

30<sup>th</sup>, November 2005

Mr. Rudra Narayan Chand  
R No: 303, Lane-2, Street-5,  
West Marredpally,  
Hyderabad.

Dear Rudra Narayan,

As per your discussions with us, we are pleased to offer you a position with CSC India. The job title and the compensation have been discussed with and we have mutually agreed on the same. Your compensation and perquisites will form part of your joining report.



You are recruited for our **Hyderabad Office** and expect you to join us on **30<sup>th</sup> December 2005** at the address given below:

**Computer Sciences Corporation India Pvt.Ltd.**  
**Building #7, Mindspace IT Park, Survey #64, Part APIIC Software Layout**  
**Madhapur, Hitech City, Hyderabad - 81**

**Hours:**

Working hours will be 9:00 to 18:30 hours, Monday through Friday, with half hour break for lunch. These timings are at the discretion of the Managing Director and should normally consist of a 45 hours workweek. Same numbers of hours are expected even when you are on an assignment abroad where our customers typically work fewer hours.

**Annual Leave:**

You are entitled to 20 work days leave of absence on full pay per year and unavailed leave is accumulative. Other terms and conditions will be applicable to you as per leave policy in force.

**Paid Sick and Casual Leave:**

The entitlement is for 8 days in a year. Other terms and conditions will be applicable to you as per leave policy in force.

**Holidays:**

The Company observes 6 holidays, and allows an employee 4 religious holidays which (s)he can avail any day of the year for religious activities / social activities, as per the policy in force.

**Transferability:**

Initially you are posted at our **Hyderabad Development Center**, however your services may be transferred to any of our existing/to be setup in future establishments of the company or at our Client location situated in the country or abroad depending upon the exigencies of the work on the same terms and conditions of the appointment.

Rudra Narayan Chand.

### **Non-Disclosure:**

Due to the proprietary nature of our products, all employees are expected to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any company information.

Your salary details are confidential; failure to do so, will invite disciplinary action and may even result in termination of your services.

### **Business Code of Conduct:**

All employees are expected to maintain the highest level of ethical conduct and are required to sign our Code of Ethical Business Conduct / Conflict of Interest certificate.

### **Information Security:**

All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies.

Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media.

The employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

### **Notice for Termination:**

You or the Company can terminate your employment at any time by giving two month's notice. During the notice period, you are expected to serve the company productively. However, under the Company's disciplinary procedure your services can be terminated without any notice period.

### **Service Agreement:**

If you are offered and you accept any specialized training whether in India or abroad, you will be required to commit to serve the company for a minimum 6- 12 months (and possibly more). You will have to enter into a Service Agreement, as per the Company's Policy on Training, supported with a Guarantee -- in the form and manner decided by the Company. You are under no obligation to accept any training requiring a commitment to serve on your part. But once accepted, it is a binding contract.

Also, at the time of signing the Service Agreement with the Company, you would be required to deposit with the Company your original mark sheets and certificates for class - X, XII and Graduate /Post Graduate course and your passport (if you do not have a passport, please apply for one immediately). These would be returned back to you after you serve with CSC India for the period stipulated by the service agreement.





### **Joining Requirements:**

You are required to contact HR department on the date of your joining. You would be required to bring the following:

- Relieving letter / Acceptance of resignation from all previous organization.
- Attested photocopies of educational certificates (Class X onwards)
- One recent passport size photograph.
- Completed service agreement / guarantor's agreement - if applicable to you.
- Passport details.
- Driving License details / copy.
- Original certificates and passport.



This offer for employment given to you by the Company is subject to successful completion of background investigation, and verification/authentication of all facts, particulars, details and documents submitted by you. Submission of any wrong or false facts/particulars/details or fake/forged documents or any other misrepresentation of any nature whatsoever, including but not limited to, suppression of any facts details/particulars/documents shall result in automatic disqualification from further consideration of your candidature or for withdrawal of the offer of employment (if any) or for immediate termination from employment without recourse. This is without prejudice to all other rights and remedies, which the company may have against you.

Further, in such an event, you shall be responsible to pay CSC India for all financial expense and damage incurred by CSC India in your training, dislocation of customer projects, and any direct, indirect, and consequential costs. You shall also not claim any compensation from CSC India in the above circumstance.

### **Non Smoking Policy:**

The Company has decided that smoking is prohibited in the work place.

The Company reserves the right to change the terms and conditions of employment and its policies and procedures at any time.

Should you require further information or have any queries, please do not hesitate to contact me.

We are quite excited about your decision to join the Company and wish you a long and successful career with our Company. We look forward to working with you in building CSC India to be a premier software company in India.

Sincerely

A handwritten signature in blue ink, appearing to read 'Neena J Reddy', is written over the word 'Sincerely'.

