

**April 08, 2025**

**Increment Letter**

**Dear Mr.KUNAL SAHA,**

We are glad to inform you that you will get an increment in your CTC of Rs.3029/- based on your performance & recommendations. The revision shall be effective from **April 1,2025**

Please find below your revised salary break-up, which will be effective from April 1, 2025. The same supersedes all previous salary break-up provided to you earlier.

Emp. Code : 1511  
Name : Mr.KUNAL SAHA  
Date of Joining : 08/Sep/2017  
Designation : Customer Service Representative

<b>Particulars</b>	<b>Amount in Rs. [Per Month]</b>
Basic	17039
Conveyance Allowance	1600
Medical Allowance	1250
House Rent Allowance	6816
Education Allowance	852
Other Allowances	7903
<b>Gross Salary (Per Month)</b>	<b>35460</b>
<b>Other Benefits</b>	<b>Amount in Rs.[Per Month]</b>
Employer contribution to Provident Fund (per month)	1800

**Additional benefits:**

1. Gratuity and leave Encashment as per company policy. Coverage under Group Personnel Accident Plan and Insurance plan as determined by the company from time to time.
2. Ex-Gratia/Bonus and incentives at the discretion of the company.

**NOTE:**

1. Appropriate tax will be deducted at the applicable tax rates, as amended from time to time.
2. Annexure 1 (CTC) is attached herewith. This is applicable as per current statutory and wage policy. The Management will change, merge, bifurcate or modify the salary structure based on changes in wage/statutory policy/business requirement from time to time.
3. You were hired for a contractual project at Medi Transcare Pvt. Ltd., and the other terms and conditions of your appointment letter remain unchanged.

For, **Medi Transcare Private Limited**

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**Manager - Personnel**

## **Annexure 1**

**Name: Mr.KUNAL SAHA**

<b>Particulars</b>	<b>Amt.(Rs.)</b>
Basic	17039
Medical Allowance	1250
Conveyance Allowance	1600
House Rent Allowance	6816
Education Allowance	852
Other Allowances	7903
<b>Gross Salary</b>	<b>35460</b>
Provident Fund (Employee)	1800
ESIC (Employee)	0
Professional Tax	200
<b>Total Deduction</b>	<b>2000</b>
<b>Net Take Home</b>	<b>33460</b>
Provident Fund (Employer)	1800
PF EDLI	150
ESIC (Employer)	0
EX – Gratia	1419
Gratuity	819
Privilege Leave	1147
Group Personal Accident	100
<b>CTC (Per Month)</b>	<b>40895</b>
<b>TOTAL CTC (Per Annum)</b>	<b>490740</b>

**Note** - This CTC break up is applicable as per current statutory and wage policy. The Management will change, merge, bifurcate or modify the salary structure based on changes in wage/statutory policy/business requirement from time to time.