Date: October 09, 2025

Mr. Salauddeen Khan
Senior Library Assistant
Library
JK Lakshmipat University
Mahapura, Jaipur-302026

Increment Letter-Private and Confidential

Sub: Annual Appraisal Reg.

Dear Mr. Salauddeen Khan,

Congratulations!

We are pleased to inform you about your revised compensation following the annual performance review for the academic year (2024-25)

In recognition of your performance over the past year, we are pleased to revise your compensation, with effect from July 01, 2025. The details of the revised compensation are as given below.

Components	**Amount (in Rs.)**
Basic Salary	19100
Special Allowance	21361
HRA	4046
PF	2292
Gratuity	917
Total CTC per month	**47716**

Note: HRA will not be paid If the residential accommodation is provided by the University. License Fee & rent will be applicable as per University norms.

We look forward to your continued contribution and support. Please sign the duplicate copy of this letter as a token of your acceptance.

(Vijaya Sekhar Chellaboina)
Vice Chancellor

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