



## WELCOME TO WIPRO

November 06, 2013

Dear **Ravindra**,

Welcome to Wipro Limited! Congratulations on joining us as a **Technical Lead**.

For us at Wipro, success is the outcome of choice and expectations, more than a matter of circumstance and we are delighted that you have chosen us.

We have an introductory session on your day of joining, which will provide you with a brief overview of Wipro, its Policies and Practices. This would come in handy to help you settle in at work. We also have a specially designed, interactive workshop to introduce you to something close to our heart and our way of life-the Spirit of Wipro.

The induction session would begin at **8:30** a.m. at  
WIPRO Corporate Office  
Sarjapur  
Block B, Learning Centre, Dodda Kannelli  
Bangalore- 560035

In the next few weeks, you will meet your colleagues and managers. Feel free to let them know what you need to accomplish in your new responsibilities.

We are confident that you will add value through your role and strengthen Wipro's values by living the Wipro way of life everyday. Looking forward to a long-term relationship and wishing you success at Wipro.

Best Regards,  
For Wipro Technologies,  
(A Division of Wipro Limited)

**E V S SAI BABU**  
**VICE PRESIDENT - TALENT ACQUISITION**

*(We would like to emphasize that the offer of appointment is subject to completion of your reference check, medical examination and NSR. You are requested to join on the date of joining mentioned or on any Monday prior to your date of joining. Kindly carry along the appointment letter to the venue for Induction program on your day of joining.)*

*In case you need any clarifications regarding your job, salary, or any policy, please contact **Rebeesh Raveendran** at [rebeesh.raveendran@wipro.com](mailto:rebeesh.raveendran@wipro.com).*

Wipro Technologies

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## **Your First Day at Wipro**

**Time : 8:30 a.m**

**Location :**

**Monday, Wednesday and Friday Joining**

Wipro Technologies,  
Doddakannelli,  
Sarjapur Road,  
Bangalore - 560035

Contact Person : Mr. Karthik Mohan

Wipro Shuttle Service ( with a board of 'New Joinee Bus' ) will be available for your first day at the organization. APPLICABLE ONLY FOR MONDAY JOINING.

Boarding landmarks are as below :

1. Majestic, Shantala Silk House - 0715 hrs
  - a. Divya Shree Chambers - 0735 hrs
  - b. Wipro Madiwala Office (Adjacent to Madiwala Police Station) - 0750 hrs
2. SBI on Museum Road - 0715 hrs
  - a. National Games Village - 0730 hrs
  - b. Wipro Koramangala Office, No:8, 7th Cross, 1st Block - 0740 hrs

Candidates who are not based in Bangalore are advised to reach Bangalore a day earlier.

See you at the induction session!

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## **APPOINTMENT LETTER**

**November 06, 2013**

**Mr Ravindra Kundla  
54/55,1st Floor, House No: 4, Balaraj Buildings,  
16th Cross, 16th Main, BTM 2nd Stage,  
Bangalore - 560076  
India**

Dear **Ravindra,**

It is our pleasure to appoint you as **Technical Lead** in Wipro Ltd. at **Bangalore**, in **Project Stream** or in any such capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

### **1. APPOINTMENT**

- a. Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than **January 01, 2014**.
- b. You will be on probation for a period of six months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed and communicated to you in writing if the Company finds you to be suitable for the appointed post. Unless confirmation is communicated in writing, your probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You will be liable to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- e. We provide support to our global customers from various locations in India to suit customers differing time needs including on 24x7 basis. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by Wipro for your role.
- g. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

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## **2. COMPENSATION**

You will be eligible to receive the following :

- a. Basic salary of **Rs. 26000** per month.
- b. Quarterly Performance Linked Compensation (QPLC) of **Rs. 14560**. The details of the current program are attached in the **Annexure-II**. The QPLC program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management of Wipro.
- c. Additional Allowance of **Rs. 23214** per month.
- d. You will be entitled to other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- e. Your salary will be reviewed periodically as per Wipro policy.
- f. Changes in your compensation are subject to the discretion of Wipro and will be subject to and be on the basis of your effective performance and results during your employment and other relevant criteria.

## **3. OTHER BENEFITS**

You will be entitled to the following :

- a. Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b. Perquisites, if any, as applicable to your category of employees and / or based on functional requirements as determined by Wipro.
- c. Participate in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.
- d. Leave Travel Assistance as per the policy of Wipro.
- e. You will be eligible to participate in Wipro Medical Assistance program and Contributory Mediclaim Insurance & Benefits Program for your category of employees.
- f. Employee Benefits Program sponsored and administered by Wipro for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.



