

SR/ 2016-64

Date: 29-Jun-I-2016

**Praveen.K**  
Employee Id: 1864  
Trainee Programmer

**Dear Praveen.K****Sub: Promotion and Salary revision**

We are pleased to inform you that you are promoted to the position of "**Junior Programmer**" with effect from **Jun'16**. We are confident you will continue the good efforts you have shown and be diligent at your new position. We congratulate you and wish you success in your new position.

Accordingly, your CTC has been revised to **Rs. 16929/- (Rupees Sixteen Thousand Nine Hundred Twenty Nine Only)** with effect from **01-Jun-2016**. A detailed breakup is as follows.

PAY HEADS	AMOUNT (Rs./-)	DEDUCTION HEADS	AMOUNT (Rs./-)
Basic	5800	EPF	1740
DA	1000	ESI	254
HRA	2900	Loan / Advance	
TA	1600		
Medical Allowance	0		
Special Allowance	3200		
CCA	0		
Other Allowances			
Gross Salary (A)	14500	Deductions (B)	1994
Nett Salary (A-B )	12506		
Employer Contribution towards PF (C )	1740		
Employer Contribution towards ESI (D)	689		
Total Cost to the company (CTC )- A+C+D	<b>16929</b>		

We take this opportunity to reiterate the company's high level of values and ethics that uphold honesty and integrity in all our actions. In keeping with this we are sure you would appreciate the need to treat compensation as highly individual and confidential.

Your next revision will be in **Jun-2017**.

Trust you will contribute to the organization with the same enthusiasm!

Note: The loan and IT deduction will happen as per the existing loan availed from the company and the IT Slab for the financial year 2016-2017

Sincerely yours  
For Vinayak Infotech



N.Kamalahasan  
CEO