

TCS Confidential Ref: TCS / 2007 / **200535** 

November 27, 2007

Mr. Krishna Iyer TCS - Mumbai

Dear Mr. Krishna Iyer,

Congratulations! I am pleased to inform you of your confirmation as I.T. Analystwith effect from December 01, 2007. We take this opportunity to thank you for the valuable contribution made during the year.

Your Annual Gross Compensation for the year, which is inclusive of basic salary and other emoluments, is Rs. 4,93,180.

Further, you will be entitled to Performance Pay, which is based on overall performance of the company in the current period and your assessed individual performance. This performance pay amount will be paid to you on a monthly basis, based on the company's expected performance for the quarter. It may undergo a change based on actual performance of the company during the quarter and your own ongoing individual performance.

Hence performance appraisals take on a new dimension, in terms of almost a continuous evaluation and feedback on the next level of improved performance.

Your annual performance pay based on your performance is Rs. 2,52,000. 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.

Our collective expertise and confidence in delivery is epitomized in the promise of 'Experience Certainty'. Living up to this promise calls for action at an individual level. I look forward to your continued support in meeting the organization goals.

May the coming year be equally exciting and rewarding for you.

Warm regards and best wishes,

S Padmanabhan Executive Director &

## Head Global Human Resources

## **TATA CONSULTANCY SERVICES**

### **Tata Consultancy Services Ltd**



# **ANNEXURE I**

The details of your compensation and benefits are given below:

### **FIXED COMPENSATION**

## **Basic Salary**

Your Basic Salary will be Rs. 15,200/- 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.

#### o House Rent Allowance

To avail tax benefit on this amount, you have to access the TRLP link in the Employee Self Service Link in Ultimatix and submit rent receipts at least once a quarter to the Finance department of your base branch.

## o Conveyance Allowance

Conveyance Allowance up to a certain limit is exempt from tax.

## o Sundry Medical Reimbursement

To avail tax benefit on this amount, you have to access the sundry medical expenses form in the Employee Self Service Link in Ultimatix, and submit medical bills for the medical expenses incurred for your family and yourself.

## o Leave Travel Allowance

If you wish to avail tax benefits, you need to apply for a minimum of three days of leave, apply in Employee Self Service in Ultimatix and submit supporting travel documents.

#### o Food Coupons

Food coupons up to a certain limit are exempt from tax. These can be used in the company canteen, restaurants, eating joints and for buying groceries. The coupons will be made available to you at your depute location.

#### o Personal Allowance

This component is fully taxable.

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## **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.

#### **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 hospitalization 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.

### **VARIABLE COMPENSATION**

### **Performance Pay**

You are eligible for Performance Pay of **Rs. 21,000** per month. This amount is based on your confirmation rating and will be paid to you on a monthly basis.

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# **ANNEXURE II**

**Table 1: Compensation Details** 

Component Category	Monthly	Annual
FIXED COMPENSATION		
Basic Salary	15,200	1,82,400
Bouquet Of Benefits #	16,227	1,94,720
Provident Fund	1,824	21,888
Gratuity	731	8,773
Health Insurance	NA	1,400
VARIABLE COMPENSATION		
Performance Pay	21,000	2,52,000
GROSS SALARY	61,982	7,45,180

<sup>#</sup> Refer to Table 2 for TCS defined structure

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	7,600	91,200
Conveyance Allowance	800	9,600
Sundry Medical Reimbursement	1,250	15,000
Leave Travel Assistance	1,267	15,200
Food Coupons	2,000	24,000
Personal Allowance	3,310	39,720
GROSS BOUQUET OF BENEFITS	16,227	1,94,720

**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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<sup>\*\*</sup> Amount depicted will be paid-out on a quarterly basis up to a maximum as defined in the Annexure.