



WELCOME TO WIPRO

27 February, 2018

Dear **Rajesh**,

Welcome to Wipro Limited! Congratulations on joining us as **Administrator**.

For us at Wipro, success is the outcome of choice and expectations, more than a matter of circumstances, and we are delighted that you have chosen us.

We have an introductory session on your day of joining, which will provide you with a brief overview of Wipro, its policies and practices. This would come in handy to help you settle in at work. Also, we have especially designed an interactive workshop to introduce you to something close to our heart and our way of life - the Spirit of Wipro.

The induction session would begin at 8:30 a.m. at:

Wipro Limited,

#146 & 147,

Metagalli Industrial Area,

Mysore- 570017

In the next few weeks, you will meet your colleagues and managers. Feel free to let them know what you need to accomplish your new responsibilities.

We are confident that you will add value through your role and strengthen Wipro's values by living the Wipro way of life every day. Looking forward to a long-term relationship and wishing you all the success at Wipro.

Best regards,
for Wipro Limited,

Gautam Kar
HEAD- TALENT ACQUISITION

(We would like to emphasize that the offer of appointment is subject to completion of your reference check and NSR.)

In case you need any clarifications regarding your job, salary, or any policy, please contact **Sangram kesharypanigrahy** at **sangram.kesharypanigrahy@wipro.com**.

Registered Office:

Wipro Limited	T : +91 (80) 2844 0011
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Sarjapur Road	E : info@wipro.com
Bengaluru 560 035	W : wipro.com
India	C : L32102KA1945PLC020800





Your First Day at Wipro

Time : 8.30 a.m.

Location : Mysore

Monday and Thursday Joining

Wipro Limited,
#146 & 147,
Metagalli Industrial Area,
Mysore-570017

Contact Person: Raghavendra

Candidates who are not based in Mysore are advised to reach Mysore a day earlier.

See you at the induction session!

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APPOINTMENT LETTER

27 February, 2018

Mr. Rajesh
C/O Nagamma,#19/1,Kumbar Beedi
Kumbarkoppal, Metagalli
mysuru-570016

Dear Rajesh,

It is our pleasure to appoint you as **Administrator** in Wipro Limited at **Mysore**, in **Functional Stream** or in any such capacity as the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to the Company policy.

1.APPOINTMENT

- a. Your date of appointment is effective from the date of joining which is **02 April, 2018**, unless otherwise communicated in writing by the company.
- b. You will be on probation for a period of six (6) months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed and communicated to you in writing if the Company finds you to be suitable for the appointed post. Unless confirmation is communicated in writing, your probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You will be liable to be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- e. We provide support to our global customers from various locations in India to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in view business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the university/ institution for award of the degree/ diploma and the requirements, including aggregate, specified by Wipro for your role.
- g. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

2.COMPENSATION

You will be eligible to receive the following:

- a. Basic salary of Rs.**6,991** per month.
- b. Variable pay of Rs.**999** The details of the current program are attached in the Annexure-II.

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- c. Additional Allowance of Rs.0 per month.
- d. You will be entitled to other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- e. Your salary will be reviewed periodically as per Wipro policy.
- f. Changes in your compensation are subject to the discretion of Wipro and will be based on your effective performance and results during your employment and other relevant criteria.

3. OTHER BENEFITS

You will be entitled to the following :

- a. Leave, holidays and working hours as applicable to your category of employees and location of posting.
- b. Perquisites, if any, as applicable to your category of employees and/or based on functional requirements as determined by Wipro.
- c. Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees.
- d. Leave Travel Assistance as per the policy of Wipro.
- e. You will be eligible to participate in Wipro's Medical Assistance program and Contributory Mediciclaim Insurance for your category of employees , provided you are not eligible for ESI.
- f. Employee Benefits Program sponsored and administered by Wipro for management employees, comprising pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.

4. RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct as they form an integral part of the terms of employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time whereupon you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

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5.CONFLICT OF INTEREST

- a.You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b.You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c.The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i.Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - ii.Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - iii.Any existing employee to become associated with, or perform services of any type for any third party.
- d.In case of any conflict or doubt, please discuss the matter with your BusinessUnit Head, to understand Wipro's position on this and resolve the conflict.

6.CONFIDENTIALITY

- a. In consideration of the opportunities, training and access to new techniques and know how that will be made available to you, you are required to comply with the Confidentiality Policy of Wipro. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro in the course of your employment. This covenant shall endure during your employment and also after cessation of your employment with Wipro (irrespective of the circumstances of, or the reasons for, cessation).
- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

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7. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the company's business or that results from work that you perform for the company or using the company's equipment, supplies and facilities, and shall comply with the policies of Wipro in relation to Intellectual Property.

8. NON-COMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

9. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of employment you are required to comply with all Wipro policies. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time.

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10. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving one month's prior written notice during probationary period and two month's prior written notice on confirmation of employment. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the management desires the employee to continue the employment during the notice period, the employee shall do so.

11. ON SEPARATION

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

Please confirm that the above mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.

