



Saikat Saha <saikatrd.1995@gmail.com>

Cognizant Offer Letter

1 message

TalentAcquisitionGroup@cognizant.com <TalentAcquisitionGroup@cognizant.com>
To: saikatrd.1995@gmail.com

Tue, Jun 19, 2018 at 4:29 PM

Dear Saikat,

Warm greetings from Cognizant!

Congratulations and welcome to Cognizant family!! Attached is the soft copy of the offer letter. We are sure that there will be a lot of mutual value adds with the beginning of your association with Cognizant!

While you read through the offer, we would like you to make a note of the following,


The offer made is based on internal parity and the overall structure in Cognizant. Cognizant incentives schemes are the best in the industry. One of the major USP is our Annual Bonus - It is here we try and reward those who have performed outstandingly.

You will receive a mail from CognizantHR@cognizant.com to help you with the pre-joining formalities with us.

We are really excited to have you on-board.

Best Regards
Cognizant HR - Talent Acquisition Group

Please do not delete this mail as it cannot be resent. Replies to this message are undeliverable and will not reach the Talent Acquisition Group. Please do not reply.

5 attachments **Saikat Saha.pdf**
76K **Annexure B.PDF**
182K **FAQs.PDF**
149K **Financial Disclosure Letter to Associates.PDF**
359K



Saikat Saha <saikatrd.1995@gmail.com>

Date of Joining Intimation

1 message

cognizantHR@cognizant.com <cognizantHR@cognizant.com>
To: saikatrd.1995@gmail.com

Fri, Jun 22, 2018 at 12:50 PM

Dear Saikat Saha ,

Candidate ID: 12045580

Welcome to Cognizant, the fastest growing global top-tier consulting, IT services and BPO company!

We are delighted that you have accepted our offer of employment and we look forward to welcoming you onboard. Please [Click here](#) to accept your Date of joining (DOJ).

Reporting Time : 7:30 AM

Joining Venue : Cognizant Technology Solutions India Pvt Ltd, KITS Campus (CKC) , Plot No. 1 & 2, Elcot IT Park, Survey, No. 602/3, Shollinganallur Village, Tambaram Taluk, Kancheepuram District - Chennai - 600119, India

Date Of Joining : 30 Jun 2018

Online Form Completion

To facilitate a smooth integration into Cognizant, we request you to **login** to [One Cognizant](#) & ensure that you complete the online forms & photo upload at least **3 days** before your DOJ.

Date of Joining Acceptance & Onboarding Pass

Please accept the DOJ in the onboarding (1C) portal at least **two days** before your DOJ. Onboarding Pass would be generated **one day** before your DOJ, only upon completing all the forms (including photo upload) & accepting DOJ. Kindly print the Onboarding Pass & bring it on your DOJ.

The option to accept the DOJ in the 1C portal would be disabled **one day** prior to the DOJ. Recruits who don't accept the DOJ within the timeline would not be considered for onboarding on the given DOJ & they would have to wait for further communication regarding the offer status. There is no option of deferring the date of joining or changing the joining location as it is based on the business requirement.

Login credentials

User Name: Email ID validated during registration process

Password: Password that was created by you after registration

Please use the authentication key (**A635974B5E35142A**) to digitally sign the online forms.

On your first day

Please bring the following applicable mandatory documents at the time of joining:

Marksheets & Certificates (Original & 2 Xerox copy attested by Notary public member or Gazette officer)

For 2017 Batch pass outs

1. Latest Degree - All Semester-wise marksheets or consolidated marksheet
2. Latest Degree - Provisional or Degree or Convocation certificate issued by the University

For 2015 & 2016 Batch pass outs

1. 10th Standard marksheet
2. 12th Standard marksheet
3. Diploma marksheet & Diploma certificate (only applicable for recruits who have completed diploma)

4. UG-All Semester-wise marksheets or consolidated marksheet (mandatory for both UG & PG recruits)
5. UG-Provisional or Degree or Convocation certificate issued by the University (mandatory for both UG & PG recruits)
6. PG-All Semester-wise marksheets or consolidated marksheet (mandatory for PG recruits only)
7. PG-Provisional or Degree or Convocation certificate issued by the University (mandatory for PG recruits only)

Government ID proofs (Original & 1 Self-Attested Xerox copy)

1. PAN Card (issued in your Name)
2. Valid Indian Passport (Front & Back) or Passport acknowledgement receipt with Appointment details generated post payment
3. Aadhaar Card (issued in your Name) or Aadhaar Card Enrollment Acknowledgement slip

Other Mandatory Documents

1. Onboarding Pass
 2. Four passport-size color photographs
- Please have the electronic copy of the all the above documents available in your personal mailbox.
 - If any of the above mandatory documents are not available, you would not be considered for onboarding.
 - In case any of the original marksheets are lost and duplicate attested marksheets are available. Please bring the FIR copy for the old marksheets as well as the duplicate attested copy.
 - Please note that the offer letter will be declared invalid and treated as revoked in the event of any discrepancy in your records, documents and information that you have submitted to Cognizant.

