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Compensation Restructuring (CompStruct)
User Manual

FILE NAME: M9HR36AR8 - Compensation Restructuring (CompStruct)_User Manual

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REVISION STATUS

Revision	Dated	Description
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R1	07-07-2017	Clause 5.4 revised. ANNEXURE B & C revised. ANNEXURE D added.
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<p>1. <u>OBJECTIVE</u></p> <p>1.1 The main objective of this document is to provide guidelines for using online tool named “CompStruct” which is used for making the CTC (Cost to Company) components tax friendly.</p> <p>1.2 Tax exemptions specified in this document are based on current IT rules and are liable to change as per prevailing IT rules.</p> <p>1.3 TCE reserves the right, at its discretion, to change the structure of compensation and the allowance and/or its components within employee's CTC, at any point of time during the term of employment, in view of any future change in the statutory rules and regulations including the Code on Wages etc.</p> <p>2. <u>SCOPE</u></p> <p>2.1 This document is applicable to staff in regular cadre such as staff in M, E, D, DT, T, S, A grades.</p> <p>2.2 Trainees in E0, D0, DT0, A0 grades are not eligible to restructure CTC.</p> <p>3. <u>COMPSTRUCT</u></p> <p>3.1 CompStruct – is a tool for restructuring CTC which is available online on RHYTHM portal. The link for the same is available on Login on RHYTHM → Apps → Human Resources → Compensation Restructuring (CompStruct)</p> <p>4. <u>UNDERSTANDING COMPENSATION STRUCTURE</u></p> <p>4.1 Employees shall read HR Policy on “Understanding Compensation Structure” (Ref. TCE.M9-HR-PA-036) before restructuring compensation.</p> <p>5. <u>FREQUENCY OF COMPENSATION RESTRUCTURING</u></p> <p>5.1 Compensation Restructuring is allowed only once during the Financial Year.</p> <p>5.2 Employees are required to understand prevailing income tax rules before restructuring compensation suiting to their individual needs. Once the restructured compensation is submitted, it will continue for the rest of the Financial Year. No modification will be permitted after submission.</p> <p>5.3 CompStruct will be opened two times in the financial year as given below:</p> <p>a) Once for restructuring at the beginning of Financial Year where employees can choose for Meal Card options and decide on Mobile Reimbursement amount. After employee chooses Meal Card and Mobile Reimbursement amount, it will continue for the rest of the financial year.</p> <p>b) Second time for restructuring after reward letters are issued to employees. Employees will be allowed to do restructuring on components other than Meal Card and Mobile Reimbursement.</p> <p>The compensation restructuring will be effective 1 April (for employees existing on 31st March and continue to be on rolls thereafter).</p> <p>5.4 For new joiners with Date of Joining 1st April onwards, CompStruct will be kept open till 15th of the succeeding month. The compensation restructuring will be effective Date of Joining as given below.</p>		
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Examples:

Employees joining in	Restructuring Window	
	From	To
April 2022	7 th May 2022	15 th May 2022
May 2022	7 th Jun 2022	15 th Jun 2022
June 2022	7 th Jul 2022	15 th Jul 2022

5.5 Once CompStruct is opened for restructuring, employees will be required to restructure and submit restructured CTC online. Once the restructured compensation is submitted, it will continue for the rest of the Financial Year. No modification will be permitted after submission.

5.6 In case, an employee does not submit the restructured CTC by date indicated by HR, prevailing CTC will continue for the rest of the Financial Year.

6. EMPLOYEES ON OVERSEAS CTC

6.1 Employees on Overseas CTC will be able to restructure CTC only when they switch to Indian CTC.

7. EMPLOYEES SERVING NOTICE PERIOD

7.1 Employees serving notice will be allowed to restructure if they are on rolls at the time CompStruct is opened for restructuring.

8. HOW TO LOGIN IN COMPSTRUCT

8.1 Once the employee logs into CompStruct, he/ she will be asked to generate One Time Password (OTP). The employee will receive OTP on his/ her email ID. This OTP is used to login into the system.