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#### **4. RESPONSIBILITIES**

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and other policies of Wipro as they form an integral part of the terms of employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to employees from time to time whereupon you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

#### **5. CONFLICTS OF INTEREST**

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:



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- i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
  - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

## **6. CONFIDENTIALITY**

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your employment. This covenant shall endure during your employment and also after cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

## **7. ASSIGNMENT OF INTELLECTUAL PROPERTY**

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.



## 8. NON-COMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

## 9. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

## 10. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving one month's prior written notice during probationary period and two month's prior written notice on confirmation of employment. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the management desires the employee to continue the employment during the notice period, the employee shall do so.

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Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Sincerely,  
for Wipro Technologies,  
(A division of Wipro Limited),

**E V S SAI BABU**  
**VICE PRESIDENT - TALENT ACQUISITION**

I have read, understood and agree to accept employment on the terms and conditions herein.

I shall be reporting for duty on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Name:

Signature.....

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Place:

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## **ANNEXURE - I**

### **CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of Wipro in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.

Noted below are a few examples of 'conflict of interest' :

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with Wipro, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to Wipro or any affiliate or to any company, firm or individual who is or is seeking to become a Wipro contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with Wipro or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning Wipro, which might be prejudicial to the interest of Wipro.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with Wipro.

I have read and understood the above mentioned 'Conflict of Interest' policy and declare that there is no 'Conflict of Interest' in my employment with Wipro. If any conflict arises in the future, I undertake to promptly inform my supervisor of the same.

Name:

Signature .....

Date: \_\_/\_\_/\_\_\_\_

Place:

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## **ANNEXURE II**

### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION**

#### **TECHNOLOGY ACT 2000**

I \_\_\_\_\_, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

- a. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- b. Processing my job application including background verification checks and medical checks;
- c. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: \_\_/\_\_/\_\_\_\_

Signature .....



### **List of Documents to be submitted before joining**

The following checklist indicates the documents that you have to submit before joining Wipro.

In case you have not submitted any of the documents mentioned below, please scan and email the documents to [joining.verification@wipro.com](mailto:joining.verification@wipro.com) within five days of receiving this letter, in order to ensure a smooth on-boarding experience. Please ensure that you quote your "Reference No" in the subject line of the email for identification.

Sl.No.	Description
1.	Appointment Letter of Wipro Technologies Signed by Employee
2.	Offer Letter or Hike Letter of Present Employer
3.	Offer Letter or Hike Letter of Previous Employer
4.	Relieving or Resignation Acceptance Letter of Present Employer
5.	Relieving Letter of Previous Employer
6.	Highest Full Time Academic Certificate (Degree or Provisional)
7.	Highest Full Time Education Marksheet
8.	One Form 16 or 1 Year Bank Statement or PF Statements for Present and Previous Employment or Tax Statements (if working abroad)
9.	Present Employment Payslips (Latest 3 Months)
10.	Present Employment ID Card
11.	Medical Examination Acknowledgement Slip
12.	NSR Acknowledgement Slip
13.	PAN Card In case you have not yet applied for a PAN Card, please apply and submit a copy of the PAN application acknowledgement copy.
14.	Passport In case you have not yet applied for a passport, please apply and submit a copy of the Passport application acknowledgement copy.



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## **SALARY OFFER**

NAME : **Ravindra Kundla** LOCATION : **Bangalore**  
POSITION: **Technical Lead** CAREER GROUP: **B3**  
CAREER STREAM: **Project Stream**  
Years of Relevant Experience Considered by Wipro: **07 Years 00 Months.**  
Education1: **MCA** Branch: **C SCIENCE** Year of passing: **2006**  
Previous Annual Gross Salary: **958,896.00 Rupee**  
Annual Gross Salary Offered by Wipro: **1,248,000.00 Rupee**

<b>Components</b>	<b>Figures (in INR per month)</b>
BASIC	26,000
HOUSE RENT ALLOWANCE	10,400
COMMUTATION ALLOWANCE	800
WIPRO BENEFITS PLAN	24,000
ADDITIONAL ALLOWANCE	23,214
<b>TOTAL FIXED CASH</b>	<b>84,414</b>
PROVIDENT FUND	3,120
GRATUITY	1,381
<b>TOTAL COMPENSATION</b>	<b>88,915</b>
QPLC	14,560
<b>TOTAL TARGET COMPENSATION</b>	<b>103,475</b>
HEALTH BENEFIT (NOTIONAL AMOUNT)	525
<b>TARGET COST TO COMPANY (TCTC)</b>	<b>104,000</b>
<b>TCTC (PER ANNUM)</b>	<b>1,248,000</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

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## **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

### **Applicable limits for Career Group A1-B3:**

#### **Basic, Additional Allowance:**

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

#### **House Rental Allowance:**

HRA is given to the extent of 40% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

#### **Commutation Allowance:**

This is a tax free allowance in your salary and you can declare against this component an allowance of Rs. 800 per month. In case you are not declaring Wipro bus allowance, then you will get tax exemption only for Rs. 800/- per month as per the IT rules (that is, for a maximum of Rs. 9,600 per annum), else this amount of Rs. 800 per month will be taxed.

