

Ms. Prathibha Cs

Channenahalli Post, Tumkur, Karnataka  
Tumkur  
India 000 000

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear Prathibha Cs,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer and to you being medically fit.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- |    |                               |   |                          |
|----|-------------------------------|---|--------------------------|
| a) | <b>Role</b>                   | : | <b>Process Executive</b> |
| b) | <b>Role designation</b>       | : | <b>Process Executive</b> |
| c) | <b>Job Level</b>              | : | <b>2B</b>                |
| d) | <b>Date of Joining</b>        | : | <b>10-October-19</b>     |
| e) | <b>Location of Posting</b>    | : | <b>Bangalore STP</b>     |
| f) | <b>Gross Salary per month</b> | : | <b>Rs. 18388/-</b>       |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

We are pleased to inform you that you will be additionally covered under "**Infosys Performance & Loyalty 2.08 Plan**", upon completion of a minimum of 18 months with Infosys BPM Limited. This is subject to your successful completion of requisite certifications and meeting performance criteria as laid down by the organization. Your compensation will also be revised on achievement of this milestone to INR 208,000 per annum in the subsequent quarter, subject to fulfilling the conditions as laid out in the policy.

**1. Voice and Shift Allowances**

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- Voice Allowance - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

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Sign your name

- Shift Allowance - This allowance is paid based on the shift that you work in. This is not payable while working in a day shift. For further details on shift allowance, refer to Appendix 3.

**All allowances are payable as per the policies of the Company, which are subject to change from time to time**

## 2. Joining Bonus

You will be paid a joining bonus of Rs.1000 with your 2nd month's salary.

## 3. Submission of documents

You are required to submit originals and two photocopies of the following documents on the date of joining the Company. In case of any discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.

Sl. No.	Document	Details
1	10 <sup>th</sup> standard marks card*	Mandatory
2	12 <sup>th</sup> Standard marks card*	Mandatory
3	Marks cards for all the years of graduation, degree, diploma certificate*	Mandatory
4	Relieving Letter from all organizations worked*	Mandatory
5	Passport size photographs*	6 numbers (mandatory)
6	Professional Qualification marks cards* and certificate (if applicable)	Mandatory
7	Post graduate mark cards* and certificate(if applicable)	Mandatory
8	NSR registration number or ITPIN number or web registration number	Mandatory
9	Passport**	Optional
10	Driving License	Optional
11	ID Proof - One ID proof issued by the Govt. of India - Driving license /Passport/PAN Card/Voter's ID	Mandatory
12	Aadhar Card***	Mandatory

\* Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

\*\* The Company reserves the right to initiate background verification (BGV) for all employees.

\_\_\_\_\_  
Sign your name

\*\*\* Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

#### **4. Background Verification**

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

#### **5. National Skills Registry**

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empanelled background checkers will have to be borne by you. For more information on national skills registry, please visit [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com).

#### **6. Relocation benefits**

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

#### **7. Transfer/Secondment**

Please refer to the 1<sup>st</sup> page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

#### **8. Probation Period**

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation.

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Sign your name

Probation can be extended for a further period at the sole discretion of the Company. Please note that as per the Company's policies, all confirmations take place only on the 1<sup>st</sup> working day of a month. If the date of joining of an employee falls between the 1<sup>st</sup> and 15<sup>th</sup> day (both days inclusive) of a month, then the employee would be confirmed effective the 1<sup>st</sup> day of the 7<sup>th</sup> month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16<sup>th</sup> and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 8<sup>th</sup> month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Company can dispense with your services without ascribing any reasons on giving you **30 calendar day's prior notice or basic and dearness allowance and basket of allowances** in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Company may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

## 9. Notice Period

As an employee of the Company, you will be required to give either (a) 30 calendar days' notice or (b) one month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion. Similarly, the Company can terminate your services by giving 30 calendar days' notice or salary in lieu thereof, at the Company's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Company, the Company can terminate your services by giving you up to 30 calendar days' notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

## 10. Training Period and Process

Upon joining the Company, you may be required to undergo training programs-as stipulated by the organization. Upon successful completion of a training program, which includes scoring the minimum stipulated grades or passing the assessment and certification process as mandated for the process and the client, you may be assigned to a process team at Organization's sole discretion. Upon failure to complete requisite assessments and certifications, the Company is free to take suitable action as it deems fit which can include termination of your employment.

## 11. Medical Fitness

This offer is subject to you being found medically fit. Please provide us with a medical certificate signed by a doctor as prescribed in Appendix 5 at the time of joining. Further, the Organization reserves the right to conduct its own health check. If the certificate is not produced or if the results of the health check do not meet the Organization's parameters, the Organization may withdraw the employment offer or terminate your employment, as the case may be.

