

Reference No.16-17/24241

9-Mar-17

Mr.Ritam Mukherjee,
Bangalore

Dear Ritam,

Thank you for your keen interest in **Polaris Consulting & Services Ltd.** Subsequent to our discussions with you, we are delighted to extend you an offer to join Polaris. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Polaris family.

At the time of Joining, the following will be applicable

1. **Designation : Senior Consultant**
2. **Tier : Tier 2**
3. **Track : Technology**

Your date of joining would be on **15-Mar-17**

You will be based at Polaris's **Bangalore** office. You will be on probation from your date of joining for a period of **six months**. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of **two months during probation and three months on or after confirmation**, in occasion of resignation from the services

Your Total Remuneration will be **Rs. 2,000,000/- (Rupees Twenty Lakh Only) per annum** as per **Annexure –I**

A summary explanation of the List of Benefits and the Basket of Allowances that can be chosen by you is attached. The Basket of Allowances feature gives you flexibility in structuring your compensation in a manner best suited to you.


Upon joining you shall be signing the '**Employment Terms and Conditions**' document and the '**Employee Non-Disclosure Agreement**' with us in this regard.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned on or before **12-Mar-17**

Please note that the offer is valid subject to successful completion of your Background Verification.

Sincerely
for Polaris Consulting & Services Ltd.,

I hereby accept employment on the terms set forth
in this Letter as of



Sundararajan Narayanan
Chief People Officer & Global Head Of Human Resource
9-Mar-17

Ritam Mukherjee
(Signature of Associate)

Polaris Consulting & Services Limited

Registered Office: Polaris House, 244 Anna Salai, Chennai - 600 006, India | Ph: +91-44-3987 4000, 3984 3400 | Fax: +91-44-2852 3280
Corporate Headquarters: Foundation, 34 IT Highway, Chennai - 603 103, India | Ph: +91-44-2743 5001, 3987 3000 | Fax: +91-44-2743 5166

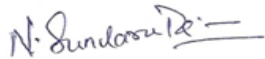
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Annexure 1 – Compensation Break Up Details

CM1	Salary & Retirals	(In Rs. p.a.)
CM1.1	Salary	1,557,461/-
CM1.1.1	Basic Salary	499,950/-
CM1.1.2	Deployment Allowance	166,650/-
CM1.1.3	House Rent Allowance (HRA)	249,975/-
CM1.1.4	Special Allowance	606,686/-
CM1.1.5	Other Allowance	34,200/-
CM1.1.5.1	Conveyance	19,200/-
CM1.1.5.2	Medical Reimbursement	15,000/-
CM1.1.5.3	Fuel Reimbursement	0/-
CM1.1.5.4	Special allowance – Bonus	0/-
CM1.2	Retirals	109,040/-
CM1.2.1	Provident Fund	59,994/-
CM1.2.2	Gratuity	24,048/-
CM1.2.3	Superannuation	24,998/-
CM1	Salary & Retirals (CM1.1 + CM1.2)	1,666,500/-

CM2	Position Linked Benefits	(In Rs. p.a.)
CM2.1	Stay Connected	
CM2.2.1	Telephone Reimbursement	18,000/-
CM2.3	Protect Life	
CM2.3.1	Health Insurance Premium	5,400/-
CM2.3.2	Personal Accident Premium	100/-
CM2.4	Leave Travel Allowance	
CM2.4.1	Leave Travel Allowance	0/-
CM2.5	Additional Allowance	
CM2.5.1	Additional Allowance	50,000/-
CM2	Position Linked Benefits	73,500/-
CM3	Variable Pay	260,000/-

for Polaris Consulting & Services Ltd.,,



Sundararajan Narayanan
Chief People Officer & Global Head Of Human Resource
9-Mar-17

Ritam Mukherjee
(Signature of Associate)

ANNEXURE – II

PERFORMANCE BASED PAYOUT (Variable Compensation)

