



Date: 25.04.2019

To,
Mr. Radheshyam Sahu,
Assistant
Emp. No- 201346

Sub: Confirmation of Services.

Mr. Radheshyam Sahu,

The management is pleased to confirm you in the service of the company with effected from **01.04.2019**.

In consideration of your performance, your annual salary has been revised to **1.58 Lacs** from **1.44 Lacs**. The revised Monthly Salary Break-Up attached in **Annexure-1**.

Your notice period will be of **60 days**. And the other terms conditions of your services will remain unchanged.

Your salary details are strictly private and confidential and details in this letter must not be disclosed and discussed with other team members other than your seniors. Please Sign and returned the duplicate copy of this letter as token of acceptance.

We look forward to your valuable contribution and wish you all the very best for a fruitful and rewarding career with us.



(AJITH MANI)

VP – HR.

Salary Break-Up (Cost to Company)

Radheshyam Sahu		
Assistant		
COMPONENTS	EXISTING	REVISED
BASIC	8500	9429
HRA	3400	3771
UNIFORM	0	0
LTA	0	0
CAR	0	0
SPECIAL ALLO.	100	0
GROSS MONTHLY	12000	13200
EPF	0	0
GRATUITY	0	0
TOTAL BENEFITS	0	0
MONTHLY CTC	12000	13200
ANNUAL CTC	144000	158400

*Employee's P.F Contribution of equal amount will be deducted from monthly salary.

*Employee's ESIC Contribution @1.75% will be deducted from monthly salary.

*The deduction for the AZIZ TRUST will be as follows:

1. Salary slab from Rs.10,000 to Rs.24,999 per month, 1.25% of the Earn salary of the month.
2. Salary slab from Rs.25,000 upwards, 1.75% of the Earn salary of the month.

*Proof of Aziz trust will be given through a receipt which will be given annually after the end of financial year which can be used under Exemption U/S 80G of Income Tax Act.


 Prepared By


 Approved By

Accepted By