



TCS Confidential
Ref: TCS/2012-13/CC-C2/234542

July 12, 2012

Ms. Gunjan Bhatia
TCS - New Delhi

Dear Gunjan Bhatia,

Congratulations! It gives me great pleasure to write to you in appreciation of your contribution and to inform you of your promotion to **I.T. Analyst** with effect from **April 01, 2012**.

TCS achieved a significant milestone of \$10 Billion annual revenue in FY12. This has been possible due to your commitment and hard work in delivering to our customers by driving excellence. I would like to acknowledge your contribution that has helped TCS in this journey.

TCS will continue to make necessary investments and build competencies to stay relevant to our customers at all times. The opportunities in the market are immense and with our collaborative effort, I am sure, we will cross many more milestones and flourish in an environment where each one of us can realize our potential.

I am pleased to share with you your Annual Compensation of **Rs. 6,23,901/-** for the year 2012-13. This includes a potential performance pay of **Rs. 2,22,000/-** 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

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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. 14,000/-** 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, 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. 18,500/-** per month of which **Rs. 15,000/-** 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	14,000	1,68,000
Bouquet Of Benefits #	16,972	2,03,660
Provident Fund	1,680	20,160
Gratuity	673	8,081
Health Insurance	NA	2,000
VARIABLE COMPENSATION		
Performance Pay 1	15,000	1,80,000
Performance Pay 2*	3,500	42,000
TOTAL SALARY	51,825	6,23,901

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	7,000	84,000
Conveyance Allowance	800	9,600
Sundry Medical Reimbursement	1,250	15,000
Leave Travel Allowance	1,167	14,000
Food Coupons	2,000	24,000
Personal Allowance	4,755	57,060
BOUQUET OF BENEFITS	16,972	2,03,660

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 Global Employee Self Service Link on Ultimatix.

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