Dear Ritam,

You will earn the Performance Incentive based on your Individual Performance, Company Performance and Personal Utilization as per the guidelines below:

1. The entire financial year is split to two halves which is H1 (1st Apr to 30th Sep) and H2 (1st Oct to 31st Mar).
2. Your Individual Performance will be measured through the Performance (MBO) Score card which you would set with your Reporting Manager on a half yearly basis.
3. On joining you are required to complete setting your MBO along with your Manager no later than two weeks from the date of your joining.
4. H1 payout will be based on the Mid- Year assessment results of the individual while H2 Payout will be on Yearly assessment.
5. Company's performance of first half of the year will be applied for H1 payouts while company's performance of the second half of the year will be applied for H2 payouts.
6. Based on your tier, Individual & Company weightages will differ, as given in the table below

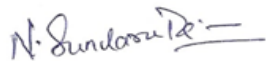
	2 D Approach	
	Individual	Company
2 in 1 box	70%	30%
Tier 0	60%	40%
Tier 1	70%	30%
Tier 2	80%	20%
Tier 3 & 4	100%	NA*

2 in 1 box are specific leaders playing roles such as account managers, client partner, segment heads, practice heads, etc. Please check with your manager if you would be playing 2 in 1 box role.

7. Personal Utilization will be the first criteria to determine your payout eligibility. Please refer to PU Policy & Guidelines on the internal policy portal for more details
8. Campus Hires will get a personal utilization grace time for 1 month post completion of 3 month training; i.e. for the period of 4 months from DOJ, their PU would be considered as 100%, post that they will be responsible to manage their own PU

9. People rated as low performers will not be eligible for any payouts for that assessment period.
10. The payout frequency would be.
 - a. **1st Apr to 30th Sep** : To be computed and paid out by 15th December
 - b. **1st Oct to 31st Mar** : To be computed and paid out by 15th June
11. You would be eligible to receive Performance Incentive for the period only if you are on the rolls of the company as on the date of disbursement.
12. If you are joining after 15th September in H1 or after 15th March in H2, then you will be eligible to receive the performance incentive in the succeeding variable pay cycle

for Polaris Consulting & Services Ltd.,,



Sundararajan Narayanan
Chief People Officer & Global Head Of Human Resource

Ritam Mukherjee
(Signature of Associate)

ANNEXURE – III
SUMMARY OF BENEFITS

You would be entitled for the below given benefits

Health Insurance:

The Company will insure you and your 5 dependents for hospitalization as per the policy for an amount of **200,000**. Details would be made available on joining.

Dependents details: Self + Spouse + 2 Dependent Children + 2 Parents or 2 Parent in-laws

Personal Accident Insurance:

The Company will insure you for 1 time of the CTC or minimum of INR 10 Lakhs under Group Personnel Accident Coverage (GPA). The Policy is applicable to associates posted in India or on Polaris India rolls.

Group Term Life Insurance Policy (GTL):

The Company will provide you Group Term Life Insurance Policy (GTL) as per policy for an amount of **500,000**. Details would be made available on joining.

Marriage Gift:

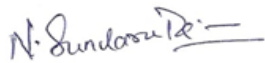
All Employees getting married during their tenure at the Company are entitled to a Marriage gift worth **INR 10,000/-** as a gesture of goodwill. Details would be made available on joining.

Relocation

The Company has a relocation policy in place for candidates who join from Outstation. Relocation Expense will be reimbursed only on production of Way Bill and the Supporting Documents.

If you decide to leave the services of the Company, within one year of joining, due to any reason, you will have to repay the total expenses incurred on account of your relocation.

for Polaris Consulting & Services Ltd.,,



Sundararajan Narayanan
Chief People Officer & Global Head Of Human Resource
9-Mar-17

Ritam Mukherjee
(Signature of Associate)

All Benefits are subject to revision at the discretion of Management from time to time.