

March 31, 2025

Shweta Pote
Emp. ID: 697

Subject: Annual Performance Appraisal 2024

Dear **Shweta**,

As we review the past year 2024, we would like to take a moment to express our deepest gratitude for all that you've contributed this year. Your efforts have been crucial in driving the growth of the organisation. Throughout the year, we have made great strides in adapting to change, growing as an organization, and positioning ourselves for a bright future.

Looking ahead, we encourage you to build on this momentum in this year 2025, set ambitious goals and develop plans to achieve them. Let us collectively prioritise customer satisfaction, deliver exceptional service and high quality results. Together, we foster a spirit of teamwork, collaborate creatively and explore uncharted territories to promote a progressive environment that focuses on goal achievement while also prioritising your professional development.

Looking at your individual accomplishments and contributions in the year 2024, the organisation has decided to revise your compensation to **Rs. 12,08,400/- per annum** and change your designation to **Key Account Manager**, for the year 2025 with effect from **January 01, 2025** including Performance Linked Variable Pay of **Rs. 2,85,000/- per annum**. The revised compensation structure is mentioned in Annexure 1.

Variable Pay is a discretionary bonus which is determined by the Company's performance and your individual performance during 2024. Your Variable Pay for the year 2024 is **Rs. 25,000/-**.

Any increment and variable pay are prorated for performance period as per policy. Please note that all payments are subject to Income Tax and other deduction at source. You continue to be governed by the applicable employment terms and policies in vogue.

It is important to reiterate, that this communication is private and highly confidential and only for your perusal. We strictly instruct you not to share this information i.e. your compensation package, increment percentage, bonus pay-outs with anyone apart from your line manager or HR Leader of the organisation. Disregarding this norm will be treated as serious breach of confidentiality norms and have serious implications.

All other terms and conditions of your employment remain unchanged.

We are confident that your unwavering enthusiasm, engagement and resilience will drive our organisation's continued growth, success, and excellence in 2025.

With best wishes,

For Peters Surgical India Private Limited



Kanika
Lead HR - Hub India

Peters Surgical India Private Limited

Registered Office: B-21, 3rd Floor, Lajpat Nagar-1, Near Park, New Delhi - 110 024

Corporate Office: Unit No - 508, 510 & 511, Fifth Floor, Emaar Digital Green Tower A, Bharampur Naya, Sector - 61, Ghata Golf Course Ext. Road, Gurgaon - 122 102, Haryana. T. +91-124-4150450 • F. +91-124-4609500 • customersupportIN@peters-surgical.com • www.peters-surgical.com

Formerly: Stericat Gutstrings (P) Ltd.

Works: Plot No. 169, Sector - 4, IMT Manesar, Gurgaon, Haryana - 122 050, INDIA

• CIN: U74899DL1983PTC015846

Annexure 1

Compensation Structure			
Name	Shweta Pote	Designation	Key Account Manager
Location	Pune	Grade	B3
Department	Sales	Effective Date	01-01-2025
Components		Monthly	Annually
Basic		35,397	4,24,764
House Rent Allowance		17,698	2,12,376
Conveyance Allowance		1,600	19,200
Uniform Allowance		3,500	42,000
Any Other Allowance		15,184	1,82,213
Total Gross Salary (A)		73,379	8,80,553
Employee Contributions			
Provident Fund - PF		1,800	21,600
LWF		34	408
Total Deduction (B)		1,834	22,008
Statutory Benefits - Company Contributions			
Provident Fund - PF		1,800	21,600
LWF		68	816
Gratuity		1,703	20,431
Total (C)		3,571	42,847
Fixed CTC (D=A+C)		76,950	9,23,400
Performance Linked Variable Pay (E)			2,85,000
Total Cost to Company (CTC) [F=D+ E]		76,950	12,08,400
Net Take Home (G=A-B), subject to applicable tax		71,545	8,58,545
Note:-			
a) The above are subject to deduction of Income Tax; if any			
b) Gratuity payable as per the rules of Payment of Gratuity Act			
c) Annual Performance Linked Variable Pay is subject to Individual and company performance			

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