

23-07-2024

Sanriya Fernandes
H. NO.875(3), Acsona Pakam Vaddo, Benaullim, Salcete, Goa
India

Dear Sanriya,

We are pleased to offer you the position of **Post Graduate Trainee, EPD Established Pharma, Abbott India Limited** reporting to **Naresh Gaonkar**. This position will be based at **India > Salcette : Goa Factory**. We hope you consider joining Abbott, where you will be able to do work that matters, grow and learn, care for yourself and family, be your true self and live a full life.

At Abbott, we take immense pride in living our promise of turning science into caring. Our values—pioneering, achieving, caring and enduring—will always guide the decisions we make and the actions we take as we strive to help more people in more places reach their fullest potential through health.

You can treat this communication as a firm offer and confirm the acceptance of the same along with tentative date of joining via email within 24 hours. This offer would be considered invalid if the resignation copy is not shared within 3 working days from the date of offer.

Documents to submit once you accept the offer:

o **Hard Copy / Print Out of Resignation Letter / Email submitted to the previous organization.**

The appointment is subject to a receipt of satisfactory references and successful completion of background verification, including but not limited to, proof of education and professional qualifications, employment history and proof of identity, which are satisfactory to us. In the event of any of the above being unsatisfactory to the company, the Company reserves its right to revoke your offer of employment and/or to terminate your employment, in the event of you having commenced your employment with the company.

Greetings from Abbott Healthcare Pvt. Ltd.!

We are thrilled to offer you the position of **Post Graduate Trainee** with us. Congratulations! Thank you for your patience thus far while we finalized your attached offer letter. Please note, as mutually agreed upon, your date of joining is on or before **08-01-2024**. Request you to revert back with your

acceptance of the offer and note that it is mandatory for you to carry Relieving Letter from your last employer on the date of joining.

Documents to be submitted at the time of Joining:

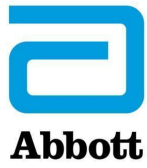
1. Copies of your education/experience certificates
2. Copy of PAN Card & Aadhaar Card
3. Bank Account Proof (Canceled Cheque / copy of Passbook)
4. 4 Passport size color photographs in Blue background
5. Relieving letter from last organization
6. Salary Slip or Salary Certificate from last employer
7. Domicile in case of candidates from Himachal Pradesh

Pre-employment Medical Fitness Certificate (to be completed within 7 days prior to joining)

- a. Blood Group
- b. CBC (Hb, TLC, DLC, ESR)
- c. Blood Urea Nitrogen (BUN)
- d. S. Cholesterol
- e. Blood Sugar Fasting
- f. HIV Test I & II
- g. Urine Routine
- h. X-Ray Chest PA View
- i. Electro-Cardiogram
- j. Ophthalmic Check-up
- k. Physical Examination by Consultant Physician
8. Salary details with Form 12AB/16 from the current employer

Feel free to reach out to me, in case of any query or clarification.

We are excited to have you as a part of Abbott Healthcare Pvt. Ltd. Baddi team.



Compensation Annexure

Name	Sanriya Fernandes
Grade	12
Designation	Post Graduate Trainee
Division	EPD Established Pharma
Division Type	EPO_Goa
Department	Quality Control
City	Goa
State	Goa

Leave Travel Allowance Opted: No

Salary Components	Monthly Amount (in INR)	Annual Amount (in INR)
Basic Pay	13,333	160,000
House Rent Allowance	6,667	80,000
Education Allowance	200	2,400
Monthly Working Commission	8,011	96,126
Bonus	3,323	39,874
Base Pay	31,533	378,400
Provident Fund	1,800	21,600
Sub-Total	33,333	400,000
Cost to Company		400,000

Sign on bonus: In addition to the above, the company is pleased to offer you the following amount as one-time Joining Bonus **₹25,000.00** The above mentioned bonus amount will be credited along with your first payroll. The company has the right to recover the same in case of separation from the organization within one year of joining. The company's decision will be final and binding.

Ganesh Patole

Head - Talent Acquisition

Sanriya Fernandes

Accepted & Agree to join before 01/08/2024



Details-Compensation and Benefits

When you work at Abbott, you'll be able to take care of the physical, emotional, financial and social dimensions of your wellbeing through our robust benefits and rewards offering.

Basic Pay

The Basic Pay is 40% of Sub-Total (Base Pay + Retirals). This amount is fixed and paid monthly.

House Rent Allowance

HRA is defined as 50% of basic salary. This amount is fixed and paid monthly. Exemption is allowed as per the Income Tax Act; the lowest of the following three values will be applicable for exemption as per the Income Tax Act:

1. Actual HRA Received
2. Actual Rent Paid minus 10% of Basic Pay
3. 50% of Basic Pay for Metro/ 40% of Basic Pay for Non-Metro

Employees shall be given an opportunity to change this amount during our Flexible Compensation Plan.

Education Allowance

For Income tax, exempt maximum up to INR 100/- per month per child (maximum of 2 children). The maximum limit for Education Allowance is INR 2400 /- p.a.

Monthly Working Commission

Balancing figure which is derived after apportioning your compensation into various components in line with the compensation structure.

