

## Annexure A

**Ms. Sushmita Biswal**

**Senior Analyst – Market Development**

<b>Description</b>	<b>Monthly (Rs. per month)</b>	<b>Annual (Rs. per Annum)</b>
Basic Pay	<b>26,000</b>	<b>3,12,000</b>
House Rent Allowance (HRA)	<b>13,000</b>	<b>1,56,000</b>
Special Allowance <sup>1a 1b &amp; 1c</sup>	<b>24,397</b>	<b>2,92,764</b>
Medical Allowance <sup>2</sup>	<b>1,250</b>	<b>15,000</b>
Leave Travel Allowance <sup>3</sup>	<b>2,600</b>	<b>31,200</b>
Meal Vouchers <sup>4</sup>	<b>2,200</b>	<b>26,400</b>
Conveyance Allowance <sup>5</sup>	<b>1,600</b>	<b>19,200</b>
Employer's contribution to PF	<b>3,120</b>	<b>37,440</b>
<b>Total Salary (in Rs.)</b>	<b>74,167</b>	<b>8,90,004</b>
Variable Bonus*	You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business	
Medical Insurance Premium <sup>6</sup>	<b>1,408</b>	<b>16,897</b>

\* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

Annexure A

<sup>1a</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	<sup>1a</sup> <i>Communication Expenses</i>	<sup>1b</sup> <i>Fuel Expenses</i>
<b>Employee in Level -</b>		
<b>Senior Analyst</b>	<i>Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.</i>	<i>Petrol / Insurance / Repairs &amp; Maintenance</i>
	Rs.6,000/- per month	Rs.7,500/- per month

<sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>1b</sup> The above limits for claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) is applicable only for all those who are on company car lease program. Prevalent perquisite valuation rules would be applied for taxation purposes.

All employees at and above Career Level 4 are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

<sup>2</sup> The Medical Allowance will be paid on a monthly basis. Bills towards legitimate medical expenses incurred by you and your immediate dependents should be submitted.

<sup>3</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>4</sup> Meal Vouchers will be issued at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary..

<sup>5</sup> The Conveyance Allowance will be paid on a monthly basis as a tax exempted component. For Professionals who are on the company car lease program, this amount will be paid after appropriate tax deduction at source.

<sup>6</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance

You will also be entitled to Round-the-clock Personal Accident & Group Life Insurance Coverage for self. Premium towards the same is being paid by the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

**Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.**



## Initial Relocation Assistance

**Date:** December 07, 2016

Dear **Sushmita Biswal**,

Once again, Welcome to **Deloitte Support Services India Private Limited** and we are eager to have you on board with us.

As discussed, **Deloitte Support Services India Private Limited** will be extending its relocation assistance by way of re-imbursement of actual expense incurred by you. This document outlines the policy features that will be adhered.

You will be entitled to receive maximum relocation assistance as follows:

Designation	Amount INR
Senior Analyst – Market Development	Rs.40,000/-

This Assistance is aimed towards meeting the following expenses as per the policy.

1. Travel expenses (airfare, train fare or bus fare) for the employee and members of his/her immediate family from the point of current residence to job location. (One trip at the time of joining and other while relocating the family)
2. Packing and moving charges for personal belongings.
3. Insurance for personal belongings during transit.
4. House brokerage at the new location.
5. Registration of personal car, 2 wheeler including local taxes and levies.

The relocation reimbursement payment will be included in the employee's first payroll following his/her relocation and submission of the completed Relocation Assistance Form along with supporting documentation. It is the employee's responsibility to ensure that any claim for reimbursement is made within 3 months of the date of Joining.

If an employee who has availed this reimbursement resigns or is separated from employment for cause within 18 months from the date of relocation for whatever reason, the relocation reimbursement paid to the employee will be recovered in full from his full and final settlement.

All amounts paid are subjected to the relevant tax laws that are applicable.

### Guest House Guidelines

Employee can request for Guest house accommodation three days prior to the employee's start date in the new location.

### Stay Duration

Accommodation for the initial 2 weeks will be free of charge to the employee.

Stays beyond 2 weeks have to be approved by the Business lead\Head of HR up to maximum period of 7 days. During such an extension, employee shall be charged Rs.200/- per day. This amount will be deducted in the first month payroll.

All such pre- approved extension requests must to be sent to [deloitteguesthouse@carlsonwagonlit.co.in](mailto:deloitteguesthouse@carlsonwagonlit.co.in).

### **Extension Requests**

Extension post 7 days shall be entertained subject to room availability and room rent charged to the employee on actuals.

All other charges for laundry, telephone, internet, food and beverages will be charged to the employee.

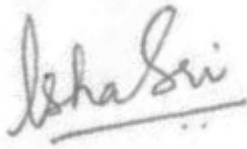
Please do not hesitate to get in touch with me in case you need further information.

With Best Regards

Sincerely

**For Deloitte Support Services India Private Limited**

Best regards,



Usha Sri Tangirala  
**Authorized Signatory**

  
sushmita biswal (Dec 8, 2016)

Signature

Dec 8, 2016

Date