

This document summarizes the benefits available to Career Level 7 & 8 employees in India. The Company may, at its sole discretion, alter, amend or delete any of these benefits at any time to comply with statutory provisions. Any applicable taxes or additional cost against these benefits will be recovered or withheld from employees. The guidelines around Compensation & Benefits are made in line with various laws of Land and company policies to safeguard the organization.

At Accenture, as per company policy, employees are given option to structure their Compensation called Compensation Plan (CompPlan) for two consecutive windows (each window is available between 1st week and 17th of month). *The CompPlan restructuring can be done at the time of salary revision, if any, and April every year subject to terms & conditions.* Please note that these benefits will be provided based on certain guidelines and only against appropriate supporting and will be subject to a reasonableness test by India Controllership.

Compensation Plan Guidelines (Table A)

Component	Parameter	Remarks
1. Basic Salary	Min 35% of Fixed Pay	Can be upto fixed pay (net of PF) subject to applicable terms & conditions. Basic cannot be reduced during the tenure with the company. It can be upward provided amount is available under Ex-Gratia in CompPlan during salary revision / April
2. Provident Fund	Y: 12% of Basic N: Nil PF F: ₹1,800 pm	New joiner: If existing PF member in previous company, there will be "Y" and "F" options available to employee. If never PF member before, there will be Y, F and N options available to employees. Existing employees - During CompPlan window i.e. April every year and when salary revision takes place, employee can make Option from N to F / Y, F to Y; this is called upward option. Downward option (Y to F only) is also available once in entire tenure with Accenture. PF amount can be reduced only once during tenure with Accenture and if emp has already reduced his PF option form Y to F, then he can only increase his PF in future and again the option cannot be changed downward.
3. HRA	Max 50% of Basic Salary	As per IT Act- max benefit under HRA is 50% of basic
4. Personal Allowance	Max upto Basic Salary	Cannot be more than Basic Salary
5. Other Allowance	Max 30% of Fixed Pay	Only after exhausting Personal Allowance, Other Allowance allocation allowed
6. Transport Allowance	Max ₹19,200 p.a	If opted for Car Lease/Car Related Reimb, Transport Allowance will be Zero
7. LTA*	Max-₹100,000 p.a.	It can be any value upto entitlement. Once declared cannot be reduced till next Annual cycle but If declared lesser, can be increased upto max entitlement at the time of salary revision. Allocated amount will be paid as and when bills are submitted and unclaimed amount is paid as Ex-gratia in Mar salary.
8. Medical*	Max ₹15,000 p.a	It can be any value upto entitlement. If declared lesser, can be increased upto max entitlement at the time of salary revision. Allocated amount will be paid as and when bills are submitted and unclaimed amount is paid as Ex-gratia in Mar salary.
9. Meal Vouchers#	Max ₹26,400 p.a.	Can be Zero or ₹13,200 or ₹26,400. No retrospective eligibility allowed
10. Car Value Eligibility	₹2,000,000	On-road value & no personal funding
11. Car Lease Rental	Multiplier x Car Purchase Value	Till car is purchased, amount assigned will be paid as Car Allowance New. The lease rental is calculated based on multiplier x on road car value
12. Car Running Reimbursement *	Max-₹1,20,000 p.a.	<ul style="list-style-type: none"> Unclaimed amount is paid Ex-gratia in March payroll as taxable Once amount is blocked, cannot be reduced till Annual Cycle i.e. April but can be increased upto Max entitlements at the time of salary revision. Once amount is allocated, whichever form employee gets the money (Reimb or ex-gratia), the amount (Driver 900 p.m. & others 1800 p.m.: <1.6 ltrs/ 2400 p.m.: ≥ 1.6 ltrs p.m.) is charged as car perquisite.
13. Car Maintenance*	Max-₹1,00,000 p.a	
14. Chauffeur Salary*	Max-₹1,50,000 p.a.	
15. Car Insurance	Actuals – As per car value	Linked to car value

* The component is called R539. The amount that is declared under this is held back with the company and the same is paid as and when employee submits bills for the same. Unclaimed balance, if any, will be paid as an exgratia along with March salary or F&F settlement, whichever is earlier.

If employee missed to collect the meal voucher as per schedule sent every month by Finance, the uncollected meal voucher amount is paid along with next month payroll as "Sundry Allowance Component"

Detailed Information on Components

- **Basic Salary – Fully Taxable**

Basic Salary should be minimum 35% of Fixed Pay. The basic salary cannot be reduced during the tenure with the company. The same can be increased upto maximum of Fixed pay net of applicable PF & Other mandatory deductions subject to terms and conditions.

- **Personal Allowance - Fully Taxable**

Personal Allowance is a salary component and the same should be lesser than or equal to the basic salary. If there is salary revision during the year, the same can be increased to the extent of basic salary or can be reduced upto zero and allocate such amount under other components including Basic. In April every year, it will be similar to salary revision i.e. can be increased or decreased.

- **Other Allowance - Fully Taxable**

Other Allowance is a salary component as Personal Allowance and the same should be maximum of 30% of Fixed Pay. It can be allocated once the Personal Allowance is fully allocated to the extent of basic salary. If there is salary revision during the year, the same can be increased to the extent of 30% of fixed pay or can be reduced upto zero and allocate such amount under other components including Basic. In April every year, it will be similar to salary revision i.e. can be increased or decreased.

- **House Rent Allowance – Partially Taxable subject to fulfilling tax provisions**

HRA is one of the components of Compensation Plan and the guidelines are as below:

- HRA can be maximum upto 50% of Basic
- Employee to declare rent details under Tax Declaration page in Allsec to avail tax benefit
- If rent is not declared, HRA is fully taxable
- If rent is declared in tax page, the tax benefit for HRA is minimum out of below three rules:

Rule 1 Actual HRA part of salary

Rule 2 50% of basic (Mum, Del, Kol & Chennai) & 40% of basic (other cities)

Rule 3 Rent paid less 10% of basic salary

- Rent receipts are not required till December; till then exemption is given based on declarations in tax page
- Should stay in rented house not owned by employee as he/ she cannot rent to himself / herself
- PAN of landlord is mandatory if Rent > ₹100,000/- per annum (₹8,333 per month). In the absence of PAN of landlord, a declaration from Landlord is required.
- Rented accommodation for this HRA exemption is claimed should be in work location

- **Transport Allowance – Tax-free subject to fulfilling tax provisions**

Employee must declare appropriately as this allowance has tax angle.

- Company pays a Transport Allowance of Rs.1600 per month. This allowance would not be available to an employee who is provided with a Company Lease Car or claiming Car related reimbursement for Self-Owned Car (Car Running / Maintenance. / Chauffeur Salary).
- If Company Transportation facility is availed, the Transport allowance component will be fully taxable.

- On Allsec, there is Company Transport page where options (Yes/No) can be modified on a monthly basis from 1st till 17th of every month; failing to do so will result in default value (Yes) being considered as taxable.
- **Company Leased Car - Partially Taxable subject to fulfilling tax provisions**
 - Car Lease will be allowed for the car value as per limit in Table A. (Request you to check car lease policy and application form for further details)
 - Car Lease Policy can be viewed under the following option on the Allsec website: Employee Links - Compensation – Compensation Plan – Guidelines for company provided car
- **Car Running, Maintenance and Chauffer's Salary Reimbursement - Partially Taxable subject to fulfilling tax provisions**
For a Company leased or employee owned Car*, the Company can reimburse the following reimbursement to the employee subject to the production of evidence / proof of the amount spent.

Reimbursement Eligibility will be prorated to the time spent by employee in the company in a particular Financial Year (April-March).

- Fuel Costs as per the entitlement per annum to be claimed monthly- Reimbursement should be claimed monthly on prorated basis, amount claimed in excess of prorated annual eligibility will not be reimbursed;
- For fuel claim, employee needs to book bill-wise claim in the booking page. For Fuel & maintenance claim (together), incase of own car, tax exemption will be limited to Rs.1,800 p.m. (if CC is <1.6) / Rs.2,400 (if CC is >=1.6) for respective month on submission of bills. Please note that incase of Self Owned Car, if your monthly claim is more than monthly declaration amount, exemption on extra fuel claim for the month will not be provided but reimbursement will be made as per the monthly eligibility. However, for maintenance, the same is considered for future exemption also.
- Chauffeur's Salary as per the entitlement per annum, employee need to book month-wise claim in the booking page. Also a copy of the driver's driving license will need to be attached to the receipt. Reimbursement should be claimed monthly on prorated basis, amount claimed in excess of prorated annual eligibility will not be reimbursed. The receipt should also consist of Driver Name, Address, Driver's signatures, Driver's Driving License Number; amount paid and month for which payment is made. Please note that in case of Self owned car if your monthly claim is more than monthly declaration amount, exemption on extra Chauffeur's salary claim for the month will not be provided but reimbursement will be made as per the monthly eligibility.
- Car Maintenance Reimbursement, viz., repairs, maintenance, change of tyres, parking receipts, toll payment receipts, etc., as per the entitlement per annum- Reimbursement should be claimed monthly on prorated basis, amounts claimed in excess of prorated annual eligibility will not be reimbursed. Assets, accessories, soft furnishings etc will not be reimbursed. Please note that in case of Self Owned Car, if your monthly claim is more than monthly declaration amount, exemption on extra maintenance claim for the month and reimbursement will be provided as per the monthly eligibility.
- Car Insurance amount is only for all company leased cars for which insurance was covered through company will be paid directly by the company and the same will be adjusted against the employee's reimbursement eligibility.
- In order to claim such reimbursement for employee owned car, the car should be in the name of the employee and should be registered at office location. Proof of ownership (RC book) should be submitted to India Finance Center. Please note these documents should be submitted prior to claiming reimbursements in the Allsec and should not be dropped in the drop box and should be sent to finance separately.
- Taxes as applicable have to be borne by the employee.

- Employees traveling abroad (GCP) will not be eligible for the reimbursements for that period and their eligibility will be reduced accordingly. You can either upload RC copy thru My Requests > Salary > Own Car RC Submission or can courier the same at the below mentioned address :-

**India Finance Center
4/1, IBC Knowledge Park
Bannerghatta Road,
Bangalore -560029**

For Own Car Reimbursements, employee can allocate the value under car related reimbursements to the extent of tax exemption being provided as per the perquisite tax rule.

- For a car of cubic capacity below 1.6 liters tax exemption is provided at Rs.1,800 per month for running/maintenance & Rs.2,400 per month for a car with higher engine capacity. An additional of Rs.900 is exempted from tax for chauffeur salary if applicable.
- For Company Leased Car, a car with engine capacity upto 1.6 liters, Rs.1, 800 a month would be added under Car perquisite. For a higher capacity, the same would be Rs.2, 400 a month. The perquisite would be increased by Rs.900 a month, if a driver reimbursement is opted by employee. ***Please note that once employee allocates any money under car expenses incl driver salary, the perquisite of Rs.1800/Rs.2400 p.m. (car expenses) and Rs.900 per (driver salary) will be added to income as Car Perquisite whether employee claims the money as reimbursement or receives money as ex-gratia.***

• **Leave Travel Allowance (LTA) – Tax-free subject to fulfilling tax provisions**

- An employee is entitled to LTA up to Rs.1,00,000 . LTA eligibility will be prorated to the time spent by employee in the company in a particular Financial Year (April – March). Employee will not be able to claim reimbursement in excess of your prorated annual eligibility as on the day of claim. The exemption is available twice in a block of four calendar years. The current block of four calendar years is January 2014 – December 2017.
- Under LTA component, employee can assign any value upto entitlement. Once declared, LTA cannot be reduced till next Annual Cycle but can be increased upto max entitlement if there is a salary revision.
- Unclaimed LTA amount is paid as an Ex-gratia in March as taxable.
- For claiming LTA employee should avail vacation leave on a business day (only vacation leave) and LTA exemption is available for actual costs incurred on travel (to the extent of Economy class airfare / 1st class AC Rail/ Volvo Bus) and is based on evidence furnished in support of claim.
- The LTA claim should be accompanied with the LTA form & original supporting. Shortest distance of travel will be considered. For Air travel along with the tickets the original boarding pass has to be furnished for the claim to be considered. LTA can be claimed only for the domestic travel and the travel should start from the place of work. Taxi bills will not be considered for tax exemption.
- LTA can also be claimed for dependents (which includes parents, spouse, children) provided their details are updated on Allsec>Master Setup page as dependents. Also it is mandatory for employee to accompany his/her dependents in the same journey.
- All supporting should match the LTA claim form.

- **Medical Reimbursement – Tax-free subject to fulfilling tax provisions**

- The Company can reimburse actual Medical Expenses incurred by the employee for self and dependents (include parents, spouse and children) up to Rs.15, 000. Medical Reimbursement Eligibility will be prorated to the time spent by the employee in the company in a particular Financial Year (April – March). Employee will not be able to claim reimbursement in excess of prorated eligibility as on the day of claim.
- Reimbursements up to Rs.15, 000 in a Financial Year (1st April to 31st March) will be tax exempt. Taxes as applicable have to be borne by the employee.
- Employee can claim medical expenses incurred post his date of joining or start of financial year i.e. 1st Apr whichever is later. And same should be claimed as per cut of date in a financial year.
- Under Medical component, employee can assign any value upto entitlement. Once declared, it cannot be reduced till next Annual Cycle but can be increased upto max entitlement if there is a salary revision.
- Unclaimed medical amount is paid as an Ex-gratia in March as taxable.

- **Provident & Pension Funds –Tax-free subject to fulfilling tax provisions**

- If opted for “Y” option, the Company Contributes 12% of Basic Salary towards Employer’s Provident & Pension Fund however, the same is a part of total Fixed CTC.
- If opted for “F” option, the company will contribute Rs. 1800 per month towards Employer’s Provided and Pension Fund however, the same is a part of Fixed CTC.
- If already a PF member before, “N” option will not be available when structuring Compensation Plan.
- On opting for PF in the compensation plan, the employee will have to continue with it until his/her service in the organization.
- If there is salary revision during the year, employee can switch PF from “N” to “F” / “Y” and “F” to “Y” but not allowed to reduce PF from “F” to “N” / “Y” to “N” / “Y” to “F”.

- **Meal Allowance - Tax-free subject to fulfilling tax provisions**

- The Company can provide meal allowance up to Rs.26, 400 in a year for meals during Office hours. Employees can choose either Rs.26,400/Rs.13,200 if willing to opt for meal allowance. If not opted for Meal Allowance i.e. NIL, the said amount will be moved to Personal Allowance Component.
- Meal vouchers should be collected in person from Sodexo Helpdesk Executive as per distribution period. In case Meal vouchers are not collected in the same month, same will be paid under Sundry Allowance Component as Taxable component with next month Salary except in March where this is paid in the same month.

Note: Kindly view the FAQ’s provided in the homepage prior to structuring the compensation plan, any further queries, connect with us through our daily payroll helplines or raise a request on the website.