



Building No. 3, SP. Infocity, Pune - Saswad Road, Phursungi, Pune - 412308,
Phone: +91 20 6757 5444, Fax: +91 20 6757 5222

September 10, 2015

Private and Confidential

Hina Garg
Associate ID: 315315
ADP Private Limited
Pune

Dear Hina,

We are pleased to inform you that as part of the annual FPR process, your total yearly compensation has been revised to Rs. 824,612/-(Eight Lakh Twenty Four Thousand Six Hundred Twelve Rupees Only) per annum w.e.f. September 01, 2015. Please note that this revision is on the basis of your performance during the year 2014-15 and will be a pro-rata basis, if you have joined the organization on or after Jul 01, 2014.

Your revised salary is computed as per the attached compensation structure. All other terms and conditions of your employment remain unchanged

Hina, we thank you for your contribution to the organization. Your commitment helps us in making ADP, a World-Class HCM company and an Employer of Choice.

Please note that your next compensation review will be during Focal Point Review to be held in September 2016.

We look forward to your continued commitment and contribution in the coming years.

Sincerely,

(Vipul Singh)
Vice President & Head HR



Name : Hina Garg
Position : Sr. Member Technical, G2L2

Salary Component	Rs./ Month	Rs./ Annum
A. Monthly Salary		
Basic Salary	18,070.00	
House Rent Allowance (40% of Basic Salary)	7,228.00	
Conveyance Allowance	1,600.00	
Flexible Benefits*	4,621.00	
Special Allowance	22,671.00	
Total A	54,190.00	650,280.00
B. Bonus / Ex-Gratia (2 months Basic Salary paid)	3,012.00	36,144.00
C. Standard Benefits		
Provident Fund**	2,168.00	
Gratuity**	869.00	
Total C	3,037.00	36,444.00
Gross Salary (A + B + C)	60,239.00	722,868.00
D. Variable Target Performance Bonus linked to Organization & Individual's performance (at a target of 12% of Yearly Salary)		86,744.00
E. EOC Allowance		15,000.00
Gross Yearly Compensation (A+B+C+D+E)		824,612.00

*Flexible Benefits include Medical Reimbursements, Leave Travel Allowance and Child Education Allowance.

**Provident Fund and Gratuity will be deducted as per the statutory norms