

Ref: S/HR/LET-OFR/47785/150203

Date: 28 November 2022

Dear Anupa Debnath,

Congratulations and thank you for your interest in Syngene International!

We are delighted to confirm your selection on the below terms and conditions of employment with us:

Position : RESEARCH ASSOCIATE TRAINEE - ANALYTICAL - DISCOVERY CHEMISTRY

Level : 9-I - RESEARCH ASSOCIATE TRAINEE

Location : Hyderabad

Address : Syngene International Limited, Building No. 7, 8 carved out of Plot No. 7, Survey Nos. 542, MN Park, Synergy Square 2, Genome Valley, Kolthur (V), Shameerpet (M), Medchal District, Hyderabad, Telangana – 500 079

You will be entitled to a Total Cash compensation of Rs. 313605 p.a the detailed break-up is attached as Annexure I. The policy guidelines on benefits and emoluments are enclosed in Annexure II.

This offer of employment is valid subject to confirmation of your medical fitness and satisfactory completion of reference / background verification of your credentials related to your educational and / or professional experience.

The appointment is effective from the date of your joining and we request you to join on or before 19 December 2022.

Please confirm that the terms of this offer are acceptable within three days from the date of offer or this offer shall be deemed to have been withdrawn and consequently you will not have any further claim for employment with us. It is understood that we will mutually keep this offer as **CONFIDENTIAL**, till the time you are on board with us.

We are excited about many ways you will have opportunities to contribute to the success of Syngene and look forward to having a mutually beneficial association.

Best Regards,  
for **Syngene International Ltd.**



Sanjeev Sukumaran  
Chief Human Resource Officer

## ANNEXURE - I

**Name** : Anupa Debnath  
**Position** : RESEARCH ASSOCIATE TRAINEE - ANALYTICAL - DISCOVERY CHEMISTRY  
**Level** : 9-I

Salary Components	Annual (Rs.)	Monthly(Rs.)
Basic Salary	205200	17100
House Rent Allowance	13284	1107
Leave Travel Allowance	0	0
Flexi Allowance	0	0
Advance statutory Bonus / Ex-Gratia	41040	3420
Canteen Cost	9000	750
Gross Salary - (A)	268524	22377
Employer Contribution of PF	24624	2052
Gratuity Fund	9852	821
Employer Contribution to ESI	0	0
Statutory Contributions - (B)	34476	2873
Total Fixed Cost - (C = A+B)	303000	25250
Short Term Incentive (STI) at Target - (D)	10605	
Total Cash Compensation - (C+D)	313605	

Benefit Component	Annual Benefit Value	Features
Group Medical Insurance	200000	Covers only for Self, Spouse and two dependent children.
Group Personal Accident Insurance	1700000	Covers only self, up to a limit of Rs. 17,00,000 or two times of your Annual Fixed Pay whichever is higher

**Applicable for STA's (Syngene Training Academy) only:** All hires under the STA programme, are bound by the terms and obligations agreed in the **SERVICE AGREEMENT** executed at the time of joining Syngene. The candidate shall undergo training in technical and soft skill enhancement, for a period of six months from the date of joining. After successful completion of 6 months training programme, the candidates will be required to serve the company for a minimum period of 24 months (in total - 30 months). In the event the employee leaves the services of the company before expiry of 30 months, he will be liable to pay a sum of Rs.1,00,000/- (Rupees one lakh only) as liquidated damages.

## ANNEXURE - II

### **Guidelines on Emoluments / Benefits:**

**Company Transportation:** New employees opting for company transportation would be provided this facility, depending on the availability of seats. It takes a minimum of seven (7) days for the administration team to provide transportation. They need to have at least 8 employees to introduce a new route.

- For Level 9, 10 & 11: An amount of Rs. 1,800/- will be deducted from the monthly salary, if employee avail company transport.
- For Level 8 - Car Petrol allowance will not be paid, if employee avail Company transport.
- For Level 7 & above: Car Petrol & Maintenance allowance will not be paid, if employee avail Company transport.

**Short Term Incentive:** Short Term Incentive (STI) will be payable based on the Company performance versus the Business plan, Departmental performance versus the annual departmental score card and the individual performance versus the objectives in your Individual scorecard for the financial year. Weightages assigned to Company, Department and Individual performance for your level are as follows:

Company	Department	Individual
10%	10%	80%

STI will be paid during the annual appraisal cycle and employees who are onboard at the time of disbursement without serving notice of resignation are only eligible for STI payout. The amount will be prorated for the first year based on date of joining. Employees joining on/after November 1st in a financial year will not be entitled to STI pay-out, which is generally paid-out in June of the subsequent year.

**Children Education Reimbursement:** The reimbursement will be paid to the confirmed employee on production of school fee receipts at Rs. 20,000/- per child upto maximum of two children. The minimum age should be three and half years. For the first-year claim, the amount will be paid on pro-rated basis for the financial year depending on the date of joining.

