डिजिटल इंडिया कॉर्पोरेशन
(धारा ८ कंपनी)
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय,
भारत सरकार

Digital India Corporation
(A Section 8 Company)
Ministry of Electronics and Information Technology,
Govt. of India

Ref: N-22030/78/2021-NeGD

Date : 31st July, 2025

APPRAISAL LETTER- CONFIDENTIAL

Dear Govind Sharma,

1. Digital India, the Government of India's flagship programme, with its multiple impactful initiatives, has significantly improved India's efficiency, connected the entire nation, brought transparency to the system, and enabled better delivery of services.

2. You have been an integral part of the team that has contributed to taking the Digital India Programme to a higher trajectory. Your dedication, sincerity, and commitment to the cause of digital governance are deeply appreciated.

3. The ultimate reward for a DIC team member is the satisfaction of playing an important role in nation-building and contributing to the emergence of India as one of the most vibrant nations in the world. No financial reward can match this sense of satisfaction and pride. However, as a token of appreciation for the hard work put in by you, I am happy to inform you that the DIC Compensation Committee has recommended a revision of your remuneration to Rs. 69,006/- per month (Rupees Sixty Nine Thousand Six only) with effect from 1st April, 2025.

4. The break-up of your revised CTC is provided in Annexure A.

5. I hope you continue to excel as an individual and as a team member of DIC, helping Digital India reach every citizen of India and enabling digital transformation.

Best wishes

Yours sincerely,

(Vinaya Viswanathan)
Head HR

Digital India Corporation · Ministry of Electronics and Information Technology · Govt. of India · New Delhi

Mr. Govind Sharma
Assistant Manager (Software Development)
Digital India Corporation

Statement of Acceptance

I accept this offer and the Terms & Conditions stated above.

Signature:_____Date:_____

cc: MD & CEO
Senior Director (Chief Technology Officer), Digital India Corporation
Director (Finance), Digital India Corporation
DIC Admin
Personal File

Annexure-A

Name : Govind Sharma

Designation : Assistant Manager (Software Development)

Cost to Company : Rs. 69,006/- p.m.

Structure effective from : 1st April, 2025

Sr. No	Components	Monthly (INR)	Annual (INR)
1	Basic Salary	25,417	305,004
2	HRA (30% of the Basic)	7,625	91,500
3	Allowances	30,501	366,012
	Total (A)	**63,543**	**762,516**
4	Employer's Contribution to Provident Fund (12% of the Basic)	3,050	36,600
5	Gratuity (Monthly Basic / 26 X 15)	1,222	14,664
	Total (B)	**4,272**	**51,264**
6	Group Health Insurance premium (Employer Contribution)	1,191	14,292
	Total Group Health Insurance premium **(C)**	1,191	14,292
Grand Total (A+B+C)		**69,006**	**828,072**
****Total Group Health Insurance premium (Employee Contribution/Deduction)**		**1,191**	**14,292**

1. Gratuity payable as per Gratuity Act has been added to the existing CTC and will be payable only after completion of 5 years of continuous service with the Organization at the time of retirement/resignation.
2. Annual Group Health Insurance premium charges will be borne by both Employer and Employee as per above table. Employee contribution is not part of CTC.

Take Home Salary

Sr. No	Components	Monthly (INR)
1	Basic Salary	25417
2	HRA (30% of the Basic)	7625
3	Allowances	30501
	Total (A)	**63543**
4	Employee's Contribution to Provident Fund (12% of the Basic) **-(B)**	3050
5	Employees contribution to Group Health Insurance premium **-(C)**	1191
Salary In- hand (A-B-C)		**59302**

