



TCS Confidential  
Ref: TCS/2015-16/CC-YG/875328

June 02, 2015

**Mr. Vignesh Babu**  
Chennai

Dear Vignesh Babu,

Congratulations on completing your Anniversary in TCS on **June 01, 2015!** Thank you for your contribution towards another year of growth. Your continued commitment and effort will help TCS sustain its leadership position.

I am pleased to share with you your Annual Compensation of **Rs. 2,18,402/-** for the year 2015-16.

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. 7,100/-** 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 in Ultimatix and submit supporting travel documents.

#### **Food Coupons**

Food coupons up to a certain limit are exempt from tax. These can be used in the company cafeteria, restaurants and for buying groceries. The coupons will be made available to you at your depute location.

### **PERFORMANCE PAY**

#### **Monthly Performance Pay**

You will receive a monthly performance pay of **Rs. 3,700/-**.

This amount shall be treated as productivity bonus in lieu of statutory profit bonus.

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### **CITY ALLOWANCE**

You will be eligible for a City Allowance of **Rs. 600/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. 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. 1,00,000/-** per annum per insured. This scheme also provides enhanced hospitalisation cover up to **Rs. 7,00,000/-** 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	85,200
Bouquet Of Benefits#	62,780
Provident Fund	10,224
Gratuity	4,098
Health Insurance*	4,500
<b>PERFORMANCE PAY</b>	
Monthly Performance Pay	44,400
<b>CITY ALLOWANCE</b>	7200
<b>TOTAL SALARY</b>	<b>2,18,402</b>

# Refer to Table 2 for TCS defined structure.

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

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	34,080
Conveyance Allowance	9,600
Sundry Medical Reimbursement	6,000
Leave Travel Allowance	7,100
Food Coupons	6,000
<b>BOUQUET OF BENEFITS</b>	<b>62,780</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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## ANNEXURE III

### • **Benefits:**

#### **1. Leave**

You may avail time-off for a fixed number of days in a year as defined by TCS policy and statutory requirements. TCS leave policies provision leaves for sickness, taking a vacation, attending personal work, maternity, adoption etc. in order to maintain work life balance. For more details on defined policies on each leave type, please refer to the policy document available on:

[Ultimatix -> Global HR -> MyHR on KNOWMAX -> India -> Local Associates -> My Benefits -> Leave](#)

#### **2. GEMS**

TCS has an online employee rewards and recognition platform called TCS GEMS, where you can nominate or be nominated for various categories of rewards and appreciation notes. GEMS points awarded can be redeemed globally for merchandise from partner vendors.

[Ultimatix -> HR & Talent Management -> TCS Gems](#)

#### **3. Holiday Homes**

Recognizing your need to maintain work-life balance, TCS has Holiday Homes at various locations in India for use by you and your family. These are subject to availability. A nominal price is applicable. For more details, please refer to the policy document available on:

[Ultimatix -> Global HR -> MyHR on KNOWMAX -> India -> Local Associates -> My WorkPlace -> Work Life Balance -> TCS India Policy - Holiday Homes](#)

#### **4. Learning material and latest publications through Safari/ libraries**

Recognizing your need for continuous learning, TCS provides you with library facilities in all the offices. In addition, a free online platform - Safari Books Online - offers latest professional publications that can be viewed through a mobile application.

[Ultimatix -> Learning & Collaboration -> Safari Books Online](#)

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## 5. Softmart & eMart

You have access to two Ultimatix applications, SoftMart and eMart. SoftMart allows you to post classifieds or view classified postings by other TCS employees that can cover a wide range of products and services. eMart is an online store where you can shop for a wide range of TCS merchandise and products at attractive prices.

