Flexi Basket	138000
1. Leave Travel Allowance	11500
1. Car or Fuel Allowance	21600
2. Special Allowance	104900
<b>Annual Fixed Salary - Total Gross (A)</b>	<b>345000</b>
Company's contribution of PF (12% of basic )	16560
<b>Total Retirals (B)</b>	<b>16560</b>
<b>TOTAL CTC (A+B)</b>	<b>361560</b>
Insurance Coverage: Health Insurance Coverage for Self, Spouse, First Two Children (up to 25 years of age) and Parents/ Parent in laws (Any one set) & Personal Accident and Group Term Life Coverage for self.	

- **Flexi Basket** : Your compensation is designed in a way, to ensure that you get the maximum tax benefit by opting for appropriate components: This plan enable you to :
  1. Choose from the basket of allowances
  2. Apportion components of your salary within prescribed guidelines
  3. Optimize your earnings
- **Flexi Basket allowances:**
  - ✓ Fuel Allowance: An Employee has the option to either claim fuel up to Rs.10800 p.a for two wheeler or Rs. 21600 p.a for four wheeler (<1600CC) or Rs.28800 for four wheeler (>1600CC)
  - ✓ Leave Travel Allowance LTA will be payable once in a year as governed by our Government policy.
  - ✓ Special allowance: Balancing amount and it is taxable.
  - ✓ If employee fails to submit bills/receipts to payroll, Applicable Tax would be deducted from the salary of last 3 months of that financial year.
- **Provident Fund:** The employees would contribute an amount equal to that of the employer and the employee contribution will be deducted from Annual Fixed Salary - as mentioned above (the current rate of contribution is 12% of the basic salary )
- Take home salary will be net of PF & Income Tax deductions depending on your savings under various schemes.
- **Insurance Benefits** : As an employee you are also entitled to the following:
  - ✓ You and your dependents will be eligible for floating health insurance coverage as per applicable policy
  - ✓ You will be eligible for Personal Accident coverage
  - ✓ You will also be eligible for Term Life coverage

*Mahak*  
05/04/2021  
syneoshealth.com |