

----- Forwarded message -----

From: **durga Navaneethan** <durga.ndur@gmail.com>
Date: Sat, Mar 23, 2019 at 1:38 PM
Subject: Fwd: Wipro Offer cum Appointment Letter
To: <durga.navaneethan86@gmail.com>

Sent from my iPhone

Begin forwarded message:

From: <durga.ndu@wipro.com>
Date: 16 November 2011 at 4:31:51 PM IST
To: <durga.ndu@gmail.com>, <durga.ndur@gmail.com>
Subject: FW: Wipro Offer cum Appointment Letter

Thanks and regards,
Durga

Project Engineer | Technology Storage & ISV |
Wipro Technologies | Bangalore.
Mobile: +919739375424

From: Manager Campus
Sent: Wednesday, November 16, 2011 2:46 PM
To: Durga N (WT01 - Manufacturing & Hi Tech)
Subject: Wipro Offer cum Appointment Letter

Hi,

Congratulations, we are pleased to offer you employment at Wipro. Your final offer cum appointment letter is mentioned below, this would be applicable only on your successful completion of the MS program, non completion of the MS program would deem this offer cum appointment letter to be void.

Please confirm that the terms are acceptable to you. You will have to send your acceptance by replying to manager.campus@wipro.com on or before November 24, 2011 with "**Offer Accepted**" or "**Offer Rejected**" as the subject line.

Further to your offer acceptance, your joining formalities will be scheduled. You would be required to submit the signed copy of the offer letter by way of acceptance to the Talent Acquisition team at the time of the onboarding activity. If you choose to reject the offer, please write to manager.campus@wipro.com looping your BU HR Manager and Supervisor to give them prior intimation.

For any offer letter or joining related queries please write to manager.campus@wipro.com
For any academic or policy related queries, please write to wase.announcements@wipro.com

Regards,
WASE Team

-

APPOINTMENT LETTER

16th November, 2011

Ms. Durga N
BANGALORE

Dear **Durga**,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Senior Project Engineer**.

1. Appointment Details:

- a. The date of appointment is effective from December 1, 2011.
- b. The retirement age is 58 years.
- c. You agree to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- d. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.

2. Compensation:

- a. You will be eligible for compensation and benefits in accordance with Annexure titled Salary Offer Sheet.
- b. Quarterly Performance Linked Compensation (QPLC) - The details of this component are available on myWipro. The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management of Wipro.
- c. You will be entitled to other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d. Your compensation will be reviewed periodically as per Wipro policy.
- e. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

3. Other Benefits:

- a. You will be entitled to leave, holidays and working hours as applicable to your stream and location of posting.
- b. You are entitled to participate in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- c. You are eligible for the Wipro Medical Assistance Scheme (MAS), Contributory Medical Insurance and Medical Benefit Program (MBP) for your band and stream as long as you are not covered under the purview of the Employee's State Insurance Act. (ESI Act).
- d. You will be covered by the Wipro sponsored and administered Employee Benefits Programme for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits. You could refer to the detailed policies in myWipro

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.
- b. You will be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and other policies of Wipro as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflicts of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit head, understand the position of Wipro and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

9. General:

- a. This offer of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- b. The employment terms in this Agreement are subject to change with the change in Wipro policies.
- c. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- d. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- e. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- f. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.

10. Notice Period:

This contract of employment is terminable, without reasons, by either party giving two months notice. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

Yours sincerely,
For **Wipro Limited**,



Vaibhav Dalal

Sr. Manager – Talent Acquisition

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: __/__/__

Signature

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I -----, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. processing my job application including background verification checks and medical checks;
- c. employment related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: __/__/__

Signature.....

ANNEXURE II

SALARY OFFER SHEET

Name : Durga N

Position : Senior Project Engineer

Career Group: B2

COMPONENT	AMOUNT (INR)
Basic	10400
HRA	4160
Commutation Allowance	800
Wipro Benefits Plan (WBP)	14181
Additional allowance	5000
Total Fixed Cash	34541
PF (12% of Basic)	1248
Gratuity (5.31% of Basic)	553
Total Fixed Compensation	36342
Other Compensation Benefits	
Health benefit (Medical)	325
Variable Pay	
Target QPLC	5000
Target Cost to Company per month	41667
Total Cost to Company per annum	500004

* Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity.
Employees will be eligible for payment of gratuity as per the Wipro Policy on the same.

