



TCS Confidential
Ref: TCS/2015-16/CC-C3A/234542

July 09, 2015

Ms. Gunjan Bhatia
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 **Assistant Consultant** with effect from **July 01, 2015**.

Thank you for your contribution towards another year of growth. Your continued commitment and effort will help TCS sustain its leadership position.

I am pleased to share with you your Annual Compensation of **Rs. 8,52,495/-** for the year 2015-16.

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



: 1 :

ANNEXURE I

The details of your compensation and benefits are given below.

FIXED COMPENSATION

Basic Salary

Your Basic Salary will be **Rs. 17,600/-** 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

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 miscellaneous medical 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.

TCS Confidential

Ref: TCS/2015-16/CC-C3A/234542

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



: 2 :

Vehicle Maintenance Allowance

This component is fully taxable.

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. 22,000/-**.

Quarterly Variable Allowance

Your variable allowance will be **Rs. 4,100/-** 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.

CITY ALLOWANCE

You will be eligible for a City Allowance of **Rs. 2,700/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

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.

TCS Confidential

Ref: TCS/2015-16/CC-C3A/234542

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



: 3 :

ANNEXURE II

Table 1: Compensation Details

COMPONENT CATEGORY	ANNUAL
FIXED COMPENSATION	
Basic Salary	2,11,200
Bouquet Of Benefits#	3,04,892
Provident Fund	25,344
Gratuity	10,159
Health Insurance*	4,500
PERFORMANCE PAY	
Monthly Performance Pay	2,14,800
Quarterly Variable Allowance	49,200
CITY ALLOWANCE	32,400
TOTAL SALARY	8,52,495

Refer to Table 2 for TCS defined structure

* Premium for Health Insurance Scheme for self and dependants borne by TCS.

TCS Confidential

Ref: TCS/2015-16/CC-C3A/234542

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



: 4 :

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	ANNUAL
House Rent Allowance	1,05,600
Conveyance Allowance	9,600
Sundry Medical Reimbursement	15,000
Leave Travel Allowance	17,600
Food Coupons	30,000
Personal Allowance	1,09,092
Vehicle Maintenance Allowance	18,000
BOUQUET OF BENEFITS	3,04,892

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.

TCS Confidential

Ref: TCS/2015-16/CC-C3A/234542

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