Back Office IT Solutions Pvt. Ltd.
ISO 27001:2013 Certified & Microsoft Gold Certified Partner
CIN-U72200RJ2000PTC016780
www.navbackoffice.com

Ref: NAV/HR/IL/2025
Dated: Apr 01, 2025

Mr. Vipendra Singh
Employee Code: 4548
Designation: Security Officer - Admin

Sub: **Increment.**

Dear Vipendra,

Congratulations on your latest appraisal and thank you for your dedication and contributions to NAV's success. Your efforts continue to drive our growth, and we remain committed to recognizing and rewarding performance in a transparent and meaningful way.

As part of this commitment, we are **honing our remuneration communication to provide a more holistic view of your total earnings.** Therefore, your **total compensation - including base salary (CTC), yearly increment/raise, and annual bonus - are being communicated as a consolidated update**. This change aims to offer a more comprehensive perspective on your overall growth and career progression, ensuring greater clarity on how NAV values and rewards your contributions.

By aligning our approach with best practices, we aim to reinforce a performance-driven culture that supports long-term career development.

We appreciate your continued commitment and look forward to growing together!

CTC as of Mar'25	**INR 4,85,000.00 (INR Four Lakh Eighty Five Thousand Rupees)/-**	**Revised CTC**	**INR 5,29,458.00 (INR Five Lakh Twenty Nine Thousand Four Hundred and Fifty Eight Rupees)/-**
Raise Amount	44458/-	**Raise %**	9.17
Bonus Amount	22734/-	**Bonus %**	4.69

- The raise and bonus percentage have been calculated on CTC as on 1st April 2024 or initial offer amount if the Date of Joining is falling after 1st April'24.
- As applicable, any employee who joins between 1stJan'24 to 31st Dec'24, becomes eligible for pro rata-based raise and joins between 1st Apr'24 to 31st Dec'24 becomes eligible for pro rata-based bonus payment, for the period served till 31st Mar'25, basis the number of completed months the employee has spent in the system.

As additional benefits, you shall also be covered under following:

- **Group Life Insurance Policy and Group Personal Accidental Policy (**Premium borne by the organization).
- **Group Mediclaim Policy,** covering self & 3 dependents from the family, including parents. (Optional - 25% of the premium for parents shall be borne by the organization).

Note: An employee is eligible for only one bonus in a calendar year.
The payout of bonus amount is subject to employee being active and not serving notice period on the day of payout of the said amount.

We hope you will continue to contribute more with an increased zeal and enthusiasm with the objective to achieve the business goals.

Thank you.

Registered Office:
F-220-225, EPIP, IT Park,
Sitapura, Jaipur-302022, India

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3, Behind IOC Petrol Pump
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Encl: Annexure - I

Annexure-I
Salary Break up of Mr. Vipendra Singh

EARNINGS (PART - A)	MONTHLY (INR)	YEARLY (INR)
Basic	17,649.00	2,11,783.00
HRA	7,059.00	84,713.00
Conveyance Allowance	2,000.00	24,000.00
Special Allowance	14,765.00	1,77,175.00
SUB-TOTAL (A)	41,473.00	4,97,671.00
BENEFITS AND CONTRIBUTIONS (PART - B)		
PF - Employer	1,800.00	21,600.00
Gratuity	849.00	10,187.00
SUB-TOTAL (B)	2,649.00	31,787.00
TOTAL SALARY (A + B)	44,122.00	5,29,458.00
BONUSES (PART - C)		AMOUNT
Annual Bonus		22,734.00
SUB-TOTAL (C)		22,734.00
TOTAL (A + B + C)		5,52,192.00

This is a computer-generated letter hence does not require any signature.
Income Tax Rules shall apply on the above CTC.

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