



**TNS India Private Limited**

7th Floor, Block 4-B, DLF Corporate Park, DLF City, Phase-III, M G Road, Gurgaon - 122 002, India

t +91 (0)124 448 8800 f +91 (0)124 448 8878

www.tnsglobal.com e india.enquiry@tnsglobal.com

**TNS/HR/OFF/2/5/994**

August 4, 2014

Swapnil Garge  
A/2, Mulund Shri Vaikuntha CHS,  
Nahur Gaon, Mulund West, Near Hanuman Temple  
Mumbai - 400080

Dear Swapnil,

We are pleased to appoint you as **Research Executive - Trainee – Mumbai** at Skale position **40** in **Grade E1** with **TNS India (Private) Limited** effective August 4, 2014. Your initial place of posting will be at our **Mumbai** office.

Your salary and perquisite details will be as per Annexure 1 and your appointment will be governed as per the Service conditions of the Organization as per Annexure 2.

For all other matters not covered in this letter, you will be governed by the policies of the company as applicable to you from time to time.

The Management reserves the right to modify this letter in the mutual interest of both you, the employee and the business and in such a case, you will be informed in writing of the same.

Please sign on each page in acceptance of the terms and conditions set out therein and return a copy of this letter.

We welcome you to **TNS India (Private) Limited** and hope that we will have a successful and happy association.

Sincerely yours,

**For TNS India (Private) Limited**

*Dee*  
**Dee Bhatia**  
**Director – HR India & Sri Lanka**

*Swapnil*  
**Signature of Candidate**  
**(As Acceptance)**

**Date:** 8/8/2014



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**Annexure 1****COMPENSATION DETAILS**

<b>NAME</b>	<b>Swapnil Garge</b>	<b>EMPLOYEE ID</b>	<b>004933</b>
<b>GRADE</b>	<b>E1</b>	<b>SCALE POSITION</b>	<b>40</b>
<b>DESIGNATION</b>	<b>Research Executive – Trainee</b>	<b>LOCATION</b>	<b>Mumbai</b>
<b>1 FIXED COMPONENTS</b>	<b>MONTHLY (In Rs.)</b>	<b>ANNUAL (In Rs.)</b>	
a) Basic Pay	15333	184000	
b) House Rent Allowance	7667	92000	
c) Transport Allowance	800	9600	
d) Special Allowance	19011	228137	
<b>2 BENEFITS</b>			
a) Medical Reimbursements	1250	15000	
b) Leave Travel Allowance	1278	15333	
<b>3 RETIRALS</b>			
a) Provident Fund	1840	22080	
b) Provision for Gratuity	738	8850	
<b>4 GROSS PAY</b>	<b>47917</b>	<b>575000</b>	
<b>5 VARIABLE COMPONENT*</b>		<b>25000</b>	

- In addition, you shall also have a cover of Rs. 2 lakhs under Mediclaim and Rs.3 lakh under Personal Accident Insurance.
- Variable Component will be paid to you subject to the Performance of the Indian Business and your Individual performance meeting documented KPIs. Payment shall be made entirely at the discretion of the Company with remittance following year-end close, provided you must be working with TNS India on the payment date, and not be working your notice (whether you gave notice to the Company or the Company gave you notice)
- Any tax liability arising out of salary payment and any other reimbursement of expenses by the Company will be your sole responsibility.

**For TNS India (P) Limited**

  
**Deepa Bhatia**  
**Director – HR India & Sri Lanka**

  
**(As Acceptance)**





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**ANNEXURE 2 - SERVICE CONDITIONS**


13. You will be on probation for period of three months from the date of your joining services. On completion of this period, you will be deemed to be confirmed, unless the company extends your probation, in writing, within a month from the date of completing three months in the organization. During the probation period, either party may terminate this contract by giving one-month notice in writing or salary in lieu thereof. However the Management reserves the right to enforce the notice period at its sole discretion.

After confirmation, your notice period would be one month or salary in lieu thereof by either side.