Leave Travel Allowance

L.T.A. may range anywhere between 0 to 8.33% of basic salary. If availed twice in a block of four calendar years, LTA is tax free subject to submission of the bills & tickets (air/rail) for domestic travel only. The current block of LTA is 1st January 2022 to 31st December 2025. An opportunity to select and change the LTA at the time of offer acceptance shall be provided and post joining any changes can be made to the same under our Flexible Compensation Plan (FCP).



Abbott

Provident Fund

12% of basic pay, in line with the Provident Fund Act, 1952 will be contributed as Company's Contribution and the same amount will be deducted monthly as Employee's Contribution.

ESIC (Company Contribution)

ESIC contributions will be made for all eligible employees as per the Employee State Insurance Act 1948 and any amendments there to.

Gratuity

Employee is entitled to gratuity at the time of separation in line with the provisions of the Payment of Gratuity Act 1972.

National Pension Scheme

Contribution to NPS u/s 80CCD (2) is part of the flexible compensation plan. Employees can contribute towards NPS via Abbott up to maximum of 10% of Basic Salary. The amount of NPS contribution will be adjusted from the Monthly Working Commission of the employee and deducted from monthly payroll. An opportunity to opt in to NPS shall be provided post joining under our Flexible Compensation Plan (FCP).

Bonus

Bonus is a statutory component and to ensure that all employees who are or could be eligible for statutory bonus, receive the same, it is a part of compensation structure as a Head of Pay



Abbott

Employee Stock Purchase Plan (ESPP)

Abbott offers all full time employees an option to purchase Abbott (US) stocks at 15% discount below market price (in line with the rules defined in the ESPP scheme). Employees can contribute up to 10% of their annual base salary towards ESPP.

There are two cycles in a year to contribute, and contribution can commence only at the start of the cycle.

Group Personal Accident Insurance (GPA)

Abbott covers all employees under the GPA scheme which helps to compensate partial, total disability & loss of earning capacity as per policy terms applicable. It also covers compensation on accidental death. This coverage is available only for the employee.

Sum Insured: **INR 1,500,000**

Group Term Life Insurance (GTLI)

Abbott covers all employees under Group Life Insurance scheme; sum insured amount is equivalent to two annual base salary or **INR 15,000,000** whichever is lower with a minimum cover of INR 1,500,000

Top-Up: Employee shall be given an opportunity to increase the sum assured at a nominal and company negotiated premium under our Flexible Benefits Program only at the start of the policy period.



Group Medical Coverage (GMC)

Abbott Provides family floater towards hospitalization expenses for the employee and his / her family. The entitlement is basis the employee base / HQ location and this might vary basis documents submission during onboarding.

Coverage: INR 300,000

Definition of family: Spouse/Partner and two dependent children

Top-Up: Employee shall be given an opportunity (within 90 days of your DOJ) to increase the medical cover at a nominal and company negotiated premium under our Flexible Benefits Program. If purchased at the time of joining, there will be no waiting period for any pre-existing ailments, otherwise 9 months waiting period would be applicable

Parental Insurance

Employees shall be given an opportunity (within 90 days of your DOJ) to purchase Parental Insurance at a nominal and company negotiated premium under our Flexible Benefits Program. If purchased at the time of joining, there will be no waiting period for any pre-existing ailments, otherwise 9 months waiting period would be applicable.

Leave Details

Casual Leaves

Employees shall be eligible for 7 Casual leaves in a calendar year. The leaves will be credited in advance on pro-rata basis. These leaves cannot be accumulated and would lapse at the end of the Calendar year.

Earned Leaves

Employees shall be eligible for 28 Earned leaves in a calendar year. The leaves will be credited to the employee as per the monthly entitlement at completion of the month. The final monthly credit of the leaves for the year shall be done on 1st December each year to facilitate employees availing the leaves in that particular year. Out of 28 Earned leaves, only upto 5 leaves can be carried forward provided the accumulated leaves do not exceed 45 days and rest leaves would lapse. These Earned leaves can be accumulated upto maximum of 45 days and only accumulated leaves can be encashed on exit from the organization.

Sick Leaves

Employees shall be eligible for 12 Sick leaves in a calendar year. The leaves will be credited in advance on pro-rata basis. These leaves cannot be accumulated and would lapse at the end of the

Calendar year. Sick leaves are carry forwarded and accumulate till 24 leaves.

Maternity Benefits

26 weeks of Maternity Benefit would be provided as per the Maternity Benefit (Amendment) Act, 2017

Paternity Benefits

Employees shall be eligible for 5 days of leave in case of child birth or adoption of child.

Bereavement Leave

The company will support the employees with a 5 days of Bereavement leave in case of any unfortunate event in the family. The definition of family would be as defined in the policy.

**This Offer Document includes the compensation and benefits applicable to you. The benefits are governed by the terms as stated in Abbott's policies which will be valid and effective as on the date of your joining the company. Abbott reserves the rights to revise the terms of any of the benefits or leaves.*

We hope you consider joining Abbott, where you will be able to do work that matters, grow and learn, care for yourself & family, be your true self and live a full life.