There is also an option of undergoing medical check-up in Mysore campus (this facility is only for candidates joining in Mysore) and the charges for the same will have to be borne by the candidate and will need to be paid at the checkup counter.

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Sign your name

## 12. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

## 13. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

## 14. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

## 15. Other Terms & Conditions

- You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.
- All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.
- You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.
- You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.
- In case you are a person suffering with disabilities, you may have to submit a certificate countersigned by the Medical Superintendent/ Chief Medical Officer/ Head of the Hospital with their seal.
- Validity of this letter would be 7 days from the offer. The offer will be void if not accepted within 7 days of issuance. Your employment is also contingent upon your starting work with the Infosys BPM as per the joining date mentioned.

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Sign your name

In token of your acceptance of this offer, kindly sign and return a copy at the earliest to:

Mr. Raghavendra. K  
Senior Vice President & Global Head- Human Resource Development  
Infosys BPM Ltd,  
Building 48, 4th Floor, Section 1,  
Electronic City, Hosur Road,  
Bangalore -560100

We welcome you to the Infosys BPM family and wish you a rewarding career over the years to come.

Yours sincerely,



**Raghavendra K**  
**Senior Vice President & Global Head- Human Resources Development**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_ Location  
Print your name

**Please carry this letter with you as you would have to produce the same to the security personnel for entry into the premises of the Company. Also, please carry with you a photo identity card and address proof that you have (Passport, Driving License, Voters ID card etc.) which would have to be produced at the time of joining. Failure to produce the documents as stated in original, this Offer of employment shall deemed to be cancelled and withdrawn and no rights shall arise or enforceable by you under this Letter of Offer.**

**Appendix 1**

<b>COMPENSATION DETAILS</b>	
<b>Name</b>	<b>Prathibha Cs</b>
<b>Role Designation</b>	<b>Process Executive</b>
<b>Job Level</b>	<b>2B</b>
<b>Date of Joining</b>	<b>October 10, 2019</b>
<b>Location of Posting</b>	<b>Bangalore STP</b>

<b>Fixed Components</b>	<b>Amount in INR per month</b>
Basic	12342
Fixed Dearness Allowance (FDA)	1100
Basket of Allowances (BOA)*	0
<b>Sub Total 1</b>	<b>13442</b>
<b>Statutory Components</b>	
Company Contribution to Provident Fund	1613
Gratuity	647
Bonus	2686
<b>Sub Total 2</b>	<b>4946</b>
<b>Gross Salary per month - Sub Total 1+2</b>	<b>18388</b>
<b>Total Annual CTC</b>	<b>220656</b>

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

<b>Voice Allowance</b> (paid monthly on individual performance and allocation to a voice process)	Rs 2500
<b>Shift Allowance</b> (paid monthly if you are working in night shift)	Rs 1500

\* Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI(Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein.

<b>Offered by:</b>	<b>Candidate:</b>	<b>SAP data provided by:</b>	<b>SAP data updated by:</b>
Date: 21-September-19	Date: _____, 20____	Date: _____, 20____	Date: _____, 20____
_____ Sign your name	_____ Sign your name	_____ Sign your name	_____ Sign your name
Mr. Avinash Bhimangouda Biradar	Prathibha Cs		
_____ Print your name	_____ Print your name	_____ Print your name	_____ Print your name
00924415    HRD			
Emp No.    Dept.. Name		Emp No.    Dept.. Name	Emp No.    Dept.. Name

## Appendix 2

### Deductions\*

Deduction	Description	Month of Deduction	Approximate Amount
Mysore Accommodation	Accommodation provided in Mysore during the training period will be charged	13 <sup>th</sup> /14 <sup>th</sup> month from joining	Up to Rs. 133/day*
Transport** (based on location)	The transport rates depend on the distance travelled	Monthly	Rs. 250** - Rs. 1085**

\*The amounts mentioned above are indicative and may vary based on location of posting.

\*\*The above amounts are subject to change.

\*The first deduction mentioned above will be made in the 13<sup>th</sup>/14<sup>th</sup> month from joining. In case you leave the company before that, this amount will be deducted from your Full & Final Settlement.

