



Cognizant

Cognizant Technology Solutions India Private Ltd.

Plot No : 129 to 132, APHB Colony,

1st Floor, DLF Building,

Gachibowli,

Hyderabad - 500 019 . .

Tel : (+91 -40) 4451 4444

Fax : (+91 -40) 4024 8765

www.cognizant.com

**September 26, 2013**

Priyanka Santoria,  
Programmer Analyst Trainee

Dear Priyanka,

Welcome to Cognizant. This is to inform you that effective **September 26, 2013**, your annual total compensation is **Rs.301, 500 /-**. This includes an annual incentive up to **Rs.20,000/-** and an amount of **Rs.11,500/-** towards Medical, Accident Insurance and Gratuity. The incentive amount may vary, depending on Cognizant's performance and your performance. Other details of your compensation are presented in **Annexure A**.

Please keep the details of your compensation confidential, and if the need arises, discuss it only with your Manager.

Wishing you the very best.

Yours Sincerely,

**For Cognizant Technology Solutions India Private Limited.,**

Sriram V Rajagopal  
**VP - Human Resources**

## Annexure A

**Name:** Priyanka Santoria

**Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Annual
1	Basic	7875	94,500
2	HRA @ 60 percent of the Basic*	4,725	56,700
3	Special Allowance*	6,905	82,860
4	Conveyance Allowance*	800	9,600
5	Medical Allowance*	1,250	15,000
6	Company's contribution of PF @ 12% of the Basic	945	11,340
7	Incentive Indication (approx)**		20,000
	Company's contribution towards benefits such as Medical, Accident Insurance and Gratuity.		11,500
	Annual Total Compensation		<b>301,500</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 2,50,000 per annum for self and maximum of 3 non-earning dependants.
- Round the Clock Personal Accident Insurance coverage.
- Gratuity, on separation after 5 years of continuous service, payable as per Payment of Gratuity Act.

\* Flexible Benefit Plan: Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- Choose from a bouquet of allowance or benefits
- Redefine your salary structure within prescribed guidelines
- Optimize your earnings

\*\* The Incentive amount will be lower or higher, as the case maybe depending upon your performance and that of company. It will be subjected to your being present on company rolls as of December 31.



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**September 26, 2013**

Priyanka Santoria  
B.Tech - Electronics & Communication/ Electronics  
Jalpaiguri Govt. Eng. College

Dear Priyanka,

With reference to the discussions we had with you, we are pleased to appoint you as **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation cum training period of 12 months, you are entitled to an annual total compensation and benefits package of **Rs.301, 500/-**. This includes an annual incentive component (target) of **Rs.20, 000/-** as well as Cognizant's contribution of **Rs.11, 500/-** towards benefits such as Medical, Accident Insurance and Gratuity.

On successful completion of the probation period, clearing the dovetail exam and subject to you being part of a delivery project, your annual total compensation and benefits package would stand revised to **Rs.335,000/-**. This includes an annual incentive component (target) of **Rs.20, 000/-**. Cognizant will continue its contribution towards benefits such as Medical, Accident Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules and regulations in vogue and those that may change from time to time.

At the time of joining, please submit the following documents:

1. Photocopy of your certificates and mark sheets in support of your educational qualifications (10<sup>th</sup> onwards)
2. Photocopy of your passport. Please ensure that you possess a valid Indian passport at the time of joining
3. Three-passport size and two-stamp size, color photographs

We look forward to your joining us. Please do not hesitate to contact us (email: [campus@cognizant.com](mailto:campus@cognizant.com)) for information that you may need.

Please note that this appointment is subject to your securing a First Class in your Graduation/Post-Graduation.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.,**

*V R. Sriram*

Sriram V Rajagopal  
**VP - Human Resources**



Cognizant

Cognizant Technology Solutions  
500 Frank W. Burr Boulevard  
Teaneck, New Jersey 07666  
USA

+1 (201) 801 0233

June 28, 2013

Dear Colleague:

Cognizant has earned an impeccable reputation for adhering to high standards of compliance, governance, ethics and values in everything we do. To continue this track record, we want to remind you of your obligations as an associate of a publicly traded company.

The U.S. Securities and Exchange Commission (SEC) has stringent fair disclosure rules (Regulation FD) for U.S. public companies that govern communications with the investment community and others outside of the company. According to these rules, we must ensure that all public disclosure is accurate, timely, and widely disseminated.

To meet compliance standards, you should not discuss Cognizant, our competitors, or our industry with anyone in the media or in the investment community, including all investors and securities analysts. Instead, please direct all queries from the investment community to one of these four authorized spokespersons:

- Gordon Coburn, President
- Karen McLoughlin, Chief Financial Officer
- David Nelson, Vice President, Investor Relations and Treasurer
- Ramkumar Ramamoorthy, Senior Vice President, Corporate Marketing and Communications

Additionally, you should not engage in any conversations with the media without first contacting corporate communications. If you receive any media inquiries, direct them to one of the following:

- Ramkumar Ramamoorthy, Senior Vice President, Corporate Marketing and Communications
- Harsh Kabra, Senior Manager, Public Relations

As a reminder, all associates are prohibited from disclosing material nonpublic information to others, as stated in our Insider Trading Policy. This includes discussions with friends, family, clients, former classmates and former colleagues. As a reminder, our Insider Trading Policy states:

Information is considered to be "nonpublic" if it has not been made generally available to the public (included in an SEC filing or disclosed in a press release) for at least two full business days.



Information is considered to be "material" if its disclosure would likely affect the market price of the stock or there is a substantial likelihood that a reasonable investor would consider it important in determining whether to buy, sell or hold the company's stock. Information concerning any of the following is generally considered material:

- (a) declarations of stock splits, stock dividends and cash dividends;
- (b) revenues and earnings information;
- (c) financial forecasts, especially estimates of earnings;
- (d) changes in previously disclosed financial information;
- (e) significant pending or proposed joint ventures, mergers or acquisitions of other companies and related negotiations;
- (f) proposed issuance of new securities or repurchases of our common stock by Cognizant;
- (g) the commencement of major litigation or governmental investigations, or significant developments in such matters;
- (h) the win or loss of a significant customer or material increases or decreases in volume of work done for a customer; and
- (i) significant changes in management.

Please refer to our Insider Trading Policy for additional examples.

Associates who violate U.S. Federal prohibitions on the use of inside information or the communication of such information to others may be subject to civil or criminal liability, injunctions, disgorgement of profits, civil penalties of up to three times the profits realized or losses avoided and criminal penalties of up to \$5,000,000 and up to 20 years in prison. Such persons are also subject to severe disciplinary action by Cognizant, including termination of employment.

When in doubt, information concerning Cognizant and its clients should be presumed to be material and not disclosed to the public.

Thank you for your continued support.

***Gordon Coburn, Steven Schwartz and Karen McLoughlin***