86. The Management reserves the right to transfer you in any capacity that may be determined by it to any other department, branch, establishment or unit of TNS INDIA or any other subsidiary, associate company or establishment, whether existing or acquired later, of the same promoters or under the same management anywhere in India or abroad. You may also be seconded in any such capacity and for tenure that the Management may determine to any other Organization, Company, business or establishment of the promoters of the Company or with whom the Company has an agreement to provide professional services. In any such case, you will be governed by the terms, conditions, rules and regulations of service applicable at the new placement.
87. You are expected to attend Office during the scheduled working hours (i.e. **9:30 to 18:00** hours per day) as per the rules of the Company. Absence for a continuous period of eight days without prior approval of your superior (including overstay of leave), can lead to your services being terminated without notice or explanation.
88. You will be entitled to earned leave, casual leave and sick leave as per the Leave Policy of the company prevalent from time to time.
89. You will retire from the services of the company on attaining the age of 58 (fifty-eight) years.
90. Your appointment and continuation of employment in the company will be subject to your remaining medically fit as certified by the company assigned medical practitioner.
91. Whilst employed by the company;

uuu. You are in whole time employment with the company and you will not be permitted to undertake any other employment or engage in any external activities of commercial nature without prior written approval of one of the Directors of the company.

vvv. You are required to effectively carry out all duties and responsibilities assigned to you by your superiors and others authorized by the company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your superior.

  
(Employer's Initials)

\_\_\_\_\_  
(Employee's Initials)





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Annexure 2 continues....


www. During the tenure of your service with the Company or thereafter, you will not divulge to any person nor make public nor use for any purpose except for discharge of your official duties, any information about the operations, plans, research, know-how, processes, administration or affairs of the Company or its associates whom you have an access to know during the course of your employment. All this information that comes to you during the course of employment with the company is deemed to be confidential.

xxx. During the course of employment if you conceive any new or advanced methods of improving processes, research, systems in relation to the operation of the Company, such development will be fully communicated to the Company and will be and remain sole right/property of the Company.

yyy. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all company policies and procedures. Any intentional violation of these or any other company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.


zzz. You will keep the company informed about change in your present/ local address for any reason or civil status.

92. Upon separation from the company on account of either resignation or termination, you need to immediately return to the company all the assets and property (including any leased property) of the company including documents, files, books, papers, Car and memos in your possession or custody. You will also return any letter of authority or power of attorney issued to you.

  
(Employer's Initials)

\_\_\_\_\_  
(Employee's Initials)



