

**A**  
**PROJECT REPORT ON**  
**{WAGES AND SALARY ADMINISTRATION}**

*Project Report submitted in partial fulfilment for the award of  
the degree of 'Bachelor of Business Administration'*

*Submitted by*

**MANSI THAPAR 19GSOB1010091**  
**MD SHARIFUL ISLAM 18GSOB1010438**

**IN BRANCH OF STUDY**  
**SCHOOL OF BUSINESS(SOB)**

**UNDER THE SUPERVISION OF**  
**Pratibha Verma**



(Established under Galgotias University Uttar Pradesh Act No. 14 of 2011)

April 2022



**GALGOTIAS  
UNIVERSITY**

**SCHOOL OF BUSINESS**

**BONAFIDE CERTIFICATE**

Certified that this project report “**Wages And Salary Administration**” is the bonafide work of “**MANSI THAPAR, MD SHARIFUL ISLAM**” who carried out the project work under my supervision

Signature of the Dean of School

**SIGNATURE**

**KAVITHA MATHAD  
DEAN OF SCHOOL OF  
BUSINESS**

Signature of the Supervisor

**SIGNATURE**

**PRATIBHA VERMA  
ASSISTANCE PROFESSOR  
SCHOOL OF BUSINESS**

**APPROVAL SHEET**

This thesis /dissertation/report ‘**WAGES AND SALARY ADMINISTRATION**’ by  
MANSI THAPAR, MD SHARIFUL ISLAM, is approved for the degree of  
***Bachelor of Business Administration.***

**Examiners**

\_\_\_\_\_  
\_\_\_\_\_

**Supervisor**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Chairman**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

## **Statement of Project Report Preparation**

1. Thesis title: **WAGES AND SALARY ADMINISTRATION**
2. Degree for which the report is submitted: **BBA**
3. Project Supervisor was referred to for preparing the report.
4. Specifications regarding the thesis format have been closely followed.
5. The contents of the thesis have been organized based on the guidelines.
6. The report has been prepared without resorting to plagiarism.
7. All sources used have been cited appropriately.
8. The report has not been submitted elsewhere for a degree.

**Signature of the student**

**Name:** Mansi Thapar

**Roll No.:** 19GSOB101093

**Signature of the student**

**Name:** MD SHARIFUL ISLAM

**Roll No.:** 18GSOB1010438

## ACKNOWLEDGEMENT

A project can never attain its final destination without the support, encouragement, and motivation of the individuals who are related to the one who undertakes the project work.

I am very much grateful to my institution '**GALGOTIAS UNIVERSITY (GU)**' and my department '**SCHOOL OF BUSINESS**' for their unlimited help and support.

Additionally, I would like to thank **Ms. Kavitha Mathad, School of Business, GU**", who believed that I could complete this training report on time. Her moral guidelines, endless effort, and joyful encouragement made me succeed.

Moreover, I would like to express my endless gratitude by specifying the name of my faculty guide **Ms. Pratibha Verma**, for his support in this report.

I owe a very special thanks to my parents who were behind me throughout my project encouraging me to perform the test. Their unwavering faith and confidence in me made my training a success. This training report could not have been completed without the generous contributions of individuals and organizations.

I am very much thankful to one and all that helped me with their knowledge and cleared my doubts whenever I approached them. Kindly accept my apologies if I have done any mistakes and thanks for your support.

**MANSI THAPAR,  
MD SHARIFUL ISLAM  
BBA (Hr.)  
School of Business**

## **CHAPTER 1: EXECUTIVE SUMMARY**

The project was carried out at Tata Consultancy Services (TCS), Mumbai. The title of this project is The Study of Salary and Wage Administration. The objective of the study is to analyse the Salary Administration in Tata Consultancy Services (TCS).

The study was conducted to know the structure and salary provided by the Company to its employees. In this project, I studied the present salary compensation of TCS along with the evaluation of the incentives, bonus, bonuses allowances given to the employees.

I also studied the execution of Provident Fund, Gratuity, and Encashment of leave for the final payment of the employee when he/ she leaves the company. During project, I go the to the clear about the salary structure and about the functioning of the organization.

## INDEX

<b>Sr. No</b>	<b>Topic</b>	<b>Page No.</b>
	<b>APPROVAL SHEET</b>	<b>iii</b>
	<b>STATEMENT OF PROJECT REPORT PREPARATION</b>	<b>iv</b>
	<b>ACKNOWLEDGEMENT</b>	<b>v</b>
<b>1</b>	<b>INDEX</b>	<b>vi</b>
<b>2</b>	<b>EXECUTIVE SUMMARY</b>	<b>1</b>
<b>3</b>	<b>INTRODUCTION</b>	<b>2-4</b>
<b>4</b>	<b>COMPANY PROFILE</b>	<b>5-8</b>
<b>5</b>	<b>TCS CORPORATE CHARTER</b>	<b>8-12</b>
<b>6</b>	<b>TCS GROWTH STRATEGY</b>	<b>12-20</b>
<b>7</b>	<b>TCS AS A BUSINESS TRANSFORMATION PARTNER</b>	<b>20-23</b>
<b>8</b>	<b>OBJECTIVES OF THE STUDY</b>	<b>24-29</b>
<b>9</b>	<b>INTRODUCTION TO SALARY ADMINISTRATION</b>	<b>30-32</b>
<b>10</b>	<b>SALARY AND WAGE ADMINISTRATION PROCESS IN TCS</b>	<b>33-37</b>
<b>11</b>	<b>SALARY AND WAGES ADMINISTRATION STRUCTURE IN TCS</b>	<b>37-43</b>
<b>12</b>	<b>RESEARCH METHODOLOGY</b>	<b>44-46</b>
<b>13</b>	<b>DATA ANALYSIS</b>	<b>47-54</b>
<b>14</b>	<b>FINDINGS OF THE STUDY</b>	<b>55</b>
<b>15</b>	<b>SUGGESTIONS AND CONCLUSION</b>	<b>56-58</b>
<b>16</b>	<b>LIMITATIONS</b>	<b>59</b>
<b>17</b>	<b>BIBLIOGRAPHY</b>	<b>60</b>

## **Introduction**

The payment of wages and salary is an inbuilt system with the human force for their activity performed. To what extent the payment of wages & salary is reasonable and adequate in consonance to the nature of the work performed, is a question mark. The reason attributed, is the existence a of very large labour force the and avail ban alit workforce work force whether it is a framerate factor of industrial sector. The supply of labour more then thousand and wither result, there is exploitations of cheap labour policy. Later the advent of trade unionism helped to improve the working conditions of labour. Until the Second World War, event the Government adopted a “LAISSEZ – FAIRE” policy in this regard. It was as late in 1947, that the industrial unrest become so uncontrollable that a tripartite conference was convened of (1) Central and State Govt. (2) Employers, and (3) Employees, which resulted in the industrial trade resolution. It was realized that increase in production was not possible without the fullest cooperation between management and labour. This led to appointment of the fair wages committee and profit-sharing bonus committee. Thus, the lot of the worker began to improve of the living.

### **Wages Vs Salary:**

Payment made to labour is generally referred to as wages. Money paid periodically to persons whose output cannot to be easily measured, such as clerical staff as well as supervisory and managerial staff, is referred to as salaries. Salaries are thus paid generally on a monthly basis and at the times the elements of incentive is introduced in the form of commission, for e.g. paid to salesmen in addition to their salaries. However, it is in area of labour that there are several types of methods of wage payment.



### **Systems of Wage Payment:**

In case of worker, the wages are depend generally on the rates of wages which may be barely rate or time rate or leased on a piece rate, that is, dependent on worker's output. There are also various combinations of not only time & piece rate systems, but also several premium plans adopted with a view to incorporate the incentive element and motivate the worker. In addition, there are collective wage payments also.

### **Time of wage Payment:**

Under this system, the work is paid a certain sum for a fixed period of time that is so much per hour or per day or month. The main advantages under this system are the followings:

- I.** It is simple in calculation
- II.** The worker does not rush the job and spoil the quality through a temptation of earning more.

### **The following are however the drawbacks of the system:**

- I.** The worker being assured of a fixed payment for the time spend is not tempted to work harder or more productivity as he is not rewarded for the extra effort.
- II.** The superior worker often tries to protect his slower colleagues by the slacking off himself.
- III.** The superior worker is discouraged as, although he is more productive, he is paid the same amount. He therefore slackens' off over a period time. The system is satisfactory from the viewpoint of providing incentive to work harder and more productivity.

### **The piece wage system:**

In this system, the worker is paid a fixed rate per unit produced or job completed. The rate is normally developed on the basis of analysis of previous performance and establishment of average performance of a particular standard of workmanship.

### **The following are the advantages of The Piece Wage System:**

- I.** As the worker is paid more when he produces more, he is inclined to put forth his best efforts. This results in increased productivity, which benefits both the employer and employee.
- II.** The employee helps management in avoiding delays through breakdown.
- III.** The superior worker is induced to work hard as at the end of the period he finds that his pay is large than that of lazy of worker.
- IV.** In his effort to produce more, the worker may disregard the spoiling of his tools and machinery used by him for the production.
- V.** It is paid merely on the basis of the number of items produced without regard to quality. The quality of the production is likely to decline. There is thus a tendency to sacrifice quality in favour of quantity.
- VI.** This system may result in excessive fatigue as the employee tries to work his hardest and his maximum speed to earn as much as he can.

### **Premium Bonus Method:**

As in the piece wage system, the employee is not guaranteed any minimum wage in case the supply of labour is abundant, the piece-wage rate could be so lowered as to lead to sweating and other evils. Because of this, trade unions began to object the piece-wage system. They pressed for a guarantee of a fair minimum wage in connection with certain trends. As a result, of this, a number of systems of wage payments emerged technically known as progressive wage systems.

