

## **FAQ's related to Bonuses**

### **1. What is the bonus cycle for the payouts?**

Answer: Bonuses are paid upon the approval from the managers and tenure of bonuses varies to monthly, quarterly, half-yearly, annually depending upon the appointment/appraisal letters issued to you.

### **2. I have bonus components added in my appraised CTC but I didn't get the same with my incremented salary?**

**Answer :** As per process we have to share the bonus information with all managers by 15<sup>th</sup> of every month as the appraisal information is provided to us later on , the impact of incremented bonuses is not taken into account in the payroll of processing of incremented salary with arrears. However, in the next payroll the bonuses are paid along with bonus arrears.

**For example :** Your CTC is updated in the quarter of April to June with monthly payout of PBB bonuses, we will receive the appraisal information by end of June while bonus information is already shared with managers by 15<sup>th</sup> June, so thereby your bonus arrears will be paid in JULY payroll.

### **3. I have received less bonus amount than committed in my CTC?**

**Answer :** The bonuses are paid upon approval and decision of managers.

For example : Your Quarterly PBB is due of Rs 60,000/- while in actual you get Rs 54000. So as your PBB bonus is approved 90% by manager so your actual payout amount is less than your actual amount due.

### **4 . How TDS is deducted on bonus amount?**

**Answer :** One-time TDS deduction is done in the month of salary in which bonus amount is paid.

**For example :** Rs 1,00,000 is paid in July salary and you are falling in 20% tax bracket, so Rs 20800 gets deducted as TDS i.e. ( 20% Income tax+4% education cess)

Rs 1,00,000 is paid in July salary and you are falling in 30% tax bracket, so Rs 31200 gets deducted as TDS i.e. ( 30% Income tax+4% education cess)