This does not warrant the production of any bills.

#### **Wipro Benefit Plan (WBP):**

Wipro Benefits Plan (WBP) is a basket of various allowances/reimbursements. Under WBP, you will be granted Leave Travel Allowance, Commutation Allowance and Education Allowance. These components are eligible for exemptions as per the prescribed Income Tax rules applicable and this will be subjected to tax for the portion of the allowances that is not exempt.

Benefits by way of use of Telephone/Mobile phone, Non-transferable food coupons, use of Wipro Bus can also be availed under the Plan. Only the actual expenses incurred will be reimbursed. The reimbursements for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy.

Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges.

Following are your WBP Entitlements:

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1. **Leave Travel Allowance:** New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to My Wipro on joining. The maximum LTA that can be reimbursed is Rs.40,000.
2. **Additional HRA:** For employees in metro cities (Delhi, Kolkata, Chennai and Mumbai), the HRA can be revised to 50% of basic at their option. The WBP limit will be reduced by the differential allowance paid as additional HRA.
3. **Telephone/Mobile Phone Allowances:** The amount paid by you towards telephone (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible to be reimbursed upto Rs.1600 per month under WBP as per prescribed limit in the policy. No reimbursements in respect of rentals or other charges for pre-paid connections will be eligible under this head.
4. **Non-transferable Food Coupons:** An Amount of Rs. 2,750 per month towards purchase of Non-Transferable food coupons is eligible to be reimbursed under WBP.
5. **Education Allowance:** An Amount of Rs. 100 (additional 300 incase of child in hostel) per child per month upto a maximum of 2 children is eligible to be reimbursed under WBP.
6. **New Pension System:** You can contribute between 5% upto 10% of your Basic towards NPS and claim it under WBP. This will be over and above Sec 80C investments.

### **Retiral Benefits:**

It consists of :

- (a) 12% of your Basic towards Provident Fund.
- (b) Notional sum indicating contribution of 5.31% of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.



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## **ANNEXURE - II**

### **QPLC - A BRIEF OVERVIEW**

#### **QPLC Policy Summary & Computation:**

QPLC (Quarterly Performance Linked Compensation) is a variable component in your salary stack which would be paid out on a quarterly basis.

It would be linked to individual, group/function and organization level achievement parameters. The QPLC payout amount is liable to vary as per the performance on the these parameters. The QPLC program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the QPLC applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.



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## **SUMMARY - SOCIAL SECURITY & OTHER BENEFITS\***

### ***Medical***

1. Medical Assistance Program (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs. 20,000 per annum.

The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Medical Benefit Scheme (MBS): Under this scheme an amount of Rs 50,000 per annum (prorated from DOJ for the financial year) will be reimbursed towards domiciliary treatment of specified illnesses for you and your immediate family (spouse and children). There would be a nominal contribution per month from you as mentioned below towards this benefit:

- \* Rs. 5 - Contribution in case of single Individual.
- \* Rs. 20 - Contribution in case you are married.

3. Catastrophic Medical Assistance Plan (CMAP): The objective of CMAP is to provide reimbursement of reasonable expenses to you and your family in case you are struck by an illness of catastrophic nature which involves huge expenses. An employee may seek assistance upto 3 lacs under this plan. This is subject to approval and guidelines as laid down in the policy. This is one time benefit during your service with Wipro.

4. Mediclaim: A floater coverage of Rs. 2,00,000 per annum for family (self, spouse & children) towards hospitalization. A nominal deduction per month as mentioned below is made towards contribution for the mediclaim benefit. For any hospitalization claims beyond Rs. 10,000, 10% of the claim amount has to be borne by the employee. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital.

- \* Rs. 250 - Contribution in case of single Individual.
- \* Rs. 530 - Contribution in case you are married.

If the employee wishes to enhance the coverage, Top up cover option is also available wherein one can increase it by an additional coverage of Rs. 50,000 to Rs. 2,00,000 for a highly negotiated premium. More details on the policy are available on People Practices Section in My Wipro which is accessible on joining.