## CHAPTER 2: COMPANY PROFILE

Name of the Company	Tata Consultancy Services (TCS)
Year of launched	April 1, 1968
Headquarters	Mumbai, Maharashtra, India
Annual Turnover	250 crores
Industry	Information technology Consulting Outsourcing
Traded as	BSE:532540 NSE: TCS BSE SENSEX Constituent NSE NIFTY 50 Constituent
Area Served	Worldwide
Founder	Tata Sons
Managing Director	Mr. Rajesh Gopinathan
Chairman	Mr. Natarajan Chandrasekaran
Total No. of Employee	528,748 (Dec 2021)
TCS had a total of 50 subsidiary companies and operated	46 Country (Mar 2021)

## **HISTORY:**

Tata Consultancy Services Ltd is a leading IT services consulting and activity solutions orderliness message transformational as source as outsourcing services to worldwide enterprises. We fuck a round presence wakeless area expertise in fourfold manufacture verticals and a loaded portfolio of services - consisting of consulting and author integrating digital transformation services and cognitive job dealings - targeting every C-suite stakeholder. The Organization uses all these and its manufacture directing suite of products and platforms to verbalize high caliber technologies to customers crosswise the experience. TCS's geographical mark consists of North-western U.S.A. Emotional USA the One Orbit Continental Aggregation Asia-Pacific Bharat and Middle-East & Continent. The troupe is a location of Tata Forgather one of India's most reputable mercantilism conglomerates and most reputable brands. The set headquartered in Metropolis. TCS tally been operating finished 285 offices in 46 countries as vessel as 147 transportation centers in 21 countries. The consort shares are registered on the National Grip Change and Bombay official the circle as segmentation to care their electronic assemblage processing (EDP) requirements and give management consulting services.

In the year 1971 they started their prototypal outside assignment. The complement pioneered the circular effort copy for IT services with their eldest offshore client in 1974. In the period 1981 the fellowship set up India's prototypic IT R&D league the Tata Investigate Ornamentation and Utilization Move at Pune. In the assemblage 1985 they set up their gear client-dedicated offshore utilisation point for Compaq (then Tandem). In the assemblage 1989 they delivered an electronic facility and trading scheme titled SECOM for SIS SegaInterSettle Schweiz. In the gathering 1997 the consort opened their new organized training period 2000 they got SEI-CMM Storey 5 authorisation for their Calcutta City GEDC Ambattur and Ahmedabad centres. In the assemblage 2001 the company realised the acquisition

of unrestricted aspect thing CMC Ltd. In the year 2002 they swollen their geographics into new development markets similar China/ Uruguay.

In 2003 TCS became the firstly Asian software friendship to breed one 1000000000 dollars in income. The organization saw outsourcing opportunity in E-Commerce and maternal solutions and set up its E-Business dissension with ten group. By 2004 E-Business was tributary half a 1000000000 USD to the circle. During the period 2004-05 the militia acquired WTI Late Field Ltd and TCS Mercantilism Shift Solutions Ltd (Previously Constellation World Solutions (India) Ltd) after these two companies became the subsidiaries of the companion. TCS abroad the assets markets in July 2004 in the largest reclusive aspect initial unrestricted substance (IPO) in the Soldier market raising nearly \$1.2 1000000000000. In Grand 9 2004 the circle companies Comicon S A Chile Financial Mesh Services (Holdings) Pty Ltd Australia (FNS) and Swedish Indian IT Resources AB (SITAR). The companionship prefabricated strategic alliances with Untiring Ltd for Vivification Shelter line. Also, they entered into a Conjunctive Hazard Compatibility with the Denote Slope of Bharat. The new companion was formulated and titled C-Edge Technologies Ltd (C-Edge) for providing sophisticated engineering solutions and world-class region consulting for the banking and financial services sphere. During the gathering the visitor ventured into a new extent for an Amerindic IT Services Organisation.

TCS Connected Clinical Trials root effort of TCS ADD platform won the 2020 Refer credit Laurels in the family 'Individual Patient-facing Discipline First' for providing a certain change to patients in clinical trials and swing efficiency. During the FY2021 the Visitor bought rear 53333333 justice shares at a toll of Rs 3000 per justness get for an mass kindness of Rs 16000 crore. The buy-back transform was completed and the shares were extinguished on 06 Jan 2021. In Nov 2020 TCS entered into an understanding with Prudential Business Inc. (PFI) to evolve over 1500 body and select assets of Pramerica Systems Hibernia Ltd. (Pramerica) PFI's secondary based in Letterkenny Ireland. CMC Americas Inc. a

US based supporter of the same services. On January 1 2021 Tata Consultancy Services Holland B.V. a totally owned secondary of the Organization acquired 100% shares of Postbank Systems AG (PBS) a help of Deutsche Bank AG at an estimated transaction consider at a sign 1 Euro. The Consort has 50 subsidiaries as on 31 Genre 2021. The Justice kill in Profession Outsourcing S.A.C. was oversubscribed to Banco Pichincha Peru on 01 Dec 2020 at aggregation evaluate subsequent to which Profession Outsourcing S.A.C. ceased to be the supporter of the Affiliate. Tata Consultancy Services Eire Modest united a all owned secondary Tata Consultancy Services Bulgaria EOOD in Bulgaria on 31 Noble 2021.

## **TCS**

### **CORPORATE CHARTER**

1. **Vision & Value:** To be amongst the 5 most admired Information Technology Solution Providers globally with leadership focus in delivery of products, solutions and services which are globally competitive.

#### **The New Generation of TCS Technology:**

1. Delivery of Production and Services which are globally capitalist.
2. Continuous condition of our products, processes and grouping.
3. A learning disposal of pledged and contributing employees who percentage the contending agendum.
4. Continuous spirit of our customers, shareholders and employees.
5. Expansion in our areas of NGO competency and utilisation of New Competencies.

2. **Mission:** TCS Technology will provide products and services that not only meet but exceed the expectation of our customers through planned and continuous improvement of our Services, Products, Processes and People.

**The Mission of the Humans Resources Department, has to Recruit, Develop and Retain the High-Calibre Diverse workforces**

- ❖ Employees centric organization
- ❖ A Well-defined policies and processes
- ❖ Premeditated inductions/Orientations Programme to suit individual needs.
- ❖ Long term engagements with multiple project opportunities
- ❖ Diversity in verticals/domain focus – Finance, Telecom, Technology, Shipping, Airlines, Medical.....
- ❖ Wells carved learning curve with performance management system
- ❖ Rewards & Recognitions
- ❖ Cross training/learning opportunities & redeployment opportunities
- ❖ Multiple geographic location project opportunity
- ❖ International best practices

3. **Recognition:**

- Enhances performance by continuous learning
- Continuous Motivations
- Provide practical feedback for learning
- Glass door policy to address any issue or concern
- Cultures of performances
- Leads employees on learning curve
- Rewards & recognition

- 4. Building Commitment:**
- Focus – Employees are given equal opportunities
  - Involvement – Marching together towards common goal
  - Development – Encourage opportunities for learning and growth
  - Gratitude – Recognize performance (formal or informal)
  - Accountability – Employees are given freedom to work and outshine.
- 5. Business:** Tata Consultancy Services Ltd is a leading global IT services consulting and business solutions organization offering transformational as well as outsourcing services to global enterprises.
- 6. Goals:** The Company wants to generate lasting profits and constantly increase shareholder value. It has to be a leader in every market that he serve. Their success is based on strict customer orientation, comprehensive and outstanding innovative strength.
- 7. Customer Orientation:** Providing products and services that make their customers more competitive is their top priority. The personal commitment of every TCS employee makes a vital contribution to customer satisfaction.
- 8. Cost and Process Competence:** They are continuously improving their work processes and working hard to keep cutting our cost while increasing their speed and reliability.
- 9. Innovative Strength:** In 2007, TCS launched its co-innovation network, a meshing of innovation labs, start-up alliances, university investigate departments, and hazard capitalists. In increase, TCS has 19 creativeness labs based in three countries. TCS partners permit Collab net and Cassatt, and academic institutions



such as IITs, Stanford, MIT, and Carnegie Philanthropist, and stake capitalists like Sequoia and Kleiner Perkins. They make progressive products that offer new solutions for their customers and help to exercise existing or open new playing relation. Creativity is the lifeblood of their visitor.

**10. Investor Orientation:** TCS shareholders wage the book for and are the owners of their associate. They do their bounds to affirm and growth investor consider.

**11. Employee:** Their employees are their most treasured assets. Their cleverness, competency, act and mean are basal to their organisation's success. TCS is one of the maximal private-sector employers in India, and the fourth-largest employer among catalogued Asian companies (after Amerindian Railways, Indian Service, and Bharat Situation).TCS has crossed solon than 500,000 employees as of 8 July 2021. The periodical of non-Indian nationals was 21,282 as of 31 Territory 2013 (7.7%). The employee costs for the FY 2012-13 was US\$4.38 1000000000, which was approx. 38% of the unconditional receipts of the visitant for that period. In the fiscal gathering 2012-13, TCS recruited a tot of 69,728 new body, of whom 59,276 were based in India and 10,452 were based in the set of the group. In the aforesaid stop, the order of regret was 10.6%. The amount age Mahindra Satyam). In 2012, the Tata Forgather companies, including TCS, were the second-largest recipient of H-1B visas. As of Jan 2020, TCS has over 4,00,000+ employees. It is the humankind's third-largest IT employer behind IBM and HP. They are committed to a corporate civilisation that promotes creativeness, teamwork and endeavour.

**TCS**: TCS' new brand vision to help customers achieve their goals along with better futures for individuals, communities and the planet. *Every business is born out of belief. The belief that you can make an impact, that you have an idea that matters.*

A company that opens up new prospects to customers, investors and employees.

## **TCS Growth Strategy**

### **Corporate Overview**

TCS is an IT services, consulting and line solutions system partnering umpteen of the world's largest businesses in their transformational journeys for the high 50 period. It has a globe proximity, profound region skillfulness in manifold industry verticals and a complete portfolio of offerings - classified low consulting and employment compounding, digital translation services, darken services, cognitive commerce operations, and products and platforms - targeting every C-suite stakeholder.

