



01-OCT-2021

Letter Of Appointment

To,
Ms. Tanvi Maurya
Room No. 44
Parksite
Near Shankar Mandir

Dear Ms. Tanvi,

This has reference to our Offer of Traineeship in TATA Consultancy Services Limited vide TCSL/1588260/BOM/Business Process Outsourcing Services/BTN dated 28-Sep-2021 and your completing joining formalities as per TCSLs policy.

On the terms and conditions detailed in our Offer of Traineeship accepted by you, we are happy to appoint you as BPO Trainee in grade BPOS with effect from 01-OCT-2021.

Your Trainee ID is 2115546.

I take this opportunity to extend you a warm welcome to the TCSL Family !

Yours sincerely,
For TATA Consultancy Services Limited

Rustom Beheram Siganporia
Head Talent Acquisition BPO Services

TATA CONSULTANCY SERVICES

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TCS House, Raveline Street, Fort, Mumbai 400 001, Maharashtra, India

Tel: 91 22 6778 9999 Fax: 91 22 6778 9000 website www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021



Offer: Business Process Services
Ref: TCS/2022-23/BPS-BPO1/2115546

Date:19-Oct-2022

Ms. Tanvi Umanath Maurya
Mumbai

Sub: Letter of Offer and Terms of Employment

Dear Tanvi Umanath Maurya,

We are pleased to inform you that upon your successful completion of the traineeship, in terms of clause 1 under the heading "Terms of Traineeship" in our "Offer of Traineeship", you are absorbed in the regular employment of the company at the position of Process Associate in Grade BPO1 with effective from 01-Oct-2022 at TCS, Mumbai on the following terms and conditions.

Your gross salary including all benefits will be Rs. 2,42,673/- per annum. Annexure1 provides a break-up of the compensation package.

Kindly note that the above details are specific to India and may be subject to change in case of long term deputation on international assignments, if any.

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COMPENSATION AND BENEFITS

The details of your compensation and benefits are given below:

FIXED COMPENSATION

Basic Salary

Your Basic Salary will be **Rs. 9,500/-** per month.

Bouquet of Benefits (BoB)

Bouquet of Benefits offers you the flexibility to design part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. The components under Bouquet of Benefits are listed below. The amounts given here for each of the components are as per pre-defined structure. However you may want to split the BoB amount between the components as per your tax plan. To design your Bouquet of Benefits, you may access the link for BoB in the "Global Employee Self Service (GESS)" on "Ultimatix", the internal portal of TCS.

Taxation will be governed by the Income Tax rules. The company will be deducting tax at source as per income tax guidelines.

House Rent Allowance

Your HRA will be **Rs. 3,325/-** per month.

While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to 8.33% of basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary.

To avail income tax benefits, you need to apply for a minimum of 3 days of leave and submit supporting travel documents.

Food Card

Food card, an electronic pre-paid card, can be set up to a maximum of **Rs. 3,000/-** per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants including TCS cafeterias.

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Night Shift Allowance:

TCS has agreed to provide its client 24X7 production support environment. Shift working is therefore an incident and condition of service. Failure, refusal or inability to work in the night shift without reasonable cause may lead to severance of employment.

Employee assigned to night shifts on client requirement will be eligible for Night Shift allowance. In order to avail this allowance the associates must work between 11.30 p.m and 6.30 a.m. IST excluding break. The night shift allowance will be paid post tax along with monthly salary. Shift allowance is based on existing policy of the company and it reserves the right to change/ discontinue the allowance structure from time to time at its discretion.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **Rs. 1,900/-**.

This shall be treated as productivity bonus in lieu of statutory profit bonus, based on the performance of the company, unit, employee and allocation.

CITY ALLOWANCE

You will be eligible for a City Allowance of **Rs. 500 /-** per month. This allowance is fully taxable, is specific to India and linked to your base location. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

Health Insurance Scheme

You are covered by the Group Health Insurance Scheme. This is in addition to the benefits that you are entitled to receive from the Employees' State Insurance Corporation (ESIC). Under the HIS scheme, you and your dependents will be entitled for **Rs. 5,00,000/-** as family floater coverage towards hospitalization expenses.

Afterlife Benefit

You are covered under Afterlife Benefit policy, the cost for which is borne by TCS. The sum payable to nominee(s) is six times the annual compensation (CTC) with a minimum payout of INR 23 Lakhs. For details, please refer to the policy on Afterlife Benefit on Knowmax.

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RETIRALS

1. Provident Fund

The Company will contribute 12% of your basic salary every month as contribution to the Provident Fund.

2. Employee State Insurance

You will be covered under Employee State Insurance Act and scheme framed thereunder as may be applicable to you from time to time.

3. Gratuity

You will be eligible for gratuity in accordance with the rules applicable.

The company will consider the number of years of service completed for the purpose of calculation of gratuity.

As per statutory requirement you will have to submit nomination forms for Provident Fund and Gratuity Fund. You need to update Nomination at Ultimatix --> Employee Services --> Employee Self Services--> Global ESS --> Benefits and Taxes --> Nomination Forms.

TERMS OF EMPLOYMENT:

1. Working Hours:

You may be required to work in shifts and / or in extended working hours, as permitted by law.

