Date: **21st Jun, 2021**

Name (Emp.Code): **Richa Sharma(16752)**

Division - Department:**MSD-Research & Development**

Dear **Richa Sharma ,**

It is our pleasure to learn that your performance during the appraisal period **April-2020 to March-2021** reflects a high degree of accomplishment with respect to assigned job responsibilities. Your performance during the above mentioned period has been rated **"ME" (Met the Expectation)**

Your Annual Compensation Package has been revised to **Rs.530888/-** with effect from **1st April 2021.**

The salary is a strictly confidential matter and salary disclosure is a violation of **Company's Code of Conduct.**You are expected to uphold your Compensation with utmost confidentiality.The detailed compensation structure is available in online PMS. Compensation related queries can be discussed only with Corporate HR.

NB: Management reserves the right to modify Compensation structure in order to comply with Government Compensation norms.

We thank you for your valuable contribution in the last one year in the ongoing process of strengthening our organization and we count on your continued support to take our organization to greater heights in the current year. Your next appraisal will be due in **April 2022.**

All other terms and conditions of your employment remain the same.

With Best Wishes,

Anukram Mishra
CTO

Arjya Kumar Mishra
Head – Corporate HR

Richa Sharma

Employee Code:	**16752**	Posted at:	Jaipur (Rajasthan)
Name:	**Richa Sharma**		
Division / Department	MSD/Research & Development	Group:	I
Grade:	MS-1-Level1	Designation:	Engineer
	Current CTC PM	**Increase PM 2021-22**	**Revised CTC PM w.e.f 1st April 2021**
Fixed:			
Basic:	16000	1696	17696
HRA:	8000	848	8848
Transport Allowance:	0	0	0
Food Concession:	0	0	0
Uniform Allowance:	0	0	0
Education Allowance:	0	0	0
Other Allowance:	11612	1712	13324
Medical Allowance:	0	0	0
Advance Bonus:	1400	0	1400
Gross Salary:	**37012**	**4256**	**41268**
Reimbursements:			
Cash Reimbursements :	0	0	0
LTA:	0	0	0
Total:	**0**	**0**	**0**
Retirement Benefits:			
Employer's PF:	1920	204	2124
Gratuity:	768	81	849
Total:	**2688**	**285**	**2973**
Employer's ESI:	0	0	0
Bonus:	0	0	0
Variable Pay PA:	0	0	0
CTC PM:	**39700**	**4541**	**44241**
CTC PA:	**476400**	**54492**	**530892**

- The increment amount of Rs. 54492 /- PA includes one time salary correction amount of Rs. 11612 /- PA
- Gratuity is payable as per 'Gratuity Act 1972'.
- Advance Bonus will be paid on monthly basis.

Other Benefits:

- You will be covered under Group Medi-claim Insurance Policy upto Rs.1.5 Lacs PA including your family.
- You will be covered under Group Personal Accident Policy upto Rs.1.0 lac PA.

* This is Computer Generated Document & does not require signature or any Company seal.