

December 7, 2018

**ARUNKUMAR A
TRAINEE PROGRAMMER
Emp. No. 2377**

Dear ARUNKUMAR

The Management wishes to inform you that your division head along with HR has assessed your performance as “**Exceeding Expectation**” for the assessment period ending 30th September 18.

In recognition of the above, the Management is pleased to **promote** you to the position of “**PROGRAMMER**”. According to the Kumaran’s Banding structure you are placed in Band **1**, Level **1**.

We take this opportunity to place on record our sincere appreciation for your significant contribution to Kumaran Systems, of which you are an integral part.

Your current compensation is **Rs.351,000/-** which has been revised to **Rs.438,750/-**. The revised compensation is driven from Kumaran Compensation Grid and is structured as given in the **Annexure – I**.

The revised compensation is effective from October 1, 2018.

This salary structure is strictly confidential and must not be discussed with anyone other than your Reporting Manager or the HR personnel.

Looking forward to experience the best in you always.

Regards,

**RAMU R
CHIEF OPERATING OFFICER**

**SURIYAKUMAR V S
AVP - HUMAN RESOURCES**

Accepted : ARUNKUMAR A

Annexure – I
Salary Structure

ARUNKUMAR A
Emp. No. 2377

MONTHLY SALARY	INR
Basic	17,896
HRA	8,948
Conveyance	-
Life Style Allowance	-
Special Allowance	4,810
Medical Reimbursement	-
Health Club Reimbursement	-
Statutory Bonus	1,400
Total	33,054
Food Allowance	-
Monthly Gross Salary	33,054
ANNUAL BENEFITS	
Provident Fund	25,770
Leave Travel Allowance	-
Group Health Insurance Premium	6,000
Gratuity	10,330
Gift Voucher	-
Professional Development Reimbursement	-
INVESTMENT TO THE COMPANY	438,750

Note :

1. Health Club Bills should be submitted on Monthly basis else it is taxable.
2. Professional Development Bills should be submitted on Annual basis else it is taxable.
3. Gratuity - In accordance with the Payment of Gratuity Act 1972, and rules of the company.
4. Mediclaim - Coverage with Insurance Company for Rs. 1.5 Lakhs as floater for self, spouse and upto 2 children.
5. Personal Accident Insurance - Rs.5 Lakhs & Group Term Life Insurance - Rs. 5 Lakhs.

RAMU R
CHIEF OPERATING OFFICER

SURIYAKUMAR V S
AVP - HUMAN RESOURCES