2. Leave :

You will be eligible for leave as per the Company's Leave Policy.

3. Mobility :

The company reserves the right to transfer/utilise your services at its sole discretion at any of its offices, work sites, or associate or affiliate companies, firms in India or outside India which are currently in existence or which may likely to come into existence anywhere in India or abroad, on the terms and conditions as applicable to you at the time of transfer. In case you refuse to join duty at the transferred location within stipulated period, your services are liable to be terminated. This is without prejudice to the company's right to take disciplinary action under the Industrial Employment Standing Orders Act, 1946.

4. Increments and Promotions:

Your merit, performance and contribution to the company will be one of the most important consideration for salary increments and promotions. Salary increments and promotions will be based on the company's Compensation and Promotion policy. Increments shall not be automatic and shall depend on several factors like company's performance, your individual performance and contribution to the organization, attendance, behaviour and conduct during the period under review as per the Company's policy as may be applicable from time to time.

5. Alternate Employment:

As a whole-time associate of TCS, you are not permitted to undertake any other employment, business, assume any public office or private office, honorary or remunerative, without the prior written permission of TCS.

6. Confidentiality Agreement:

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of the company and its clients.

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7. International Deputation Agreement:

You are required to sign the Master International Deputation Agreement (MIDA), which requires you to serve TCS for a minimum of 90 days, on completion of every overseas deputation that exceeds 30 days. MIDA is a one-time agreement, applicable for the entire tenure of employment with the company.

This is to ensure that the knowledge and information gained by you during your deputation is shared and available to the company and its employees in India. This transfer of knowledge and information is essential for the company to continue to serve its clients and customers better.

If you are deputed internationally for training, you will be required to sign an agreement to serve the company for a minimum period of 90 days on completion of each such training.

8. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as an employee of TCS.

9. Retirement:

You will retire from the services of the Company on completion of 60 years of age as per the proof of age submitted by you at the time of joining.

10. Notice Period:

This contract of employment is terminable by you by giving 90 days notice in writing TCS. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause TCS may relieve you any time during the period of notice at its sole discretion.

This contract of employment may be terminated by TCS by giving you 90 days notice or payment in lieu thereof.

Notwithstanding the above, this contract of employment may be terminated by the company without any notice or notice pay, in the event your performance / behavior and / or conduct during the period of probation is found to be unsatisfactory / incompatible.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

11. Arbitration:

If any dispute or controversy arises between you and the company with respect to this contract of employment, the parties to this contract shall first endeavour to co-operate to resolve the dispute or controversy by mutual consultation and agreement. In the event of the Employee's breach of the commitment specified in all the clauses of this contract and all other disputes, claims etc arising out of this contract, shall be referred to the Arbitrator nominated by Tata Consultancy Services, under the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications made thereof from time to time.

The venue of the arbitration shall be Mumbai, India, and the parties shall be subject to the jurisdiction of the Courts in India, which shall have exclusive jurisdiction in proceedings regarding the enforceability of this contract to arbitrate.

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12. Terms and Conditions:

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. Employment in India:

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and or any other permissions and / or documentation as prescribed by the Government of India for permanent employment with TCS.

14. Rules and Regulations of the Company:

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of the company as applicable to you and the changes therein from time to time.

15. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and / or condition would entitle TCS in withdrawing this offer letter at its sole discretion.

We look forward to having you in our global team.

Yours Sincerely,

Girish Nandimath
Head Talent Acquisition – India

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ANNEXURE 1

The details of your India compensation and benefits are given below. The CTC and its components are subject to review and change, based on the prevailing regulatory framework. Taxation will be governed by the Income Tax rules and the Company will be deducting tax at source as applicable.

COMPONENT CATEGORY	ANNUAL
BASIC SALARY	1,14,000
BOUQUET OF BENEFITS	69,800
CITY ALLOWANCE [#]	6,000
RETIRALS	
Provident Fund	13,680
Gratuity	5,483
PERFORMANCE PAY ^{**}	
Monthly Performance Pay	22,800
TOTAL SALARY	2,31,763
INSURANCE	
Health Insurance [@]	4,000
Employees' State Insurance ^{@@}	6,910
CTC	2,42,673
Afterlife Benefit ^{\$}	1,472

[#] City allowance is specific to India and is linked to base location. Will be discontinued while on international assignment. Allowance is subject to review.

^{**} Performance Pay is in lieu of statutory profit bonus, based on the performance of the company, unit, employee and allocation.

[@] Premium for Health Insurance Scheme for self and dependants borne by TCS.

^{@@} Contribution towards Employees' State Insurance borne by TCS.

^{\$} Cost for the Afterlife Benefit is borne by TCS. The sum payable to nominee(s) is six times the annual compensation (CTC) with a minimum payout of Rs. 23 Lakhs. For details, please refer to the policy on Afterlife Benefit on Knowmax.

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Table 2: TCS Defined Structure for Bouquet of Benefits

COMPONENT CATEGORY	ANNUAL
House Rent Allowance	39,900
Leave Travel Allowance	9,500
Food Card	20,400
BOUQUET OF BENEFITS	69,800

To design your Bouquet of Benefits, access the Link to BoB in the Global Employee Self Service Link in Ultimatix.

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