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Sign your name



**Appendix 3**

<b>Shift Definition</b>			
<b>In Time</b>	<b>Total Hours</b>	<b>Out Time</b>	<b>Shift</b>
<b>From 2:30 PM onwards</b>			
2:30 PM	9:15	11:45 PM	2
3:00 PM	9:15	12:15 AM	2
3:30 PM	9:15	12:45 AM	2
4:00 PM	9:15	1:15 AM	2
4:30 PM	9:15	1:45 AM	2
5:00 PM	9:15	2:15 AM	2
5:30 PM	9:15	2:45 AM	2
6:00 PM	9:15	3:15 AM	2
6:30 PM	9:15	3:45 AM	2
7:00 PM	9:15	4:15 AM	2
7:30 PM	9:15	4:45 AM	2
8:00 PM	9:15	5:15 AM	2
8:30 PM	9:15	5:45 AM	2
9:00 PM	9:15	6:15 AM	2
9:30 PM	9:15	6:45 AM	2
10:00 PM	9:15	7:15 AM	2
10:30 PM	9:15	7:45 AM	2
11:00 PM	9:15	8:15 AM	2
11:30 PM	9:15	8:45 AM	2
12:00 AM	9:15	9:15 AM	2
12:30 AM	9:15	9:45 AM	2
1:00 AM	9:15	10:15 AM	2
1:30 AM	9:15	10:45 AM	2
2:00 AM	9:15	11:15 AM	2
2:30 AM	9:15	11:45 AM	2
3:00 AM	9:15	12:15 PM	2
3:30 AM	9:15	12:45 AM	2
4:00 AM	9:15	1:15 PM	2
4:30 AM	9:15	1:45 PM	2
5:00 AM	9:15	2:15 PM	2
5:30 AM	9:15	2:45 PM	2

\_\_\_\_\_  
Sign your name

Shift Definition			
In Time	Total Hours	Out Time	Shift
<b>After 5:31 AM (anytime swipe after 5:31 AM)</b>			
6:00 AM	9:15	3:15 PM	1
6:29 AM	9:15	3:44 PM	1
<b>After 12:30 PM- 2:30 PM</b>			
12:30 PM	9:15	9:45 PM	1
1:00 PM	9:15	10:15 PM	1
1:30 PM	9:15	10:45 PM	1
2:00 PM	9:15	11:15 PM	1
2:00 PM - 2:29 PM			1
<b>After 6:30 AM (any time after 6:30 AM)</b>			
6:30 AM	9:15	3:45 PM	0
7:00 AM	9:15	4:15 PM	0
7:30 AM	9:15	4:45 PM	0
8:00 AM	9:15	5:15 PM	0
8:30 AM	9:15	5:45 PM	0
9:00 AM	9:15	6:15 PM	0
9:30 AM	9:15	6:45 PM	0
10:00 AM	9:15	7:15 PM	0
10:30 AM	9:15	7:45 PM	0
11:00 AM	9:15	8:15 PM	0
11:30 AM	9:15	8:45 PM	0
12:00 PM	9:15	9:15 PM	0
12:29 PM	9:15	9:44 PM	0

### **Shift Allowance Payout Scenarios**

(Optional: Shift Allowance cycle is from 1<sup>st</sup> - 30<sup>th</sup>/31<sup>st</sup> of the previous month)

#### **Shift 0:**

Refer appendix above for timings, this shift is not eligible for any allowance.

#### **Shift 1:**

Refer appendix above for timings, this is eligible for an allowance of 600/- per month.

#### **Shift 2:**

Refer appendix above for timings, this is eligible for an allowance of 1,500/- per month.

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Sign your name

**APPENDIX 4**

**ADDENDUM TO EMPLOYMENT LETTER**

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number \_\_\_\_\_ effective from \_\_\_\_\_. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys BPM for any reason, I will not:

- a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve(12) months immediately preceding the termination of my employment with Infosys BPM;
- b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited.
- v. Accenture Limited.
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd.
- ix. HCL Limited

Place: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Acknowledged by Infosys BPM Limited:

\_\_\_\_\_  
Sign your name

**APPENDIX 5**

<b>Employee Health Report</b>			
Name		Sex	
Age		Emp No.	
Location			
<b>Medical Examination</b>			
<b>A: General Examination</b>			
<b>Physical Parameters</b>			
Height		Weight	
Pulse		BP	
Pallor/Icterus/Clubbing/Lymphadenopathy/Edema/Varicose Veins			
Oral Cavity			
Vision			
Blood Group/ RH Typing			
RBS			
Urine Routine			
<b>B. Systemic Examination</b>			
Respiratory system			
Cardiovascular system			
Abdomen			
Genito-Urinary systems			
Nervous system			
Musculo-Skeletal system			
<b>Remarks</b>			
Doctor's Name		Seal & Signature	
Date		Location	

\_\_\_\_\_  
Sign your name