

Confidential

Date: May 25, 2022

Name: Krishna Gavhane
Emp. Code: 13001644

Performance Appraisal Letter| 2021-22

Dear **Krishna Gavhane**,

Last Financial cum performance year has been quite challenging where the first quarter was badly hit by repeat wave of Covid. With support from all of you, the company has somehow strived to sustain its competitive edge, despite the economy being very uncertain both globally and nationally.

We thank you and your families who have supported us in these difficult times, and, still continue to do so.

As an outcome of the recently concluded appraisal cycle, your performance has been rated as **“Meets Expectation”** and your CTC has been revised by **5.3%**.

The detailed break up is as mentioned in Annexure 1 below.

Wishing you a healthy and safe year ahead!

With Best Wishes



Andleeb Jain
Group President – Human Capital & Corporate Communications



Registered Office
Kamla Tower, Kanpur - 208001, U.P., India
+91-512-2371478 to 85
+91-512-2399854
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ANNEXURE-I

Date: May 25 2022

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Consequent to the conclusion of the appraisal process for the year **2021-2022**, your compensation has been revised by **5.3%** w.e.f. **1st April, 2022**, as tabulated below.

Components	Current CTC 2021-2022 PM	Revised CTC 2022-23	Remarks
Basic Salary	15100	15905	
House Rent Allowance	6040	6362	
Special Allowance	34000	36070	
Conveyance Allowance	1650	1650	
Other Allowance	738	738	
Uniform Allowance	1015	1015	
Medical Allowance	755	795	
Superannuation Allowance	0	0	
Education Allowance	0	0	
Electricity Allowance	0	0	
Fixed Performance Pay	0	0	
Hardship Allowance	0	0	
PF	1812	1909	
LTA	1888	1988	
Bonus	1400	1400	
Base Variable Pay	0	0	
CTC P.M	64398	67832	
CTC P.A	7.73	8.14	

Note: Your salary and rating details are confidential and sharing the details with anyone shall be treated as a breach of code of conduct.

Apart from CTC, other benefits are as under;

1. Gratuity/ Bonus will be applicable as per statutory norms.
2. Medclaim Insurance Premium amount will be applicable as per Co. policy.
3. Relocation/ Hardship allowance if any, shall be over & above the CTC.



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