

July 24<sup>th</sup> 2013

E.Code: <#EMP\_CODE#>

Subject: - Performance Appraisal 2011 - 2013

**Dear <#EMP\_FNAME#>,**

It gives us immense pleasure to inform you that the process of Annual Performance Review for FY 2011-13 has been successfully completed.

A true Glodyner challenges the existing norms and adds value in every bit of work. To support fair assessment of such a Glodyner, we have evaluated your rating based on objective assessment to a large extent.

Your contribution has been appraised by your Manager and vetted by the review committee. We are pleased to inform you that your compensation and the salary structure are being revised effective April 1<sup>st</sup> 2013 as per the attached Annexure A.

Looking forward to have mutually rewarding career with Glodyne

Best Regards,

**Vijay Sonawane**  
**Sr. Vice President- Human Resource**

Annexure A		
Name		
Department	<#EMP_DEPARTMENT#>	
Branch	<#EMP_BRANCH#>	
Designation	<#DESIGNATION#>	
Role	<#MYROLE#>	
Grade	<#REVISED_GRADE#>	
Performance Rating (2011-13)	<#RATING#>	
Total Compensation Package		
Monthly Fixed Component	P.M. (INR)	P.A. (INR)
Basic	11,250	1,35,000
House Rent Allowance	5,625	67,500
Medical Expenses	1,250	15,000
Conveyance Allowance	800	9,600
LTA	1,688	20,256
Special Allowance	13,337	1,60,044
<b>Gross Monthly</b>	<b>&lt;#MONTH_GROSS#&gt;</b>	<b>&lt;#ANNUAL_GROSS#&gt;</b>
Social Security Component		
Employer contribution to PF	1,350	16,200
<b>CTC</b>	<b>&lt;#MONTH_REVISED_CTC#&gt;</b>	<b>&lt;#REVISED_CTC#&gt;</b>
Employee Benefits		
Gratuity as per Statutory provision		
All statutory taxes will be applicable		