Date: __/__/__

Signature.....

ANNEXURE - III

QPLC - A BRIEF OVERVIEW

QPLC Policy Summary & Computation:

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following paramete

- Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Account / Service Line. This would be linked to 50% of your Q

- b) Individual linked parameter: Based on number of days billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A

The QPLC payout amount is liable to vary as per the performance on the above parameters.

The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter fo

For more details please refer to the policy hosted on myWipro à My Information Source à People Practices à View All Policies à (Select Country) à My Financials à Compensation à QPLC

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

- Basic, Additional Allowance:

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

HRA:

HRA is given to the extent of 40% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Commutation Allowance:

This is a tax free allowance in your salary and you can declare against this component an allowance of Rs. 800 per month. In case you are not declaring Wipro bus allowance, then you will get tax exemption only for Rs. 800/- per month as per the IT rules (that is, for a maximum of Rs. 9,600 per annum), else this amount of Rs. 800 per month will be taxed. This does not warrant the production of any bills.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan ("WBP") is a basket of various allowances/reimbursements. Under WBP, you will be granted Leave Travel Allowance, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income tax rules applicable and you will be subject to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone/Mobile phone, Non-transferable food coupons, use of Wipro Bus can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. The Company will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges.

Following are your WBP Entitlements:

- 1. Leave Travel Allowance:** New employees are eligible for LTA provided leave is taken as per the rules of the Company. For details on Income tax exemption please refer to My Wipro on joining. The maximum LTA that can be reimbursed is Rs.40,000.
- 2. Additional HRA:** For employees in metro cities (Chennai and Mumbai), the HRA can be revised to 50% of basic at their option. The WBP limit will be reduced by the differential allowance paid as additional HRA.
- 3. Telephone/Mobile Phone Allowances:** The Amount paid by you towards telephone (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible to be reimbursed upto Rs.1200 per month under WBP as per prescribed limit in the policy. No reimbursements in respect of rentals or other charges for pre-paid connections will be eligible under this head.
- 4. Non-transferable Food Coupons:** An Amount of Rs. 2,750 per month towards purchase of Non-Transferable food coupons is eligible to be reimbursed under WBP.
- 5. Education Allowance:** An Amount of Rs. 100 (additional 300 in case of child in hostel) per child per month upto a maximum of 2 children is eligible to be reimbursed under WBP.
- 6. New Pension System:** You can contribute between 5% upto 10% of your Basic towards NPS and claim it under WBP. This will be over and above Sec 80C investments.

Retiral Benefits:

Consists of 12% of your Basic towards Provident Fund and 5.31% of your Basic towards Gratuity and Survivor Benefit Scheme. Gratuity will be paid as per Gratuity Act

Consist of

- (a) 12% of your Basic towards Provident Fund.
- (b) Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity

Employees will be eligible for payment of gratuity as per the Wipro Policy on the same.

Medical :

1. The amount mentioned in your salary stack up is a notional figure and it indicates average outflow per month and per employee.

- a. Medical Assistance Scheme (MAS) : This is a medical scheme covering you, your spouse and your children to the extent of **Rs 15,000** per annum or one month basic whichever is higher.
- b. Under this Medical Benefit Scheme (MBS), an amount of **Rs 50,000** per annum will be reimbursed towards domiciliary treatment of specified illnesses only.
- c. Mediclaim covers **Rs 2,00,000** per annum for nuclear family towards hospitalization with an option to top up upto **Rs. 3,00,000** by paying minimal premium fee.
- d. In addition to Mediclaim insurance, if the hospitalization happens to be in a Central Board of Direct Taxes (CBDT) approved hospital, you can be reimbursed for an additional **Rs.10, 000** towards hospitalization.

1. Your Life and Accident Cover:

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of upto Rs. 5,000 per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage by an additional 50% for a nominal and highly negotiated premium.
- b. Group Life Insurance Program: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage by buying an additional 50% for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on People Practices Section in my Wipro accessible on joining. Access through myWipro -> People Practices -> India > My Financials -> Medical

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance. A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management. The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 100000 per annum, member employee will have an option to restrict the contribution to Rs. 1,00,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,00,000 every year). Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits. For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My dataMy Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

-

Please do not print this email unless it is absolutely necessary.

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

www.wipro.com