

Private & Confidential – Addressee Only

Date : 01-Apr-2017

Name : Deepak Narayanan

Emp ID : I83808

Grade : G6

Congratulations!

Annual Review Letter - April 2017

Dear Deepak,

Congratulations! As a part of our annual review process, we are pleased to inform you that you have been promoted to the below mentioned grade and designation with effect from 1st April '17.

Grade	G6
Designation	Systems Analyst

We are further pleased to inform you that your Annual cost to company has been revised as detailed below and is effective from 1st April '17

Performance Rating 2016	CAT III
Percentage Increment	14.00%
Revised CTC w.e.f 1st Apr 2017	666117

Your increment percentage is pro-rated based on the number of days served during the Calendar year 1st January 2016 – 31st December 2016.

Annual Employee Performance Bonus - 2016

Your Annual Performance Bonus for the year 1st Jan 2016 – 31st Dec 2016 is as detailed below.

Earned fixed CTC (Prorated to your date of joining)	550962
Bonus in percentage of earned fixed CTC **	7.00%
Bonus pay-out	38567

**Bonus percentage has been applied on your earned (prorated) CTC based on the number of days served in the calendar year 1st Jan 2016 – 31st Dec 2016.

All details in this letter are Confidential. Discussions with anyone else but your reporting authority on the same can lead to disciplinary action against you.

With Best Wishes ,



Authorised Signatory

Revised Salary Structure - Effective 1st April 2017

Name : Deepak Narayanan
Grade : G6
Designation : Systems Analyst

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	14255	171059
Co's contribution to PF	1711	20527
Gratuity	686	8228
Choice pay		
Food Coupons	2500	30000
LTA	1187	14249
Medical Expenses	1250	15000
Transport	1600	19200
HRA	5702	68424
Statutory Bonus *	583	7000
Other allowance	23393	280710
Gross Monthly	52866	634397
Variable pay		
Annual Bonus **	2643	31720
Final CTC	55510	666117

Note:-

*Statutory Bonus will be paid in April

**The Annual Bonus Scheme is non – contractual and paid out at the Company's discretion based on both the company and individual performance. An employee who joins the company before 30th June of the current year and is on the company rolls on the last day of March (in the year of payment) only are eligible for Bonus and is usually paid in the month of April. Employees who have resigned and are serving notice as on last day of March (in the year of payment) are also not eligible for this scheme.

With Best Wishes ,



Authorised Signatory