



Capgemini Technology Services India Limited No.14,
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October 17, 2019

Name : Arnab Kumar Saha

Employee ID : 157445

Dear Arnab Kumar,

Overall 2018 has been a robust performance year for Capgemini. We appreciate your dedication and energy that helped the organization achieve its business objectives and would look forward to your commitment and optimism in the coming years too.

We are pleased to inform you that you have been promoted to grade **A5** as **Senior Analyst** effective October 01, 2019. We are confident that you will be able to take on and deliver greater responsibilities in your new role. The organization will support you through learning needs required for you to succeed in your new role.

We are also glad to share with you that your revised compensation for 2019 effective October 01, 2019 is as below:

Fixed Compensation	Variable Compensation	Total Cash Compensation
INR 392,786	INR 0	INR 392,786

A break-up of your revised compensation is detailed in the Salary Annexure.

Congratulations and wishing you a happy and rewarding career with Capgemini!

With Best wishes,
For Capgemini Technology Services India Limited

Narayanan Balasubramaniam
Europe SBU India Leader



We would also like you to go through the benefits and opportunities that you are eligible for as a part of the Capgemini family.

FINANCIAL BENEFITS

Tax Saving Benefits: You can choose from the array of tax saving benefits through the Other Allowances & Reimbursements (OAAR) Component in the Compensation structure. Policy Link: OAAR Document

Employee Share Option Plans: ESOP scheme enables Capgemini share subscription at subsidized prices. The scheme ensures that the investments made are protected and gains are multiplied, thus improving overall return on investment.

EMPLOYEE RECOGNITION

Rewards & Recognition (R&R): Capgemini values your contribution to the organization's growth and success. Employees are rewarded for challenging themselves, demonstrating winning behaviors, building capabilities and driving change.

Policy Link: Rewards and Recognition Policy

HEALTH AND WELLNESS BENEFITS

Group Medical, Term and Accident Coverage: Employee, spouse and Children are covered under the medical insurance. In addition, employees are protected via Term and Accident insurance.

Policy Link: Group Medical, Term and accident coverage document

Voluntary Parental Medical Insurance: Capgemini offers a comprehensive Medical Insurance program under which you can enroll your parents and/or parents-in-law.

Policy Link: Parental Medical Insurance

Employee Assistance Program: EAP provides personalized and confidential counselling and support to employees and their families to cope successfully with a variety of minor and major life events. You can reach EAP services on the toll-free number 1800 102 7293.

WORK-LIFE INTEGRATION BENEFITS

Flexi Work Options: Employees who require flexibility in work arrangements can opt for flexible work option or Part Time option. Policy Link: Flexi Work Policy

Leaves: Employees are entitled to 10 days of public holidays, 22 days of Privilege leaves, 5 days of bereavement leaves and other leave categories that are available to support individual needs.

Policy Link: Leave Policy

CAREER GROWTH & DEVELOPMENT OPPORTUNITIES

Accelerated Career Progression: Employees have the opportunity of an accelerated career progression through frequent promotion cycles in a year. As a result, employees will see enhancements in their roles or take up new roles helping them achieve their career aspirations.

Internal Job Postings: With the objective of providing internal growth opportunities & empowering employees to choose their career path, Capgemini has an IJP Policy which enables employees' transition to a new role in a shorter period of 45 days unlike the previous 90 days.

Learning & Development Initiatives: Digital Talent Academy, Automation Academy and Training Programs in emerging skills offer modules to equip employees for today's digital era. These are critical in upskilling employees in cutting-edge technologies to strengthen employee capability.

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SALARY ANNEXURE

Components	Amount in INR (per annum)
Basic	137,475
Housing Rent Allowance	68,738
Other Allowance & Reimbursements	80,075
Personal Allowance	42,525
Advanced Statutory Bonus	35,760
Company contribution of Provident Fund	21,600
Gratuity	6,613
Total Fixed Compensation	392,786
Total Cash Compensation (sum of the above)	392,786
Medical Accident & Life Insurance Premium	7,215
Total Cost To Company	400,001

Please further note that you shall continue to be bound by all Capgemini Policies including but not limited to provisions of confidentiality, non-compete, non-solicitation, compliance to notice period requirement, protection of Intellectual property of company, Code of business ethics, ISMS policy manual etc.

Your compensation details are strictly personal and confidential and should not be disclosed to others. For more clarity on your salary structure you can check the following link: [Compensation Policy](#)

Narayanan Balasubramaniam
Europe SBU India Leader