PROMOTION LETTER

Ref: IUJ/NT/P/0725/31574 *October 09, 2025*

To,
Mr. Ashok Kumar Sharma
Employee ID: 39L31574
Administrative Officer
Administration

Dear Mr. Ashok Kumar,

This is to inform you with a great pleasure that based on your performance and on implementing new Cadre Matrix-25NT, you have been promoted from the position Administrative Officer to **Sr. Dy. Manager** with effect from July 2025. With this promotion, you are placed in **E07** cadre. Congratulations on your achievements. Needless to say that you are expected to continue to work with dedication and excel in your area of work. The details of your revised compensation are enclosed with this letter as Annexure-1. All other terms and conditions of your appointment shall remain the same.

Kindly note that the details of pay and compensation package applicable to you are strictly confidential and you are advised not to share the information with anybody. Your next increment falls due on July 2026.

Further, you will be required to submit Performance Based Self-Appraisal twice a year (July/ January) through "Sameeksha", https://pms.ibsindia.org/sameeksha/, an ICFAI online application detailing the achievements of the previous period and goal settings for the next period in the areas of responsibilities assigned to you from time to time.

As you know, your position in the organization requires and will continue to require you to necessarily respond to the business needs of the organization as detailed by your reporting officer from time to time. It is hoped that you would continue to work with great enthusiasm and total commitment and dedication for the growth of the organization.

Please acknowledged by signing a duplicate copy of this letter as a token of your acceptance of the revised terms and return it to the Central Human Resources Department (CHRD) through hrconnect@icfaiuniversity.in. You can write to us at hrconnect@icfaiuniversity.in in case you need to get clarified about your compensation.

Wishing you all the best.

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Director – CHRD

Annexure – 1

Name	Mr. Ashok Kumar Sharma
Employee ID	39L31574
Cadre	E07
Designation	Sr. Dy. Manager
Section / Department	Administration
Effective from	July 2025

Monthly Remuneration		
Pay Component	**Previous (Rs)**	**Revised (Rs)**
Basic	13,770	16,870
House Rent Allowance (HRA)	2,754	3,374
Special Allowance	4,820	5,905
Conveyance	3,500	3,500
Gross:	**24,844**	**29,649**
Statutory:		
PF (as per EPF Act)	1,800	1,800
Gratuity (as per Gratuity Act)	662	811
Perks:		
LTA (one Basic in two years)	574	703
Leave Encashment (max of 15 days a year)	574	703
Total Cost To Company (CTC):	**28,454**	**33,666***

* *In addition to the above, you can avail mediclaim facility as per the organisation policy with 50% premium subsidy by the Employer.*

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Director – CHRD