Dress Code:

Broadly, the dress code policy is as follows:

For Day 1: Business Formals with appropriate footwear.

Please avoid on all days:

Ladies: Shorts, cargo trousers, capris, round-neck t-shirts, short/multi-colored skirts, t-shirts / shirts with competitor's logos/controversial messages.

Gentlemen: Open shoes, slippers, sandals, shorts, cargo trousers, round-neck and muscle fit t-shirts, shirts with competitor's logos/controversial messages.

Kindly do not bring any laptops, storage (USB) devices, Cameras, other gadgets (except mobile phone) to the premises on the day of joining.

Should you have any clarification, please follow the below steps to help you navigate to the FAQ section on our Campus2Cognizant (C2C) portal :-

- Step 1: Login to <https://campus2Cognizant.cognizant.com> using your 1C Onboarding portal credentials.
- Step 2: Navigate to the **FAQ tile** on the Landing Page
- Step 3: Search for the question in the FAQ bank and find the answer
- Step 4: If your query is not available in the FAQ bank, navigate back to the FAQ tile
- Step 5: Use the **Write to Us option** to send us your query with screenshots if applicable
- Step 6: Find your answer in the **My Questions Section** under FAQ tile, once we respond back

Regards,
Cognizant-Human Resources

***THIS IS AN AUTO TRIGGERED MAIL. PLEASE DO NOT REPLY ***





Cognizant,
No. 5/535 Old Mahabalipuram Road,
Okkiyam Thoraipakkam,
Chennai-600097, India

December 12, 2020

Saikat Saha
713875
Programmer Analyst

Dear Saikat,

Congratulations on your merit increase. As we drive toward a best-in-class, high-performance culture, we are pleased to reward the talent who help us deliver on our Purpose to engineer modern businesses to improve everyday life.

Your new compensation is effective from **October 01, 2020**. Please refer *Annexure A* for your updated compensation details. All other terms and conditions of your employment remain unchanged.

Thank you for all you do!

Best wishes,

Cognizant Executive Management

For **Cognizant Technology Solutions India Private Limited**

Annexure A

Effective Date: October 01, 2020

Name: Saikat Saha

Designation: Programmer Analyst

S.NO	DESCRIPTION	MONTHLY	ANNUALIZED
1	Basic	12,650	151,800
2	House Rental Allowance	7,590	91,080
3	Special Allowance	10,026	120,312
4	Medical Reimbursement	1,250	15,000
5	Advance Statutory Bonus#*	2,000	24,000
6	Conveyance Allowance	800	9,600
7	Company's Contribution to PF*	1,800	21,600
8	Annual Gross Compensation		433,392
9	Incentive**		20,000
10	Annual Total Compensation		453,392
11	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
12	Total Remuneration		472,892

You may read about your India Total Rewards (C&B) at [1C > Total Rewards App](#)

*PF Contribution : Please refer to the PF policy at [1C > Policy Repository App](#)

****Incentive** amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of the payout of the incentive.

The above pay structure shall be modified at the discretion of Company without any changes to the Annual Gross Compensation (AGC).

#***Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

For Internal Circulation only; not valid for other purpose unless duly authorized.
Cognizant Technology Solutions India Private Limited.