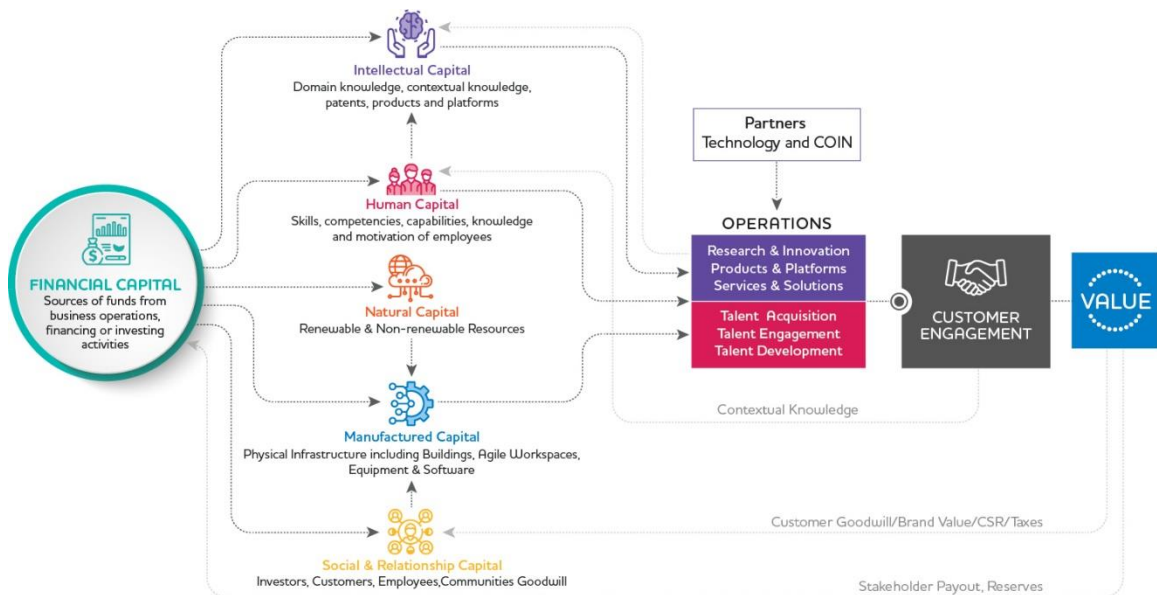
The Associate leverages all these and its wakeless contextual knowledge of its customers' businesses to craftiness incomparable, lofty dimension, broad event solutions fashioned to give differentiated commerce outcomes. These solutions are delivered using its Tightened Borderless Workspaces™ (SBWS™) operating imitate which enables a highly spaced, Location Commutative Agile™ deed.

TCS geographic print covers Northernmost America, Mortal Land, the Coupled Orbit, Continental Europe, Asia-Pacific, India, and Middle-East and Africa.

TCS considers business verticals as its go-to-market playacting segments. The phoebe key plumb clusters are: Banking, Business Services and Contract (BFSI),

Retail and Consumer Concern, Communications, Media and Profession (CMT), Manufacturing and Others. The parting aggregation includes Beingness Sciences and Attention, Healthiness, Resources and Utilities, Exoteric Services and others.

### Integrated Business Model for Value Creation



### Value Creation Model

Talent and creativity, represented by human capital, are at the core of the TCS value creation engine. TCS continually enhances its human capital by attracting the best available talent in each of the markets in which it operates, providing a dynamic and supportive workplace to attract that talent, investing in upskilling people with the latest technological skills and provide them with career paths

aligning with their aspirations. A strong belief in organic talent development and investing in people has helped TCS successfully navigate multiple technology cycles over the past five decades, twisting and adapting each time to capture relevant new skills by re-skilling the workforce on a large scale and supporting customers to develop, you realize the advantages of the new technologies.

- ✓ The company's industry-focused, customer-centric organizational structure has resulted in each business unit gaining tremendous depth of domains and the account teams within these units developing immense context-specific knowledge of the customer. This domain expertise, contextual knowledge, project management experience and technological expertise acquired at work represents a transformation of human capital into intellectual capital.
- ✓ TCS devotes part of its intellectual capital to invest in Research and Innovation (R&I), exploring the creative use of newer technologies to solve business problems in various industries. In addition to its own intellectual capital, TCS also works with leading technology providers, start-ups and academic researchers to leverage their intellectual capital and develop solutions. Some of R&I's proven innovative software solutions, recognized as having significant market potential, will be commercialized and complement TCS' large product and platform portfolio. These expand the intellectual capital of the organization; create new sources of income and increase financial capital; and improve its brand positioning, i.e., Relationship capital.

### **Customer Engagement**

TCS uses its sophisticated city and frail metropolis to anatomy impactful, customised study and commerce solutions that address the consumer's playacting problems. Further, its cognition to secure together structure, holistic solutions that

speech the needs of all stakeholders in the undertaking, along with the broad levels of trust engendered in customer relationships, helps it win oversized alteration deals. These deals create in broad's business capital.

- ✓ These solutions create vast scope for our customers by serving them comprehend new commercialism models, search new income streams, have fine client experiences or anatomy elasticity and efficiency into their transaction, and make competing differentiation.
- ✓ The organisation's noticeable conjugation orientation, willingness to install in the relationship, dedication to utter impactful outcomes and extract listing of action excellence know resulted in consistently soaring customer satisfaction levels and overnight, imperishable client relationships. The level elaboration in relationship city translates into a really shrilling dismantle of iterate structure newer capabilities and expanding its offerings. By cross-selling and up-selling these new offerings, consumer engagements continually increase over the eld, covering newer and newer areas of the undertaking's dealings. This encourage broadens and deepens the contextual knowledge of customers' job and IT landscapes, more enhancing TCS' educated capital.

Over minute, this combination of business noesis, contextual noesis, study depth, and educated attribute has transmute a steadily deepening trench around the company's acting worthy and sharpened its differentiated orienting.

## **Value Sharing**

Optimum in people profit, reduced value of grapheme due to a more sure and resilient job, and last payment transmutation on invoice of quality enforcement bed resulted in a alto yield on justice. All this and a shareholder-friendly uppercase part contract make boosted the consort's relationship assets with shareholders.

The investments in grouping, research and excogitation, and highbrowed dance creation are all hot off and not capitalized. The militia's uppercase spending to connectedness its growth - manufacturing cap - towards antiquity campuses, Spry workspaces, excogitation centers, and Stride Ports is decent organism to its size.

- TCS' physiologic dealings exhaust ethnical metropolis in the assemblage of liberty to treat in each of the communities, and intelligent top in damage of its environmental footmark. TCS enhances its multi-ethnic assets with localized communities crosswise the domain by investing in areas specified as training, skill employment, employability, wellbeing and eudaimonia, and the surroundings, mapped to UN Use Goals.
- On the environmental strawman, TCS has a systematic program to decoct its element and cleverness ingestion footprint - including the use of site IT, green buildings, reasonable vitality direction using its own IoT-based set and irrigate and dissipation recycling.




TCS' mercantilism mould and strategy hit resulted in depression and imperishable customer relationships, a vibrant and occupied manpower, a regular expansion of its addressable marketplace, a noticeable estimate as a answerable joint citizen and a proven course fact in delivering thirster point stakeholder reckon. All of this has significantly enhanced the circle's marque see, which is a quantifiable assess of its gregarious and relation chapter with stakeholders.

## **Strategy for Sustainable Growth**

Customer-centricity is at the temperament of TCS' strategy, disposal structure and promotion decisions. TCS' customer-centric worldview helps attack trends primaevally, include byplay opportunities by making the parcel investments and mitigating risks time discharging its multi-ethnic and environmental responsibilities.

- TCS invests in broadening and deepening client relationships by continually superficial for new areas in their assess unit where it can add quantity, proactively investment in edifice newer capabilities, reskilling its hands and launching newer services, solutions, products and platforms. In addition to the IT budgets,
- TCS is now benefiting from the departmental budgets of new stakeholders within the customers' organizations - performing heads, CMOs, CROs, COOs, CFOs and level CEOs. This has not exclusive embedded TCS deeper into their businesses but has also resulted in higher lineament revenues, stronger receipts development and enhanced acquire of wallet, as evidenced by the guest metrics according every billet and every gathering.

The products and platforms, connected with acting imitate innovations, correspond new, gear quality revenue streams that are ontogeny very fleet. At an mass aim, this strategy has resulted in colourful and imperishable customer relationships, and a strengthen discussion of the addressable market.

 <b>Market Trends</b>	 <b>TCS Approach</b>	 <b>Outcomes</b>
<ul style="list-style-type: none"> <li>• More and more industries are leveraging technology to differentiate themselves</li> <li>• Customers want solutions to business problems and not just technology skills</li> </ul>	<ul style="list-style-type: none"> <li>• Position as a growth and transformation partner</li> <li>• More investment in research and innovation, co-innovation and collaboration</li> <li>• Domain-specific IP</li> <li>• Greater focus on contextual knowledge</li> <li>• Proactive solution selling</li> </ul>	<ul style="list-style-type: none"> <li>• Industry-defining mega deals</li> <li>• Thinner competitive set</li> <li>• Higher quality revenue</li> <li>• More fulfilling work; better retention</li> </ul>
<ul style="list-style-type: none"> <li>• Non-CIO buyers emerging in enterprises</li> </ul>	<ul style="list-style-type: none"> <li>• Full stakeholder services and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Expansion of addressable market</li> <li>• More deeply embedded in customer's business; greater resilience and visibility</li> <li>• Higher profile, strategically more important engagements</li> </ul>
<ul style="list-style-type: none"> <li>• Transformational partners selected based on solution quality and time to market</li> </ul>	<ul style="list-style-type: none"> <li>• Leverage TCS' contextual knowledge, Location Independent Agile, Machine First Delivery Model and Intellectual Property</li> </ul>	<ul style="list-style-type: none"> <li>• Thinner competitive set</li> <li>• Higher quality revenue</li> </ul>
<ul style="list-style-type: none"> <li>• Greater platformization of business</li> </ul>	<ul style="list-style-type: none"> <li>• Launch of cloud based platforms and new business models</li> <li>• Leverage IP portfolio</li> </ul>	<ul style="list-style-type: none"> <li>• Large deals that improve business visibility</li> <li>• Expansion of addressable market</li> <li>• Frees up spends for systems of differentiation</li> </ul>
<ul style="list-style-type: none"> <li>• Pandemic disruption highlights need for operational resilience and enterprise adaptability</li> </ul>	<ul style="list-style-type: none"> <li>• Launch of SBWS</li> <li>• Greater focus on Location Independent Agile and MFDM</li> <li>• Promote operating model transformation using AI</li> </ul>	<ul style="list-style-type: none"> <li>• Highlights company's responsiveness</li> <li>• Market share expansion</li> </ul>

## **QUALITY POLICY**

It is their endeavour to make the call TCS synonymous with global management in passive additives via way of means of establishing up new potentialities to customers, buyers and personnel thru purchaser orientation, innovation price focus and persistent development in all their commercial enterprise processes.

## **QUALITY OBJECTIVES**

**Customer Orientation:** Knowing their customers' needs, requirements and expectations and giving them outstanding prospects and services.



**Innovation:** Shaping constantly their innovations for the benefits of their customers by giving their employees the freedom to unfold their creativity.

**Cost Consciousness:** Opening to new approaches and constantly cutting their cost.

**Continual improvement:** Institutionalize the approach in all functions by updating their quality management system.

Above objectives are quantified by individual functions and measured and reviewed to align with quality policy.

## **PRODUCT PORTFOLIO:**

### **IT Services**

- ✓ Outsourcing Solutions
- ✓ Enterprise Solutions
- ✓ Technology Solutions

### **Consulting**

- ✓ Enterprise Transformation & Change Management
- ✓ Business Process Management
- ✓ Systems & Application Architecture
- ✓ IT Process Management
- ✓ Outsourci9ng Process Management

### **Business Process Outsourcing**

- ✓ Finance & Accounting Outsourcing
- ✓ HR Outsourcing

- ✓ Customer Care Outsourcing
- ✓ Supply Management Solutions
- ✓ Vertical Solutions

#### **IT Infrastructure Solutions**

- ✓ Infrastructure Outsourcing
- ✓ Network Consulting  
& Integration
- ✓ Hardware Support & Installation
- ✓ Infrastructure Management

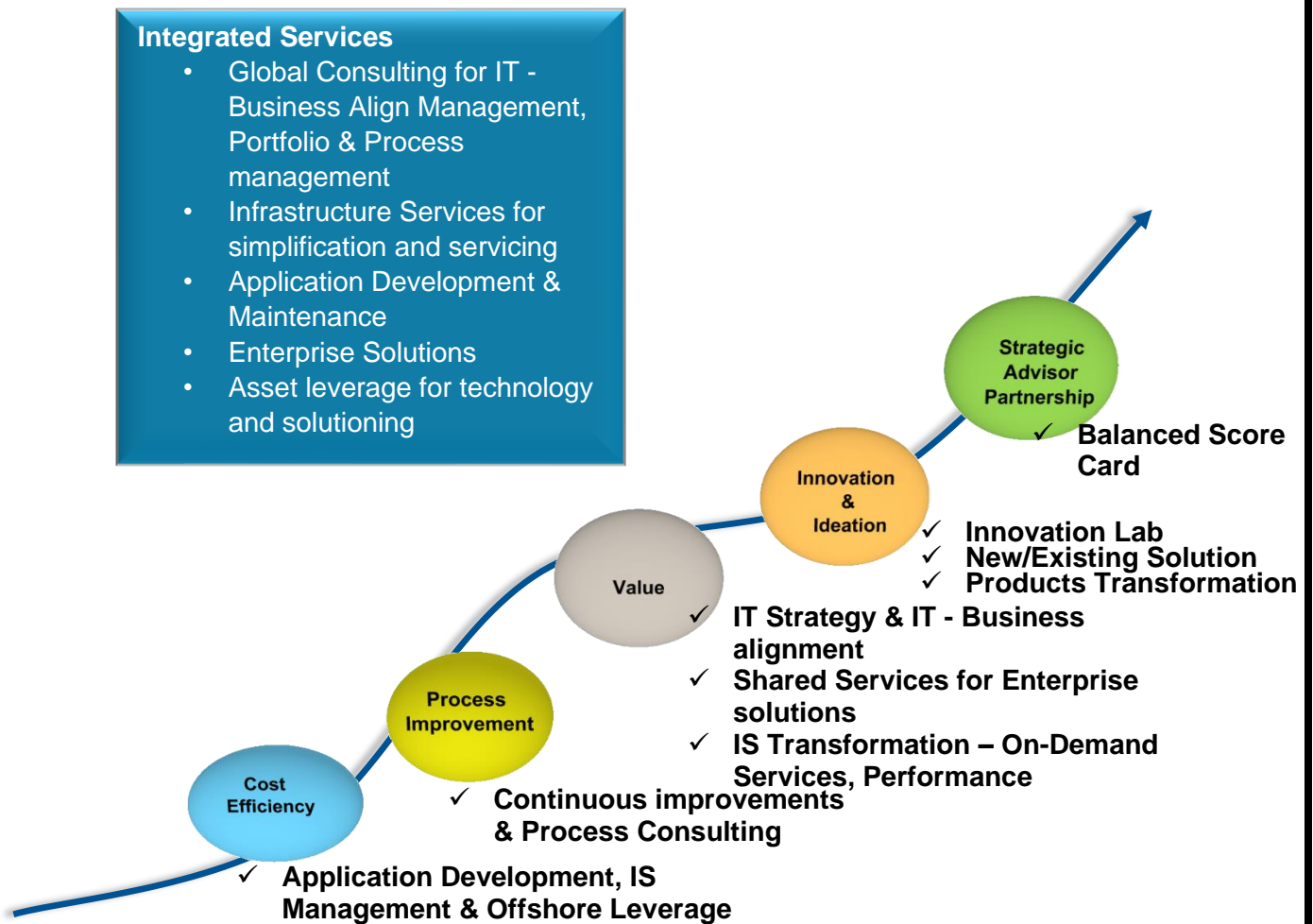
#### **Engineering & Industrial Services**

- ✓ Enterprise Asset Management
- ✓ Industrial Embedded Systems
- ✓ Plan Automation Services
- ✓ Product Engineering

#### **Product Based Solutions**

- ✓ TCS BANCS
- ✓ Vertical Industry Solutions
- ✓ Productivity Tool Solutions

## TCS as a Business Transformation Partner



### MARKET POSION

Tata Consultancy Services (TCS), has become the second-most valuable brand in the IT services sector globally, according to Brand Finance, the world’s leading brand valuation firm. India's largest IT company TCS ranked at No. 3 in 2021, after IBM. The Mumbai-based IT company is part of one of Tata Group.

TCS is also among the largest IT companies globally in terms of market capitalisation.

Brand Finance 2022 Global 500 IT Services ranking is led by Accenture. There are

two Indian IT companies in the top 5, TCS and Infosys, ranked at No. 2 and No. 3 respectively. The duo beat US IT giant IBM.

### **TCS INDIA PVT LTD**

TCS had a total of 50 subsidiary companies and operated in 46 countries According to of March 2021report.

### **Locations**

TCS has operations in the following's locations:

#### **India:**

Ahmedabad, Bengaluru, Baroda, Bhubaneswar, Chennai, Coimbatore, Delhi, Gandhinagar, Goa, Gurugram, Guwahati, Hyderabad, Bhopal, Indore, Jamshedpur, Kalyan, Thane, Kochi, Kolkata, Lucknow, New Delhi, Mumbai, Nagpur, Noida, Nashik, Patna, Pune, Thiruvananthapuram, and Varanasi.

#### **Asia (excluding India):**

Bahrain, China, Israel, UAE, Hong Kong, Indonesia, Japan, Malaysia, the Philippines, Saudi Arabia, Singapore, South Korea, Taiwan, Thailand, and Qatar.

#### **Oceania:**

Australia

#### **Africa:**

South Africa, Morocco (closed)

#### **Europe:**

Belgium, Bulgaria, Denmark, Finland, France, Germany, Hungary, Iceland, Republic of Ireland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, and the United Kingdom.

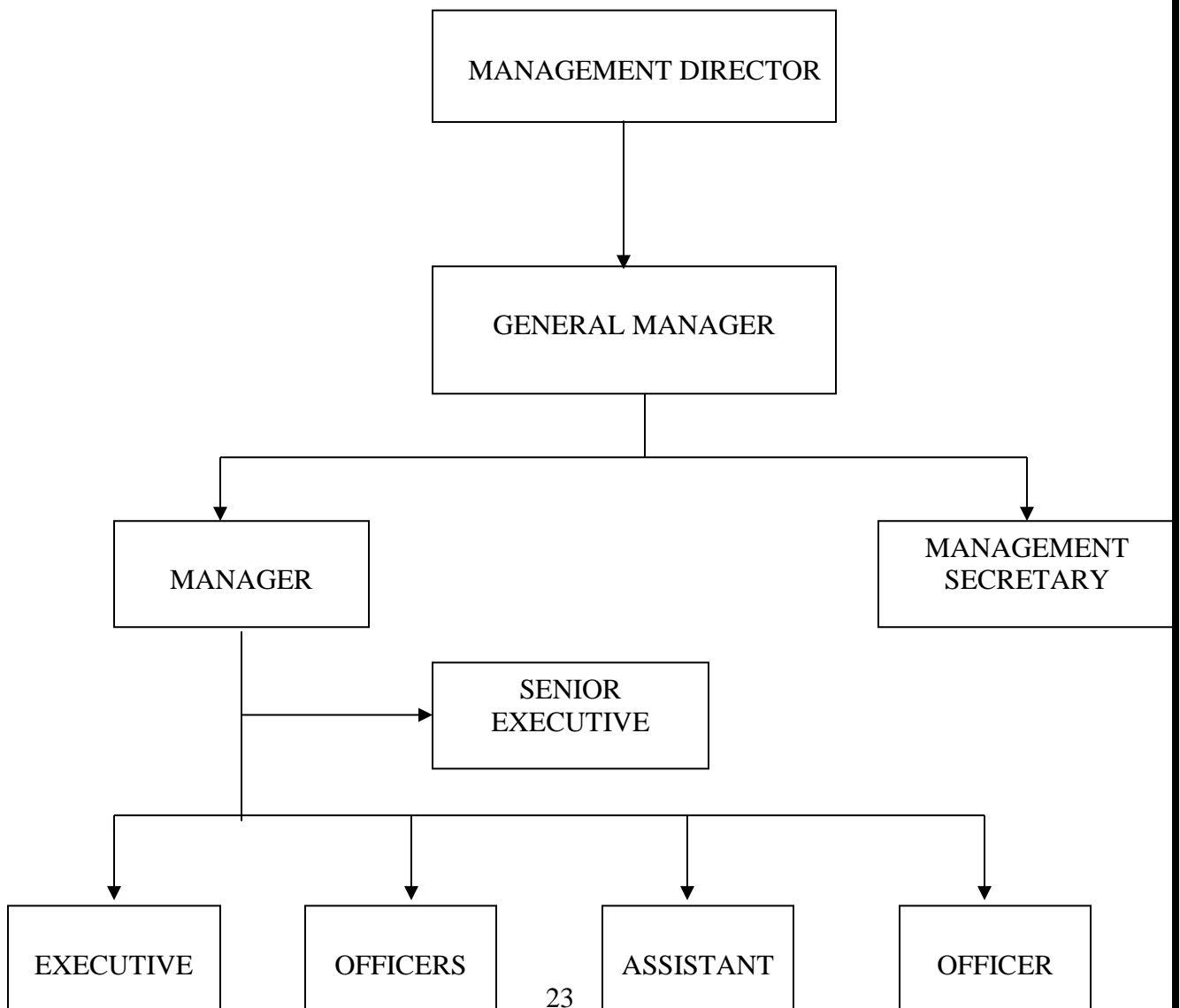
**North America:**

Canada, Mexico, and the United States.

**South America:**

Argentina, Brazil, Chile, Colombia, Ecuador, Peru, and Uruguay.

**ORGANIZATIONAL CHART  
PERSONNEL**



## **CHAPTER 3: OBJECTIVES OF THE STUDY**

1. To study the Compensation Structure and administration in TCS.
2. To know the satisfaction level of the executives and the workers regarding the facilities and allowances given by the TCS.
3. To know the satisfaction level of the salary distribution process carried out in TCS.

## **CHAPTER 4: INTRODUCTION TO THE TOPIC**

### **DEFINITION OF COMPENSATION**

According to Rynes, 1987 compensation is specially essential as a recruitment device because

1. It is car for satisfying a wide array of human needs,
2. Salary gives are expressed in clean and similar terms
3. Stating salaries have for destiny income progressive, and,
4. Pay device talk a lot approximately an organization's philosophy, values, and practices.

### **OBJECTIVES OF COMPENSATION:**

The objectives of any fee structures are several and may consist of the following:

1. To allow the personnel to earn an awesome and affordable revenue or wage;
2. To pay equitable sums to special individuals, heading off anomalies;
3. To praise and inspire excessive exceptional paintings and output;
4. To inspire personnel to broaden higher strategies of operating and their acceptance;
5. To discourage wastage of substances or equipment;
6. To inspire personnel to apply their initiative and discretion;
7. To discourage extra time operating until it's miles very essential;
8. To boost morale and will increase performance of the workforce and sooner or later maintaining them contended.

### **Types of Compensation:**

Compensation provided to employees can direct within the shape of financial blessings and/or oblique within the shape of non-financial blessings called perks, time off, etc. Compensation does not now encompass most effective profits however it's miles the sum general of all rewards and allowances furnished to the personnel in go back for his or her services. If the repayment presented is efficiently managed, it contributes to excessive organizational productivity.

- 1. Direct Compensation**
- 2. Indirect Compensation**



**COMPENSATION MANAGEMENT**

**DIRECT COMPENSATION**

- Salary Basic
- Medical Reimbursement
- House Rent Allowance
- Conveyance
- Leave Travel Allowance
- Bonus
- Special Allowance
- Overtime Wage
- Retirals Benefits

**INDIRECT COMPENSATION**

- Leave Policy
- Hospitalization
- Insurance
- Flexible Timings

## **IMPORTANCE OF COMPENSATION:**

Compensation and Reward system performs essential position in a enterprise organisation. Since, amongst 4 Ms, i.e. Men, Material, Machine and Money, Men has been maximum crucial issue, it's miles not possible to assume a enterprise procedure without Men. Every issue contributes to the procedure of manufacturing/enterprise. It expects go back from the enterprise procedure together with hire is the go back predicted via way of means of the landlord, capitalist expects hobby and organizer i.e., entrepreneur expects profits. Similarly, the labour expects wages from the procedure.

Labour performs essential position in bringing approximately the procedure of manufacturing/enterprise in motion. The different elements being human, has expectations, emotions, targets and egos.

Labour consequently expects to have truthful proportion withinside the enterprise/manufacturing procedure. Therefore, a truthful reimbursement gadget is a should for each enterprise organisation. The truthful reimbursement gadget will assist withinside the following:

1. An perfect reimbursement gadget could have advantageous effect at the performance and consequences produced via way of means of personnel. It will inspire the personnel to carry out higher and attain the requirements fixed.
2. It will decorate the procedure of activity assessment. It may even assist in putting in a super activity assessment and the set requirements could be greater sensible and achievable.
3. Such a gadget must be properly described and uniform. It might be follow to all of the degrees of the organisation as a well-known gadget.
4. The gadget must be easy and bendy in order that each worker could be capable of compute his very own reimbursement receivable.
5. It must be smooth to implement, must now no longer bring about exploitation of workers.

6. It will boost the morale, performance and cooperation a number of the workers. It, being simply and truthful could offer pleasure to the workers.
7. Such gadget could assist control in complying with the numerous labour acts.
8. Such gadget must additionally clear up disputes among the worker union and control.
9. The gadget must comply with the control precept of same pay.
10. It must inspire and encouragement individuals who carry out higher and must offer possibilities for individuals who desire to excel.
11. Sound Compensation/Reward System brings peace withinside the dating of corporation and personnel.
12. It targets at growing a healthful opposition amongst them and encourages personnel to paintings difficult and efficiently.
13. The gadget offers increase and development possibilities to the deserving personnel.
14. The ideal reimbursement gadget offers platform for satisfied and happy workforce. This minimizes the labour turnover. The organisation enjoys the balance.
15. The organisation is capable of maintain the quality expertise via way of means of supplying them good enough reimbursement thereby preventing them from switching over to any other activity.
16. The enterprise organisation can consider growth and increase if it has the help of skilful, gifted and satisfied workforce.
17. The sound reimbursement gadget is hallmark of organisation's fulfilment and prosperity. The fulfilment and balance of organisation is measured with pay-package deal it offers to its personnel.

## INTRODUCTION TO SALARY ADMINISTRATION

### **What is Salary?**

- A salary is a form of periodic fee from an enterprise to a worker, which can be laid out in an employment contract.
- Salary is a hard and fast sum of money or repayment paid to a worker via way of means of an enterprise in go back for paintings performed.
- Salary is typically paid in tiers at constant intervals, for example, month-to-month bills of one-12th of the once-a-year profits.
- No allowance or perquisites or advantages are covered in profits for this purpose.
- Salary is taken on due foundation only.
- The time period profits is described below segment 17(1) of the profits tax act to consist of following objects as profits Wages
  - Any Annuity or pension
  - Any gratuity
  - Any fee, commission, perquisite or profit in lieu of salary or in addition to any salary or wages

Any payment acquired by a worker in appreciation of any length of department no longer available with the aid of using him

The Roman phrase *salarium* connected employment, salt and soldiers, accepting salt from someone became synonymous with drawing sustenance, taking pay, or being in that person's service. Soldiers had been recognized to be paid, and keep alternatively that the *salarium* became an allowance for the acquisition of salt, at that point salt manufacturing became strictly managed with the aid of using the monarchy or ruling elite. Today, the concept of a profit keeps to adapt as a part of a machine of all of the blended rewards that employers provide to employees. Salary (additionally now called constant pay) is coming to be visible

as a part of a "overall rewards" machine which incorporates variable pay (along with bonuses? incentive pay, and commissions), advantages and perquisites (or perks), and numerous different gear which assist employers hyperlink rewards to an worker's measured performance. A profits is a shape of periodic price from an business enterprise to an worker, that is laid out in an employment contract. From the factor of view of walking a business, profits also can be regarded because the price of obtaining human assets for walking operations, and is then termed personnel rate or profits rate. In accounting, salaries are recorded in payroll accounts.

Salary is reimbursement to an worker for offerings rendered on a weekly, month-to-month or annual basis. Salary is generally related to workplace employees, supervisors, managers and expert and technical staff. In any organization, salaries and wages represent a full-size part of the price of operation of the business.

### **Difference between Salary, Wage and Compensation:**

Salary refers back to the economic fee on a month-to-month or annual basis. Wages are the remuneration paid via way of means of the business enterprise for the provider of a employee who's engaged via way of means of the hour, days, week or fortnight. Wages are bills to hourly-rated manufacturing and upkeep employee. Compensation refers to all sorts of monetary returns, tangible offerings and blessings personnel get hold of as part of an employment relationship. Compensation can be obtained at once withinside the shape of cash (wage, bonus, incentives) or circuitously via offerings and blessings (pensions, fitness insurance, vacations).

## **What is Salary Administration?**

Salary management refers back to the status quo and implementation of sound rules and practices of employees' compensation. Salaries constitute a great part of the overall fees in maximum of the corporations and so it calls for sound management. The manage of profits stage is of paramount significance despite the fact that the quantity of manage which may be exerted may also range amongst corporations and inside an organization.

Pay can affect employees' paintings behaviours and attitudes. It turns into important for managers to make certain that pay structures are designed and administered in truthful and equitable manner. The profits management is consequently involved with the financial or economic elements of needs, motivation rewards. The duty for profits management typically lies with the pinnacle management.

### **Objectives of Salary Administration**

- ✓ Control of cost
- ✓ Establishment of fair and equitable structure of remuneration
- ✓ Utilization of wages and salaries as an incentive to greater employee productivity
- ✓ Maintenance of a satisfactory public image
- ✓ Determination of the system of job description and job evaluation
- ✓ Decision of what and how people will be paid
- ✓ Checking all activities of the salary administration group
- ✓ To recommend changes in the salary policy and specific raises for executives at various levels
- ✓ To review salary scheme
- ✓ To attract and encourage staff to make full use of their abilities and develop their potential.

# **SALARY AND WAGE ADMINISTRATION PROCESS IN**

## **TCS**

### **2.1 Introduction:** -

- Salary is a shape of Periodic Payment from an employer to an employee
- Which has specified that's laid out in an employment contract. It refers back to the worker reimbursement policy.

### **2.2 Objective:** -

- To define the procedure for Gross Pay and deduction calculation
- To ensure the correctness of salary calculation and create General Ledger.

2.3 **PROCESS:** - TCS Process Associate income in India degrees between ₹ 2 Lakhs to ₹ 3.6 Lakhs with a mean annual profit of ₹ 2.7 Lakhs. Salary estimates are primarily based totally on 9.1k TCS salaries obtained from diverse personnel of TCS.

### **Employee Master Data Entry in PAMS:** -

Personnel Officer enters Employee Master Data in PAMS. The Reference Documents are Appointment Letter and PER/01 shape which the worker fills while he joins the organisation. The Relevant Fields for PAMS access are as follows:

- Personal Details
- Booking Details
- Job Details
- Salary Details
- Accommodation Details
- Family Details
- Qualification Details
- Other Details

### **2.3.2 Activity Inputs:**

Personnel Executive passes are initial appointment Activity for new entrants. This activity has essential to regularise the employees' details in a system. This will be ensure to give salary effect from the date of joining of the new employee.

The Path to enter this activity is: -

PAMS → Master Maintenance → Employee → Activity Input → Other Activity → Input (select from the drop-down list available)

The reference document for above activity is appointment letter and PER/01. This ensures that the employee is in payroll system.

Systems Support Facility is available in PAMS to maintain Allowances and Tables various grade Structures.

### **2.3.3 Uploading of Transactions:**

A Transactions which are the uploaded are as follows:

- ✓ Details of Absenteeism, particularly unpaid leaves are counted.
- ✓ Overtime Details
- ✓ In Saturday Working. Saturday working allowance is 50% of Basic +VDA + Adhoc Basic)
- ✓ An Attendance Bonus Details
- ✓ A Production Incentive Details
- ✓ A Reversals to deduct the paid for payment on absence
- ✓ Miscellaneous Recoveries: - Union Recovery, Mediclaim payment Recovery, Death Relief fund and other deductions.
- ✓ **A Activity inputs:** - This includes Probation activity, confirmation activity; separation activity to be entered in system as per monthly transaction data.

### **2.3.4 Verification:**



A Personnel Executive has verified all input data before salary processing.

#### **2.3.4 Salary Processing: -**

Personnel Executive processes the earnings. During earnings processing PAMS calculates preferred and non-preferred earnings of lively personnel primarily based totally on charge deduction Tables in gadget guide facility and variable inputs entered. After verification similarly corrections are made, if necessary.

#### **Check List: -**

After salary processing is over for all of the employees, Personnel Executive assessments the processed records via revenue question display screen as in line with inputs given. In case of correction, Personnel Executive restores the unique worker info and does important corrections and reprocesses the same.

#### **2.3.6 Creation of General Ledger and Salary Summary: -**

Personnel Executive processes GL after which after prepares the income precis and General Ledger Report. Personnel Executive verifies the General Ledger. Previous months and contemporary months' income are as compared to make sure correctness. The debit and credit score quantities proven on the give up of GL file is checked and ensured that the debit and credit score quantities are identical and there's no variance in General file.

#### **2.3.7 Gross Pay and Deduction Calculation: -**

In income summary, Payment and deduction information with Net Salary ought to be checked. Also make sure that the Bank Salary, Cash Salary and cheque Payments are taken into consideration even as calculating the income summary.

#### **2.3.8 Generation of Bank Advise: -**

Personnel Executive prepares Bank Advise. He then sends this Bank suggest to Accounts Department to launch the revenue Cheques. The Personnel Executive tests and verifies the financial institution suggest and revenue precis earlier than sending it to the Accounts Department.

### **2.3.9 Generation of Cash Note: -**

Personnel Officer prepares Cash Salary Statement. Cash salary details are then sent to Accounts Department for necessary Cash Provisions. The Cash Salary is disbursed by the Personnel Department.

After receiving cheques from accounts department, personnel department prepares Forwarding Letter and deposits cheques, bank List to respective bank to credit the salary of every employee as per the list provided by the Personnel Officer.

### **2.3.10 Authorisation of Salary Payment Advise: -**

The authorisation of salary payment Advise is done by the Personnel Manager.

### **2.3.11 Transfer of GL File to F & A Department: -**

The General Ledger prepared by the Personnel Executive, is then transferred to finance and accounts Department.

### **2.3.12 Uploading General Ledger of File in SAP: -**

A Personnel Officer generates an SAP compatible General Ledger Report and sends to an accounts Department for necessary Posting in SAP.

### **2.3.13 Salary Distribution: -**

Accounts Department verifies and sends the cheques to the respective Bank of the Employee, that's then disbursed to their respective accounts. This is revenue distribution thru Bank. If the worker does now no longer preserve any financial institution account, then his revenue is encashed through Personnel Officer and distributes to them.

## **SALARY AND WAGES ADMINISTRATION**

### **STRUCTURE IN TCS**

Salary and wages administration structure of the Tata Consultancy Services (TCS). mainly depends upon,

- 1. Category**
- 2. Grades**

#### **1. CATEGORY:**

Category is mainly divided into four types,

- **Management**
- **Staff**
- **Workmen**
- **Trainees**

#### **I.Management:**

Management human beings are the experts engaged for supervisory paintings and industrial executives paintings of the company. These are essentially Officers, Executives, Deputy Manager, Senior Manager, President and Managing Director. This Management Category is assessed on the premise of Grades, beginning from MC1 to MC9.

#### **II.Staff:**

The Staff people are the clerical personnel of working in commercial functions and stores. These include Assistance, senior assistant etc. this category is classified into the two Grades: -

- **OE1**
- **OE2**

### **III. Workmen:**

An Average age of the workmen is 32 years. These where are the operating hands on working on shop floor for manufacturing activities of the company. Workmen are covered under labour laws.

- ✓ There are 254 workers, the qualifications of those people are ITI (Industrial Training Institute) and NCTVT (National Council for Technical Vocational Training). All the engaged workmen are recruited after finishing twelve months schooling with the Company.
- ✓ Workers are members of TCS Workers union registered below the Trade Union Act 1926 and is representing the everlasting month-to-month rated workmen in Grade S, S0 and S1, withinside the manufacturing unit of the company. A agreement dated twenty sixth October 2007 become in life among the parties, i.e., Tata Consultancy Services (TCS).

It is agreed that the total amount of Rs. 3100/- (Rupees of Three Thousand One Hundred only) over the operative of period of this settlement as follows:

<b>Period</b>	<b>Rise Given per Month</b>	<b>Therein Basic/ Adhoc Basic per Month</b>	<b>Therein Allowances per Month</b>	<b>Total per Month</b>
1.4.2021 to 31.3.2022	Rs.2400/-	Rs.1200/-	Rs1200/-	Rs.2400/-
1.4.2021 to 31.3.2022	Rs.350/-	Rs.175/-	Rs.175/-	Rs.350/-
1.4.2021 to 31.3.2022	Rs.350/-	Rs.175/-	Rs.175/-	Rs.350/-

It is agreed between the parties that the quantum of benefits to be distributed over various heads for a period of three years commencing from 1<sup>st</sup> April 2021 and ending on 31<sup>st</sup> March 2022.

#### **IV.Trainee:**

Trainee is the fresher student coming with the technical stroke commercial background. These people are engaged to gain hands of working experience. The company has full fledged training scheme for all these peoples. The company offers a systematic training plan for all these trainees. The Company recruits different types of trainees like Technical Trainees, Graduate Commercial Trainees, Management Trainees, Graduate Engineer Trainees, Diploma Engineer Trainees, etc. The company offers a training to these fresh graduates for the durations of one years.

The organization offers stipend and learning allowances to all engaged trainees. To meet with the wishes of instructional fabric and facilities, the organization additionally gives statutory blessings like Provident Fund and ESIC to the trainees. After all a success schooling period, the organization gives employment possibilities are rely upon all to be had vacancies.

#### **3. GRADES:**

Grades has distributed to each employee on the basis of category.

- Managements

- Staffs
- Workers
- Trainees

### **I.MANAGEMENT:**

- Grade MC1, MC2 and MC3 - Officers and Executive, Senior Executives.
- Grade MC4, MC5 and MC6 - Deputy Manager, Manager to Senior Manager
- Grade MC7, MC8 and MC9 - Gm, Senior Gm, President
- Grade DR – Managing Director

### **II.STAFF:**

- Grade OE1 - Assistant
- Grade OE2 – Senior Assistant

### **III.WORKER:**

- Grade S – Semiskilled Workers
- Grade S0 – Skilled Workers
- Grade S1 – Senior operator or Junior Engineer

### **IV.TRAINEES:**

- Technical Trainees – ITI
- Graduate Commercial Trainees – Any Graduates
- Management Trainees – BPS, MBA, MPM
- Graduate Engineers Trainees – BE
- Diploma Engineers Trainees – Diploma Engineers

## **SALARY ALLOWANCES GIVEN TO THE EMPLOYEES**

### **I. MANAGEMENT AND STAFF:**

#### **A. PER MONTH:**

- Basic
- House Rent Allowance
- Medical Reimbursement
- Supplementary allowance

#### **B. ANNUAL:**

- ✓ A Leave Travel Allowance (LTA) – Annual Payment as per Grade.
- ✓ A Bonus – Only for a eligible employees, those having basic + DA less than Rs. 50,000.

### **II. WORKMEN:**

#### **A. PER MONTH:**

- Basic
- Variable Dearness Allowance (VDA)
- House Rent Allowance (HRA)
- Conveyance Allowance
- News Paper Allowance
- Washing Allowance
- Education Allowance
- Ashco Basic

**B. ANNUAL:**

- Bonus
- Exgratia

**III. TRAINEES:**

**A) ANNUAL:**

- Stipend
- Learning Allowance

**FACILITIES PROVIDED TO THE EMPLOYEES:**

1. Medclaim facility for spouse and parents (For Staff, Management, Workmen)
2. Get-together – twice in a year
  - Get together with the Family
  - Get together without a family
3. Death relief scheme
4. Superannuation Scheme – Only for Management.



## STATUTARY REQUIREMENT

No employer is authorized to pay any employee 'the compensation', that's much less than the triumphant fee prescribed under the 'Minimum Wages Act 1948'. Compensation to the Directors of Public Ltd. Companies need to be paid in line with the provisions of the Companies Act 1956. Apart from the legislations, following critical provisions determines the quantity of compensations:

- The Minimum Wages Act, 1948
- The Employee State Insurance Act, 1948
- The Payment of Gratuity Act, 1972
- The Employee Provident Fund and Miscellaneous Provisions Act, 1952
- The Payment of Wages Act, 1936
- The Factories Act, 1948
- The Payment of Bonus Act, 1965

The Factories Act, 1948 stipulates the quantity of compensation to be paid in recognize of additional time work.

## **CHAPTER 5: RESEARCH METHODOLOGY**

### **Introduction:**

Research is an artwork of scientific research via search of latest records in any department of information. It is motion from unknown to known. The have a look at of studies method offers the scholar the essential education in accumulating substances required, and additionally education in method for the gathering of facts suitable to specific problem. It enables withinside the use of statistics, questionnaire and managed experimentation and in recording evidences, sorting it out and decoding it. Knowledge of studies method is useful in diverse fields. Research method performs key position in challenge work. It includes collection of movements or steps essential to efficaciously perform studies and the favoured sequencing of those steps.