5. Central Board of Direct Taxes (CBDT) - Additional benefit: If you incur expenses against hospitalization in a CBDT (Central Board of Direct Taxes) approved hospital, you can claim additional reimbursement upto Rs. 10,000. This amount is payable only after you exhaust Rs. 2,00,000 of Mediclaim Limit plus top up.

6. Annual Health check: Company paid Annual health check-up program is available for employees above 40 yrs of age.

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**Your Life and Accident Cover:**

**A. Group Life Insurance Program + EDLI : Rs. 14,00,000**

In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under term life policy plus EDLI (Employee depository linked Insurance) of provident fund..

You also have an option to increase your Group Life Insurance cover by an additional 50% of the current sum assured for a nominal and highly negotiated premium.

**B. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000**

Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to accident you get compensated for loss of wages on account of leave due to accident of upto Rs. 5,000 per week. Incase of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs Group Life Ins.).

You also have an option to increase your Group Personal Accident Insurance cover by an additional 50% of the current sum assured for a nominal and highly negotiated premium.

**Please note:** More details on the above mentioned policies are available on People Practices Section in My Wipro which is accessible on joining. You can access through My Wipro -> People Practices -> My Financials -> Medical & ESI.

The policies mentioned here are policies of the Company as on date, and this is subject to change in future as per policies of the Company from time to time.

**Gratuity Benefit: Up to Rs. 10,00,000**

This provides you a lump sum benefit upon separation after completion of 5 years of service or on retirement or when deceased. Your gratuity is computed as: Last drawn Basic Salary \* No. of years served \* 15/26.



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***Survivor Benefit Pension Program:***

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee who dies while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

Eg. If an employee is in Grade B3 with basic of Rs. 15,000 p.m. and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows:

Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.

i.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable.

**Loans:**

**Interest Free Loan:** An interest free loan of Rs. 20,000 as per Policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit / assistance towards purchase of two wheeler. This is recoverable in 10 equal installments.

**Contingency Loan:** Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.



## **MEDICAL EXAMINATION LETTER**

Reference Number **E3861956**

Date: **November 06, 2013**

Dear **Ravindra Kundla**,

We request you to complete your health checkup prior to joining Wipro. The ICICI LOMBARD GIC Ltd team would support you with the clinic appointment and further queries that you may have in the procedure. Kindly expect a communication by the ICICI LOMBARD team in this regard. The mode of communication would be via email and phone call.

You can also contact them through below mentioned contact details :

SMS :- WIPROPRE on 575758 (Please note that this is a call back number, ICICI Lombard GIC Ltd executive will get in touch with you on the same day of the receipt of this SMS).

Email id - **ihealthcare@icicilombard.com**

Toll free: 1800 - 2666

Sincerely,  
for Wipro Technologies,  
(A division of Wipro Limited),

**E V S SAI BABU**  
**VICE PRESIDENT - TALENT ACQUISITION**



## DRESS CODE :

Dress is an integral aspect of an individual's personality and is considerably influenced by context and occasion. The Wipro Technologies Dress Code Policy intends to ensure that as Wiproites, you demonstrate the professional character of the company by the way you present yourself at work, and in a way that allows you to maintain your credibility and professionalism.

### Guidelines :

You can dress in office casuals throughout the workweek  
However, on certain occasions you will be required to dress formally  
Employees in sales / client facing roles are required to be dressed in formal attire  
Employees while at client site are required to adhere to the dress code specified by the client  
In all respects, office decorum AND decency has to be maintained

Here is an indicative list of what is considered appropriate and not appropriate for MALE employees

#### Appropriate Dressing

- \* Full / half-sleeved shirts (tucked in)
- \* Formal / casual trousers
- \* Formal shoes

#### Inappropriate Dressing

- \* T-Shirts Without Collar / Roundneck T-Shirts With Casual Images / Motifs
- \* Oversized/ unshapely shirts/T-shirts
- \* Dhotis / Kurta-Pyjama
- \* Short Kurtas
- \* Shorts
- \* Worn Out/ Torn jeans /Sandblasted Jeans/Jeans with flashy patterns/ Patches
- \* Casual home wear slippers / Floaters/Flip flops
- \* Bright and Flowery shirts with casual images/ motifs
- \* Track pants

Here is an indicative list of what is considered appropriate and not appropriate for WOMEN employees

#### Appropriate Dressing

- \* Saris / Salwar Kameez
- \* Shirts
- \* Trousers
- \* Skirts
- \* Formal shoes / sandals / formal slippers

