



Capgemini Technology Services India Limited  
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April 15, 2019

**Name: Kalatippi,Lakshmi**  
**Emp ID: 121850**

Dear Lakshmi,

Thank you for your contribution towards the continued success of the organization.

We are pleased to inform you that your salary has been restructured effective April 1, 2019.  
Your restructured compensation is as under:

Fixed Compensation	Variable Compensation	Annual Total Compensation
Rs. 360,807	Rs. 0	Rs. 360,807

A break-up of your restructured compensation is detailed in the Salary Annexure.

Wishing you a happy and rewarding career with Capgemini!

With Best wishes,  
For Capgemini Technology Services India Limited

**Milind V.Dikshit**  
**EVP, Head-India GDC Infrastructure Services**



We would also like you to go through the benefits and opportunities that you are eligible for as a part of the Capgemini family.

## **FINANCIAL BENEFITS**

**Tax Saving Benefits:** You can choose from the array of tax saving benefits through the Other Allowances & Reimbursements (OAAR) Component in the Compensation structure. Policy Link: [OAAR Document](#)

**Employee Share Option Plans:** ESOP scheme enables Capgemini share subscription at subsidized prices. The scheme ensures that the investments made are protected and gains are multiplied, thus improving overall return on investment.

## **EMPLOYEE RECOGNITION**

**Rewards & Recognition (R&R):** Capgemini values your contribution to the organization's growth and success. Employees are rewarded for challenging themselves, demonstrating winning behaviors, building capabilities and driving change. Policy Link: [Rewards and Recognition Policy](#)

## **HEALTH AND WELLNESS BENEFITS**

**Group Medical, Term and Accident Coverage:** Employee, spouse and Children are covered under the medical insurance. In addition, employees are protected via Term and Accident insurance. Policy Link: [Group Medical, Term and accident coverage document](#)

**Voluntary Parental Medical Insurance:** Capgemini offers a comprehensive Medical Insurance program under which you can enroll your parents and/or parents-in-law. Policy Link: [Parental Medical Insurance](#)

**Employee Assistance Program:** EAP provides personalized and confidential counselling and support to employees and their families to cope successfully with a variety of minor and major life events. You can reach EAP services on the toll-free number 1800 102 7293.

## **WORK-LIFE INTEGRATION BENEFITS**

**Flexi Work Options:** Employees who require flexibility in work arrangements can opt for flexible work option or Part Time option. Policy Link: [Flexi Work Policy](#)

**Leaves:** Employees are entitled to 10 days of public holidays, 22 days of Privilege leaves, 5 days of bereavement leaves and other leave categories that are available to support individual needs. Policy Link: [Leave Policy](#)

## **CAREER GROWTH & DEVELOPMENT OPPORTUNITIES**

**Accelerated Career Progression:** Employees have the opportunity of an accelerated career progression through frequent promotion cycles in a year. As a result, employees will see enhancements in their roles or take up new roles helping them achieve their career aspirations.

**Internal Job Postings:** With the objective of providing internal growth opportunities & empowering employees to choose their career path, Capgemini has an IJP Policy which enables employees' transition to a new role in a shorter period of 45 days unlike the previous 90 days.

**Learning & Development Initiatives:** Digital Talent Academy, Automation Academy and Training Programs in emerging skills offer modules to equip employees for today's digital era. These are critical in upskilling employees in cutting-edge technologies to strengthen employee capability.

April 15, 2019

Kalatippi, Lakshmi  
121850

### SALARY ANNEXURE

Components	Amount in INR (per annum)
Basic	106,320
House Rent Allowance	53,160
Other Allowance & Reimbursements #	65,173
Personal Allowance	73,680
Company contribution of Provident Fund	21,600
Gratuity	5,114
Advanced Statutory Bonus	35,760
Total Fixed Compensation	360,807
<b>Total Cash Compensation</b> <i>(sum of above)</i>	360,807
Medical, Accident & Life Insurance Premium	7215
<b>Total Cost to company</b>	368,022

Please further note that you shall continue to be bound by all Capgemini Policies including but not limited to provisions of confidentiality, non-compete, non-solicitation, compliance to notice period requirement, protection of Intellectual property of company, Code of business ethics, ISMS policy manual etc.

Your compensation details are strictly personal and confidential and should not be disclosed to others. For more clarity on your salary structure you can check the following link [Compensation Policy](#).



**Milind V. Dikshit**  
**EVP, Head-India GDC Infrastructure Services**