

**Annexure B**

<b>Compensation Package Summary</b>	
<b>Employee Name</b>	Reetu Nandani
<b>Title</b>	Issue Resolution Analyst
<b>Cohort Level</b>	Analyst
<b>Date of Joining</b>	December 13, 2021

	<b>Monthly</b>	<b>Annually</b>
<b>Gross Base Salary</b>	INR 27,083	INR 325,000
<b>Basic</b>	INR 13,542	INR 162,500
<b>HRA</b>	INR 6,771	INR 81,250
<b>Special Allowance</b>	INR 5,670	INR 68,050
<b>Meal Voucher</b>	INR 1,100	INR 13,200

<b>Retirals</b>		
<b>Company Contribution to PF</b>	INR 1,800	INR 21,600

<b>Performance Cash Bonus</b>	
<b>Performance Bonus* - 4% of Gross Base Salary</b>	INR 13,000

<b>Total Cost to Company</b>	<b>INR 359,600</b>
<p>*Target Bonus Amount is an annual variable incentive the precise value of which may vary depending upon the employee's performance rating in the company's Performance Feedback Process, the level of achievement of established business goals for the respective department, and the overall performance of the company. The amount shown is for illustrative indicative purposes only. The performance bonus is paid annually and is a percentage of eligible gross base salary earned during the applicable review period. This is an electronically generated document and does not require any signature. Should you have any questions about the information contained in this document: New hires contact the applicable athenahealth Recruiter; Existing employees contact your Manager or HR Business Partner.</p>	

## Benefits

**Gratuity:** Every employee who serves our organization for a minimum period of 5 years would be eligible for a gratuity claim.

**Group Medi-claim Insurance:** athenahealth strives to ensure employee health and wellbeing through various work place safety measures. To take care of medical related expenses, we provide a comprehensive Medical Insurance to you, your spouse, children & your parents. Currently, the maximum sum insured is INR 5 Lakhs per annum. To ensure adequate coverage and employee well-being, our tailor made Medi-claim policy has a wider scope of coverage including all pre-existing diseases, maternity coverage from day one, and new born coverage from day one and so on. We also provide top-up option to enhance your medical coverage up to 5 LPA at an additional cost borne by you.

**Group Personal Accident cover:** You are covered under GPA for a sum Insured of INR 10 Lakhs per annum.

**Group Term Life Insurance cover:** You are covered under Life insurance for a sum Insured of INR 10 Lakhs per annum.

**Leave Program:** We believe in work life balance. Our leave policy is structured in a way that it enables you to balance your personal commitments as well as relax and rejuvenate. Our Leave program is as below and as amended from time to time:

Leave	Annually
Privilege Leave	12 Days
Casual Leave	12 Days
Sick Leave	12 Days
Bereavement Leave	5 Days
Paternity Leave	10 Days
Maternity Leave	As per the Maternity Benefit Act
Adoption Leave (In case the child is below 3 months of age)	12 Weeks

**Employee Referral Program:** Our employee referral program enables you to earn cash reward of up to INR 80000.

**Wellness Program** covering up to INR 10,000 per annum as reimbursement towards specific wellness expenses.

Signature :



Name: Reetu Nandani

Date: December 03, 2021

## Annexure C

### List of Documents:

1. Photocopy of all Educational Proofs
2. Service or Experience letter & Relieving letters from your previous employers
3. Photocopy of Birth Certificate / Proof of age / passport
4. Three Passport size photographs
5. Pay slip of last three months from the previous employer
6. Photocopy of your Permanent Account Number (PAN)
7. Photocopy of Address proof (Aadhar card)
8. Provident Fund UAN

Signature :

A handwritten signature in black ink that reads "Reetu Nandani".

Name: Reetu Nandani

Date: December 03, 2021