## Wipro Technologies

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### Inappropriate Dressing

- \* Slippers (Hawaii) / Casual home wear slippers / Floaters/ Flip flops
- \* Clothes that are inappropriate/ revealing
- \* Shorts
- \* Worn Out Jeans / Sandblasted Jeans / Jeans with Flashy Patterns / Patches
- \* Wrap-Around Skirts / Gathered Skirts
- \* Track pants
- \* Bright and flowery shirts with casual images/ motifs

### Tips for a Professional look:

Ensure that you look well-groomed, clean, polished and smart

Wear the right colors that blend in - avoid colors that are too bright / gaudy

Differentiate between clothes worn to work and clothes worn elsewhere

Make sure that your dress does not hinder your working style

Know the kind of work of workplace you are in and dress to feel confident and comfortable



Dear Candidate,

Congratulations on your offer to join and your imminent entry into the exciting world of opportunities at Wipro. This communication is to update you on a legal requirement during your joining. The Central Board of Direct Taxes has issued a circular making PAN number a mandatory requirement for a number of transactions.

Keeping in line with this, we have made it compulsory for all individuals applying to Wipro Technologies to furnish their PAN number at the time of joining. Please ensure that the correct PAN number is updated, as the Tax authorities will initiate penal action for not providing or providing incorrect PAN number.

If you do not have a PAN number, you are required to acquire the same from the IT Department. To apply for your PAN number online, log on to <https://tin.tin.nsdl.com/pan/index.html>.

Note that we will not be able to complete your joining formalities without this document (PAN card copy) as this is also a part of the other documents required at the time of joining Wipro.

Regards

Talent Acquisition  
Wipro Technologies

Wipro Technologies

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## **Hello and Welcome to Wipro!**

At Wipro, we believe every professional should manifest a true sense of honesty, fairness and reliability. Keeping this in mind, we ensure that all candidates preferred by us display a high degree of integrity, without any compromise.

Your association with Wipro also marks a larger effort on the part of Wipro to be at the forefront of "best practices" in the recruitment and IT industry. To strengthen our efforts with regard to the same, we have associated ourselves with the National Skills Registry (NSR) initiative of NASSCOM. This initiative requires all employees working in the IT / ITeS domain to register their personal information, qualification and career details in the NSR database. NSR will help in validating your professional experience and thereby ensure a smooth background verification process.

We request you to register your details with the database as Wipro proposes to engage ONLY those candidates who have registered with NSR.

Hence, as part of your joining formalities at Wipro you are requested to produce the registration documentation sustaining your registration with NSR, without which your joining formalities will not be completed.

To register yourself, you will have to enter your details after logging on to [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com)

After entering all correct details, you will have to visit a Point of Service (POS) at a location convenient to you to complete the registration. The list of POSs is also available in the attached document.

Wishing you the very best.

Regards,

Talent Acquisition  
Wipro Technologies

**Wipro Technologies**

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**Welcome to National Skills Registry (NSR) - An IT & ITeS industry  
initiative taken-up by NASSCOM**

<b>The National Skills Registry (NSR)</b>	<b>1</b>
<b>Benefits for an IT Professional</b>	<b>2</b>
<b>How to Join &amp; Use NSR</b>	<b>3</b>
<b>Annexure : List of Points of Service across India</b>	<b>5</b>





**The National Skills Registry (NSR) - An IT & ITeS Industry initiative taken-up  
by NASSCOM**

India has emerged as the global hub for IT and ITeS industry and is providing services to foreign clients ranging from corporate entities, public bodies and foreign governments. India can remain attractive to such foreign clients only so long as we are able to keep up our service delivery to their satisfaction and demonstrate that we are following best practices in recruitment, information security, etc. Employee back-ground check is one of the best practices in recruitment and you would have observed that most of the employers in IT / ITeS industry are already carrying out background check, before an employee joins.

Our premier industry association, NASSCOM has established a database of employees' pre-verified resume called "National Skills Registry". We are proud to be a part of this initiative taken by NASSCOM. The initiative requires all the employees working in IT / ITeS to register their personal, qualification and career details in this database.

Wipro has implemented NSR and proposes to recruit only such persons whose resume is registered with the database in future. Please access "[www.nationalskillsregistry.com](http://www.nationalskillsregistry.com)" on the Internet and register yourself on NSR.

You would appreciate that if we are to seek business from foreign governments or public bodies, back-ground check of the employee will be mandatory. Our company will be better placed to secure business, if all employees are registered in the database.

We could attract new clients by showcasing the resumes of employees. However, the client comfort can be enhanced if the resumes are pre-verified by a third party and the client is able to access it from a third party source rather than directly from us. It is advisable if all our employees are enrolled with NSR, in order to reduce redundancy of verification.

