Date: January 18, 2023

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

**Increment Letter-Private and Confidential**

**Sub: Compensation Revision**

Dear Mr. Salauddeen Khan,

**Congratulation!**

We have been through yet another difficult and challenging year, which has put an incredible amount of pressure on us individually and collectively as an organization. Every individual in their capacity were stretched to deliver services unfailingly.

We thank you for your unconditional efforts and contribution, supporting the organization during these times. While we gradually come out of this cycle, we take this opportunity to recognize your efforts.

Consequent to the review and assessment of your performance during the performance /academic year 2021-2022.we are pleased to inform you that your compensation has been revised with effect from **July 01, 2022** as under.

**Below is bifurcation of salary structure**

| **Components** | **Rs.** |
|---|---|
| Basic Salary | 9500 |
| Special Allowance | 20886 |
| HRA | 3039 |
| LTA/LTC | 792 |
| Mediclaim Premium (Notional) | 631 |
| PF | 1140 |
| Gratuity | 456 |
| **Total CTC Per Month** | **36444** |

Note: If the residential accommodation is provided by the University, HRA will not be paid and License Fee will be charged as per University rules.

This revision of your Salary reflects our confidence in your ability, dedication and sense of purpose in carrying out your function with a high degree of professionalism. Your revision compensation is subject to tax at source as per statutory regulations. All other terms & conditions of your service shall remain unchanged. Your salary details are strictly private and confidential to yourself.

We look forward to your valuable contribution and wish you continued success. Please sign the duplicate copy of this letter in taken of your having accepted the same

Regards,

(Dheeraj Sanghi)
Vice Chancellor