
February 25, 2017

Dear Moole,

In 2016, we crossed 100Mn for the first time. Congratulations to everyone on achieving this milestone. We have continued on our growth trajectory in 2016 and acquired several marquee customers. We are tracking well to our plan of doubling the revenue every two years and are well poised to meet our 5 year objectives. Alongside there are challenges we have to jointly overcome including better margins, higher efficiency & greater productivity. In 2017, the focus will be on these along with the other organization goals.

Based on the performance evaluation process that was carried out across the company your final rating for the year 2016 is **"Exceeds"**.

As a result, under the Earned Variable Pay (EVP) Policy you have earned a prorated bonus of **INR 62,012** as per your eligibility.

In keeping with Tavant's compensation philosophy of being competitive in the industry, we are pleased to announce that you will receive an increment of **INR 100,174**.

As a result, effective January 1, 2017, your final revised CTC will be **INR 1,076,708** per annum. Please see Annexure-1 for more details.

Please note that your compensation package is unique to you and not for comparison with other employees of the company. Tavant discourages and will take appropriate disciplinary action in cases where this is not followed. Please feel free to approach your manager or the HR Department, if you seek any clarification.

We wish you continued success in all your endeavors!

Best Regards,



Sarvesh Mahesh
CEO

ANNEXURE – 1

The following table outlines the break-up of your compensation structure

Designation	Technical Lead
Level / Band	Professional - Band 1
TOTAL REMUNERATION BREAKUP	
SALARY COMPONENTS	ANNUAL
	(In Rs.)
Basic	538,354
House Rent Allowance	215,342
Medical	15,000
Conveyance Allowance	19,200
Allowance	267,212
Sub Total (1)	1,055,108
Company's Contribution to PF	21,600
TOTAL FIXED COMPONENT	1,076,708
Earned Variable Pay (10% of the Total Fixed Component)	107,671
COST-TO-COMPANY (CTC)	1,184,379
Food coupons	6,600
Gratuity	25,841
Medical Insurance	8,581
Group Term Life Insurance	652
Sub Total (2)	41,674
TOTAL COST-TO-COMPANY (TCTC)	1,226,053

Earned Variable Pay: You are eligible for a maximum bonus potential of 10% of total fixed component. The actual bonus payout is dependent on your performance as well as the company performance.

Food Coupons: Every month you will receive a company contribution of INR 550.

Gratuity: You will be paid Gratuity as per the prevailing Gratuity Act.

Medical Insurance: The amount mentioned here is the premium that the company pays on your behalf.

Group Term Life Insurance: You will be covered under the Group Term Life Insurance from your date of joining as per the company policy. The premium shall be borne by the company.