NSR will help to prevent candidates with a dubious background from competing for the available jobs. This will help genuine & qualified candidates to get recruited besides saving time and cost in recruiting.

The HR processes like confirmation of service, promotion and foreign placements can be completed faster if the company gets a third party view on the background of the employee.



If as a company and as a country we are able to establish this database, help it grow and make it effective by participating in it, we can demonstrate the maturity level of our IT / ITeS industry and can stand ahead of potential competitor countries. This in turn gives more opportunities for partnerships.

We request and recommend that your profile is registered in the NSR.

**As an IT Professional you will benefit by**

Having a permanent profile on an industry-wide database driven by NASSCOM.  
NSR Registration will be promoted as a benchmark standard for information security.  
You will have access to your profile and can update the same.  
Transparent Background Verification Process.  
Repeated background verification can be avoided.  
Companies can view your profile only with your permission.  
You will know when companies permitted by you view your profile.  
Enhanced credibility of registered and verified information.  
IT Professionals with fake and inflated details will not be able to compete for jobs.



## How to Join & Use NSR

**Objective:** Develop a database for background check information of IT Professionals (Present and Prospective Professionals)

### How to Join:

#### First Step

\* Access [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com)

\* Register following details (PLEASE ENTER CORRECT INFORMATION ONLY AS IT CAN BE REFERRED FOR VERIFICATION):

Name, Date of Birth, Addresses (Present, previous and Permanent, these could be common also), PAN, Passport details

Your preferred User ID and Password for access to NSR

Details of Academic, professional and technical qualifications

Details of present and previous employments (joining / relieving dates, designations and addresses)

#### Final Step

\* Visit any Point of Service(POS) offices given in the annexure

\* Submit Finger-prints, photograph, signature and registration fees (Rs.250 plus service tax) and first year usage fees (Rs.50 plus service tax) which comes to a total of Rs.331 to the Point of Service(POS).

\* Please carry one of the following documents for identification :

**Employment Identity Card**, Voter's ID Card, Passport, Driving License, Bank Pass book (if photo attached), College ID card (not more than 1 year old), PAN card.

#### Use NSR

On the next day, NSR will inform you about your successful registration and your unique ITPIN (IT Professional Identification Number).

Now you can access NSR based on your ITPIN - User ID and Password.

\* View & keep your details updated.

\* Get your details verified by empanelled background verification agency. This is very important as your details are confirmed by a background verification agency and are relied upon by companies for employing you.

\* Permit companies to view your profile.

\* In case a company views your profile (as per your permission); you would be intimated.

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## **Point Of Service (POS) Contact Details**

### **POS Contact Details**

After registering the details on the NSR site, IT Professionals (ITPs) need to visit Point Of Service (POS) offices appointed by NSDL Database Management Limited (NDML) to submit their finger-prints, photograph, signature and fee (if not paid through payment gateway). While visiting a POS the following documents have to be carried :

- \* Acknowledgement Form printed from NSR website
- \* Passport size photograph pasted on acknowledgement form
- \* Proof of photo Identity - Voter's ID Card, Passport, Driving License, Bank Pass book (if photo is attached), College ID Card (not more than 1 year old), PAN Card or Employment Identity Card.
- \* Registration fee of Rs.331

Detailed information about fee structure is available on  
[https://nationalskillsregistry.com/FEE\\_STRUCTURE.html](https://nationalskillsregistry.com/FEE_STRUCTURE.html)

The POS officials will verify the identity of the IT Professional(ITP) and then capture the biometric details. After biometric data has been uploaded by the POS into the NSR system, ITPIN will be generated. The ITPIN will be emailed to the ITP and ITP card will be dispatched to the ITP thereafter.

POS facilities are available in the following cities :

### **Ahmedabad**

**Alankit Assignments Limited**  
Ganesh Plaza, 1/3-, 1st Floor  
Opp. Navrangpur Bus stand,  
Ahmedabad - 380009  
Ph No:- 079-40048980  
Contact Person : Manish Jangid  
Email : [alankitahd@alankit.com](mailto:alankitahd@alankit.com)

### **Bangalore**

**Alankit Assignments Limited**  
No 42, 2nd & 4th Floor,  
46 - E, Lal Bagh Road(Urvasi Theatre Road),  
Land Mark : Next to Khivraj Bajaj Showroom  
Bangalore - 560 027.  
Tel no : 080 - 40195733  
Contact person : Kalyan Basak  
Email : [kalyan.basak@alankitonline.com](mailto:kalyan.basak@alankitonline.com)

### **Wipro Technologies**

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**Alankit Assignments Limited**