**Neena J Reddy**  
**Manager- Human Resources**

**Read and accepted**

**Rudra Narayan Chand**

**Title:** Software Engineer

**Grade:** G 20

**Annual Gross Salary:** Rs. 4, 48,200/-



CSC India also offers its employees, the following benefits:

1. **Meal & Recreation Subsidy:** CSC offers subsidized meal to all its employees. You can also avail of free of cost recreation facilities like Gymnasium, TT, Carom, Billiards etc.
2. **Service Award Policy:** On completion of 4 years of service with CSC India you will be entitled for two months of the last drawn salary.
3. **Gratuity:** You shall be eligible for Gratuity after completion of continuous service of five years as per the Payment of Gratuity Act, 1972. It is computed at the rate of 15 days wages based on rate of wages last drawn for every completed year of service.
4. **Own Your Computer (OYC) Policy:** After 2 months of your joining, you can avail of an interest free loan of upto Rs. 50,000 or 90% of the cost of a PC, whichever is lower, for buying a new PC of your choice. This PC loan will be repaid in 12 equated monthly installments.
5. **Own Your Transport Assistance (OYTA) Policy:** You can avail of an interest free loan of upto 20% of cost of the vehicle or Rs. 50,000; whichever is lower for purchasing a new vehicle. This loan will be repaid in 12 equated monthly installments.
6. **Own Your Transport (OYT) Policy:** The objective is to give employees in Grade G40/N40/F40/A50/B50 and above, an option to acquire their preferred vehicle immediately on joining CSC India. Employees have to make a down payment of 10% of the cost of the car (invoice value, sales tax, registration and insurance). CSC India would fund the rest of the cost upto the entitlements given for each grade.
7. **Contributory Hospitalization Insurance Policy (CHIP):** An option for hospitalization insurance cover for yourself, your spouse and children with 50% of the premium and service charges being paid by the company is available. Parents can also be covered at a actual premium. CSC, India has tied up with one of the best insurance providers in India for this group insurance plan.
8. **Group Personal Accident Policy (GPAP):** From the day you join the company, you are covered against loss of life or any bodily injury due to accident upto a maximum amount of Rs. 5 lakhs.
9. CSC India employees have an option to avail a LIC administered Group Superannuation Scheme. As per the scheme, any employee can choose to contribute upto a maximum of 27% of the basic salary to a Superannuation fund. The employee's contribution towards Superannuation qualifies for exemption under Section 88 of the Income-Tax Act

**Note:** The policies mentioned above are liable to be changed/modified/discontinued without prior notice and without prejudice to the terms and conditions mentioned in this offer letter. All employees are advised to contact their Manager, HR or refer to the Central Policy Database for the latest/applicable set of policies



Computer Sciences Corporation India Pvt. Ltd.

30<sup>th</sup>, November 2005

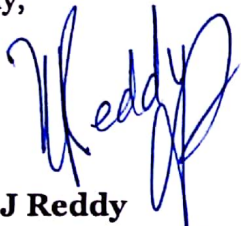
Mr. Rudra Narayan Chand  
R No: 303, Lane-2, Street-5,  
West Maredpally,  
Hyderabad.

Dear Rudra Narayan,

This is further to the offer letter dated 30th November, 2005.

You shall be paid one time Relocation Allowance of Rs.37, 350 /-. This amount is payable to you on completion of your one year service with CSC India. However you can draw an advance up to 50% of relocation allowance on completion of your joining formalities. The said amount will be recovered by the organization if, for what ever reason, you leave within one year of your joining.

Sincerely,



**Neena J Reddy**  
**Manager - Human Resources**

Illustrative Salary Details

Component	Amount
Monthly Gross	37350
Annual Gross	448200
Service Award Policy*	18675
Gratuity as per Act*	12929
Cost to Company per Annum	<b>479804</b>
Cost to Company per month	39984

**Benefits:**

Contributory Hospitalisation Insurance Policy for self, spouse and children.

Own your Computer Scheme & Own Transport Assistance

\*Service Award Policy-On completion of 4 years of service with CSC India

\* Gratuity-After completion of continuous service of five years as per the Payment of Gratuity Act, 1972

**30th, December 2005**

**Mr. Rudranarayan Chand**

Koilo, Asureswar,

Cuttack, Orrisa.

Dear **Rudranarayan**,

In Continuation to our letter dated **30<sup>th</sup>, November 2005** we are pleased to welcome you to CSC India.



**Position:**

You are appointed as Software Engineer for CSC India w.e.f. **30<sup>th</sup>, December 2005**.

**Salary:**

Your annual compensation will be **Rs 4, 48,200/-** per annum as per the details furnished in the separate Annexure- I.

**Relocation Expenses:**

You shall be paid/reimbursed relocation expenses equal to Rs. 37, 350/-. To the extent to which you can submit bills of actual expenses it would be tax-free. This compensation accrues to you only on completing one year's service; however you can draw an advance upto 50% of relocation allowance on completion of your joining formalities, which you shall repay in the event of termination of service before the accrual of your compensation.

All other terms and conditions are applicable as listed in the offer letter. The company reserves the right to change the terms and conditions of employment and its Policies and Procedures at any time.

We are happy about your decision to join the company and wish you a long and successful career with our company. We look forward to working with you in building CSC India to be a premier software Company in India.

Sincerely,

  
**Neena Reddy**  
**Manager- Human Resources**



**December 30, 2006**

**Mr. Rudra Narayan Chand**

**ANNEXURE – I**

Your Compensation entitlements are as below:

<b>Salary Head</b>	<b>Amount per annum (Rupee)</b>
Basic Salary	268920
House Rent Allowance	134460
Child Education Allowance	2400
Conveyance Allowance	9600
Adhoc Pay	3420

<b>Reimbursements</b>	<b>Entitlement per annum (Rupee)</b>
Medical Reimbursement	15000
Telephone Reimbursement	7200
Professional Development	7200

  
**Neena Reddy**  
**Manager- Human Resources**

**CSC**