**Indian Oil Corporation Limited  
Finance Department**

**Salary Increment Details**

**Employee Name:** [Employee’s Name]  
**Employee ID:** [Employee ID]  
**Department:** [Department Name]  
**Position:** [Employee’s Position]  
**Date:** [Date]

**Current Salary Details:**

* **Current Basic Salary:** ₹ [Current Basic Salary]
* **Current Allowances:** ₹ [Current Allowances]
* **Total Current Salary:** ₹ [Total Current Salary]

**New Salary Details:**

* **New Basic Salary:** ₹ [New Basic Salary]
* **New Allowances:** ₹ [New Allowances]
* **Total New Salary:** ₹ [Total New Salary]

**Effective Date of Increment:** [Effective Date]

**Reason for Increment:** [Brief Reason for Increment, e.g., Annual Performance Review, Promotion, etc.]

**Next Steps:** Your updated salary will reflect in your next paycheck. If you have opted for direct deposit, the increment amount will be credited to your registered bank account on [Scheduled Payment Date].

**Important Notes:**

* This increment reflects our appreciation for your hard work and dedication.
* If you have any questions or need further clarification regarding this increment, please do not hesitate to contact the Finance Department at [Finance Department Contact Information].