8.2 Employees shall not share OTP with anyone.

8.3 OTP is generated every time employee logs into the system, for extra IT security measures.

9. COMPENSATION RESTRUCTURING GUIDELINES

9.1 Step by step procedure for restructuring is as given in ANNEXURE A.

9.2 CompStruct will show current CTC components. There will be a provision (shown by open field) to restructure only those components which will enable employees to avail tax benefits as per prevailing IT rules.

Example is as given on the next page.

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Description	Existing CTC(Rs.)	Input by employee (Rs.)	Amount to be restructured (Rs.)
[A] Salary & Allowances			
Basic	43500	43500	Un-editable field. Restructuring not allowed
House Rent Allowance (HRA)	17400	0	
Conveyance Allowance (CA)	8000	0	29170 Editable fields which can be restructured
Leave Travel Allowance (LTA)	1920	0	
Child Education Allowance (CEA)	600	0	
Child Hostel Allowance (CHA)	0	0	
Medical Allowance(MA)	1250	0	

9.3 The amount in HRA, CA, LTA, CEA, CHA and MA can be restructured within these components only. "Mobile Reimbursement" and "Meal Card" can be restructured with Additional Allowance (AA) only.

9.4 Refer Restructuring Guidelines for each component as given below:

CTC Component	Restructuring Guidelines	Restructuring range	
		Minimum	Maximum
Basic	Since retiral benefits (PF, Gratuity and Superannuation) are linked to basic salary, it cannot be restructured and will remain same.	-	-
House Rent Allowance (HRA)	Currently HRA is 40% of Basic by default. Employees staying in rental accommodation in Mumbai, Chennai, Kolkata and Delhi can increase HRA amount upto 50% of Basic to avail maximum tax exemption as per current IT rules.	40% of Basic	50% of Basic
Conveyance Allowance (CA)	CA is completely taxable.	Zero	Any amount as permitted within components allowed for restructuring
Leave Travel Allowance (LTA)	Currently LTA amount are fixed as per grade. Tax exemption as per prevailing IT rules.	Zero	Any amount as permitted within components allowed for restructuring
Children Education Allowance (CEA)	Rs. 100 per month per child up to a maximum of two children is exempt from tax. To avail tax exemption you will need to submit details/declaration of children, age, school details & receipts for school fees paid.	Zero	Rs. 200/- per month

