211 Quality Circle   
College Station, TX 77845   
Phone (979) 691-7700   
Fax (979) 691-7750   
[www.cognizant.com](file:///C:\Users\ctsuser1\Downloads\www.cognizant.com)

April 03, 2018

United States Citizenship and Immigration Services   
USCIS Service Center

Re: SATHEESH KUMAR PALANIAPPAN

Dear Officer:

I offer this letter to detail the conditions of the direct employment of SATHEESH KUMAR PALANIAPPAN .

**Employment With Cognizant**

*Selection of Employees and Control of Work*

Cognizant is not a staffing agency. Rather, Cognizant designs, implements, and maintains large technology systems for its clients, many of which are Fortune 100 companies. To accomplish what are frequently multi-million dollar projects, we perform a significant amount of work in-house at Cognizant offices but it is often necessary to also have a number of Cognizant employees perform activities on-site at Client locations. When Cognizant employees are placed at a Cognizant client's worksite, the Client is not in any way their employer. At all times, Cognizant remains the sole and direct employer, and has control over the work of its employees. It is Cognizant that selects which of its employees will conduct work activities at a Client's worksite, determines what activities those employees will perform, and directly supervises and controls the work of those employees. At all times, Cognizant is responsible for paying salaries, benefits, and expenses for those employees. The Client does not employ those individuals nor does the Client in any way function as their employer.

*Performance Reviews*

The Performance Management Process at Cognizant is a structured, formal interaction between an employee and his or her manager. This process includes evaluating performance against set objectives and competencies applicable for that role, providing performance feedback, identifying development needs, and setting goals for the future. This on-going performance communication takes place between the employee and that employee's manager, which results in a performance rating for the employee. The objective of the Performance Management Process is to fuel the success of Cognizant and its employees.

*Supervision*

Cognizant is among the majority of U.S. businesses that permit employees to work remotely, e.g., from their home and/or a client worksite. For the entire duration of the employment, Cognizant maintains its employer-employee relationship with all Cognizant employees, including those who may work remotely, through the managerial control that Cognizant exerts over its employees. Such Cognizant supervisory control over employees encompasses many levels of authority, including hiring/firing employees, assignment deployment/re-deployment, productivity, desired outcomes, and actual processes and tools. Cognizant also assumes all responsibilities of an employer, including the payment of wages, the withholding of payroll taxes, the payment of federal and state taxes for unemployment, and other similar legal requirements. In the course of controlling the work activities of employees, Cognizant managers use a multitude of communication media and tools, including reporting and meetings, in person or through technology, such as video conferencing, desktop video, VoIP, mobile phones, and instant messaging, as well as through Cognizant systems and tools.

*Cognizant Software,Tools, Methods, Frameworks, Platforms and/ or Cognizant Body of Knowledge/ Best Practice/Expertise*

Satheesh Palaniappan will be using Cognizant’s Unix Connector UI Tool which will help in supporting various Web applications deployed on to various Unix environments. He will be using Cognizant’s XSD Schema Generator to generate XSD (XML Schema definition) for development of various webservices from a given Request and Response XML. He is also Cognizant’s Model Eye tool to model inventory and governance workflows, Documentation management, automated performance monitoring, reporting and Collaboration. He will be using Cognizant’s Omega Java, a code quality verification tool, which ensures the application adheres the codenizant program and delivers better quality of code to our customers.

**Associate's Work Activities**

SATHEESH KUMAR PALANIAPPAN's work activities will include:

* Collaborating with various teams and stakeholders to determine functional and non-functional requirements for various applications using visualizations, simulations and documenting dependencies.
* Developing high-level product specifications with attention to system integration and feasibility using various designing tools and software Methodologies like SDLC, Waterfall, Agile.
* Creating Proof of Concepts and Prototypes using various technologies and tools for providing efficient, feasible, optimal, reusable and scalable software applications that will enhance the clients Business and its external interactions.
* Defining all aspects of development from appropriate technology and workflow to coding standards thereby ensuring software application developed is meeting all requirements of quality, security, modifiability and extensibility.
* For application enhancements, carry out requirement and System analysis, Design, Coding, and testing of JAVA/J2ee, Angular js, jsp/Servlets, spring, Oracle, SOAP/REST web services.
* Performing various software performance tuning activities to optimize the software application for [non-functional requirements](https://en.wikipedia.org/wiki/Non-functional_requirement)  for high [throughput](https://en.wikipedia.org/wiki/Throughput), low [latency](https://en.wikipedia.org/wiki/Latency_(engineering)) and  less [memory](https://en.wikipedia.org/wiki/Computer_memory) usage.
* Interact with other teams (helpdesk, hardware support team, network support team etc.) to bring best resolutions to the issues faced by users.
* Allocating tasks to offshore team based on client’s requirements and coordinating with the team. Reporting the progress of the project on a daily/weekly/monthly basis using C2.0, a Cognizant proprietary tool. Collect Project Metrics based on the progress. Reporting any deviations in the business flow of the application if any.

Cognizant's practice of entering into MSAs and other contractual agreements that are under the governance of the relevant MSA, with our clients is premised on a host of business reasons. Many of these business and legal considerations serve as the underlying basis for the validity period of the agreement, which may not be representative of the full length or duration of our client relationship and Cognizant's provision of services. Indeed, most of our short term agreements entered into under the governing MSA are renewed subsequent to negotiations with our clients, either prior to or after the expiration of the existing short term agreement. One consideration for Cognizant limiting the validity of a customer agreement is risk of payment default, specifically bankruptcy where a court could require that Cognizant continue to provide services if our agreement is in effect on the date the of bankruptcy petition filing. Another example involves a warranty that begins only once the specified phase of the work is completed whereas a longer duration agreement would essentially extend the warranty to the interim services which is not commercially reasonable for Cognizant.

Please feel free to contact me for additional information. Thank you.

Sincerely,

Ranjith Makineni   
Engagement Partner

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