

Ref No: 12861152

27-Jan-2019

Phanindra Desaboyina

Dear Phanindra,

With reference to the discussions that we had with you, we are pleased to offer you the role of **Associate - Projects** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Hyderabad**.

Your Annual Total Compensation will be **Rs.800,004**. This includes an annual incentive indication of **Rs.45,000**. This amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation is presented in **Annexure A**. We would like to inform you that Cognizant has considered **42** months of your experience as relevant, which would be updated in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

We request you to join us on or before **31-Jan-2019**.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer **Annexure B** for more details.

Please note:

- This appointment is subject to satisfactory professional reference checks
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request

We look forward to your joining us. Should you have any further questions or clarifications, please feel free to contact us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Suresh Bethavandu

### Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

## Annexure A

**Name:** Phanindra Desaboyina**Designation:** Associate - Projects

Sl. No.	Description	Monthly	Yearly
1	Basic	22025	264,300
2	HRA @60% of basic*	13215	158,580
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	2643	31,716
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	20984	251,808
	<b>Annual Gross Compensation</b>		<b>755,004</b>
	Incentive Indication (per annum)**		45,000
	<b>Annual Total Compensation</b>		<b>800,004</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	<b>Annual Total Remuneration</b>		<b>816,004</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

**Note:**

- Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
- Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details.

## ANNEXURE C

### Relocation Entitlements

With reference to our discussion and subsequent offer to join Cognizant on **31-Jan-2019**, we wish to inform you that you are eligible for reimbursement of the expense incurred towards relocation from your current city to offer location - **Hyderabad**.

The following expenses would be eligible to be reimbursed subject to the entitlements limits:

- Expenses related to movement of personal effects, domestic goods, insurance and vehicle at actuals and subject to an upper limit of **. 30,000**.
- Travel and accommodation expenses incurred by the candidate and 3 dependents (includes spouse, children, parents, parents-in law and unmarried dependent siblings)
- Travel by road/ rail is recommended unless the travel duration exceeds 12 hours, in which case air travel in economy class will be permitted
- If the mode of travel is either by air/ rail, the travel arrangements should be facilitated only through Cognizant authorized travel partner — Hogg Robinson Group (HRG), with the support from your recruiter

You will be eligible for an accommodation at any of the Cognizant authorized guest house/ hotels (at the joining location), for a maximum period of 14 calendar days.

The same shall be facilitated only through Cognizant authorized travel partner — Hogg Robinson Group (HRG), with the support from your recruiter

Travel to / from the guesthouse / hotel to / from Cognizant office, shall be arranged by yourself and reimbursed at actuals with receipts

Per Diem entitlement of **INR. 0** for a period of 14 calendar days towards business meals, laundry, tips, taxes, gratuities incurred at hotels/ restaurants and any incidental expenses, such as snacks and beverages incurred at the destination/ location of reporting/ transit location (during travel).

Kindly note the points below:

- All the relevant bills/ invoices and e-payment/ bank transaction proof should be submitted for claim in the name of the associate
  - In case of road / rail travel, scanned copy of the bus / train tickets and relevant invoices towards booking of travel tickets needs to be submitted
  - In case of air travel, boarding pass and relevant invoices towards booking of travel tickets needs to be submitted
- All expense claims should be submitted for reimbursement within 60 calendar days from the date of joining Cognizant, along with the TAG lead's approval (Director plus) over an email. In the event of separation within one year, the associate has to pay back the relocation entitlement claimed towards transfer of personal effects.

Submission of bills that are not towards the relocation expenses and not authentic, will entitle Cognizant to deal with the issue as it deems fit.