



Capgemini Technology Services India Limited
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July 24th, 2024

Name: Ritika Sanjay Hedau
GGID: 46278065

Dear Ritika Sanjay,

Thank you for your efforts and contribution which enables us to position ourselves as a business and technology transformation partner and deliver strategic value to our clients. Let us continue our focus on value creation while becoming more agile, more simple, and more scalable in the future.

We take this opportunity to inform you that you have been promoted to grade A5 as Senior Analyst / Senior Software Engineer effective July 1st, 2024. We are confident that you will be able to take on and deliver greater responsibilities in your new role. The organization will support you through the learning needs required for you to succeed in your new role.

Your revised compensation effective July 1st, 2024, post completion of the pay review exercise is as below:

Total Fixed compensation	Variable compensation	Total Cash Compensation
INR 422,180	INR 0	INR 422,180

A break-up of your revised compensation is detailed in the **Annexure 1**. We recommend you to go through the [Compensation Policy](#) and [OAAR Video](#) to have more clarity on your salary structure.

Congratulations and wishing you a happy and rewarding career with Capgemini!

With Best wishes,
For Capgemini Technology Services India Limited

Aarti Srivastava
Chief Human Resources Officer, Capgemini India



As an important part of our Capgemini Family, please find the following benefits and opportunities that you are eligible for.

FINANCIAL BENEFITS

Tax Saving Benefits: You can choose from the array of tax saving benefits through the Other Allowances & Reimbursements (OAAR – I and II) Component in the Compensation structure. Policy Link: [OAAR Document](#)

Some of the allowances being offered to you under OAAR – I and II are to defray special expenses which you would incur during your employment with Capgemini.

Employee Share Option Plans: ESOP scheme enables employees to purchase Capgemini shares at discounted prices. The scheme ensures that the investments made are protected and gains are multiplied.

The scheme is being offered to employees on a discretionary basis as an investment opportunity and to provide you the chance to grow with the company. Rules around eligibility to participate in the scheme and level and extent of participation will be determined from time to time at the [Boards/Remuneration Committee's] discretion.

EMPLOYEE RECOGNITION

Rewards & Recognition (R&R): Capgemini has multiple reward initiatives like CLAP-Come Let's Appreciate, Pat on the Back and multiple individual and team awards to recognize your contribution and efforts. Policy Link: [Rewards and Recognition Policy](#)

HEALTH AND WELLNESS BENEFITS

In addition to your Total Cash Compensation, the Company also extends the following discretionary insurance benefits to its employees. All benefits will always be governed by the Company policy:

Group Medical, Term and Accident Coverage: Capgemini has tied up with insurers to provide medical attendance for you and your family in case of any medical exigency. In addition, employees are protected via Term and Accident insurance. Policy Link: [Group Medical, Term & Accident Coverage Document](#)

Voluntary Medical Insurance: Employee have a choice for opting for additional coverage for medical insurance via Top up plan and life insurance via term life plan. Capgemini is also dedicated towards offering the most suitable plan for your parents and parents-in-law via the Parental medical insurance. In 2021, we have also launched additional Covid insurance for any employees who want to secure their family. Policy Link: [Voluntary Insurance](#)

Employee Assistance Program: EAP provides personalized and confidential counselling and support to employees and their families to cope successfully with a variety of minor and major life events. You can reach EAP services on the toll-free number 1800 102 7293.

Leave: Employees are entitled to leaves in accordance with Capgemini's policy, which may be updated from time to time. As per the current policy you will be provided 10 days of public holidays with an option to choose 2 Optional Holidays as per personal preference, 22 days of Privilege leave, 5 days of Bereavement leave, Sabbatical Leave for a 6 to 24 months' duration and other available leave options to support individual needs. Policy Link: [Leave Policy](#)

INCLUSIVITY AND DIVERSITY

Flexi Work Options: Employees who require flexibility in work arrangements can opt for flexible work option or Part Time option. Employees now may even opt for a Half Day Leave at any official day to seek a right balance between work schedule and personal commitments Policy Link: [Flexi work Policy](#); Policy Link : [Half Day Leave](#)



Parent Support: Capgemini offers array of program to support parents e.g.- Supporting parents during maternity via FareWelcome-buddy system & Parents@CG network, Childcare support via in-house Creche facility and CAPtivate for supporting women to join back the organization post a break. Program Highlights :[Diversity & Inclusion](#)

CAREER GROWTH & DEVELOPMENT OPPORTUNITIES

Accelerated Career Progression: Employees have the opportunity to grow, take up new roles and provided access to various platforms to understand business better.

Internal Job Postings: In order to ensure that employees meet their career aspirations Capgemini has an IJP Policy which enables employees' transition to a new role in a shorter period of 45 days. To enable easy transition in case of an intercity transfer all the transfer benefits are also provided.



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ANNEXURE 1

Components	Amount in INR (per annum)
Basic	254,400
House Rent Allowance	125,015
Capgemini contribution to PF	30,528
Gratuity (Accrual only)	12,237
Total Fixed Compensation	422,180
Total Cash Compensation	422,180
Insurance Premium (Mediclaime, Personal Accident, Group Term Life)	12,820
Total Cost to Company	435,000

Please further note that you shall continue to be bound by all Capgemini Policies and all provisions of employment contract including but not limited to provisions of confidentiality, non-compete, non-solicitation, compliance to notice period requirement, protection of Intellectual property of Company, Code of business ethics, ISMS policy manual etc.

Your compensation details are strictly personal and confidential and should not be disclosed to others. For more clarity on your salary structure you can check the following link: [Compensation Policy](#).

Aarti Srivastava
Chief Human Resources Officer, Capgemini India