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CTC Component	Restructuring Guidelines	Restructuring range		
		Minimum	Maximum	
Children Hostel Allowance (CHA)	Rs. 300 per month per child up to a maximum of two children is exempt from tax. To avail tax exemption you will need to submit details/declaration of children, age, school details & receipts for hostel fees paid.	Zero	Rs. 600/- per month	
Medical Allowance (MA)	MA is completely taxable.	Zero	Any amount as permitted within components allowed for restructuring	
Mobile Reimbursement	Employee can claim reimbursement of bill related to post-paid mobile for one SIM card (in the name of employee only) on monthly basis. The claim should be done within 15 days from the date of the bill. Mobile bill should be uploaded on EMS for claiming the bill amount. Employees having Company provided mobile or employees who are permitted to claim reimbursement (due to demand of the role) will not be eligible to claim above reimbursement. Unclaimed Mobile Reimbursement amount for the Financial Year will be paid at the end of Financial Year along with April salary and taxed. For FAQ, please refer to ANNEXURE D and for step by Step procedure to claim Mobile Reimbursement, refer ANNEXURE E .	Zero	Rs. 2000/- per month	
Additional Allowance (AA)	This amount can be restructured with Mobile Reimbursement, Meal Card, Superannuation and NPS. AA is completely taxable. This amount will be automatically calculated based on the restructuring of other components.	-	-	
Employer's Contribution to Provident Fund (PF)	PF is not allowed to restructure.	-	-	
Employer's Contribution to Gratuity	Gratuity is not allowed to restructure.	-	-	
Employer's Contribution to Superannuation (SN)	Currently applicable to E6 to E8, A6 to A8, T6 to T7, M0 & above grades and is 15% of Basic. Employees having SN in CTC can choose to SN amount to be – 15% of Basic (no change from current amount)	5% of Basic	15% of Basic	
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CTC Component	Restructuring Guidelines	Restructuring range		
		Minimum	Maximum	
	<p>OR 10% of Basic OR 5% of Basic</p> <p>Employee will get the above option to choose % of Basic as SN once in Financial Year.</p> <p>In case employee chooses SN to be 5% or 10% of Basic, the differential amount between current SN and revised SN will get adjusted with AA.</p> <p>Employees must note that amount diverted in AA will increase monthly gross salary but at the same time it will be taxable.</p>			
Employer’s Contribution to National Pension Scheme (NPS)	<p>This option is available to all employees irrespective of their grades.</p> <p>Employee can avail tax exemption upto 10% of basic salary towards employer contribution in NPS. Accordingly, amount chosen by the employee will be carved out from Additional Allowance (AA).</p> <p>If employee chooses to invest in NPS, he/she must go through ANNEXURE B & follow the process given in ANNEXURE C. If NPS account details are not submitted as per process, corresponding amount for the Financial Year will be added to AA at end of the year and taxed.</p>	Rs. 500/- per month	10% of basic salary	
Site Allowance (SA)	<p>SA is applicable to PMCBU staff posted at site only. SA will cease to be given to an employee if the employee is posted in any design/ project office.</p> <p>SA is not allowed to restructure.</p>	-	-	
ESIC	ESIC is not allowed to restructure	-	-	
Bonus	Bonus is not allowed to restructure	-	-	
Meal card	<p>Employees have a choice to opt for electronic meal card for availing tax benefits.</p> <p>This option will be given once in the beginning of the financial year. Once employee chooses to opt for meal card, it will be applicable for the rest of Financial Year.</p> <p>Employees opting for electronic meal card can choose the meal card amount to be –</p> <ul style="list-style-type: none">Rs. 1100/- per monthRs. 2200/- per month <p>Accordingly, above amount will be carved out from AA and loaded in the meal card. This amount is exempted from tax as per current IT rules.</p>	zero	Rs. 2200/- per month	
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CTC Component	Restructuring Guidelines	Restructuring range	
		Minimum	Maximum
	The meal card will be loaded at the beginning of every month on or before 7 th . The amount loaded on the Meal Card shall be fully utilised on expenses towards meal during the working hours. The electronic meal cards can be used in the company provided canteen facility or select restaurants.		
Individual Component of Variable Pay (IC)	IC is not allowed to restructure	-	-
Company Component of Variable Pay (IC)	CC is not allowed to restructure	-	-

10. INCOME TAX INVESTMENT DECLARATION

- 10.1 Documents for tax exemption shall be submitted online on RHYTHM portal. The link for the same is available on RHYTHM > Apps > Human Resources > Income Tax Investment Declaration

11. INTERPRETATION

In case of any discrepancy/ dispute regarding any clause or interpretation of the same; decision of HR Department will be final.

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APPENDIX A : STEP BY STEP GUIDELINES FOR RESTRUCTURING

1. Login Screen:



Login ID: (Employee Code)	<input type="text"/>
Password: (System Password)	<input type="password"/>
<input type="button" value="Login"/>	

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This site supports Google Chrome and Firefox.

Login ID : Employee Code

Password : System Password

2. One Time Password (OTP) :

One Time Password	
Email ID: <input type="text" value="chetnak@tce.co.in"/>	
<input type="button" value="Generate OTP"/>	

Once the employee logs into CompStruct, he/ she will be asked to generate One Time Password (OTP). The employee will receive OTP on his/ her email ID. This OTP is used to login into the system.

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3. Restructuring page :

Description	Existing CTC(Rs.)	Input by employee (Rs.)	Amount to be restructured (Rs.)	Ceiling for exemption amount (Rs.)
[A] Salary & Allowances				
Basic	43500	43500		
House Rent Allowance (HRA)	17400	0		21750
Conveyance Allowance (CA)	8000	0		1600
Leave Travel Allowance (LTA)	1920	0		
Child Education Allowance (CEA)	600	0		200
Child Hostel Allowance (CHA)	0	0		600
Medical Allowance(MA)	1250	0		1250
Mobile Reimbursement	0	0		2000
Additional Allowance(AA)	66549	0	66549	
			29170	

Balance amount to be restructured

Existing CTC Components

Input fields for restructuring

Tips to help restructuring

4. Option for restructuring Superannuation (SN) – applicable to E6/A6/T6 and above grades only :

[B] Retirement Benefits			
Provident Fund (PF)	5220	5220	
Gratuity	3625	3625	
Superannuation (SN)	6525	6525	
Superannuation Option	<div> No change (15% of Basic) 5% of Basic 10% of Basic </div>		
Total[B] per month		15370	15370

Employees having SN in CTC can choose to Superannuation amount to be –

- 5% of Basic OR
- 10% of Basic OR
- 15% of Basic

Employee will get the above option to choose % of Basic as SN once in Financial Year.

