



TCS Confidential

Ref: TCS/2021-22/CC-C2/1919406

March 10, 2022

**Ms. Nagavelly Poojitha**  
Hyderabad

Dear Nagavelly Poojitha,

Congratulations on completing your Anniversary in TCS on **March 01, 2022!** 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. 13,93,710/-** for the year 2021-22.

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 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,

Milind Lakkad  
Chief Human Resources Officer

**TATA CONSULTANCY SERVICES**

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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. 19,900/-** 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.

##### **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 Card**

You will be eligible for Food Card. It can be set up to a maximum of **Rs. 3,000/-** per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

##### **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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## **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. 7,300/-**.

### **Performance Bonus**

Your performance bonus will be **Rs. 10,000/-** 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 performance bonus. The payment is subject to your being active on the company rolls on the date of announcement of performance bonus.

Performance pay shall be treated In lieu of statutory profit bonus, based on the performance of the company, unit, employee and allocation.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of **Rs. 1,800/-**, per month. This allowance is fully taxable, is specific to India and linked to your base location. It is subject to review and will be discontinued while on international assignments.

## **RETENTION INCENTIVE**

You are eligible for Retention Incentive of **Rs. 50,000/-**, payable to you on an annual basis from introduction of this incentive. This amount will be reviewed periodically. The organization reserves its right to change or discontinue the same.

## **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. 2,06,000/-** per annum per insured. This scheme also provides enhanced hospitalisation cover up to **Rs. 12,00,000/-** 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.

### **Afterlife Benefit**

You are covered under Afterlife Benefit policy, the cost for which is borne by TCS. The sum payable to nominee(s) is six times the annual compensation (CTC) with a minimum payout of INR 23 Lakhs. For details, please refer to

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the policy on Afterlife Benefit on Knowmax.

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The details of your India compensation and benefits are given below. The CTC and its components are subject to review and change, based on the prevailing regulatory framework. Taxation will be governed by the Income Tax rules and the Company will be deducting tax at source as applicable.

COMPONENT CATEGORY	ANNUAL
<b>BASIC SALARY</b>	2,38,800
<b>BOUQUET OF BENEFITS*</b>	8,27,668
<b>CITY ALLOWANCE#</b>	21,600
<b>RETENTION INCENTIVE~</b>	50,000
<b>RETIRALS</b>	
Provident Fund	28,656
Gratuity	11,486
<b>PERFORMANCE PAY**</b>	
Monthly Performance Pay	87,600
Performance Bonus***	1,20,000
<b>TOTAL SALARY</b>	<b>13,85,810</b>
<b>INSURANCE</b>	
Health Insurance@	7,900
<b>CTC</b>	<b>13,93,710</b>
Afterlife Benefit\$	5,352

\* Includes Personal Allowance which is not grade linked and does not accrue automatically. Personal Allowance is subject to review and may change or be adjusted against other emoluments at a later date. Refer to Table 2 for TCS Defined Structure.

# Specific to India and is linked to base location. Will be discontinued while on international assignment. Allowance is subject to review.

~ Amount will be payable annually and paid on completion of each year from introduction of this incentive. This amount will be reviewed annually and the organization reserves its right to change or discontinue the same.

\*\* In lieu of statutory profit bonus, based on the performance of the company, unit, employee and allocation.

\*\*\* Performance Bonus will be paid quarterly and is subject to being active on the company rolls on the date of announcement.

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

\$ Cost for the Afterlife Benefit is borne by TCS. The sum payable to nominee(s) is six times the annual compensation (CTC) with a minimum payout of Rs. 23 Lakhs. For details, please refer to the policy on Afterlife Benefit on Knowmax.

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In case, you wish not to opt for 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	1,43,280
Leave Travel Allowance	19,900
Food Card	24,000
Personal Allowance	6,40,488
<b>BOUQUET OF BENEFITS</b>	<b>8,27,668</b>

To design your Bouquet of Benefits, access the Link to BoB in the Global Employee Self Service Link in Ultimatix.

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## ANNEXURE III

### ■ Benefits:

#### 1. Leave

You may avail time-off for a fixed number of days in a year as defined by TCS policy and statutory requirements. TCS leave policies provision leaves for sickness, taking a vacation, attending personal work, maternity, adoption etc. in order to maintain work life balance. For more details on defined policies on each leave type, please refer to the policy document available on:

[Ultimatix -> My Services -> Learning & Collaboration -> KNOWMAX -> MyHR -> India -> India -> Time Off -> Leave](#)

#### 2. GEMS

TCS has an online employee rewards and recognition platform called TCS GEMS, where you can nominate or be nominated for various categories of rewards and appreciation notes. GEMS points awarded can be redeemed globally for merchandise from partner vendors.