Basic functions of a studies manner are:

- ✓ Research usually begins off evolved with a query or a problem.
- ✓ Its reason is to discover solutions to questions via the software of clinical method.
- ✓ It is a scientific and extensive have a look at directed toward a extra whole information of the problem studied.

### **Methods of Data Collection**

Data collection is an elaborate procedure in which the researcher makes a deliberate look for all applicable statistics and is the muse of all researches. It is the uncooked cloth with which a researcher function. The challenge of statistics series starts off evolved after a studies trouble has been described and studies plan is chalked out. While finding out approximately the approach of statistics series for use for the observe the researcher must maintain in thoughts styles of statistics viz., number one statistics and secondary statistics.

## **Sources of Data**

### **A. Secondary data:**

Secondary data is the records already accumulated with the aid of using others for functions apart from answer of the hassle at hand. In case of Secondary records the character of records series paintings is simply that of compilation. Secondary records have numerous supplementary uses.

#### **1. Internal sources:**

- Company's Records.
- Service Reports.
- Annual Reports.
- Company Brochure.
- Company Library.

#### **2. External sources**

- Web pages of organization and journals.
- Reference Books.
- Magazines.
- Newspapers.

### **B. Primary data:**

The data that is being accrued for the primary time or to especially fulfil the goals of the venture are called number one facts. In my have a look at work, stratified easy random sampling turned into the approach of Data Collection.

## **Data Evaluation**

All the data and information gathered from the secondary sources and organization officers turned into filtered & simplest applicable statistics is added withinside the document which helped in reaching goal of the project. This applicable statistic is eventually evaluated to make the very last document and to attract the conclusion

## **CHAPTER 6: DATA ANALYSIS**

The data used for analysis is secondary data through internal sources.

A survey was carried out within the executives and workers with the company itself to analyse the data.

Sample sizes of the 30 for each were taken to carry out the survey and following questionnaire were provided for the survey.

**FOR EXECUTIVES**

Sr. No.	Questions asked	Not Satisfied	Not Much Satisfied	To Some Extent Satisfied	Quite Satisfied	Fully Satisfied
1	Whether the executives were satisfied with the salary distribution process adopted by TCS?	-	-	-	-	✓
2	Whether the executives were satisfied with the allowances given by TCS?	-	-	-	-	✓
3	Whether the executives were satisfied with the facilities given by TCS?	-	-	-	-	✓

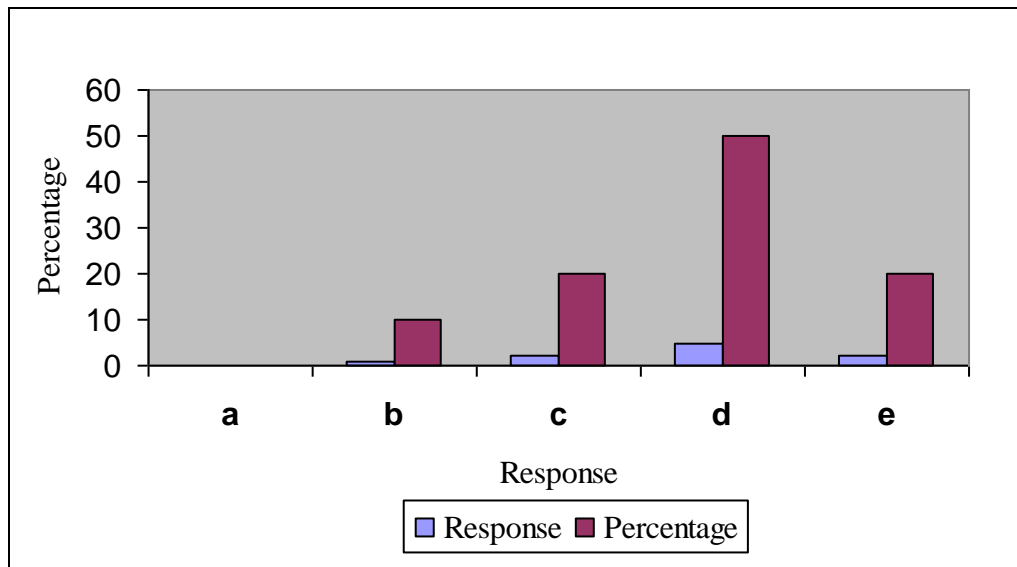
**FOR WORKERS**

4	Whether the workers were satisfied with the salary distribution process adopted by TCS?	-	-	-	-	✓
5	Whether the workers were satisfied with the allowances given by TCS?	-	-	-	✓	-
6	Whether the workers were satisfied with the facilities given by TCS?	-	-	-	-	✓

**I. Whether the executives are satisfied with the salary distribution process adopted in TCS?**

- a) Not satisfied b) Not much satisfied c) To some extent satisfied d) Quite satisfied e) Fully satisfied

Options	a	b	c	d	e	Total
Response	0	3	6	6	15	30
Percentage	0	10	20	20	50	100

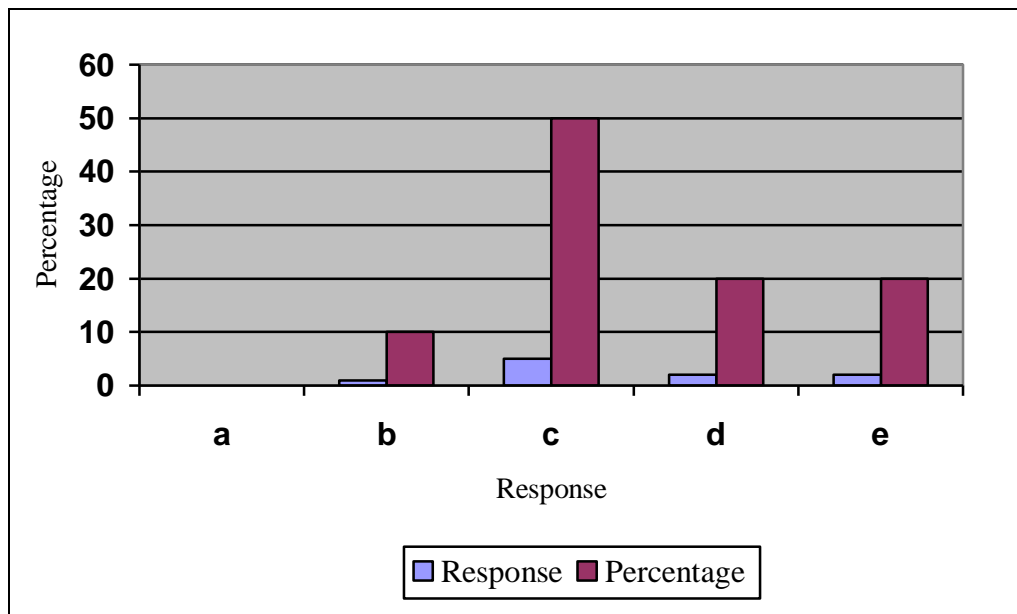


**Interpretation:** - Most of the executives are quite satisfied with the salary distribution process adopted by TCS.

## II. Whether the workers are satisfied with the salary distribution process adopted in TCS?

- a) Not satisfied b) Not much satisfied c) To some extent satisfied d) Quite satisfied e) Fully satisfied

Options	a	b	c	d	e	Total
Response	0	3	15	6	6	30
Percentage	0	10	50	20	20	100



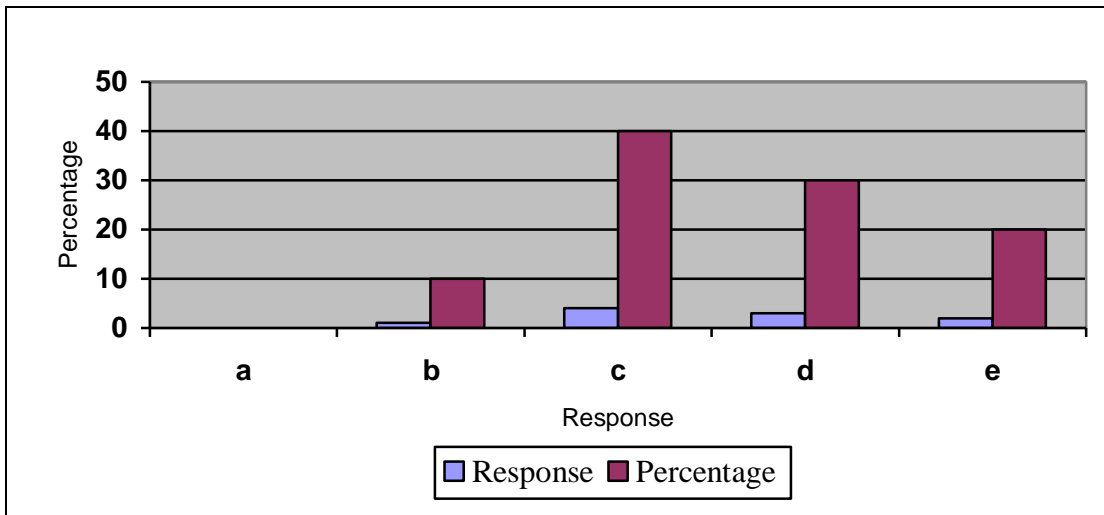
**Interpretation:** - Most of the workers are satisfied to some extent with the salary distribution process adopted by TCS.