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5. Meal Card Options :

This option will be given once in the beginning of the financial year. Once employee chooses to opt for meal card, it will be applicable for the rest of Financial Year.

Meal Card Options (Yes/No)

- ☐ Yes I want to avail Meal Card of Rs. 2200
☐ Yes I want to avail Meal Card of Rs. 1100
☒ No I do not want to avail Meal Card

Employees opting for electronic meal card can choose the meal card amount to be:

- Rs. 1100/- per month
- Rs. 2200/- per month

Accordingly, above amount will be carved out from AA and loaded in the meal card every month.

The electronic meal cards can be used in the company provided canteen facility or select restaurants (list of restaurants/ food outlets available on website of service provider)

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APPENDIX B : UNDERSTANDING NPS & RELATED TAX EXEMPTION

Note : Employees shall refer to latest details on NPS and Income Tax rules before making any investment decisions

1. What is NPS?

National Pension System (NPS) is an investment cum pension scheme initiated by Government of India to provide old age security and pension of all citizen of India. The NPS was rolled out for all citizens of India on May 01, 2009. The Scheme is regulated by Pension Fund Regulatory and Development Authority (PFRDA).

2. How the NPS Scheme works?

NPS is based on unique **Permanent Retirement Account Number (PRAN)** on enrolling into NPS. Employee contributes towards NPS (directly or through the employer she is working with) during his / her working life. On retirement or exit from the scheme, the Corpus is made available to the Employee with the mandate that some portion of the Corpus must be invested in to Annuity to provide a monthly pension post retirement or exit from the scheme

3. How TCE's NPS Corporate Model works?

NPS Corporate Model was launched by the regulator to facilitate Employees working with various organizations to onboard NPS through their Employer – Employee relationship.

Under TCE's NPS Corporate model, TCE (on behalf of employee) can contribute towards NPS account of employee. Employee's own contribution to NPS is currently not in the scope of this model.

4. Is there any restriction on frequency of contribution?

Under TCE's NPS Model, the contribution will be on monthly basis. If NPS account details are not submitted as per process, corresponding amount will be paid at the end of Financial Year by default and taxed.

5. What are different types of NPS Account?

Under NPS, Employee gets the option to open two accounts. A Tier I account is mandatory to open in order to join NPS. Difference between Tier I and Tier II accounts are as mentioned below:

Tier I NPS Account	Tier II NPS Account
<ul style="list-style-type: none"> It is also known as Pension account. All investments for tax savings happens in this account only. Withdrawal from this account restricted 	<ul style="list-style-type: none"> It is known as investment account Withdrawal from this account can be done at any point of time as per Employee's need

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6. In which account contribution routed through the Employer is deposited?

This contribution is known as Employer's contribution and is deposited in Tier I NPS Account of the Employee.

7. What happens when I route NPS Contribution through TCE to avail tax benefits u/s 80CCD(2)?

Employee will define the contribution amount (max upto 10% of Basic Salary) in the CompStruct. Minimum amount to be invested is Rs. 500/- per month.

Amount specified by the employee will be deposited on monthly basis into NPS.

8. Can I open more than one NPS account?

No. In the entire life span you will be allowed to open only one NPS Account. The NPS Account number which is also called PRAN is fully portable across job and geography.

9. Does the criterion of minimum annual contribution requirement for Tier I account include Employer's contribution as well?

Yes. All contributions deposited in Tier I account by Employer will be counted in order to arrive at Rs.1000 per annum contribution criteria.

10. What are the tax benefits available to me for contribution under corporate model?

Under NPS corporate model for Tier I account, you get the following tax benefits on contributions for both Old and New Tax Regime.