TNS INDIA PRIVATE LIMITED																																																					
FULL AND FINAL SETTLEMENT SUMMARY																																																					
<b>Employee Name:</b>		SWAPNIL GARGE		<b>Grade:</b>	E1	<b>Emp No:</b>		004933																																													
<b>Designation:</b>		Research Executive - Trainee		<b>Department:</b>		CMR - Quant Research - Non ORSC																																															
<b>SBU:</b>		1112		<b>PAN No:</b>		ACEPG6906F																																															
<b>Location name:</b>		Mumbai		<b>Notice Period:</b>		One Month		<b>Processed till:</b> 06-Nov-15																																													
<b>Status:</b>		Confirmed		<b>Resignation Date:</b>		08-Oct-15		<b>Relieving Date:</b> 06-Nov-15																																													
<b>Joining Date:</b>		04-Aug-14																																																			
<table border="1"> <thead> <tr> <th colspan="4">Fixed Monthly Emoluments</th> <th colspan="4">Deductions</th> <th colspan="2">Net Payable</th> </tr> </thead> <tbody> <tr> <td>Basic Salary</td> <td>16,000.00</td> <td>Food coupons</td> <td>-</td> <td>PF - Employee's Cont.</td> <td>1,920.00</td> <td>Food coupons</td> <td></td> <td rowspan="4">42,607.00</td> <td rowspan="4"></td> </tr> <tr> <td>House Rent Allowance</td> <td>8,000.00</td> <td>Sp. Allowance</td> <td>19,127.00</td> <td>ESI</td> <td>-</td> <td>Income Tax</td> <td></td> </tr> <tr> <td>Transport Allowance</td> <td>1,600.00</td> <td>Others</td> <td>-</td> <td>Professional Tax</td> <td>200.00</td> <td>VPF1</td> <td></td> </tr> <tr> <td>Children Education Allowance</td> <td>-</td> <td><b>Gross Total</b></td> <td><b>44,727.00</b></td> <td>Labour Welfare Fund</td> <td>-</td> <td><b>Deductions</b></td> <td><b>2,120.00</b></td> </tr> </tbody> </table>										Fixed Monthly Emoluments				Deductions				Net Payable		Basic Salary	16,000.00	Food coupons	-	PF - Employee's Cont.	1,920.00	Food coupons		42,607.00		House Rent Allowance	8,000.00	Sp. Allowance	19,127.00	ESI	-	Income Tax		Transport Allowance	1,600.00	Others	-	Professional Tax	200.00	VPF1		Children Education Allowance	-	<b>Gross Total</b>	<b>44,727.00</b>	Labour Welfare Fund	-	<b>Deductions</b>	<b>2,120.00</b>
Fixed Monthly Emoluments				Deductions				Net Payable																																													
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Salary Payable for the Month																																																					
<b>Particulars</b>	<b>Processed &amp; on hold Earnings</b>	<b>Earnings to be processed now</b>	<b>Total Earnings</b>	<b>DEDUCTIONS</b>	<b>Processed &amp; on hold Deductions</b>	<b>Deductions to be processed now</b>	<b>Total Deductions</b>	<b>Net Amount payable</b>																																													
	Rs.	Rs.	Rs.		Rs.	Rs.	Rs.																																														
Basic Salary	19,200.00	-	19,200.00	PF - Employee's Cont.	2,304.00		2,304.00																																														
House Rent Allowance	9,600.00	-	9,600.00	ESI			-																																														
Transport Allowance	1,920.00	-	1,920.00	Professional Tax	375.00		375.00																																														
Children Education Allowance		-	-	Food Coupons			-																																														
Food coupons		-	-	Income Tax	582.00		582.00																																														
Special Allowance	22,952.00	-	22,952.00	Labour Welfare Fund	-		-																																														
							-																																														
<b>Sub-Total</b>	<b>53,672.00</b>	<b>-</b>	<b>53,672.00</b>	<b>Advances due to TNS</b>			-																																														
Arrears			-	Short Notice			-																																														
Special All. CAR (Without Bills)			-		0		-																																														
Advance due from TNS		<b>5,070.00</b>	5,070.00		1,92,000		-																																														
VPLP			-	Less: Waiver Approved (Attached)			-																																														
Spot Bonus			-	Dues if any (Pl Specify) PF			-																																														
Separation Expenses (Pl Specify)			-	Already Paid			-																																														
			-	Joining Bonus paid			-																																														
<b>Annual Benefits</b>				Relocation cost			-																																														
Festive Bonus			-	Tickets & Stay			-																																														
Leave Travel Allowance		<b>9,600.00</b>	9,600.00																																																		
Medical Reimbursement		<b>9,000.00</b>	9,000.00																																																		
			-																																																		
<b>Other Reimbursements</b>			-																																																		
Fuel			-																																																		
Car Maintenance			-																																																		
Driver Salary			-																																																		
			-																																																		
			-																																																		
<b>Retirement Benefits</b>			-																																																		
Leave Enchments ( No of Leaves: 6)		3,200.00	3,200.00																																																		
Gratuity			-																																																		
Others if any (PF)			-																																																		
Ex-Gratia /Bonus			-																																																		
Already paid			-																																																		
Award			-																																																		
			-																																																		
			-																																																		
<b>Gross earnings</b>	<b>53,672.00</b>	<b>26,870.00</b>	<b>80,542.00</b>		<b>3,261.00</b>	<b>-</b>	<b>3,261.00</b>	<b>-</b>																																													
<b>Payment be debited to:</b>				<b>Net Payable</b>				<b>77,281.00</b>																																													
#NAME?																																																					
<b>Prepared By</b>				<b>Checked By</b>				<b>Authorised By</b>																																													
<div style="text-align: center;">  </div>																																																					
<b>RECEIPT</b>																																																					
Received Ch No: 008564 dated 14/12/2016 for Rs.77,281/- (Rupees Seventy Seven Thousand Two Hundred and Eighty One only) drawn on HSBC Bank, Mumbai towards Full and Final settlement and have no further claims from the company.																																																					
(Signature of the receiver in token of accepting the above and acknowledging the receipt of Cheque)																																																					

SWAPNIL GARGE

**Check List :**

01. Copy of Resignation letter
02. Copy of Acceptance of Resignation from HR
03. Copy of No Due Certificate from controlling office with All Dept. Signatures and any remarks
04. Income Tax Computation Statement signed by Saibaba Reddy
05. I.T Request Form from Employee
06. R L & Exp Letter from HR
07. Leave Balances (PL) for Probation Employee should be NIL
08. Grade & Notice period, If waiver, Waiver Mail from E D
09. Salary Processed & Hold to be check
10. All Benefits (LTA/MED/FTB) to be check
11. Food Coupons for Hold to be sent along with Cheque
11. Advise letter from HR to Accounts for payment
12. Verification of LTA, Medical, Leave balances, working on salary payable and short notice period workings as of the date of leaving by AP team member
13. Confirmation of liability by way of incorporating GL and AP batch numbers in final settlement.
14. WESP Payment