



Wednesday, May 09, 2018

Mr. Shivalingam Narsanolla
Employee ID: 71425_FS
Project code: 100440941
Grade: Associate Consultant
Capgemini Technology Services India Limited
Pune, India

Letter of Assignment (LOA) to Netherlands for Mr. Shivalingam Narsanolla

Dear Mr. Shivalingam Narsanolla,

I am pleased to confirm your assignment to The Netherlands on Work Permit. This Letter of Assignment (LOA) details the terms and conditions of your said assignment which is in conformity with the company's Global Mobility Programme (GMP).

Specifications:

| | |
|----------------|-------------------------------|
| Business Unit: | GP-DCX |
| Duration: | 85 days |
| Start date: | 8 th June, 2018 |
| End date: | 31 st August, 2018 |

I. ASSIGNMENT

I.1 Terms of Assignment

Your assignment in Netherlands will coincide with the above specifications. You shall operate out of Capgemini Netherlands or client location as applicable. However, Capgemini Technology Services India Limited ("Capgemini India") reserves the right to shorten/extend or terminate your assignment and/or modify the terms and conditions of the PACS at any time and at its sole discretion based on changing business needs.

During your assignment, you will at all times remain an employee of Capgemini India exclusively and will continue the same terms and conditions of employment as though you were in India, except as modified by this assignment letter. The period in the Netherlands will be treated as a period of continuous employment with Capgemini India and will count towards any service related entitlements, including employee benefits / retirements. Any work that may be done during the assignment for Capgemini Netherlands, shall be considered work done as a contractor on behalf of Capgemini India only.

During the assignment, you shall abide by all laws in the Netherlands. You are also expected to conduct yourself in a professional manner at all times and carry out your duties and responsibilities to the high standard achieved throughout Capgemini worldwide.

Capgemini 

I.2 Career Management

Performance Management and Review Process

Capgemini India is committed to your ongoing career management. While on your temporary assignment, your current Manager, will continue to coordinate engagement updates, performance reviews, and roundtable discussions. Capgemini India will manage your personal development and the performance review process throughout the assignment.

I.3 job profile

In the annex you will find a description of the job profile during your assignment.

II. COMPENSATION / BENEFITS

II.1 Salary

You will continue to get your current Indian salary in India after deduction of tax at source as applicable.

II.2 Capgemini India Benefits

You will continue as a member of the Capgemini India Provident and Gratuity Funds, accruing service and benefits, where applicable, in accordance with your annual compensation.

During the period of your assignment you will continue to be covered under Capgemini India's Medical Insurance and Accident Insurance plan and you will also be covered under Capgemini India's Overseas Medical Insurance Policy. Your insurance policy will be sent to you separately.

Please ensure that you inform Global Deployment Team immediately on your return to India, in order to stop the Overseas Medical Insurance premium. Non-compliance will result in additional cost of insurance till the date of your intimation of return which will be recovered through your salary.

For the avoidance of doubt, in no event will you be entitled to any of the benefits applicable to an employee of Capgemini Netherlands.

II.3 Vacation/Holidays/Hours of Work

While on assignment in the Netherlands you will continue to be subject to the vacation policy of Capgemini India and will follow the local (Netherlands) public holiday schedule. Should there be any difference between India and the Netherlands public holiday schedules, you will not be eligible for any additional compensation.

III. SCHEDULE OF ALLOWANCES/ASSIGNMENT SUPPORT

III.1 Pre-departure

III.1.1 Visa Acquisition Assistance

Capgemini India will provide support in securing your immigration documentation. Agreed costs with respect to the above will be paid directly by the company.

III.2 Relocation

III.2.1 Travel to the Netherlands

At the start of the Assignment, Capgemini India will bear cost of one round trip economy class airfare for you.

III.3 On Assignment

III.3.1 Assignment Salary

During your assignment you will receive a total gross salary based on your home base salary and your assignment allowance. The home salary is € 636 per month, the amount of assignment allowance is € 2370 per month which includes accommodation allowances, this amounts to a total of € 3006 per month of salary during assignment.

III.3.2 Accommodation during assignment

Regarding accommodation there are two possibilities given to you:

- You organize and pay for your own accommodation for your stay in the Netherlands for Maximum 800 Euros per month.
- You wish to stay in a hotel organized by the company (or its client), in which case you will be asked to provide the receipts. Your assignment allowance includes accommodation allowance of equal to 800 Euros per month and rest of the amount can be claimed in Expense system.
- You wish to stay in an apartment of Capgemini, you need to pay the rent which is max 800 Euros pm. These apartments will be shared apartments.

IV. CHANGE OF CIRCUMSTANCES

During the course of your assignment term, reviews will be carried out to ensure your assignment continues to match the business needs of the company to your ongoing career development.

Should it be mutually agreed that your assignment will extend beyond **End date of Assignment as mentioned above**, It may be necessary to revise certain of these conditions to reflect any changes in applicable legislation and the company's policy provisions.

V. SEPERATION

You are being assigned to a project, which requires to be completed within a stipulated period in accordance with the quality standards agreed to with the client. Failure to meet these stipulations of

time and standards would have serious repercussions on credibility of the Company in the market, apart from entailing heavy penalties and loss of business with the client.

It is therefore absolutely necessary that in the event of your resignation from the Company's employment while on onsite engagement, you will be required to serve the Company for a minimum 03 months ("notice period") to ensure proper knowledge transfer, handover and take over. The said notice period supersedes any previous notice period/s required to be served by you as terms of your employment with Capgemini India. You would be governed by the terms of your employment with Capgemini India, on your release from the onsite assignment.

If you resign / abandon your services or fail to report for duties whilst on assignment you are required to be present at Capgemini offices in India to complete all exit formalities. If you fail to meet any of the above two conditions you will be liable to pay **Rs. 1,00,000** the cost incurred towards the airfare, work permit, visa, salary and allowances paid you from the day of assignment. Capgemini further reserves its right to undertake suitable action against you in the event of such failure.

VI. ACCEPTANCE

If you are in agreement with the above terms and conditions, please sign this letter in the space below indicating your acceptance, and return to the Global Mobility Team.

We sincerely hope you find your international assignment to be a challenging and rewarding experience, on both personal and professional level.

By signing this agreement you also agree with the terms as stated in the Indian Policy for NL Assignments.

With Best Wishes

Yours Truly,
For **Capgemini Technology Services India Limited**



Bhavna Shinde
Mobility Partner – Global Deployment Team

Date:

Copy to: Finance Team

Agreed to and Accepted by:


Assignee

date: 09/05/2018