Tax Benefit on investment	Tax Treatment on exit
<ul style="list-style-type: none"> Investment up to 10% of Salary (Basic + Dearness Allowance) is deductible from taxable income u/s 80CCD (2) of Income Tax Act, 1961. This is covered under TCE's Corporate NPS Model. Tax benefits is capped to employer contribution to EPF + NPS + Superannuation is limited to Rs 7.5 lakhs per annum. Additionally, investment up to Rs.50,000 is deductible from taxable income u/s 80CCD (1B) of Income Tax Act, 1961. This is not covered under TCE's Corporate NPS Model. 	<ul style="list-style-type: none"> Up to 60% of Corpus withdrawn in lump sum is exempt from tax Balance amount invested in Annuity is also fully exempt from tax Pension received out of investment in Annuity is treated as income and will be taxed appropriately

Note : Income Tax rules may change from time to time. Employees shall refer to prevailing tax rules before making any investment

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11. How will I get additional Tax exemption by diverting part of Additional Allowance to NPS?

Employee can avail tax exemption upto 10% of basic salary towards employer contribution in NPS. This amount will be adjusted with Additional Allowance in CTC.

Salary and Tax benefits beyond 80C limit –How it works?

Particulars	Amount (Rs. Per annum)	
	Without NPS	With NPS
Basic	15,00,000	15,00,000
HRA	7,50,000	7,50,000
Other Allowances	2,82,525	2,82,525
Corporate Contribution – PF	1,80,000	1,80,000
Corporate Contribution - Gratuity	62,475	62,475
Corporate Contribution – Superannuation	2,25,000	150,000
Corporate Contribution –NPS (upto 10% of basic)	0	75,000
Total Salary	30,00,000	30,00,000
Deductions :		
Corporate Contribution – PF under section 80C	1,50,000	1,50,000
Corporate Contribution – Gratuity_ as per IT exemption rule	62,475	62,475
Corporate Contribution – Superannuation_ as per IT exemption rule	1,50,000	1,50,000
Corporate Contribution- NPS [80CCD(2)]_ exemption upto 10% of Basic	0	75,000
Total Deductions	3,62,475	4,37,475
Taxable Salary	26,37,525	25,62,525
Change in Taxable Salary		75,000
Tax Saved @ 30%		22,500

12. What happens to my NPS account if I leave the job?

There can be multiple scenarios in this case as shown below:

- **You join an organization which is offering NPS:** in this case you need to shift your NPS account to the next employer by submitting duly attested (by HR) ISS – 1 form with Service Charge to the service provider whom the Corporate has tied up with for NPS implementation.
- **You join an organization that does not offer NPS:** in this case you need to shift your NPS account to Retail NPS account by submitting ISS – 1 form with Service Charge to the current service provider.
- **You are not working / Self-employed:** in this case you need to shift you NPS account to Retail NPS account by submitting ISS – 1 form with Service Charge to the current service provider

13. I want to know my pension amount. How do I get to know this?

You can calculate your pension after 60 years in NPS Calculator. Please check the below link for the same:

<https://www.hdfcsec.com/national-pension-scheme#npscalculatorrr>

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14. What is meant by exit from NPS?

Exit from NPS means closure of NPS account. If this is opted, both Tier I and Tier II NPS Account is closed.

15. When can I exit from NPS?

You can exit from NPS after 10 years of account opening or attainment of superannuation age (retirement age) defined by the corporate you are working with, whichever is earlier.

16. How the payout happens if I exist from NPS?

Primary objective of Tier – I NPS Account is to create a Corpus which can be used at the time of retirement to buy pension for you or your nominee. Hence, there is a restriction imposed on lump sum amount accessible on exit as mentioned below:

Exit before the age 60 years	Exit at Retirement age defined by the Corporate
<ul style="list-style-type: none"> Up to 20% of Corpus can be withdrawn in lump sum Balance amount needs to be invested in Annuity If the Corpus is less than or equal to Rs.2.5 lakhs, there is no need to invest into Annuity. Entire amount can be withdrawn in lump sum 	<ul style="list-style-type: none"> Up to 60% of Corpus can be withdrawn in lump sum Balance amount needs to be invested in Annuity If the Corpus is less than or equal to Rs.5 lakhs, there is no need to invest into Annuity. Entire amount can be withdrawn in lump sum