Private & Confidential

Associate Information

Mr. Saikat Saha

Associate Id	713875	Location	COG Ramanujan Campus (CRC) SEZ
Designation	Programmer Analyst	PAN	HJxxxxx0F
Gender	Male	Bank A/C	xxxxxxx0179
Date Of Joining	30-Jun-2018	ESI Number	
PF A/C	TN/MAS/31309/1726974	Status	Salary Credited
UAN	101318091423	Available Calendar Days	30
SA Policy No	-	Paid Days	30
SA LIC ID	-	Loss of Pay Days	0

Earnings		Amount	Deductions		Amount
Basic		10,200	Provident Fund-Employee Contribution		1,800
House Rent Allowance		5,205	TDS		0
Conveyance Allowance		1,600			
Medical Allowance		1,250			
Special Allowance		7,048			
Advance Statutory Bonus		2,000			
(A) Total Earnings		27,303	(B) Total Deduction		1,800

Net Salary = (A) - (B)	25,503
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Private & Confidential

Associate Information

Mr. Saikat Saha

Associate Id	713875	Location	COG Ramanujan Campus (CRC) SEZ
Designation	Programmer Analyst	PAN	HJxxxxx0F
Gender	Male	Bank A/C	xxxxxxx0179
Date Of Joining	30-Jun-2018	ESI Number	
PF A/C	TN/MAS/31309/1726974	Status	Salary Credited
UAN	101318091423	Available Calendar Days	31
SA Policy No	-	Paid Days	31
SA LIC ID	-	Loss of Pay Days	0

Earnings		Amount	Deductions		Amount
Basic		12,650	Provident Fund-Employee Contribution		1,800
House Rent Allowance		5,205	TDS		0
Conveyance Allowance		1,600			
Medical Allowance		1,250			
Special Allowance		11,611			
Advance Statutory Bonus		2,000			
(A) Total Earnings		34,316	(B) Total Deduction		1,800

(1) Net Salary = (A) - (B)	32,516
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(2) *Net Arrears	14,026
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(3) Total Pay = (1) + (2)	46,542
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* Please refer annexure for Arrears details

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**Cognizant Technology Solutions India Private Ltd****Payslip for the month of Jan 2021****Financial Period 2020-2021**

Private & Confidential

Associate Information			
Mr. Saikat Saha			
Associate Id	713875	Location	COG Ramanujan Campus (CRC) SEZ
Designation	Programmer Analyst	PAN	Hjxxxxxx0F
Gender	Male	Bank A/C	xxxxxxx0179
Date Of Joining	30-Jun-2018	ESI Number	
PF A/C	TN/MAS/31309/1726974	Status	Salary Withheld
UAN	101318091423	Available Calendar Days	31
SA Policy No	-	Paid Days	31
SA LIC ID	-	Loss of Pay Days	0
Date of Leaving	25 Feb 2021		

Earnings	Amount	Deductions	Amount
Basic	12,650	ProfessionTax	1,250
House Rent Allowance	5,205	Provident Fund-Employee Contribution	1,800
Conveyance Allowance	1,600	TDS	0
Medical Allowance	1,250		
Special Allowance	11,611		
Advance Statutory Bonus	2,000		
India Earned Leave Encashment	2,375		
(A) Total Earnings	36,691	(B) Total Deduction	3,050

Net Salary = (A) - (B)	33,641
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This is a computer generated payslip, and is not valid unless authorized.

Your Last working date has been auto-updated

Humanresource@cognizant.com <Humanresource@cognizant.com>

Mon 04-01-2021 22:49

To: Saha, Saikat (Cognizant) <Saikat.Saha7@cognizant.com>

Cc: Panneerselvam, Chithirai Selvan (Cognizant) <ChithiraiSelvan.Panneerselvam@cognizant.com>; Pinky, Atchaya (Cognizant) <Atchaya.Pinky@cognizant.com>; Vijayamoorthy, Arun Kumar(Cognizant) <ArunKumar.Vijayamoorthy@cognizant.com>; Reddy, Vanya (Cognizant) <Vanya.Reddy@cognizant.com>

Hi Saikat Saha,

- We value your association with Cognizant and also understand the fact that the discussion on the final decision is still in progress, however as per the offer terms your last working day has been automatically updated by the system as **02/25/2021 (Thursday)** and this may be subject to change.

ID	Associate Name	Last Working Date (mm/dd/yyyy)
713875	Saikat Saha	02/25/2021

- Should there be any concerns, please reach out to your [Home Manager/ talent manager](#)
 - **Kindly note, your salary processing during notice period is subject to clearance of dues;** you can log into Clearance App in One Cognizant (4 hours post update of LWD) to track and close on your dues, if any.
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- Please note summary on Leaves during notice period:
 - Leave during the notice period is not encouraged and if taken should be approved by the manager; without approvals, the leave taken will be processed as Loss of Pay (LoP) even if the associate has a good repository of Sick/Personal Leaves.
 - In case an associate takes a leave on account of sickness, he/she is required to submit an authenticated medical certificate to the HR.

Thank you,
Exit Helpdesk - India