

October 30, 2020

Emp Code: 3691

Name: Ranjan Kumar Rai

Department: PDT

Sub: Letter of Increment

Dear Ranjan,

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	22365	268380
HRA	8946	107352
Special Allowance	11118	133416
C&C Allowance	500	6000
Child Education Allowance	0	0
LTA	0	0
Food Coupon	0	0
Employer's Contribution to PF	1800	21600
<b>Fixed CTC</b>	<b>44729</b>	<b>536748</b>
Night Shift Allowance**	0	0
Variable Compensation [which will be paid to you as per your performance]	-	0
<b>TOTAL CTC</b>	<b>44729</b>	<b>536748</b>

(\*\*) 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.