



TCS Confidential  
Ref: TCS/2017-18/CC-C1/875328

June 23, 2017

**Mr. Vignesh Babu**  
Mumbai

Dear Vignesh Babu,

This is to inform you of your compensation structure revision effective **June 01, 2017**.

Your revised Annual Compensation for the year 2017-18 is **Rs. 4,49,708/-**.

The details of your compensation and related benefits are enclosed in the Annexure to this letter. Kindly note that the above details are specific to India and may be subject to change in case of long term deputation on international assignments, if any.

I look forward to your continued commitment and a fulfilling career with TCS in the years to come.

Warm regards and best wishes,

Ajoyendra Mukherjee

Executive Vice President & Head Global Human Resources

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India

Tel 91 22 6778 9999 Fax 91 22 6778 9000 website [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021



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## ANNEXURE I

The details of your compensation and benefits are given below

### **FIXED COMPENSATION**

#### **Basic Salary**

Your Basic Salary will be **Rs. 10,700/-** per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. Bouquet of Benefits comprises the following salary components.

#### **House Rent Allowance**

To avail tax benefit on this amount, you have to access the TRLP link in Ultimatix and submit rent receipts at least once a quarter to the Finance department of your base branch.

#### **Conveyance Allowance**

Conveyance Allowance up to a certain limit is exempt from tax.

#### **Sundry Medical Reimbursement**

To avail tax benefit on this amount, you have to access the miscellaneous medical form in Ultimatix, and submit medical bills for the medical expenses incurred for your family and yourself.

#### **Leave Travel Allowance**

If you wish to avail tax benefits, you need to apply for a minimum of three days of earned leave, apply in Ultimatix and submit supporting travel documents.

#### **Food Card**

You will be eligible for Food Card. It can be set up to a maximum of **Rs. 3,000/-** per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

#### **Personal Allowance**

This component is fully taxable. This is not a grade-linked benefit and does not accrue automatically. This allowance is subject to review and may change or be adjusted against other emoluments at a later date.

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## **PERFORMANCE PAY**

Your performance pay will comprise of 2 parts as indicated below.

### **Monthly Performance Pay**

You will receive a monthly performance pay of **Rs. 3,100/-**.

### **Quarterly Variable Allowance**

Your variable allowance will be **Rs. 1,900/-** per month, and will be paid at the closure of each quarter based on the performance of the company and your unit. Additionally, the extent of your allocation to the business unit would also be a measure of your variable allowance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

These amounts shall be treated as productivity bonus in lieu of statutory profit bonus.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of **Rs. 2,200/-** per month. This allowance is fully taxable, is specific to India and linked to your base location. It is subject to review and will be discontinued while on international assignments.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

You are covered by the Group Health Insurance Scheme. The insurance cover entitles your family and you towards reimbursement of medical expenses up to **Rs. 2,06,000/-** per annum per insured. This scheme also provides enhanced hospitalisation cover up to **Rs. 12,00,000/-** per annum per family, on payment of premium, as applicable. For details, please refer to the policy on HIS.

## **RETIRALS**

### **Provident Fund**

TCS will contribute 12% of your basic salary every month as contribution to the Provident Fund.

### **Gratuity**

You will be eligible for gratuity in accordance with the rules applicable.

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## ANNEXURE II

Table 1: Compensation Details

COMPONENT CATEGORY	ANNUAL
<b>FIXED COMPENSATION</b>	
Basic Salary	1,28,400
Bouquet Of Benefits*	2,05,424
<b>RETIRALS</b>	
Provident Fund	15,408
Gratuity	6,176
<b>CITY ALLOWANCE#</b>	26,400
<b>PERFORMANCE PAY**</b>	
Monthly Performance Pay	37,200
Quarterly Variable Allowance	22,800
<b>TOTAL SALARY</b>	<b>4,41,808</b>
<b>INSURANCE</b>	
Health Insurance®	7,900
<b>CTC</b>	<b>4,49,708</b>
<b>LIFE INSURANCE\$</b>	1,220

\* Includes Personal Allowance which is not grade linked and does not accrue automatically. Personal Allowance is subject to review and may change or be adjusted against other emoluments at a later date.

# Specific to India and is linked to base location. Will be discontinued while on international assignment. Allowance is subject to review.

\*\* In lieu of statutory profit bonus.

\*\* Quarterly Variable Allowance (QVA) will be paid at the closure of each quarter based on the performance of the company, unit and allocation. Payment subject to being active on the company rolls on the date of announcement of QVA.

® Premium for Health Insurance Scheme for self and dependants borne by TCS.

\$ Premium for Group Life Insurance (GLI) borne by TCS. The sum assured is six times the annual compensation (CTC) with a minimum payout of INR 10 Lakhs. For details, please refer to the policy on Group Life Insurance (GLI) on Knowmax.

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In case, you wish not to opt for the BoB, Defined Structure as given in Table 2 will be applicable.

**Table 2: TCS Defined Structure for Bouquet of Benefits**

COMPONENT CATEGORY	ANNUAL
House Rent Allowance	64,200
Conveyance Allowance	9,600
Sundry Medical Reimbursement	9,000
Leave Travel Allowance	10,700
Food Coupons	6,000
Personal Allowance	1,05,924
<b>BOUQUET OF BENEFITS</b>	<b>2,05,424</b>

**Taxation:** Taxation will be governed by the Income Tax rules. The Company will be deducting tax at source as per income tax guidelines.

To design your Bouquet of Benefits access the Link to BoB in the Global Employee Self Service Link on Ultimatix.

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