[Ultimatix -> Talent Management -> Rewards & Recognition -> Gems](#)

#### 3. Holiday Homes

Recognizing your need to maintain work-life balance, TCS has Holiday Homes at various locations in India for use by you and your family. These are subject to availability. A nominal price is applicable. For more details, please refer to the policy document available on:

[Ultimatix-> My Services -> Learning & Collaboration -> KNOWMAX -> MyHR -> India -> India -> Time Off -> Holiday Homes](#)

#### 4. Softmart & eMart

You have access to two Ultimatix applications, SoftMart and eMart. SoftMart allows you to post classifieds or view classified postings by other TCS employees that can cover a wide range of products and services. eMart is an online store where you can shop for a wide range of TCS merchandise and products at attractive prices.

[Ultimatix -> Utilities & Enterprise information -> Marketplace -> Softmart](#)

[Ultimatix -> Utilities & Enterprise information -> Marketplace -> eMart](#)

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## 5. Corporate negotiated deals and discounts

As part of TATA Group, you can avail of corporate discounts offered by TATA group companies. You can also avail of TCS negotiated rates through various corporate schemes. For example, you can have prescription medication delivered at your door step through the Pharmacy Benefits scheme. You can also avail of periodic health check-ups (company sponsored for eligible employees, paid packages for non-eligible employees). For more details, please refer to the Policy document and FAQs available on:

Pharmacy Benefits : [Ultimatix](#) -> [My Services](#) -> [Learning & Collaboration](#) -> [KNOWMAX](#) -> [MyHR](#) -> [India](#) -> [India](#) -> [Health, Safety & Wellness](#) -> [Health Insurance](#) -> [Pharmacy Benefits](#)

Periodic Health Screening : [Ultimatix](#) -> [My Services](#) -> [Learning & Collaboration](#) -> [KNOWMAX](#) -> [MyHR](#) -> [India](#) -> [India](#) -> [Health, Safety & Wellness](#) -> [Health Insurance](#) -> [Periodic Health Screening](#)

## 6. Employee Assistance Program

The Employee Assistance Program offers you a safe and secure environment where professional counselors help you cope more effectively with everyday life, overcome challenges you may face and find a balance between work and personal life. Use the following link to access the portal:

<http://www.1to1help.net>

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## ■ Eligibility based benefits:

### 1. Tata Welfare Trust

The benefits under the Tata Welfare Trust are applicable to all confirmed employees of TCS India who have completed one year of continuous service. Membership to the Trust is available at a nominal annual fee. Financial assistance towards Medical, Higher Education of Dependent Children and Benefits to the next of kin (in case of demise of an employee while in service) can be availed from Tata Welfare Trust. All benefits availed from the Trust will be based on the absolute discretion of the Trustees. For more details, please refer to the policy document available on:

[Ultimatix -> My Services -> Learning & Collaboration -> KNOWMAX -> MyHR -> India -> India ->Health, Safety & Wellness -> Tata Welfare Trust](#)

### 2. Education Assistance

Full time employees who complete at least 2 years of continuous service in TCS and wish to pursue higher education programs may avail of financial and infrastructural support as well as paid and unpaid leaves under the TCS Educational Assistance Policy. For more details, please refer the policy document available on:

[Ultimatix-> My Services -> Learning & Collaboration -> KNOWMAX -> MyHR -> India -> India ->Professional Development -> Education Assistance](#)

### 3. Salary Advance

TCS provides financial assistance in the form of Salary Advance which you may avail for meeting unexpected expenses due to personal emergencies. For more details, please refer to the policy document available on:

[Ultimatix -> My Services -> Learning & Collaboration -> KNOWMAX -> MyHR -> India -> India -> Benefits -> Loans and Advances](#)

### 4. Service & Commitment Awards

TCS employees are recognized through Service & Commitment Awards on completion of predefined milestones during their tenure.

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## 5. Other Benefits

TCS provides reimbursement towards the following for enhancement of professional skills:

- a. Professional Memberships
- b. Reimbursement of Certification fees
- c. Participation and Presentation at Seminars and Conferences

For more details, please refer to the policy document available on:

[Ultimatix -> My Services -> Learning & Collaboration -> KNOWMAX -> MyHR -> India -> India -> Professional Development](#)

## ■ Employees Obligations:

### 1. Nomination

You are required to make nominations towards PF, Gratuity and Retirals. Nominations help secure family in the event of any unfortunate incident. TCS will also be able to settle the legal dues without any inconvenience to your family members. Nomination takes minimal effort and time. To nominate family members or to modify the nominations, log on to

[Ultimatix -> Employee Services -> Global ESS -> Benefits and Taxes -> Nomination Forms](#)

### 2. My Profile

It is advisable to ensure that your personal details are correctly updated in company record. To view & update your Name, Qualifications, Previous experience (if any), PAN Card, Aadhaar card, log on to

[Ultimatix -> Employee Services -> Global ESS -> My Profile](#)

To view & update your Email selection, Passport details, Visa details (if any), log on to

[Ultimatix -> Employee Services -> Global ESS -> My Profile](#)

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