

Date: April 01, 2025

Annual Performance cum Appraisal Letter

To,

Mr. Gaurav Gupta – MEDI1034
Area Sales Manager, Delhi
Sales & Marketing

Greetings from Medicare Hygiene Ltd.

With reference to your FY2024-25 Appraisal review, we would like to congratulate you on completion of your milestone. On the basis of your performance in FY2024-25, Your new annual CTC with detailed Annexure is attached herewith this appraisal letter.

Below summary is the highlights of your annual performance on the basis of your Achievements and Contributions toward the company's growth and feedbacks on your limitation's improvement to the forthcoming years.

In a red ocean, it is very important to identify the market segments and their respective sizes. There is a **Need of Improvement** and it is leader's responsibility to first understand market and then allocate/assign targets to his team members.

Another important feedback is related to **Operational aspect of Business** generated in your respective areas. The overall cycle of Transaction must be made more efficient in order to penetrate more in the market and avoid challenges of Stock availability. Payment flow has been often a deterrent to Business Growth; this must be smoothed in the F.Y. 2025-26 to avoid any unwanted escalations.

Lastly, the company firmly believes in strategizing based on **Data and Intelligence** collected by the field force. We have installed an application pertaining to Sales Tracking, it is a responsibility of the leader to utilise this tool in company's best interest. As a leader, you must drive a change in a way information is collected and utilised to take strategic decisions.

A Strong Review Mechanism is a need of an Hour, sharing a warm shoulder with your team members is always a good gesture but not at the cost of compromising one's performance. Strong confrontation tactics backed up by action plan must be initiated by team leader.

"A leader takes people where they want to go, A great leader takes people where they don't necessarily want to go, but they ought to be."

Salary Annexure

MEDICARE HYGIENE LTD, AHMEDABAD		
SALARY STRUCTURE - ANNEXURE: (A, B, C)		
Salary Components	Monthly	Yearly
Basic + DA	24951	299412
HRA	9980	119765
Medical Allowance	1200	14400
Conveyance Allowance	1600	19200
Special Allowance	12170	146035
Gross Salary A	49901	598812
Total Benefits:		
Employer's PF	1800	21600
Employer's ESIC	0	0
Bonus	1749	20988
B	3549	42588
CTC (A+B)		
	53450	641400
Employee Deductions :		
Employee's PF	1800	21600
Professional Tax	200	2400
Employee's ESIC	0	0
C	2000	24000
Net Take Home Salary (A-C)	47901	574812

For, Medicare Hygiene Ltd





Jay Sachchade

Director – Sales & Marketing

Employee Signature