Best regards, for Wipro Limited,

Gautam Kar
HEAD- TALENT ACQUISITION

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on __ / __ / ____

Name: _____

Signature: _____

Date: __ / __ / ____

Place: _____

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SALARY OFFER

Name : **Rajesh** Location : **Mysore**
Position : **Administrator** Career Group: **GROUP A3**
Career Stream : **Functional Stream** Education : **BTech**

Relevant Experience Considered by Wipro: **04 Years 03 Months**

Monthly Gross Salary Offered by Wipro: **Rs.19,975**

Components	Figures(in INR per month)
BASIC	6,991
HOUSE RENT ALLOWANCE	3,496
COMMUTATION ALLOWANCE	1,600
FIXED BONUS	1,400
WIPRO BENEFITS PLAN	3,473
ADDITIONAL ALLOWANCE	0
PROVIDENT FUND	839
GRATUITY	371
ESI	806
VARIABLE PAY	999
TARGET COST TO COMPANY (TCTC)	19,975
TCTC (PER ANNUM)	239,700

*Notional sum indicating contribution of 5.31% of your basic towards provision of Gratuity.
Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

*Please note that your compensation is personal to you and you are requested not to share details of the same with others.

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Applicable limits for Career Group A1-B2:

Basic, Additional Allowance and Bonus:

These are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Commutation Allowance:

This allowance is tax free up to the extent of Rs. 1600/- per month. This does not warrant the production of any bills.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance, Commutation Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable food coupons, use of Wipro Bus can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges.

Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs.50,000.

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2.Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs.19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3.Non-transferable Food Coupons:

An amount of Rs. 2,750 per month towards purchase of Non-Transferable food coupons is eligible for IT exemption under WBP.

4.Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5.New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of :

- a.12% of your Basic towards Provident Fund.
- b.Notional sum indicating contribution of 5.31% of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

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ANNEXURE-I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.

Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

Name:

Date:

Signature:.

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Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of Wipro you are considered as an Insider and accordingly advised as below:

1.Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.

2.Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:

- a)Counseling or disclosing or communicating UPSI to any other person including spouseand/or relatives, except on a need to know basis.
- b)Counseling as well as expressing opinions or making any recommendations to any personon the Securities of the Company when in possession of any UPSI.
- c)Unauthorized disclosure or communication of UPSI.
- d)Procuring any UPSI from others

3.Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

4.Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

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SUMMARY - SOCIAL SECURITY & OTHER BENEFITS*

MEDICAL

1. Medical Assistance Program (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs. per annum. This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI). This limit will be prorated based on your joining and exiting months. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: A floater coverage of Rs. 2, 00, 000 per annum for family (self, spouse & children) towards hospitalization. A nominal deduction per month as mentioned below is made towards contribution for the mediclaim benefit. 10% of the claim amount has to be borne by the employee. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital.

- * Rs. 250 - Contribution in case of single individual
- * Rs. 530 - Contribution in case you are married

If the employee wishes to enhance the coverage, Top up cover option is also available for a highly negotiated premium. More details on the policy are available on [My Policies](#) Section in [myWipro](#) which is accessible on joining.

3. Health check: Company paid health check-up program is available for employees above 30 years of age.

Gratuity Benefit: Up to Rs. 10,00,000

This provides you a lump sum benefit upon separation after completion of 5 years of service or on retirement or when deceased. Your gratuity is computed as: Last drawn Basic Salary * No. of years served * 15/26.

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Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

Voluntary Superannuation Scheme (VSS):

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company. We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC and ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has a Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite and transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window is open from the 1st to 18th of every month.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs. 1,50,000 per annum, member employee will have an option to restrict the contribution to Rs. 1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs 1,50,000 every year).

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Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

Your Life and Accident Cover:

A. Group Life Insurance Program + EDLI: Rs. 14,00,000

In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under term life policy plus EDLI (Employee Depository Linked Insurance) of provident fund. You also have an option to increase your Group Life Insurance cover for a nominal and highly negotiated premium.

B. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000

Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to accident you get compensated for loss of wages on account of leave due to accident of up to Rs. 10,000 per week. In case of Death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs Group Life Ins.). You also have an option to increase your Group Personal Accident Insurance cover for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies

Section in [myWipro](#) which is accessible on joining. You can access through [myWipro](#) > My Policies > My Financials.

The policies mentioned here are policies of the Company as on date, and this is subject to change in future as per policies of the Company from time to time.

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ANNEXURE - II

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to individual, group/function and organization level achievement parameters. The Variable Pay payout amount is liable to vary as per the performance on these parameters. The Variable Pay program may be changed/alterd or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

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India C : L32102KA1945PLC020800





List of Documents to be submitted during joining

The following checklist indicates the documents that you have to submit during joining Wipro along with the originals for verification by Onboarding HR.

Even though you have submitted scanned copy of any of the documents mentioned below during the interview/offer stage, please carry a copy of the same for your employee record creation while joining.

