

HCL INFOTECH LTD

(A subsidiary of HCL INFOSYSTEMS LTD.)

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HCL/HR/APP/072018

30/06/2018

Mr. Vicky Kumar Jaiswal

Emp.Code :11012806

Bangalore

Dear Vicky Kumar Jaiswal,

Thank you for your contribution for the year 2017-2018.

It has been a tough year as we worked on Growth, Profitability, and Transformation. We have just begun and have quite a bit more to get done.

Based on your Performance review, you have been rated 5.0 for the period 28/06/2017 till 31/03/2018. Your compensation stands revised to INR **5,88,900.00** effective 01/07/2018. The same has been prorated basis your date of joining or last increment date whichever is applicable.

Your compensation structure has been revised in line with prevalent market practices and industry benchmarks. For details, please refer to the attached annexure. All other terms and conditions of your employment with the organization remain unchanged.

We look forward to your continued support and commitment.

For HCL INFOTECH LTD

(A subsidiary of HCL INFOSYSTEMS LTD.)

Name: -----
(Reporting Manager)

Ekta Bhardwaj
Head - HR Shared Services

Notes:

- The 9 grid Performance management system is aligned to recognize superior performers and ensure rewards & career developments are integrated with performance reviews. It provides you an excellent platform to gather feedback and plan for individual development & growth.
- Your next performance review is scheduled for April 2019.
- **Annual Variable Pay** for the year 2017-2018 is INR 14,609.00. *Variable Pay computation is based on the Non Sales Variable Pay Policy 2017-2018 available on intranet.*

ANNEXURE

EMPLOYEE NAME:	VICKY KUMAR JAISWAL	EMPLOYEE CODE:	11012806
DESIGNATION:	SENIOR SOFTWARE ENGINEER	GRADE:	P2
SALARY EFFECTIVE DATE:	01/07/2018		

THE ILLUSTRATIVE DETAILS OF YOUR COMPENSATION W.E.F. 01/07/2018 ARE AS UNDER :

Particulars	Monthly Components in INR	Annual Components in INR
PART A - Salary		
Basic Pay	13,240.00	1,58,880.00
House Rent Allowance	6,620.00	79,440.00
Adhoc Allowance	22,527.00	2,70,333.00
Statutory Bonus	743.00	8,917.00
Total Salary	43,130.00	5,17,570.00
PART B - Benefits ¹		
Employer’s Contribution to PF*		19,066.00
Health Care Scheme		13,240.00
Gratuity*		7,638.00
Total Benefits		39,944.00
Part C - Variable Pay ²		
Performance Pay		31,386.00
Cost to Company (A+B+C)		5,88,900.00

: Income Tax will be deducted at source if applicable as per Income Tax rules.
: Salary & related information is strictly confidential. It should not be shared with anyone other than your reporting manager.

Notes:

1. As per applicable statutory rules / policies of the Company.
2. As per applicable Non Sales Variable pay policy for the year 2018-19. The policy is subject to change & the same will be communicated. For most recent version of the policy visit: Intranet.
 - Payout will be made on successful completion of Appraisal Process or review period as defined in the applicable policy.
 - Payouts will be payable only if the employee is on the payroll of the company as on the applicable payout date. No pro-rata payments will be applicable for individuals who are either serving notice period or not on the payroll of the company as on applicable payout date.
 - In case of a change in role for the employee, this scheme will be reviewed for applicability.
 - All applicable taxes will be borne by the employee.

APPRAISAL SUMMARY SHEET

EMPLOYEE CODE:

11012806

NAME:

VICKY KUMAR JAISWAL

DESIGNATION:

SENIOR SOFTWARE ENGINEER

GRADE:

P2

REPORTING MANAGER NAME:

PANKAJ KUMAR CHOUDHARY

RESULTS

GOAL STATEMENT	SELF RATING	MANAGER RATING
SELF ENHANCEMENT AND TEAM ENABLEMENT FOR THE CROSS SKILLS.	EXCEEDS EXPECTATION	MEETS EXPECTATION
IMPLEMENTATION OF S/W PROCESSES	EXCEEDS EXPECTATION	MEETS EXPECTATION
COMPLIANCE	EXCEEDS EXPECTATION	MEETS EXPECTATION
SLA ADHERENCE	MEETS EXPECTATION	MEETS EXPECTATION

MANAGER COMMENTS ON RESULTS

BEHAVIOURAL COMPETENCIES

COMPETENCY	SELF RATING	MANAGER RATING
STRATEGIC ORIENTATION	EXCEEDS EXPECTATION	MEETS EXPECTATION
BUSINESS & COMMERCIAL ACUMEN	MEETS EXPECTATION	MEETS EXPECTATION
EXECUTION EXCELLENCE (AGILITY IN ACTION)	MEETS EXPECTATION	MEETS EXPECTATION

MANAGER COMMENTS ON BEHAVIOUR

ASSESSMENT FOR DEVELOPMENT & GROWTH

FOCUS AREAS OF IMPROVEMENT		
IMPROVE THE BELOW THINGS : TECHNICAL SKILLSET DOMAIN KNOWLEDGE COMMUNICATION SKILLS WORK ATTITUDE		
SUGGESTED IMPROVEMENT		
TRAINING	CATEGORY	PROGRAMS
IWIN	SKILL	COMMUNICATION SKILLS

SIGNATURE OF EMPLOYEE

SIGNATURE OF MANAGER

DATE:

DATE: