



Date : 07- Jun- 2024

Employee Name : Mrs.Payal Dam

Employee No : 2140852

36/1, S.N.Banerjee Road, New Barrackpore, , Kolkata, West Bengal, India

Sub: Terms of Employment.

Dear Mrs.Payal Dam

As per the company records your date of joining is 10-Jan-2022.Since the employment letter issued at the time of appointment is not available, we are issuing a fresh employment letter which sets out your terms and conditions of employment with TCS.

Terms of Employment:

1. Compensation and benefits:

Your compensation and benefits will be as detailed in your last annual compensation letter / promotion letter.

2. Working Hours:

As an employee of TCS, you would be required to adhere to the Working Hours in TCSSL as defined below:

- TCS follows a 5 day working week.
- The working hours for TCS are defined as 45 hours per week.
- The work timings may vary across locations and all employees are expected to adhere to the Work Timings including the weekly off that may be applicable at that location.



You may be required to work in shifts and / or in extended working hours, as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements exigencies from time to time.

3. Mobility:

TCS reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

4. Increments and Promotions:

Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCS's Compensation and Promotion Policy.

5. Alternative Employment:

As a full-time employee of TCS, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of TCS.

6. International Assignment Agreement:

If you are on international assignment, you will be covered by the TCS International Assignment policy from the date of deputation.

Accordingly, you will be required to sign the International Assignment Agreement. In case of every international assignment that exceeds thirty (30) days, you will be required to serve TCS as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCS and its associates. This transfer of knowledge and information is essential for TCS to continue to serve its clients and customers better.



If you are sent overseas for international training, you will be required to sign an agreement to serve TCS for a minimum period of six (6) months on completion of the training.

7. Confidentiality Agreement:

As part of your appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment.

8. TATA Code of Conduct:

You are required to adhere to the TATA Code of Conduct and follow the same in your day to day conduct as an employee of TCS.

9. Notice Period:

During your employment with TCS, either you or TCS can terminate the appointment by giving you ninety (90) calendar days written notice or 3 month's basic salary in lieu of the notice.

If you are covered under International Assignment Agreement, either you or TCS can terminate the appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCS.

TCS reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period or decide whether your existing earned vacation or basic salary in lieu of notice period may be adjusted against the entire or partial notice period.

10. Retirement:

You will retire from the services of the Company on reaching your 60th birthday as per the proof of age submitted by you at the time of joining TCS.

11. Employment in India:

In case, you are not a citizen of India, you are expected to have a valid work permit and / or any other permissions and / or documentation as prescribed by the Government of India for permanent employment with TCS. Keeping your permit / permission up to date during the course of your employment with TCS and submitting a valid copy of that to TCS is your responsibility.

12. Terms and Conditions:

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of international assignments during the course of your employment.

Yours sincerely



for Tata Consultancy Services Limited.

Girish V Nandimath

Global Head Talent Acquisition