

March 30, 2016

Mr. Kiran Nelloru Secreteriat Colony, Okkiyam Thoraipakkam, Chennai - 600097, Tamil Nadu. India.

Dear Kiran Nelloru,

Further to our discussions, we are pleased to offer you a position with CSC India.

Position & Joining:

You shall be appointed as a(n) Professional 1: Application Delivery with CSC India. You are expected to join on or before 8 April 2016 at 9:00 A.M. at the following location to complete your joining formalities:

> CSC India Pvl. Ltd. Unit 13, Block 2 SDF Buildings MEPZ Chennai - 600 045 Tamilnadu

Any change in the date of joining would be at the sole discretion of CSC India. Please confirm via e-mail your exact date of joining at least seven days in advance.

Compensation & Benefits:

Please refer to Annexure I for the details as applicable to you.

Your job title and compensation have been discussed with you and we have mutually agreed upon the same.

Working Hours:

The work timings are at the sole discretion of the Management and would normally consist of a 45 hours workweek. These are subject to change as per business requirements. Same numbers of work hours are expected even when you are on an assignment abroad, unless communicated otherwise by a CSC entity. The general working hours will be 9:00 A.M. to 6:30 P.M., Monday through Friday, with half hour break for lunch. Employees may also be expected to work in shifts based on business requirements.

**Annual Earned Leave:** 

You are entitled to 20 days leave of absence on full pay per year and un-availed leaves are accumulative as per current CSC India policy. Other terms and conditions will be applicable to you as per the prevailing Leave Policy.

Paid Casual Leave:

The entitlement is for 4 days in a year. Other terms and conditions will be applicable to you as per the prevailing

CSC India observes 10 holidays in a year which may consist of fixed days of holidays and flexible ones and may be

Transferability:

During your employment with CSC India, your services can be transferred to any of the locations in India or abroad or any function or department or platform or technology within company offices or client locations or any associate or subsidiary company of CSC whether existing or to be set up in future on the same terms and conditions at the sole



Computer Sciences Corporation India Pvt. Ltd.,

Unit 13, Block 2, SDF Buildings, MEPZ-SEZ, Tambaram Sanatorium, Chennai (Tamilnadu) - 600 045 Ph: +91-44-22628080 / 22623880, Fax: +91-44-22628171 | www.csc.com

Registered Office:

Computer Sciences Corporation India Pvt. Ltd., 7th Floor, Block 1B, DLF IT Park. Sivaji Garden. Moonlight Stop, Nandambakkam Post, Ramapuram, Chennai - 600 089. CIN: U60231TN1996PTC070000



discretion of the Management. The benefits linked to such transfers will be governed by the respective CSC policy in force from time to time.

### Non-Disclosure:

Due to the proprietary nature of our products and services, all employees are expected to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to CSC India. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services as per the policy of CSC India.

### **Business Code of Conduct and Ethics:**

All employees are expected to maintain the highest level of ethical conduct and are required to sign our Code of Ethical Business Conduct / Conflict of Interest certificate. Any instance of improper conduct including but not limited to misconduct, gross negligence or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu of.

### **Information Security:**

All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. Employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

### **Notice for Termination:**

The written notice required for termination of employment will be 2 months notice by either party. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. In case you leave your employment without giving requisite notice, no relieving letter will be issued and settlement of dues will be at the sole discretion of the Management. However, under CSC India's disciplinary procedure your services can be terminated without any notice period.

## Service Agreement:

Post your joining, should you accept any specialized training whether in India or abroad, you will be required to commit to serve CSC India for a minimum period of 12 months as per the CSC India policy. You will be required to enter into a Service Agreement, as per CSC India's policy on Training, supported with a Guarantee in the form and manner decided by CSC India. You are under no obligation to accept any training requiring a commitment to serve CSC India on your part. However, once accepted by you, it will be a binding contract.

## Retirement Age:

All employees on rolls of CSC India will retire from the services of the company on reaching the age of 60.

## Non-Smoking Policy:

Smoking is prohibited in the office premises other than the specifically assigned zones, if any.

