



TCS Confidential

Ref: TCS/2021-22/CC-C2/1358772

December 20, 2021

Mr. Sushil Kotia
Ahmedabad

Dear Sushil Kotia,

Congratulations! It gives me great pleasure to write to you in appreciation of your contribution and to inform you of your promotion to **I.T. Analyst** with effect from **January 01, 2022**.

I am pleased to share with you your Annual Compensation of **Rs. 5,26,685/-** for year 2021-22.

The details of your compensation and related benefits are enclosed in the Annexure to this letter. Kindly note that the above details are specific to India and may be subject to change in case of long term deputation on international assignments, if any.

I look forward to your continued commitment and a fulfilling career with TCS in the years to come.

Warm regards and best wishes,

Milind Lakkad
Chief Human Resources Officer

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India

Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com

Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021



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ANNEXURE I

The details of your compensation and benefits are given below:

FIXED COMPENSATION

Basic Salary

Your Basic Salary will be **Rs. 16,800/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. Bouquet of Benefits comprises the following salary components.

House Rent Allowance

To avail tax benefit on this amount, you have to access the TRLP link in Ultimatix and submit rent receipts at least once a quarter to the Finance department of your base branch.

Leave Travel Allowance

If you wish to avail tax benefits, you need to apply for a minimum of three days of earned leave, apply in Ultimatix and submit supporting travel documents.

Food Card

You will be eligible for Food Card. It can be set up to a maximum of **Rs. 3,000/-** per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

Personal Allowance

This component is fully taxable. This is not a grade-linked benefit and does not accrue automatically. This allowance is subject to review and may change or be adjusted against other emoluments at a later date.

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PERFORMANCE PAY

Your performance pay will comprise of 2 parts as indicated below.

Monthly Performance Pay

You will receive a monthly performance pay of **Rs. 2,700/-**.

Performance Bonus

Your performance bonus will be **Rs. 3,700/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit. Additionally, the extent of your allocation to the business unit would also be a measure of your performance bonus. The payment is subject to your being active on the company rolls on the date of announcement of performance bonus.

Performance pay shall be treated In lieu of statutory profit bonus, based on the performance of the company, unit, employee and allocation.

CITY ALLOWANCE

You will be eligible for a City Allowance of **Rs. 600/-**, per month. This allowance is fully taxable, is specific to India and linked to your base location. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

Health Insurance Scheme

You are covered by the Group Health Insurance Scheme. The insurance cover entitles your family and you towards reimbursement of medical expenses up to **Rs. 2,06,000/-** per annum per insured. This scheme also provides enhanced hospitalisation cover up to **Rs. 12,00,000/-** per annum per family, on payment of premium, as applicable. For details, please refer to the policy on HIS.

RETIRALS

Provident Fund

TCS will contribute 12% of your basic salary every month as contribution to the Provident Fund.

Gratuity

You will be eligible for gratuity in accordance with the rules applicable.

Afterlife Benefit

You are covered under Afterlife Benefit policy, the cost for which is borne by TCS. The sum payable to nominee(s) is six times the annual compensation (CTC) with a minimum payout of INR 23 Lakhs. For details, please refer to the policy on Afterlife Benefit on Knowmax.

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The details of your India compensation and benefits are given below. The CTC and its components are subject to review and change, based on the prevailing regulatory framework. Taxation will be governed by the Income Tax rules and the Company will be deducting tax at source as applicable.

COMPONENT CATEGORY	ANNUAL
BASIC SALARY	2,01,600
BOUQUET OF BENEFITS*	1,99,296
CITY ALLOWANCE#	7,200
RETIRALS	
Provident Fund	24,192
Gratuity	9,697
PERFORMANCE PAY**	
Monthly Performance Pay	32,400
Performance Bonus***	44,400
TOTAL SALARY	5,18,785
INSURANCE	
Health Insurance@	7,900
CTC	5,26,685
Afterlife Benefit\$	2,022

* Includes Personal Allowance which is not grade linked and does not accrue automatically. Personal Allowance is subject to review and may change or be adjusted against other emoluments at a later date. Refer to Table 2 for TCS Defined Structure.

Specific to India and is linked to base location. Will be discontinued while on international assignment. Allowance is subject to review.

** In lieu of statutory profit bonus, based on the performance of the company, unit, employee and allocation.

*** Performance Bonus will be paid quarterly and is subject to being active on the company rolls on the date of announcement.

@ Premium for Health Insurance Scheme for self and dependants borne by TCS.

\$ Cost for the Afterlife Benefit is borne by TCS. The sum payable to nominee(s) is six times the annual compensation (CTC) with a minimum payout of Rs. 23 Lakhs. For details, please refer to the policy on Afterlife Benefit on Knowmax.

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In case, you wish not to opt for BoB, Defined structure as given in Table 2 will be applicable.

Table 2: TCS Defined Structure for Bouquet of Benefits

COMPONENT CATEGORY	ANNUAL
House Rent Allowance	1,20,960
Leave Travel Allowance	16,800
Food Card	24,000
Personal Allowance	37,536
BOUQUET OF BENEFITS	1,99,296

To design your Bouquet of Benefits, access the Link to BoB in the Global Employee Self Service Link in Ultimatix.

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