



TCS Confidential
Ref: TCS/2011-12/CC-C1/234542

April 21, 2011

Ms. Gunjan Bhatia
TCS - New Delhi

Dear Gunjan Bhatia,

I would like to acknowledge your contribution and effort during the year that helped team TCS deliver credible results despite a challenging business environment. We have to build on our strengths and address the opportunities in the market to build a bigger and better TCS. As a team, we have the capability to take TCS to greater heights and help each one of us realise our potential.

I am pleased to share with you your Annual Compensation of **Rs. 4,15,668/-** for the year 2011-12. This includes a potential performance pay of **Rs. 1,10,400/-** 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 wish you a great and fulfilling career with TCS in the years to come.

Warm regards and best wishes,

Ajoy Mukherjee
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. 12,100/-** 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 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, apply 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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VARIABLE COMPENSATION

Performance Pay

You are eligible for a Performance Pay of **Rs. 9,200/-** per month of which **Rs. 7,500/-** would be paid to you on a monthly basis. The remainder amount would be paid at the closure of each quarter based on the actual company performance of the quarter. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Performance Pay.

The Performance Pay is subject to review and may undergo a change based on the actual performance of the Company and unit and your own ongoing individual performance. This allowance is payable based on the Company's productivity/performance, and as such 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. 50,000/-** per annum per insured. This scheme also provides enhanced hospitalisation cover up to **Rs. 5,00,000/-** 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	12,100	1,45,200
Bouquet Of Benefits #	11,138	1,33,660
Provident Fund	1,452	17,424
Gratuity	582	6,984
Health Insurance	NA	2,000
VARIABLE COMPENSATION		
Performance Pay 1	7,500	90,000
Performance Pay 2*	1,700	20,400
TOTAL SALARY	34,472	4,15,668

Refer to Table 2 for TCS defined structure.

* Amount depicted will be paid-out on a quarterly basis as defined in the Annexure I.

HIS premium for basic cover borne by TCS for self and dependants.

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	6,050	72,600
Conveyance Allowance	800	9,600
Sundry Medical Reimbursement	750	9,000
Leave Travel Allowance	1,008	12,100
Food Coupons	500	6,000
Personal Allowance	2,030	24,360
BOUQUET OF BENEFITS	11,138	1,33,660

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 Employee Self Service Link on Ultimatix.

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