<u>ESCALATION MATRIX FOR INDIVIDUAL & CORPORATE EMPLOYEES</u>			
Any queries pertaining to account status, Shifting status, Contribution Status, Auto Debit, Withdrawal, Exit, Investment status, deferment etc.			
Level 1	Contact 1	+91 22 3901 9400	customercare@hdfcsec.com
Level 2	Contact 2	+91 22 4936 0469	services@hdfcsec.com
Level 3	Contact 3	+91 22 3045 3600	complianceofficer@hdfcsec.com

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APPENDIX C : CORPORATE NPS REGISTRATION PROCESS

For employees who do not have NPS account and are willing to open NPS Account :

The Account can now be opened instantly completely paperless using the below attached account opening link & account opening process note.

Link-

<https://mynps.nsdl.com/myNPS/NationalPensionSystem.html?appType=main&authId=ZTZWVDRPcFNtYXJWRnNGeEx3QT09>

Account Opening Process Note is available in RHYTHM → Apps → Human Resources → NPS New Account Opening-Guidelines.pdf

Kindly follow the instructions mentioned in the account opening PDF while you are opening the new NPS account. Once the PRAN number is generated kindly share the same with BU/DC HR.

In case of any query or concern regarding the account opening process, please feel free to reach to POP (HDFC Securities) on the given mail id- corporaterelationships@hdfcsec.com

For Employees already having an NPS account & willing to map the same to the company :

For employees who are already have an existing NPS account from their previous company or on an individual level kindly share the below two details with BU/DC HR.

- Existing PRAN Number
- Existing Scheme Preference

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APPENDIX D : FAQ – MOBILE REIMBURSEMENT

1. How can I avail Mobile Reimbursement?

You can divert a part of your Additional Allowance (AA) into Mobile Reimbursement. You can claim mobile bill through EMS under job no. “90905: Mobile CTC Reimbursement”. Step by step procedure to claim monthly mobile reimbursement is as given in ANNEXURE E.

2. I have a prepaid plan for my mobile? Can I claim Mobile Reimbursement?

No. You can claim reimbursement of bill related to **post-paid** mobile for **one** SIM card registered in **your name** only.

3. How should I claim Mobile Reimbursement? Can I claim all the bills at the end of the Financial Year?

You need to claim the mobile bill on monthly basis only. The claim should be done within 15 days from the date of the bill. Mobile bill should be uploaded on EMS for claiming the bill amount. All monthly bills may be claimed within 15 days from the date of the bill however March Mobile Reimbursement should be done on or before 31st March irrespective of the bill date.

Example : Refer to the screenshot of a post-paid mobile as below. Since the bill date (04.07.17) falls in July 2017, employee can claim it as July's mobile reimbursement. This needs to be claimed within 15 days from bill date i.e. by 19th July 2017.



4. If I put Rs. 1500/- per month in Mobile Reimbursement in CompStruct and my monthly bill is more than 1500/-, how much amount will I get reimbursed?

In above case your reimbursement amount is capped to Rs. 1500/- per month. However, if your mobile bill amount is lesser than Rs. 1500/- then unclaimed amount for the whole financial year will be paid to you at the end along with April salary.

5. If I forget to claim Mobile Reimbursement, what happens to my unclaimed amount?

Unclaimed amount under Mobile Reimbursement will be paid at end of the financial year and taxed.

e.g. if employee claims bills for all months EMS but forgets to claim September bill. Then all unclaimed amount for the financial year will be paid along with April Salary.

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6. I have a Company provided mobile. Can I claim Mobile Reimbursement of my personal mobile?

Employees having Company provided mobile will not be eligible to claim mobile reimbursement for personal mobile. Even if you choose to put mobile reimbursement amount in CompStruct, it will not be considered and will be paid as a part AA and taxed.

7. My Reporting Manager has allowed me to claim my personal mobile reimbursement due to demand of my role. Am I allowed to reimburse bill of my other mobile number?

No. If your Reporting Manager has given special permission to you to claim personal mobile bill reimbursement (due to demand of the role), then you should not be putting any amount in “Mobile Reimbursement” in CompStruct. However, in case you put some amount in CompStruct, then special permission by your Reporting Manager will get automatically cancelled and you will be allowed to claim mobile bill reimbursement through EMS under job no. “90905: Mobile CTC Reimbursement” only.

