| **Annexure I- Salary/ CTC Annexure** | | | | |
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|  | | | | |
| **Name:** | |  | **Date of Joining:** |  |
| **Designation:** | |  | **Effective Date:** |  |
| **Department:** | |  |  |  |
| **Location:** | |  |  |  |
| **Components** | | | **Per Month (Rs.)** | **Per Annum (Rs.)** |
| **(A)** | Basic | |  |  |
| House Rent Allowance | |  |  |
| Educational Allowance | |  |  |
| Corporate Attire Reimbursement | |  |  |
| Communication Reimbursement | |  |  |
| Periodicals Reimbursement | |  |  |
| Fuel Reimbursement | |  |  |
| Meal Allowance | |  |  |
| Vehicle Reimbursement | |  |  |
| Driver Allowance |  |  |  |
| City Compensatory Allowance | |  |  |
|  | Additional City Compensatory Allowance | |  |  |
| **Gross Remuneration** | | |  |  |
|  | Employer's contribution to PF | |  |  |
| Employer's contribution to ESIC | |  |  |
| Employer's contribution to LWF | |  |  |
| Gratuity ( Refer Note 2 ) | |  |  |
| **Cost to Company (Annual CTC)** | | |  |  |
| **(B)** | Employee's contribution to PF | |  |  |
| Employee's contribution to ESIC | |  |  |
| Employee's contribution to LWF | |  |  |
| Professional Tax ( Refer Note 2 ) | |  |  |
| **Net Remuneration (A) - (B)\*** | | |  |  |
| **Notes:** |  | | | |
| **1** | Matter of your compensation is confidential information of the company. The management strongly discourages any discussion or disclosure of your compensation with anybody other than your departmental head or HR. Non-compliance will be considered as breach of this clause. Your compensation package is unique to you and not for comparison with any other employee. | | | |
| **2** | Note: Your salary will be disbursed to you after deducting \*\*Professional Tax as per the state laws, rules and norms prescribed by the Government of India from time to time and after making all other necessary statutory deductions, if any, of the employee’s share, as required from time to time. The firm also makes a monthly contribution to your Provident Fund account, if not exempted from and/or other statutory benefits which is outside of your gross remuneration like gratuity. The emoluments/benefits due to you will be subject to deduction of income tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time. To avail tax exemption benefit you must submit bills/receipts towards components like HRA, Medical Reimbursements and other such Reimbursements, if any to the HR in accordance with the HR policy in effect. Gratuity will be governed by the Payment of Gratuity Act, 1972 which as per the law is payable on exit only after 5 years of continuous service with the organization. Labor Welfare Fund governed by laws of respective states. Management reserves the right of changing the compensation structure at its discretion without prior intimation. Salary structure once finalized by the employee at the time of joining or start of financial year cannot be changed or edited, until end of financial year. | | | |
| **3** | Mediclaim Coverage of \_\_\_\_\_\_\_ is covered for spouse and up to two children (dependent) and Accidental Death Insurance Coverage is Rs. \_\_\_\_\_\_\_\_\_\_. This benefit is not applicable for employees who are covered under ESIC | | | |
| **4** | Statutory calculations are applicable as per the Statutory Act. Any new amendments in statutory compliances will be borne by an employee. | | | |