



TCS Confidential
Ref: TCS/2020-21/CC-C1/1420507

November 11, 2020

Mr. Ram Sai Karthik Unnam
Hyderabad

Dear Ram Sai Karthik Unnam,

This is to inform you of your compensation structure revision effective **October 01, 2020**.

Your revised Annual Compensation for the year 2020-21 **Rs. 4,19,624/-**.

The details of your compensation and related benefits are enclosed in the Annexure to this letter. Kindly note that the above details are specific to India and may be subject to change in case of long term deputation on international assignments, if any.

I look forward to your continued commitment and a fulfilling career with TCS in the years to come.

Warm regards and best wishes,

A handwritten signature in blue ink, appearing to read 'Milind Lakkad'.

Milind Lakkad
Chief Human Resources Officer

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ANNEXURE I

The details of your compensation and benefits are given below:

FIXED COMPENSATION

Basic Salary

Your Basic Salary will be **Rs. 15,600/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. Bouquet of Benefits comprises the following salary components.

House Rent Allowance

To avail tax benefit on this amount, you have to access the TRLP link in Ultimatix and submit rent receipts at least once a quarter to the Finance department of your base branch.

Leave Travel Allowance

If you wish to avail tax benefits, you need to apply for a minimum of three days of earned leave, apply in Ultimatix and submit supporting travel documents.

Food Card

You will be eligible for Food Card. It can be set up to a maximum of Rs. 3,000/- per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

Personal Allowance

This component is fully taxable. This is not a grade-linked benefit and does not accrue automatically. This allowance is subject to review and may change or be adjusted against other emoluments at a later date.

PERFORMANCE PAY

Your performance pay will comprise of 2 parts as indicated below.

Monthly Performance Pay

You will receive a monthly performance pay of **Rs. 2,500/-**.

Performance Bonus

Your performance bonus will be **Rs. 1,900/-** per month and will be paid at the closure of each quarter based on the performance of the company and your unit. Additionally, the extent of your allocation to the business unit would also be a measure of your performance bonus. The payment is subject to your being active on the company rolls on the date of announcement of performance bonus.

Performance pay shall be treated in lieu of statutory profit bonus, based on the performance of the company, unit, employee and allocation.



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CITY ALLOWANCE

You will be eligible for a City Allowance of **Rs. 1,200/-** per month. This allowance is fully taxable, is specific to India and linked to your base location. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

Health Insurance Scheme

You are covered by the Group Health Insurance Scheme. The insurance cover entitles your family and you towards reimbursement of medical expenses up to **Rs. 2,06,000/-** per annum per insured. This scheme also provides enhanced hospitalisation cover up to **Rs. 12,00,000/-** per annum per family, on payment of premium, as applicable. For details, please refer to the policy on HIS.

RETIRALS

Provident Fund

TCS will contribute 12% of your basic salary every month as contribution to the Provident Fund.

Gratuity

You will be eligible for gratuity in accordance with the rules applicable.

Group Life Insurance

You are covered under Group Life Insurance (GLI), the premium for which is borne by TCS. The sum assured is six times the annual compensation (CTC) with a minimum payout of INR 23 Lakhs. For details, please refer to the policy on Group Life Insurance (GLI) on Knowmax.



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The details of your India compensation and benefits are given below, The CTC and its components are subject to review and change, based on the prevailing regulatory framework. Taxation will be governed by the Income Tax rules and the Company will be deducting tax at source as applicable.

COMPONENT CATEGORY	ANNUAL
BASIC SALARY	1,87,200
BOUQUET OF BENEFITS*	1,25,856
CITY ALLOWANCE#	14,400
RETIRALS	
Provident Fund	22,464
Gratuity	9,004
PERFORMANCE PAY**	
Monthly Performance Pay	30,000
Performance Bonus***	22,800
TOTAL SALARY	4,11,724
INSURANCE	
Health Insurance®	7,900
CTC	4,19,624
Life Insurance\$	1,480

* Includes Personal Allowance which is not grade linked and does not accrue automatically. Personal Allowance is subject to review and may change or be adjusted against other emoluments at a later date. Refer to Table 2 for TCS Defined Structure.

Specific to India and is linked to base location. Will be discontinued while on international assignment. Allowance is subject to review.

** In lieu of statutory profit bonus, based on the performance of the company, unit, employee and allocation.

*** Performance Bonus will be paid quarterly and is subject to being active on the company rolls on the date of announcement.

® Premium for Health Insurance Scheme for self and dependants borne by TCS.

\$ Premium for Group Life Insurance (GLI) borne by TCS. The sum assured is six times the annual compensation (CTC) with a minimum payout of Rs. 23 Lakhs. For details, please refer to the policy on Group Life Insurance (GLI) on Knowmax.



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Table 2: TCS Defined Structure for Bouquet of Benefits

COMPONENT CATEGORY	ANNUAL
House Rent Allowance	93,600
Leave Travel Allowance	15,600
Food Card	6,000
Personal Allowance	10,656
BOUQUET OF BENEFITS	1,25,856

To design your Bouquet of Benefits access the Link to BoB in the Global Employee Self Service Link in Ultimatix.