

Emp Name :	Emp No :
Date of Travel :	Duration :
Request No :	P-File No :
	Onsite Country :
	Travelling Branch :

Following aspects to be checked for USA, UK and Other Countries using International Assignment Agreement (Pls check and tick appropriately) V 1.9 (5-Sep-2017)

USA, UK and Other Countries using International Assignment Agreement / Deputation Letter

Sr. No.	Details to be checked	Associate	FDFU
189-Master International Assignment Agreement (MIAA) / International Assignment Agreement (IAA)			
1	1.1 Details filled - Date, Emp. Name, Emp No., Location (processing branch), Place, and Employee Address		
	1.2 Associate's signature (initials not acceptable) is available on all pages of the MIAA / IAA.		
	1.3 Please check the Offer letter date, Appointment letter date, Employment Contract date (if applicable) and the Confidentiality Agreement date (DOJ).		
	1.4 Employment Contract / Letter - executed on TCS Letter head. (Only applicable in the absence of the Offer Letter and Appointment Letter) - DOJ.		
2	Name, Emp. No., Designation and Signature of the Authorized LoA (RRMG / HR) of the respective branch is available at the places specified in the MIAA / IAA.		
57-Deputation Letter			
3	<p>Deputation Letter: Date, Base Branch, D.O.J, Overall TCS Experience, Overall experience in IT area, Special IT area, Professional qualification, Current Role as per iEvolve, Associate (Name, Emp No and Emp Address) and Date of signing the Letter has been mentioned in the Deputation Letter.</p> <p>US - International Assignment Agreement Date, Role as per the petition, Gross Salary, Indicative gross annual salary, BRM (Name, Address, Contact No), Branch FDFU Lead (Person Name and Designation).</p> <p>UK : Date of Travel, Duration, Role as per the UK-CoS, Monthly UK Allowance (LT-Gross and ST-Net), BRM (Name, Designation / Role).</p> <p>Sweden/ Finland/ Spain/ Norway/ Denmark - Effect date (DOT), Period, Role, International Assignment Agreement Date, Offer Letter dated, Appointment Letter dated, BRM (Name, Address, Contact No), Deputation commence date and end date, For Sweden, Finland & Denmark - monthly net allowance amount, For Norway - Annual gross pay, Initial advance, Monthly installment & Agreement for Vacation pay.</p>		
	3.2 Associate's signature (initials not acceptable) is available on all pages of the Deputation Letter.		
	3.3 Signature of the Authorized LoA (RRMG / HR) of the respective branch is available at the place specified in the Deputation Letter.		
	3.3 Annexure details are complete with all information.		
	3.3 Associate's signature is available along with the date applicable only for USA and for UK only signature is available.		
4	For USA - Payroll Deduction Authorization Form		
5	For USA - Relocation Letter in case of L1		
<p>I have checked and verified that all the above mentioned details are correct. Also confirming that the first page of the MIAA / IAA is executed on the TCS letter head and rest on continuation sheets with Tata Consultancy Services Ltd printed on the left corner or on TCS letter head.</p>		Signature	
<p>I understand and accept the terms and conditions of the agreements / deputation letter applicable to me. Name of Associate :- Emp No :-</p>			
Name of FDFU :- Shailesh Sarvaiya		Emp No :-	532591
Name of Branch FDFU Lead :- Shailesh Sarvaiya		Emp No :-	532591
Date of Documents uploaded after verification by the supervisor:-			