01-Apr-2025

To,

Mrs. Mohini Mrigaya

Emp. No.: 203641

Location : Pune

Sub Location : Pune Main

Letter of Promotion

We congratulate you and wish to convey appreciation for your valuable contribution in achieving company's objectives. The management is pleased to inform you that based on your outstanding performance for Financial Year 2024-25, you are being promoted from **"Learning & Development Specialist"** to **"Sr. L & D Lead"** in **"Managerial"** band and your compensation has been revised with effect from **01-Apr-2025.** The detailed break-up of your revised compensation is mentioned below:

Employee's Total CTC

Salary Head	Existing		Revised	
	Monthly	Yearly	Monthly	Yearly
Basic	52,500	6,30,000	54,833	6,57,996
HRA	21,000	2,52,000	21,933	2,63,196
Conveyance Allowance	1,600	19,200	1,600	19,200
Special Allowance	20,360	2,44,320	21,316	2,55,792
Communication Allowance	400	4,800	400	4,800
Gross	95,860	11,50,320	1,00,082	12,00,984
PF	6,300	75,600	6,580	78,960
Gratuity	2,525	30,300	2,637	31,650
GPAIP	315	3,780	367	4,404
Incentive Payout	11,667	1,40,004	12,830	1,53,960
Cost To Company	1,16,667	14,00,004	1,22,496	14,69,952

Company profitability Performance Level Below 90%	Company profitability Performance from 90 % to 100 %	Company profitability Performance 100% and above
No Incentive pay-outs	40% Pay-outs	50% pay-outs
Individual and functional performance below 90%	Individual and functional performance between 90% and 100%	Individual and functional performance 100% or above 100%
No Incentive pay-outs	40% Pay-outs	50% pay-outs

Your next appraisal will be due in October 2026.

The incentive payouts will be strictly applicable only when company's profitably is = / > 90% of targeted figures and will be subject to timely collections.

The variable pay will be paid after assessing individual performance & functional performance and companies profitability. It will be paid at complete discretion of the management.

All other terms and conditions of your employment as stipulated in your appointment letter or in subsequent modifications thereof remain unchanged.

The years ahead pose several challenges and we trust you will deliver exceptional performance to sustain our company's contributions and grow phenomenally. We are confident you will work your best to deliver competent performance to achieve further goals.

It is expressly understood that the matter pertaining to your CTC is between yourself and the company. Any discussion or disclosure of your compensation with anybody other than your Department Head or HR representative will be considered as **"Breach of Trust"** by you. Please take serious note of this. Your compensation package is unique to you and not for comparison with other employees of the company.

Please acknowledge the letter by signing the duplicate copy and returning the same to Location HRBP. In case of any query, please connect with your reporting manager or respective HRBP.

Wishing you all the best!
For Sakal Media Pvt. Ltd. ,

Dr. Vinod Bidwaik
Director - People & Culture