### III. Whether the executives are satisfied with the allowances given by TCS?

- a) Not satisfied b) Not much satisfied c) To some extent satisfied d) Quite satisfied e) Fully satisfied



Options	a	b	c	d	e	Total
Response	0	3	12	9	6	30
Percentage	0	10	40	30	20	100

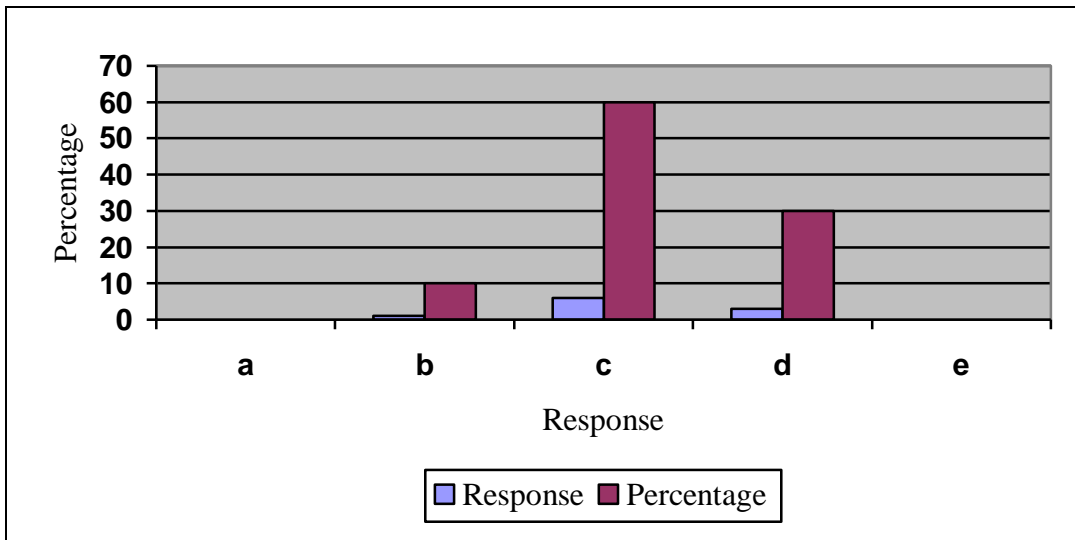


**Interpretation:** - Most of the executives are satisfied to some extent with the allowances given by TCS.

#### IV. Whether the workers are satisfied with the allowances given by TCS?

- a) Not satisfied
- b) Not much satisfied
- c) To some extent satisfied
- d) Quite satisfied
- e) Fully satisfied

Options	a	b	c	d	e	Total
Response	0	3	18	9	0	30
Percentage	0	10	40	30	0	100

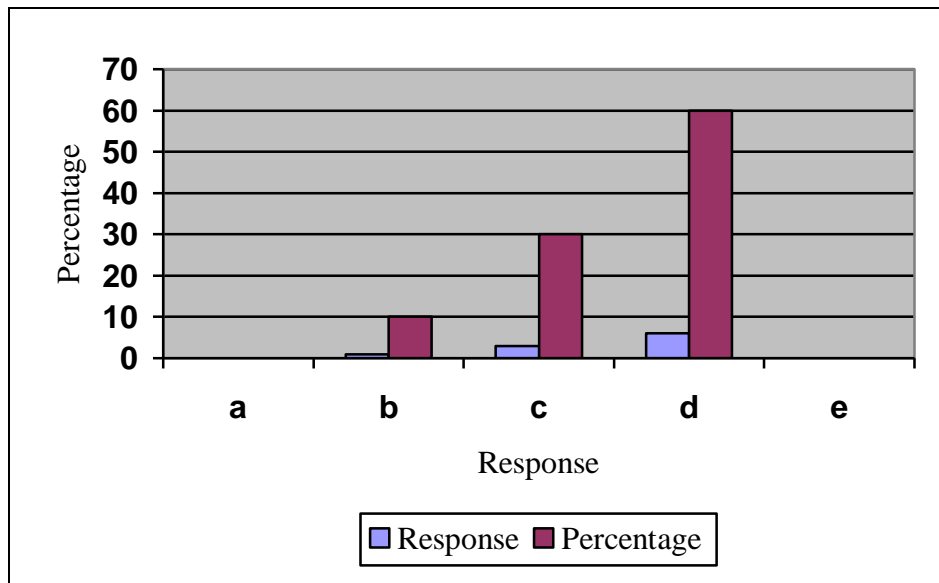


**Interpretation:** - Most of the workers were satisfied with some extent with the allowances given by TCS.

**V. Whether the executives are satisfied with the facilities given by TCS?**

- a) Not satisfied b) Not much satisfied c) To some extent satisfied d) To Quite satisfied e) Fully satisfied

Options	a	b	c	d	e	Total
Response	0	3	9	18	0	30
Percentage	0	10	30	60	0	100

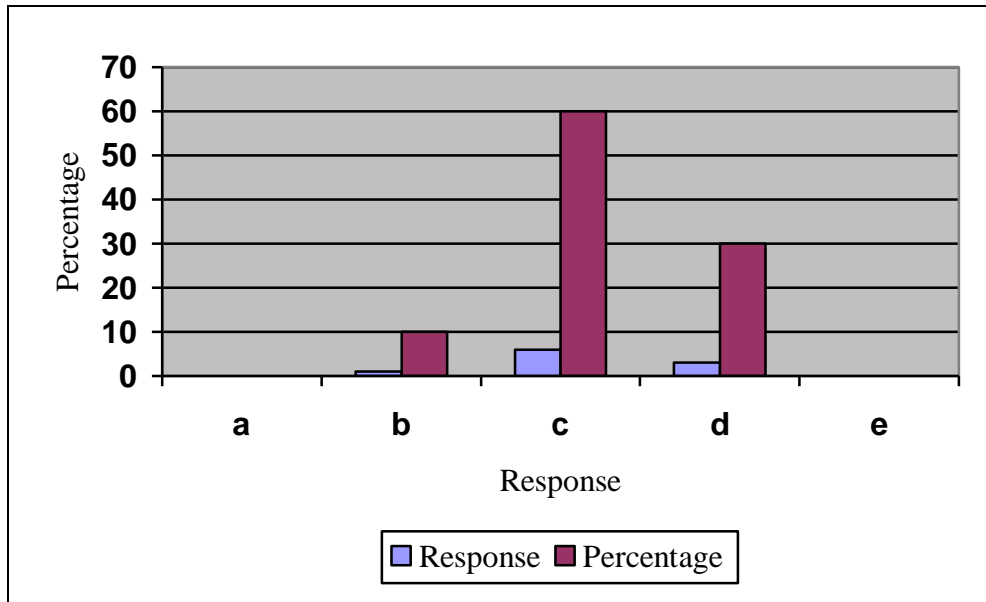


**Interpretation:** - Most of the executives are quite satisfied with the facilities given by TCS.

**VI. Whether the workers were the satisfied with given facilities given by TCS?**

- a) Not satisfied b) Not much satisfied c) To some extent satisfied d) To Quite satisfied e) Fully satisfied

Options	a	b	c	d	e	Total
Response	0	3	18	9	0	30
Percentage	0	10	60	30	0	100



**Interpretation:** - To some extent workers has satisfied with the facilities given by TCS.

## CHAPTER 7: FINDINGS OF STUDY

**According to this survey, I should conclude following: -**

1. Compensation has principal effect popping out of age and revel in i.e. extra age, extra revel in, extra CTC. Therefore, extra the period if the service, better the wages.
2. As the enterprise is going quantity of settlements, it reaches to saturation point, then the boom withinside the direct wages is minimum.
- 3.As it matures to saturation point, greater advantages pop out of centers and advantages in place of upward push in direct wages.
4. Any entrepreneur commercial enterprise company is administered to earn earnings and, in the end, to make money. In a standard production installation the customer i.e. consumer makes a decision the product price. A product includes following value placed on it.
  - ✓ **Raw material cost**
  - ✓ **Labour cost**
  - ✓ **Overheads**
  - ✓ **Scheduled profit out of that product**

In the above value, the quit consumer has constantly expectation of reducing it or to hold at equal level. However, out of above item, uncooked fabric value and labour forged may have constantly incremental effect. So to have higher earnings out of production, you want to have manage over overheads in addition to labour value.

## **CHAPTER 8: SUGGESTIONS & CONCLUSION**

### **SUGGESTIONS: -**

Take care of changes in IT rules.

Company does compensation restructuring based on change in income tax rules.

According to survey, to maintain the morale of the employees, management should keep their compensation plan competitive with similar industry.

### **Transport Facility: -**

The company may be providing transport facility rather than giving Conveyance allowance.

On gives an informal talk with employee to the company, its has found that employee is more interest in having pick- up and drop facility.

### **Festival Advance: -**

Companion may supply a festivity increase facility which instrument grow much good for the employees and which gift exploit them in fulfilling their needs arising during the direction of any festive happening.

### **Salary Survey: -**

Company needs to behavior income survey to discover and take a look at current styles in comparable industry. Based at the locating of as such surveys they need to restructure the compensation.

### **Flexible To Suit Extra Liabilities: -**

As employees grows in the organisation, simultaneously his family's liabilities also raise. To change such liabilities equal children upbringing, hooked stemma members' wedding, and scrutiny expenses this should be advised in account rectification package.

### **Continuous Training And Rewards: -**

In the competitive era, to keep feet one need to continuously upgrade him by way of knowledge base and develop things which may utilize for organizational development. Thus, there has to be proper consideration for rewarding such things.

## **CONCLUSION: -**

From this project report, I could conclude that compensation management plays integral role in obtaining organizational goals.

1. Any compensation program must have the strong linkage to the profitability at the production level and business level.
2. The program should ensure that it establishes accountability, ownership and service orientation at all level.
3. The key to motive employees is compensation package i.e., direct wages are low but other benefits are more which are based on productivity. They vary according to productivity.
4. Compensation helps to retain competent employees in the organization.
5. Attractive compensation package also enhances the competitiveness of the company.



## **CHAPTER 9: LIMITATIONS**

- 1.** The study was restricted to main branch of Tata Consultancy Services (TCS).
- 2.** Due to company's norms and regulations some of the official and financial data which was important for my project could not be available.
- 3.** Many times, the officials were so busy that they could not answer the queries related to the topic.

## CHAPTER 10: BIBLIOGRAPHY

### **BOOKS:**

- P. Subba Rao (2007); Essentials of Human Resource Management & Industrial Relations; Himalaya Publication House; Mumbai; pp 400-405.
- C. B. Mamoria, S. V. Gankar (2007) Personnel Management; Himalaya Publishing House; New Delhi; pp 432-458

### **INTERNET SITES:**

- <<http://payroll.naukarihub.com/compensation/direct-compensation.html>>  
assessed on Monday 9<sup>th</sup> June 2008
- <<https://economictimes.indiatimes.com/tech/ites/tcs-cuts-staff-salaries-in-tune-with-tough-times/articleshow/2741768.cms?from=mdr>> assessed on Wednesday 11<sup>th</sup> June 2008
- <<http://payroll.naukarihub.com/compensation/importance-of-compensation.html>> assessed on Tuesday 17<sup>th</sup> June 2008
- <<http://www.TCS.com/web/generator/web/sections/components/page,locale=en.html>> assessed on Tuesday 29<sup>th</sup> July 2008