BGU
BIRLA GLOBAL UNIVERSITY
(Established under Birla Global University Odisha Act, 2015)

Ref No: BGU/RO/HRD/73/2025 **Dt: 12/03/2025**

To,

Mr. Ambikesh Pandey,

Emp Code- 2090,

Library Assistant,

Birla Global University,

Bhubaneswar, Odisha.

Subject: Salary Increment and Promotion Letter

Dear Mr. Ambikesh Pandey,

We are pleased to acknowledge your dedication, hard work, and valuable contributions to Birla Global University. In recognition of your exceptional performance, we are delighted to inform you that you have been promoted to the position of **"Professional Assistant"** effective 01/02/2025.

Your gross salary has been revised from Rs. 25,948/- to Rs. 30,524/- per month. The updated salary structure will be reflected in your payroll from 01/02/2025. Your new responsibilities will be communicated to you separately by the HR Department.

We sincerely appreciate your efforts and look forward to your continued dedication and commitment to the university.

Registrar

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Salary Calculation Sheet for the month of April-2026

Employee ID	Name of Employees	Designation	Days in a Month	Working Days	Real Basic	Earn Basic	DA	H.R.A.	Performance Allow	Conveyance Allowance /TPT	Other Allowance	Children Allowance	Gross Total	Staff Loan/ Advance	House Rent	Electricity Bill	Housekeeping Charges	Mess Charges	PF	ESI	Income Tax	Total Ded.	Net Salary
2090	Ambikesh Kumar Pandey	Professional Assistant	30	30	24,524	24,524	-	3,000	3,000	-	2,982	-	33,506	5,500	-	-	-	-	2,943	-	-	8,443	25,063