No.2 Chikka Thogur Gate,  
Behind (Poonam Furniture),  
Electronic City Post, Hosur Main Road,  
Bangalore-560100  
Tel no : 080-32475303  
Contact person : Mukesh Jain & Arjun  
Email : [arjund@alankitonline.com](mailto:arjund@alankitonline.com)

**Integrated Enterprises (India) Limited**

12 Ramanuja Plaza - II Floor,  
5th Cross, Malleswaram  
Bangalore - 560003.  
Tel no : 9902025630/9902025631  
Contact Person : Sivakumar/Saravanan  
Email : [siva@iepindia.com](mailto:siva@iepindia.com)

**Chennai****Alankit Assignments Limited**

109 & 110, 2nd Floor  
Charmiers Road, Teynampet  
Chennai- 600 018  
Tel no : 044 - 43947000  
Mob : 9831032257 / 9894509993  
Contact Person: J C Mittal / Raghu  
Email : [jcmittal@alankitonline.com](mailto:jcmittal@alankitonline.com),  
[raghus@alankitonline.com](mailto:raghus@alankitonline.com),  
[alankitchennai@alankit.com](mailto:alankitchennai@alankit.com)

**Alankit Assignments Limited**

57-C/1 R.K.Shanmugam Salai,  
Near double water tank,  
K K.Nagar,  
Chennai- 600 078  
Ph No: - 044-24848793 / 42047353 / 23660513  
Mob:- 099620 12110  
Contact Person: K. Sethu Raman / M. Saravanan  
Email : [sethu@alankitonline.com](mailto:sethu@alankitonline.com),  
[msaravanan@alankitonline.com](mailto:msaravanan@alankitonline.com)

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**Integrated Enterprises ( INDIA ) Ltd,**  
16 Vijayaraghava road  
T Nagar  
Chennai - 600017.  
Tel no: 044 - 28150891 / 28150893 / 9444210962  
Fax: 044 - 28150894  
Contact Person: Manikandan  
Email : [mapin@iepindia.com](mailto:mapin@iepindia.com),  
[selvakumar@iepindia.com](mailto:selvakumar@iepindia.com)

### **Coimbatore**

**Alankit Assignments Limited**  
Khicha & Prabhu Kesavan  
530,2nd Floor,Vysial Street  
Above Syndicate bank  
Coimbatore - 641001.  
Ph No: 0422-4356717 / 2393491 / 2393620  
Contact Person : K.Paramasivam/ V.Anandhi  
Email : [nsrcoimbatore.kpk@gmail.com](mailto:nsrcoimbatore.kpk@gmail.com)

### **Chandigarh**

**Alankit Assignment Limited**  
SCO 16 - 17, Ground Floor  
Sector 34A  
Chandigarh - 160 035.  
Tel no : 0172 - 4611833 / 09872747862  
Contact Person : Alok Shukla  
Email : [alokshukla@alankitonline.com](mailto:alokshukla@alankitonline.com)  
[alankitchg@alankit.com](mailto:alankitchg@alankit.com)

### **Cochin**

**Alankit Assignments Limited**  
XL 531, Presidency Business Centre  
Above Katson Traders, High Court Jn,  
Banerji Road, Kochi - 691001  
Ph No: 0484-2398398, 4038398  
Mobile: 91-9249528400,9249572272  
Contact Person : George Varghese  
Email : [1271@kvco.in](mailto:1271@kvco.in)

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## **Gurgaon**

### **Alankit Assignments Limited**

SCO - 17, Ground Floor  
Saraswati Vihar Shopping Complex  
Housing Board, Chakerpur  
Gurgaon - 122 001.  
Tel no : 0124 - 4039140 / 44  
Mob : 9910893089  
Contact Person : Naveen Kumar Sharma  
Email : [alankitgurgaon@alankit.com](mailto:alankitgurgaon@alankit.com)

## **Hyderabad**

### **Integrated Enterprises (India) Limited**

No-5-10-197 / A, G4-I FLOOR  
Reliance Krishna Apartments  
Navad Pahad, Hill Fort rd  
Hyderabad - 500004.  
Tel no: 9849912523  
Contact Person: Vijay  
Email : [venkateswarlu@iepindia.com](mailto:venkateswarlu@iepindia.com)  
[hydbasheer@iepindia.com](mailto:hydbasheer@iepindia.com)

## **Indore**

### **Alankit Assignments Limited**

401, Navneet Plaza  
4th Floor, 5/2 Old Plasia  
Greater Kailash Nursing Home Road  
Indore - 452 001.  
Tel No : 0731 - 4202337 / 2566176  
Mob : 09827500170  
Contact Person : Manish Jagetiya / Mahesh Khandelwal  
Email : [dmm01021@rediffmail.com](mailto:dmm01021@rediffmail.com)

