

Salary and Benefits Statement

Name : Dinesh D
Effective Date : July 1, 2017 (Supersedes earlier version)
Job Title : Sr DBA
Business Title :
Grade : 31
Location : QBAN

SALARY, ALLOWANCES & BENEFITS		Amount in Rs. per Month	Amount in Rs. per Annum
PART 1 : BASE SALARY			
1.	Basic Salary	43,948	527,376
2.	Medical Expenses (see note 1 below)	1,250	15,000
3.	Transportation Allowance (see note 2 below)	1,600	19,200
4.	Base Salary (Total of 1,2,3)	46,798	561,576
5.	HRA	21,974	263,688
6.	Leave Travel Allowance (see note 3 below)	3,662	43,944
7.	Special Allowance (see note 4 below)	25,227	302,724
8.	ANNUAL GUARANTEED PAY	97,661	1,171,932
PART 2 : RETIRAL BENEFITS			
9.	Employer contribution to Provident Fund	1,800	21,600
10.	Gratuity (@30 days) (see note 5 below)	4,226	50,712
11.	Total of Part 2 (Total of 9,10)	6,026	72,312
	GRAND TOTAL [Total of annual 8 & 11]	103,687	1,244,244
Employee Privilege Leave (see note 6 below)		2,958	35,496
Mediclaim (see note 8 below)		650	7,800

NOTES :

1. Medical Expenses : Medical expenses (domiciliary) for self and dependents. If insufficient supporting bills/receipts are provided appropriate tax will be deducted.
2. Transportation Allowance : This allowance is fully taxable if the employee avails of company-provided transport in shift-working situations.
3. Leave Travel Allowance : Equivalent to 1 month basic salary paid monthly. Will be subject to tax exemption provided employee submits required documentation as per prevailing Income Tax regulations.
4. Special Allowance : This is a residual or a balancing value to arrive at your Total Annual Pay.
5. Gratuity : The eligibility of this benefit is only on or after 5 years of employment in Quintiles. Calculated as: [(last monthly basic salary / 26) x 30 x numbers of years of service].
6. Employee Privilege Leave : Currently and as per the existing company policy (which may change from time to time), you are eligible to encash your previous years accrued unutilized EPLs annually. The current formula for calculating the encashment value of annual unutilized EPL's is currently "Un-utilized EPLS (assumed 21 per year) * Monthly Basic / 26". Claims for any reimbursement or expense are subject to company policy.
7. Leave Eligibility : All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.
8. Group Mediciam : Coverage under Group Mediciam Policy with coverage limit of Rs. 3,50,000/- for the employee and family members as per policy.
9. Healthy U Healthy Quintiles (HUHQ) : Currently, INR 12,000 is the maximum reimbursement per annum (a year for this purpose being from January-December) that Employees may be eligible to claim towards expenses against a list of wellness programs detailed in the HUHQ policy. Claims for any reimbursement or expense is subject to company policy.

ADDITIONAL POINTS TO NOTE :

- *Appropriate tax will be deducted at the applicable tax rates, as amended from time to time.*
- *Coverage under Group Personnel Accident Plan and Group Life Insurance Plan as determined by the company from time to time.*
- *Variable incentive Payments: You may participate in non-salary compensation programs as may be available, subject to applicable terms, conditions and eligibility requirements of these plans and at the plan administrator's discretion.*

For and on behalf of
Quintiles Research (India) Pvt. Ltd.

Human Resources