[Ultimatix -> Utilities & Infrastructure -> TCS Mart -> Softmart](#)

[Ultimatix -> Time Out -> eMart](#)

## 6. Corporate negotiated deals and discounts

As part of TATA Group, you can avail of corporate discounts offered by TATA group companies. You can also avail of TCS negotiated rates through various corporate schemes. For example, you can have prescription medication delivered at your door step through the Pharmacy Benefits scheme. You can also avail of periodic health check-ups (company sponsored for eligible employees, paid packages for non-eligible employees). For more details, please refer to the Policy document and FAQs available on:

[Pharmacy Benefits : Ultimatix -> Global HR -> MyHR on KNOWMAX -> India -> Local Associates -> My Benefits -> Employee Wellbeing -> Pharmacy Benefits -> TCS India FAQs - Pharmacy Benefits](#)

[Periodic Health Screening : Ultimatix -> Global HR -> MyHR on KNOWMAX -> India -> Local Associates -> My Benefits -> Employee Wellbeing -> Periodic Health Screening -> TCS India Policy/FAQs - Periodic Health Screening](#)

## 7. Employee Assistance Program

The Employee Assistance Program offers you a safe and secure environment where professional counselors help you cope more effectively with everyday life, overcome challenges you may face and find a balance between work and personal life. Use the following link to access the portal:

<http://www.1to1help.net>

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- **Eligibility based benefits:**

### **1. Tata Welfare Trust**

The benefits under the Tata Welfare Trust are applicable to all confirmed employees of TCS India who have completed one year of continuous service. Membership to the Trust is available at a nominal annual fee. Financial assistance towards Medical, Higher Education of Dependent Children and Benefits to the next of kin (in case of demise of an employee while in service) can be availed from Tata Welfare Trust. All benefits availed from the Trust will be based on the absolute discretion of the Trustees. For more details, please refer to the policy document available on:

[Ultimatix](#) -> [Global HR](#) -> [MyHR on KNOWMAX](#) -> [India](#) -> [Local Associates](#) -> [My Benefits](#) -> [Employee Wellbeing](#) -> [Tata Welfare Trust](#) -> [TCS India Policy - Tata Welfare Trust](#)

### **2. Education Assistance**

Full time employees who complete at least 2 years of continuous service in TCS and wish to pursue higher education programs may avail of financial and infrastructural support as well as paid and unpaid leaves under the TCS Educational Assistance Policy. For more details, please refer the policy document available on:

[Ultimatix](#) -> [Global HR](#) -> [MyHR on KNOWMAX](#) -> [India](#) -> [Local Associates](#) -> [My Benefits](#) -> [Professional Development](#) -> [Education Assistance](#) -> [TCS India Policy - Education Assistance](#)

### **3. Salary Advance**

TCS provides financial assistance in the form of Salary Advance which you may avail for meeting unexpected expenses due to personal emergencies. For more details, please refer to the policy document available on:

[Ultimatix](#) -> [Global HR](#) -> [MyHR on KNOWMAX](#) -> [India](#) -> [Local Associates](#) -> [My Benefits](#) -> [Loans and Advances](#)

### **4. Long Service Awards**

TCS employees are recognized through Long Service Commitment Awards on completion of predefined milestones during their tenure.

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## 5. Other Benefits

TCS provides reimbursement towards the following for enhancement of professional skills:

- a. Professional Memberships
- b. Reimbursement of Certification fees
- c. Participation and Presentation at Seminars and Conferences

For more details, please refer to the policy document available on:

[Ultimatix -> Global HR -> MyHR on KNOWMAX -> Global Professional Development TCS Global Policy - Professional Membership / Reimbursement of Certification Fees / Participation and Presentation at Seminars and Conferences](#)

## • Employees Obligations:

### 1. Nomination

You are required to make nominations towards PF, Gratuity and Retirals. Nominations help secure family in the event of any unfortunate incident. TCS will also be able to settle the legal dues without any inconvenience to your family members. Nomination takes minimal effort and time. To nominate family members or to modify the nominations, log on to

[Ultimatix -> Employee Services -> Employee Self Service -> Global ESS -> Benefits -> Nomination Forms](#)

### 2. My Profile

It is advisable to ensure that your personal details are correctly updated in company record.

To view & update your Name, Qualifications, Previous experience (if any), PAN Card, Aadhaar card, log on to

[Ultimatix -> HR & Talent Management -> HR Management -> TCS Employee Self Service -> My Profile](#)

To view & update your Email selection, Passport details, Visa details (if any), log on to

[Ultimatix -> Employee Services -> Employee Self Service -> Global ESS -> My Profile](#)

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