



TCS Confidential
Ref: TCS/2013-14/CC-C2/234542

April 17, 2013

Ms. Gunjan Bhatia
TCS - New Delhi

Dear Gunjan Bhatia,

I would like to appreciate your contribution and effort during the year that helped team TCS deliver credible results despite a challenging business environment. Going forward we should focus on developing our competencies to stay relevant to our customers.

I am pleased to share with you your Annual Compensation of **Rs. 6,36,354/-** for the year 2013-14. This includes a potential performance pay of **Rs. 2,04,000/-** annually. A part of this performance pay will be paid to you on a monthly basis and the remainder on closure of each quarter, subject to company, unit and individuals achieving their targets.

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

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. 15,000/-** 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 sundry medical expenses 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.

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. 13,800/-**.

Quarterly Variable Allowance

Your variable allowance will be **Rs. 3,200/-** 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.

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	MONTHLY	ANNUAL
FIXED COMPENSATION		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	18,133	2,17,596
Provident Fund	1,800	21,600
Gratuity	722	8,658
Health Insurance*	NA	4,500
PERFORMANCE PAY		
Monthly Performance Pay	13,800	1,65,600
Quarterly Variable Allowance	3,200	38,400
TOTAL SALARY	52,654	6,36,354

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	MONTHLY	ANNUAL
House Rent Allowance	7,500	90,000
Conveyance Allowance	800	9,600
Sundry Medical Reimbursement	1,250	15,000
Leave Travel Allowance	1,250	15,000
Food Coupons	2,000	24,000
Personal Allowance	5,333	63,996
BOUQUET OF BENEFITS	18,133	2,17,596

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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