## **Jaipur**

### **Alankit Assignments Limited**

101-104, Luhadia Tower  
Ashok Marg, 'C' Scheme  
Jaipur - 302 001.  
Tel no : 0141 - 2374531 - 34 / 9314509386  
Contact Person : Sumit Agarwal  
Email : [alankitjpr@alankit.com](mailto:alankitjpr@alankit.com)  
[sumit@alankit.com](mailto:sumit@alankit.com)

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## **Kolkata**

### **Alankit Assignments Limited**

No. 19, R N Mukherjee Road

Main Building, Second Floor

Kolkata - 700 001.

Tel no: 033 - 44014100 / 4200 / 4115

Contact Person : Shyama Kejriwal / Sheo Kumar Gupta

Email : [skejriwal@alankitonline.com](mailto:skejriwal@alankitonline.com) / [skgupta@alankitonline.com](mailto:skgupta@alankitonline.com)

## **Mumbai**

### **Alankit Assignments Limited**

R. R. House / Babulin

Ideal Industrial Estate

Opp. New Empire Mills

Senapati Bapat Marg

Lower Parel

Mumbai - 400013.

Tel no : 022 - 24821234 / 24985512 / 24821281

Contact Person : Pawan Goel / Harish Likam

Email : [pawangoel@alankitonline.com](mailto:pawangoel@alankitonline.com)

[harish@alankitonline.com](mailto:harish@alankitonline.com)

### **Integrated Enterprises ( India ) Limited**

NO.217 - Shilpin Centre - II floor

Nr. Shriram Industrial Estate

Kartak Road, 40 G D Ambedkar Road

Wadala, Mumbai - 400031.

Tel no: 022 - 40335800 / 40335804 / 9322935321 / 9833196676

Fax: 022 - 40335807

Contact Person: Suryakant Kamble/Rahul/D Krishnamurthy

Email: [anand@iepindia.com](mailto:anand@iepindia.com) / [Seshadriswami@yahoo.com](mailto:Seshadriswami@yahoo.com) /

[Krishnamurthydee@gmail.com](mailto:Krishnamurthydee@gmail.com)

## **New Delhi**

### **Alankit Assignments Limited**

Alankit House

2E / 21, JHANDEWALAN EXTENSION

New Delhi - 110055.

Tel no : 011 - 42541246 / 42541740 / 42541988

Contact Person : Rajeev Berk / Mr. Gaurav Malhotra

Email : [rajeevb@alankit.com](mailto:rajeevb@alankit.com) / [gauravm@alankitonline.com](mailto:gauravm@alankitonline.com)

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## **Noida**

### **Alankit Assignments limited**

101-103, Upper Ist floor  
JOP Plaza, P-2, Sector 18  
Noida - 201301.  
Tel no : 0120 - 2516151 - 52  
Contact Person : Satendra Kumar  
Email : [alankitnoida@alankit.com](mailto:alankitnoida@alankit.com)  
[satendra@alankitonline.com](mailto:satendra@alankitonline.com)

## **Pune**

### **Alankit Assignments Limited**

6, Kailas park, Airport Road  
Nr Gunjan Cinema  
Opp Neeta Park, above Gokul Electronics  
Yerwada, Pune - 411006.  
Tel no : 020 - 26697080 / 26693132 / 9890393144  
Contact Person : Prakash Babanrao / Vijay Kumar Dhande  
Email : [dhananjaypune@yahoo.co.in](mailto:dhananjaypune@yahoo.co.in)

### **Alankit Assignments Limited**

Shop no 4, Windsor Residency Society,  
Signet Corner, Balewadi Phata,  
Baaner Road, Opp Orchid School,  
Pune: - 411006  
Tel no: 020-65105040 / 41 / 42 / 43  
Mob No:- 91-9890306981 / 91-9225678458  
Contact person : Raju Kamble / Harish Likam  
Email : [rajukamblepune@alankitonline.com](mailto:rajukamblepune@alankitonline.com)

## **Secundrabad**

### **Alankit Assignment Limited**

1-8-54 / 1 / 1, 1st Floor  
Pender Ghast Road  
Secundrabad - 500003.  
Tel no : 040 - 66178222 - 230 / 66178270  
Contact Person : Sadanan Karre / Jayanth  
Email : [sadanand@alankitonline.com](mailto:sadanand@alankitonline.com)  
[nsrhyd@alankitonline.com](mailto:nsrhyd@alankitonline.com)

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