8. I was on 10 days Leave Without Pay (LWP) in a month, will I be paid full monthly amount of Mobile Reimbursement?

Since mobile reimbursement amount is CTC component, it will be pro-rated for LWP if any.

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APPENDIX E : STEP BY STEP PROCEDURE TO CLAIM MOBILE REIMBURSEMENT EVERY MONTH

If an employee has opted for mobile reimbursement in **CompStruct**, he/she is required to claim reimbursement of bill related to post-paid mobile for one SIM card (in employee's name only) on monthly basis. The claim should be done within 15 days from the date of the bill. Mobile bill should be uploaded on EMS for claiming the bill amount. The step by step procedure for claiming Mobile Reimbursement is as given below:

Step 1:

Login into RHYTHM ⇒ APPS ⇒ Administration ⇒ Expense Management System

Step 2 :

Click on General Expense ⇒ Expense Statement



Step 3 :



Select Job No. "90905 : Mobile CTC Reimbursement"

Select your Business Unit

Select your Delivery Centre

Select your Sector / Function, as applicable

Click on "Save & Continue"

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Step 4 :

Select Expense Type: “72: Mobile CTC Reimbursement”

The screenshot shows a 'Lookup' window with a search bar containing 'mobile ctc'. Below the search bar, it indicates 'Total Records 1'. A table lists the results:

Code	Name
72	Mobile CTC Reimbursement

Step 5 :

The screenshot shows a Vodafone bill with the following details:

- Invoice & Dr/Cr Note No : 15IMH07701987473
- Bill Date : 04.07.17
- Description of Service : Telecommunications
- Bill Period : 04.06.17 to 03.07.17
- Your Plan : MYOP 129

- In “Expense Date” select Bill date as highlighted above (Refer screenshot of mobile bill)
- In “Description”, mention the month, year and mobile number for which you are claiming reimbursement.

e.g. Refer to the screenshot of a post-paid mobile as above. Since the bill date (04.07.17) falls in July 2017, employee can claim it as July’s mobile reimbursement. Hence you can “Description” as “July 2017 bill for mobile no. 9232543676”

- In “Mode of Payment”, select “Cash/Travel Card”
- In “Receipt/ Claimed Amount”, input the bill amount. This should not be more than the “Mobile Reimbursement” amount in your CTC.

e.g. if you have opted for Rs. 2000/- per month as “Mobile Reimbursement” in your CTC and your actual bill amount is Rs. 2100/- then you need to put Rs. 2000/- in “Receipt/ Claimed Amount”. If you put amount as Rs. 2100/- then your claim will get rejected by expense validator as it is more than Mobile Reimbursement amount in your CTC. In case actual bill amount is less than Rs. 2000/- then put the actual bill amount.

- In “Currency”, select “INR – Indian Rupee”
- In “Bill Attach Receipt No.” type last 4 digits of Bill/Invoice No. as highlighted above. (Refer screenshot of mobile bill)

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Step 6:

Attach your mobile bill as supporting document and click on “Send to Expense Validator” to send document for approval.

Please note:

- Your monthly mobile reimbursement amount is capped to amount chosen by you under “Mobile Reimbursement” in your CTC. In case your monthly mobile bill amount is lesser than that in your CTC, then unclaimed amount will be paid to you at the end of Financial Year.

e.g. if you have opted for Rs. 2000/- per month as “Mobile Reimbursement” in your CTC and your monthly mobile reimbursement amounts are as below :

Month	Actual Mobile Reimbursement Amount (Rs.)	Unclaimed amount (Rs.)
Apr	1242	758
May	954	1046
Jun	1135	865
Jul	1200	800
Aug	1800	200
Sep	2000	0
Oct	1657	343
Nov	845	1155
Dec	1245	755
Jan	1675	325
Feb	1634	366
Mar	1900	100
Total	17287	6713

Then total unclaimed amount of Rs. 6713/- will be at the end of the financial year along with April salary and taxed.

All monthly bills may be claimed within 15 days from the date of the bill however March Mobile Reimbursement should be done on or before 31st March irrespective of the bill date.

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