

Date: 03th February 2023

Mr. Mayur Dhawad
Plot no – 32 Subhash Nagar,
Hingna road, Subhash nagar,
Nagpur.

Subject: Performance Appraisal 2022

Dear Mayur,

As part of the Performance Appraisal and Commitment towards the Company your CTC Remuneration has been revised to **INR 4,60,032/- P.A.** w.e.f. **1st November 2022**. The detailed Pay Structure is mentioned in the **Annexure 1**.

We are pleased to inform you that all the other Terms and Conditions of your appointment will be as per your **Band & Grade** and **Corresponding Company Policy** in effect.

Please accept our personal congratulations on this well-deserved recognition of your continuing contributions and commitment to our organization.

We appreciate the efforts put in by you and expect that you would continue to do so in the future as well.

Congratulations and Best Wishes!!!

Yours Sincerely,



Annexure 1

| Sr. No | Components of Salary | Amount (INR) | Amount (INR) |
|--------|----------------------------------|---------------|-----------------|
| | | Monthly | Annual |
| 1 | Basic | 17,690 | 2,12,280 |
| 2 | HRA | 8,845 | 1,06,140 |
| 3 | Education Allowance | 200 | 2,400 |
| 4 | Leave Travel Allowance | 3,000 | 36,000 |
| 5 | Special Allowance | 4,171 | 50,057 |
| 6 | Bonus | 1,474 | 17,683 |
| | Gross (A) | 35,380 | 4,24,560 |
| 7 | Employee PF | 1,800 | 21,600 |
| 8 | Professional Tax | 200 | 2,500 |
| 9 | MLWF | 2 | 24 |
| | Net Take Home | 33,378 | 4,00,536 |
| 10 | Quarterly Variable | 1,000 | 12,000 |
| 11 | Annual Variable | | 0 |
| 12 | Employer PF | 1,950 | 23,400 |
| 13 | Emp MLWF | 6 | 72 |
| | Total (B) | 2956 | 35,472 |
| | (CTC) Cost To Company A+B | 38,336 | 4,60,032 |