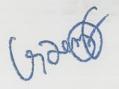
## Joining Requirements:

You are required to contact HR department on the date you report for work as per terms of this letter at 9:00 A.M. You are required to submit a copy of the following documents for joining:

- Relieving letter(s) / Acceptance of resignation from all your previous organizations
- Experience letter(s) from all your previous organizations
- · Photocopies of all educational certificates (Class X onwards)
- · Mark sheets / Consolidated mark sheets of all educational qualifications (Class X onwards)
- · Three recent passport size photographs
- Completed service agreement / guarantor's agreement if applicable to you
- · All relevant pages of your Passport, Driving License and PAN card
- Last month Pay-slip of your last organization / Form 16 of the last financial year / Last month bank statement depicting salary credit from your last organization

Please bring originals of all documents which will be returned to you after verification except service agreement which will be retained by CSC India (if applicable).

This offer/appointment is subject to the condition that you indemnify and also certify that all the information (like educational qualifications, work experience, past salary drawn and all other information) supplied by you to CSC India to get an employment with CSC India, is accurate and nothing has been given untrue. If it is later found that





you had supplied inaccurate/untrue/false information, then CSC India reserves the right to terminate your services without any notice and seek appropriate damages or reimbursement of financial expenses incurred towards your training, relocation, any other allowances, etc. This is without prejudice to any other rights which CSC India may have against you.

CSC India reserves the right to change the terms and conditions of your employment and its policies and procedures at any time.

Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of appointment and return it to us for office records.

We are excited about your decision to join the company and wish you a long successful career with CSC India.

Sincerely,

Rajkumar Socrates Manoharan Associate Manager - Human Resources Kiran Nelloru Read and accepted



Employee Information ..... Candidate Name: Kiran Nelloru Candidate Number: 7910454

Designation: **Professional 1: Application Delivery** 

Work Location: Channai HireDate: 2016-04-08

Recruiter's Name: Poornima Ramesh/IND/CSC

Salary Component		Annual (INR)
Base Salary		
Basic		316190
Company contribution to Provident Fund (PF)		37943
Conveyance Allowance		19200
Special Allowance		220048
	Total	593381
Monetary Benefits		
House Rent Allowance (HRA)		158095
Medical Reimbursement		15000
Leave Travel Allowance (LTA)		24000
	Total	197095
Benefit Schemes		
Gratuity		15201
Insurance Premiums		5805
Own Your Transport Assistance (OYTA)		10748
Own Your Computer (OYC)		3495
	Total	35249
Variable		
Management & Professional Incentive Compensation Plan (Target)		39524
	Total	39524
Total Cost to Comp	any (CTC)	865249

- Value of OYTA and OYC are based on the assumption that the employee is availing the benefit up to the emittlement as per the respective policy. If he/she does not avail the benefit, the amount mentioned is non-eneashable.

  \*Transport Allowance/Company Car (Car Lease Program CLP) (if any) as per CLP policy.

  \*Gratuity Provision is as per the provisions of the 'Payment of Gratuity Act, 1972'.

  \*Hospitalization coverage is extended to employee, spouse, upto two children on a family floater basis:

  \*Rs. \$10,000 for employees in level of and behave.

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  \*Group personal accident insurance (GPAP) coverage for Rs. 1000000 and Group term life insurance (GTL) for Rs. 1500000 is extended. Insurance coverage is as per policy.

  \*Management & Professional Incentive Compensation Plan (Target) / Executive Incentive Compensation Plan (Target) sales Incentive Compensation Plan (Target): will be administered as per provisions of the respective plan. Details of your plan will be abarred by your manager separately.

Prepared By:

Poornima Ramesh/IND/CSC

Date Prepared:

30/03/2016

**Authorized Signatory** 

Kiran Nelloru Read and Accepted



# Annexure

Dear Kiran Nelloru,

Please note that you must submit a copy of your Permanent Account Number (PAN) card on your date of joining at CSC. By acknowledging this document, you undertake that you shall be solely responsible for any consequences arising due to non submission of your PAN copy and CSC shall not be responsible for the same, in any manner whatsoever.

Date:

Kiran Nelloru Read and accepted