

GenX/HR/INC-10/Oct20**Date: 19-Oct-2020**

Ms. Gunjan Bisht
Software Engineer

Dear Ms. Bisht,

We are pleased to inform you that management has decided to revise your CTC with effect from 01-Oct-2020 in lines with the correction to the base CTC at your level, as mentioned in the table below.

Gunjan Bisht			
Software Engineer			
Salary Heads	Monthly	Annually	Payable mode
Basic	15,000	180,000	Monthly
HRA	7,500	90,000	Monthly
City Comp Allowance	16,942	203,300	Monthly
Med claim Policy for Rs. 1 lac for self	275	3,300	from 1st Month
Employer PF Contribution	1,950	23,400	Monthly
Total	41,667	500,000	

All other terms and conditions will remain unchanged.

Wish you all the best.

Yours Sincerely,
 For **GenX Info Technologies Pvt Ltd.**



Head - HR
 cc: Accounts