Documents

- 1.Highest education provisional or convocation certificate
- 2.Highest education mark sheets (all semesters/year) or consolidated mark sheet
- 3.12th mark sheet
- 4.10th Mark sheet [if highest education is diploma]
- 5.Present company offer letter or Hike Letter (whichever is latest)
- 6.Latest 3 months pay slips or bank statement of salary credit along with detailed break up mentioned in the offer or latest hike letter from current employer
- 7.PAN Card/Acknowledgement from IT dept.
- 8.Previous companies relieving letter & Service/Experience letter for 5 yrs. of employments [Excluding current company]
- 9.Previous companies offer letter if DOJ is not available in the relieving letter - 5 years employments
- 10.Self-declaration for any gap in Education or Career/overlap of employment/Education etc for recent 5 years
- 11.Passport size Photo - 4
- 12.Relieving/Experience letter from Present employer with last working day
- 13.Signed copy of Wipro offer letter
- 14.Passport / passport paid acknowledgment along with the registered file number
- 15.Certificate of Disability (if applicable)
- 16.Aadhar Card [with Aadhar number]/Acknowledgement copy
- 17.National Skill Registry (NSR) /NSR Acknowledgement with TIN or IT PIN No
- 18.Current Employer PF Account / UAN Number

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ANNEXURE - III

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Rajesh**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

- a. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
- b. Processing my job application including background verification checks
- c. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: _____

Signature: _____

Date: __ / __ / __

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Dear **Rajesh**,

To facilitate your transition to the city of **Mysore**, we have put down a few points that would be of interest to you.

1.Reimbursement of travel costs:You can claim travel expenses from your current work location in India to your joining location as per the company policy .

In case you opt to visit your home town before joining us, you may still claim the amount to the extent that would be applicable for travelling to your joining location directly from your work location

Please retain all your tickets / bills to claim the same.

2.Initial Accommodation:The company provides you and your spouse and children accommodation at your joining location as per the company policy. Please inform us a week before your scheduled arrival to help us make the necessary arrangements and inform you of the same.

Please feel free revert to us for any clarification or further information.

Sincerely, for Wipro Limited,

A handwritten signature in black ink, appearing to read "Gautam Kar", is positioned above the printed name.

Gautam Kar
HEAD- TALENT ACQUISITION

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RELOCATION ENTITLEMENTS

An out station candidate selected and offered to join Wipro is entitled to the benefits specified in this policy on his/her joining the organization, only if the candidate is working at a location outside the location of posting.

ENTITLEMENTS UNDER THE POLICY

1.1. Travel Expenses

1.1.1. Travel expenses upto 2nd Class A/C or equivalent with family can be claimed.

1.1.2. If travel by rail/road is 14 hrs & above then Economy class Air travel with family can be claimed.

1.1.3. If the candidate is desirous of travelling to his/her residence from the place of work before joining us (if location of work of the previous organization is not the same as place of residence) travel expenses can be claimed upto a limit of travel from your work location of the previous organization to the location of posting in Wipro.

1.2. Boarding and Lodging

1.2.1. The candidate is eligible for lodging with family for a period of 7 days at the Wipro Guest House/ Approved Wipro Hotels/ Hotel of Candidates choice based up to a limit of Rs. 2000 per day for joining at the following locations: Mumbai/ Delhi/ Kolkata/ Bangalore/ Pune/ Hyderabad/ Chennai. And Rs. 1500 per day for joining at other locations.

1.2.2. The Candidate is also eligible for Food/ Intracity travel expenses up to a limit of Rs. 350 per person per day.

1.3. Reimbursement for Goods Movement

1.3.1. Packing and transportation costs as well as service vary between service providers. To smoothen the transfer process, Wipro has designated relocation service providers to facilitate the movement of personal household goods including vehicle movement. Candidates are advised to use the services of any one of these service providers only.

1.3.2. If a candidate uses a service provider other than the ones mentioned below reimbursement will not be made towards the goods movement expenses.

1.3.3. Reimbursement for goods transportation/packing/ unpacking/loading/unloading would be as per actuals.

1.3.4. Candidates can reach out to the service providers by using the below contact details. Reimbursement will be done at reasonable actuals subject to providing consignor copy/payment receipt.

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SI No.	Vendor	Contact Person	Email ID	Contact Number
1	PM relocation	Sandhya	salesblr@pmrelocations.com	8197318855
		Himanshu	himanshu.m@pmrelo.com	9845288865
2	Royal International	Nalina	gijo@royalintl.in	9742212399
		Anoop	anoop@royalintl.in	9739250709
		Saneesh	saneesh@royalintl.in	9320212399

1.4. All expenses will have to be cleared by you and then reimbursed by the Company on production of all original receipts/Bills, within 2 months of the date of joining.

1.5. The definition of a family for the purpose of this policy limits itself to the candidate, spouse and two dependent children.

1.6. Dependent parents/brothers/sisters are not included in the definition of a family.

1.7. The management reserves the right to make any changes to the policy at any time. In the event of an exceptional circumstance in a business situation, or when in doubt on the interpretation of the policy, the decision of TED Head and/or Head-Talent Acquisition would be final and binding.

1.8. In the event of resignation within 6 months from the date of joining, all payments processed under joining/relocation entitlement shall be liable to be recovered.

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