

October 30, 2020

Emp Code: 4298

Name: Alok Gupta

Department: PDT

Sub: Letter of Increment

Dear Alok,

This is to inform you that management has decided to enhance your salary with effect from July 01, 2020.

Your new salary break-up is as follows:

Salary Components	Value Per Month	Value Annually
Basic	57398	688776
HRA	22959	275508
Special Allowance	25156	301872
C&C Allowance	500	6000
Child Education Allowance	0	0
LTA	4783	57396
Food Coupon	2200	26400
Employer's Contribution to PF	1800	21600
Fixed CTC	114796	1377552
Night Shift Allowance**	0	0
Variable Compensation [which will be paid to you as per your performance]	-	0
TOTAL CTC	114796	1377552

(**) Night Shift Allowance is applicable only for working in requisite shifts.

With Regards,
HCM Team

Note: This is an e-copy and does not require signature. The letter is deemed to be accepted.