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Empire Tower, Cloud City Campus  
Off Thane - Belapur Road  
Airoli, Navi Mumbai 400708  
India  
Telephone: 022 40872000

December 27, 2021

**Mr. Vinay Kumar**

**Empl. No. 109632**

Gurgaon

**Subject: Annual Merit Increase**

Dear Vinay,

We are pleased to inform you that your compensation has been revised with effect from 01<sup>st</sup> January 2022 following the Annual Global Salary Planning exercise for 2022 which took place in November.

Your revised compensation structure is attached for your reference in Annexure 1.

All other terms and conditions of your employment will remain unchanged. Compensation details are confidential and should not be discussed or shared.

Feel free to connect with your manager for any further discussion.

We thank you for your contribution and wish you continued success with the company.

Yours faithfully

**Rajdeep Mahida**  
**VP, IT Global Business Services**

**Revised Compensation with effect from 01<sup>st</sup> January 2022**

Name: Vinay Kumar	Employee ID: 109632
GCS Band/Grade: Professional Career Level / IN.13A..	External Title: Senior Analyst
PU-107158 IN IT DAD - Digital Project Enablement & Transformation	

Heads of Payment	Existing CTC Structure 31/12/2021	Revised CTC Structure 01/01/2022
	Amount in INR	Amount in INR
Basic	32524	40046
House Rent Allowance	16262	20023
Food Coupons / Card	-	-
Leave Travel Assistance <sup>1</sup>	2709	3336
Management Allowance (balancing figure)	116864	118029
National Pension Scheme (NPS) <sup>2</sup>	2602	3204
<b>Monthly Base Pay</b>	<b>170961</b>	<b>184638</b>
<b>Annual Base Pay - A</b>	<b>2051532</b>	<b>2215656</b>
Provident Fund	3903	4806
Gratuity <sup>3</sup>	1561	1922
<b>Annual Retiral Benefits - B</b>	<b>65568</b>	<b>80736</b>
<b>Annual Gross Pay (A+B)</b>	<b>2117100</b>	<b>2296392</b>

(1) LTA to be paid on monthly basis (8.33% of the Basic salary)

(2) NPS is a part of Base Pay. However, it is a monthly contribution by the employee and is not a part of the monthly take home salary.

(3) Gratuity will be paid as per The Payment of Gratuity Act

Note:

Costed Benefits - Group Mediclaim (GMC) Group Personal Accident (GPA) Group Term Life (GTL) amounts are not reflected in current compensation structure,

Yours faithfully

Rajdeep Mahida  
VP, IT Global Business Services