**Probation:** Six (6) months from the date of joining. Probation can be extended on unsatisfactory performance.

**Working Days:** Five (5) days a week. Some departments function for six (6) days schedule also. For employees in Six day schedule, first Saturday of every month is a declared Holiday.

**Office Timings:** 8:15 AM to 5:15 PM for General Shift and shift schedules applicable to other employees.

**Leave Eligibility:** Employees are eligible for combined Casual & Sick Leave of 12 days per annum and Earned leave of 18 days per annum. The CL & SL will be credited on prorated basis from the date of joining and EL will be credited every month on prorated basis from the date of joining. The annual leave credit period is from April till March.

### **Salary Revision:**

A. Employees who joins the organization on or before 31st October of current calendar year shall be eligible for salary review during the month of April of subsequent year. Employees joining later to 31st October of current year are not eligible for salary review during the subsequent year.

B. All other payments / benefits if extended by Company (other than the payment of salary as stated above and other statutory

payments or benefits payable in accordance with law from time to time), shall be subject to discretion of the Company and the same shall not be considered as your entitlement.



**Relocation Policy:**

**Scope:** Applicable to all New Employees who are currently employed outside of their offered location and are relocating to join the Company.

**Relocation Travel Reimbursement:** Towards travel of Self, Spouse and 2 Children paid at actuals, travel eligibility for Levels 7 to 1: Air -Economy class; Levels 8 to 11: II a/c train fare or bus fare (whichever is lesser). All supporting Ticket / Boarding passes to be submitted for reimbursement.

**Relocation Transport Reimbursement:** Towards shifting of house hold goods (Packing / Loading / Unloading / Unpacking / Insurance / 1 Four or Two wheeler vehicle), Max of 1 truckload and costs will be on actuals subject to max amounts as per levels. Levels 3 to 1: At Actuals; Levels 7 to 4: Rs. 50,000/-; Levels 8 & 9: Rs. 20,000/-; Levels 10 & 11: Rs. 10,000/-. The employee has to submit quotations to HR department from at least 3 movers / packers (from an approved list of vendors i.e. Prakash Packer & Movers / Leo Packer & Movers / Agrawal Packers & Movers). The final / optimal option would need to be pre-approved by HR and all supporting Bills / Quotations have to be submitted for reimbursement (CASH TRANSACTIONS WILL NOT BE ACCEPTED).

**Relocation Allowance:** One month's Basic will be paid as relocation allowance towards child's / children's school admissions, estate agent commission, or any miscellaneous costs.

**Initial Accommodation:** The Company will provide accommodation for outstation candidates in the company-leased guest houses / rooms for a period of 1 week from the date of joining. The new employee would need to inform HR at least 10 days before joining, if he / she would like to avail accommodation facility.

**Claim Period:** Any claims pertaining to Relocation Expenses / Allowances has to be submitted within 45 days from date of joining. Any bills submitted beyond this period (45 days) will not be eligible for reimbursement. (PLEASE NOTE SYNGENE WILL REQUIRE ONLINE TRANSACTION PROOF FOR ALL EXPENSE/RELOCATION CLAIMS, CASH TRANSACTIONS WILL NOT BE ACCEPTED)

**Recovery:** If the employee leaves the organization within one year of joining, all relocation expenses related to Travel Reimbursement, Transportation Reimbursement, Relocation Allowance(one month basic pay), Joining Bonus (if any), Notice Period Buyout paid by the Company will be recovered from the employee in the full and final settlement.

**Note:** The management reserves the right to change any policies at its own discretion and the applicability will be based on new policy. We will issue the formal appointment letter detailing the terms and conditions of employment on your joining our organization. It is understood that such terms and conditions of employment will be binding on you and you will comply with all rules, regulations and code of conduct applicable to employees of the company.

Please bring the following certificates / documents (original & copies) at the time of reporting:

**CERTIFICATES:**

**I) EDUCATIONAL**

- a) School Leaving- 10th & 12th Certificate
- b) P.U. or Equivalent
- c) Degree Certificate / Marks Sheets - Duly approved by UGC / AICTE.
- d) Post Graduation Certificate / Marks Sheets
- e) Any Other

**II) OTHERS**

- a) Date of Birth Certificate / Proof
  - b) Experience Letter(s)/ Reliving Letter(s) (any one) – from all previous employments as mentioned in your CV.
  - c) Salary Slips of last 2 months
  - d) Copy of Form-16 & IT Acknowledgement (Last 2 years), if applicable.
  - e) Relieving Letter
  - f) Photographs : Passport Size : 4 numbers, Stamp Size : 2 numbers (Color)
  - g) Pan Card
  - h) Aadhaar Card
  - i) Any one document among following as latest Address Proof
- \* Passport, Driving License, Voter's ID card.