# Employee Profile

Name:	0	Sobhan B	ahu			
Age:		years	abu.	T_		
Present Address:	HC	D-1-264,Ar	nand Na er ,yapra d ,Telar	Date of Birt ager colony.s al.kapra.Med agana-50008	reet no-	31.05.1976 02,Exservicemen
Emergency Contact:	910	00036740		Mobile No:		9100026740
Automobile:	Nil		•	Make:		9100036740
Vehicle EMI:	-			Year:		
Date of joining:	02.0	02.2016				
Personal Information ( Marital Status:  Name of spouse:	<b>⊙</b> M	l) Iarried atnakumar	O Si	ingle		
Spouse works at:		se wife.	1.			
Spouse's designation:	-					
Spouse's Gross Salary:	-					
Number of Children:	02					
Name	Age	Gender	Nam	ne of School	Class	Approx.
O.Rajkumar.	20	Male	st.pet	er Engg	3rd	Annual Fees 2.9 lakhs
			colleg	le.	B.tech	
O.Gayathri.	19	Female	st.pet	er Engg	2nd	2.5lakhs
			colleg	е	B.tech	
Residence:	Rente	d				
Monthly Rent or EMI:	12,000	0.000				
Type of House:	Indepe	endent Hou	use			

Continued.....

### FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan	5lakhs.for	EMI:	16570.00
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:		EMI:	
Insurance Policy	Medical		Premium:	
	Insurance: Life Insurance:		Premium:	
	Term Insurance:		Premium:	
	Other Insurance:		Premium:	
Type of savings	Mutual Funds:			
Type of savings	Stock bonds:			
	Fixed Deposit:			
	Other Savings:			

#### APPRAISAL FORM 2024-2025

Designation:	APM	Division:	CONSTRUCTION
Qualification / Education:	B.Tech civil Engg.		
Years of Experience in relevant field:	24 years.		
Expected Percentage	20%		
Justification for increase:			
Justification for Promotion:			
-			
Preferred Designation:	-		
Complaints:			
No complaints			
Suggestions:			
-			

Signature:O.sobhan babu.\_\_\_\_\_ Date: 01.04.2024\_\_\_\_\_

Division: Continction

#### SALARY REVISION FORM (2023-2024)

Name:	0	· SOBT	HAN	BABU		
Age:		444			3	1/05/1976
Present Address:	8-	124. 7	Inai	rd Nager	Colon	
	Ex	Semic	e Her	ocalmy !	Slar	ingen.
	55	Nen	N. I	cano, 1	elaus	inc-(2008)
		,	,	, , , , ,	1	1
Phone ®:	91	00036	140	Mobile:	91	00036740
Automobile:	□ Car	□ Bike □	Nil	Make:		
Vehicle EMI:		-		Year:		1
Salary at the time of joining:	38	000 /	_	Date of joining:	6	12/2016
Personal Information (O	ptional	)				
Marital Status:	Marrio	ed / Singl	e	Mamed	,	
Name of spouse:	4	ATNY	1/00	MARI		
Spouse works at:				NIFE.	7	
Spouse's designation:			_	V		
Spouse's Gross Salary:			_			
Number of Children:		Two	Chile	then.	*	
Name	Age	Gender	Nai	me of School	Class	Approx. Annual Fees
O.Rog KumAR	18	M	SA- P	elis Engr CM	ge I yea	w 1,75,000/
O. GAYATHAI	16	F	Chai	long fr. al	u II wo	year 1, 21,000
Residence:	□ Ow	n 🗆 Paren	its Re	ented   Other		
Monthly Rent or EMI:		12,00	0/-			
Type of House:	□ Inde		_	Flat House in	a basti	
				**		Continued

Division:	
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Qualification / Education :	B-tech Cin
Years of Experience in relevant field:	23 Jeans 60,000
Expected gross salary:	60 0001
Justification for increase:	50,000
8	
_	
-	
Complaints & suggestions:	
	5 5 5 0 5 10 5 m
1	2 0
Preferred Designation:	Apm.
Simoton Corple	0.1.1.
Signature:	Date: 20/4/23 r

1.	Item		Existing	Revised
2.	Sobhan Babu. O			
3.	C.T. C. Salary		48555	
4.	Gross Salary including	g ESI & PF	46755	
5.	Basic		23377	
6.	DA		4675	
7.	HRA		18702	
8.	PF (Employer + Empl	oyee)	3600	
9.	ESI (Employer + Emp	loyee)	0	
10.	Net Salary after ESI &	PF deduction	44755	
11.	Mobile Allowance		399	
12.	monthly conveyance		0	
13.	Loan with company			
14.	Loan repayment per m	nonth		
15.	Medical insurance pro	vided	Yes	
16.	Accidental insurance	provided	Yes	
17.	No. of leaves taken in	2022-23	15	
18.	Company		GVDC	
19.	Division	i i	Const.	
20.	Designation		Asst. Project Manager	2
21.	Remarks:			
	Prepared by:	Date:	Approved by	: Date:
	Iqra Khatoon	14-04-2023		18-04-2023

My/

Division: Contruction

#### SALARY REVISION FORM (2022-2023)

Name:	0	· SOB	HA	V BABU'			
Age:		45 Te		Date of Birth:	3	1-05-1976.	
Present Address:	1000	8-120	4 +	brand was	w Col	my,	
* * * * * * * * * * * * * * * * * * * *			fro			lun Colon.	
		Sela	ajin	ogu. Yap.	1 .	capro wist	
				ugane -	5000	0	
Phone ®:	910	000362	740	Mobile:	910	0036740	
Automobile:	□ Car	Bike [	Nil	Make:	4)	وره	
Vehicle EMI:		4950	)  -	Year:	. 2	019	
Salary at the time of joining:	3	5,000	1	Date of joining:	2	102/16	
Personal Information (C							
Marital Status:	Marrie	ed / Singl	е	Hanne	٩		
Name of spouse:		Married/Single Hannel.  O. Ratne lluman					
Spouse works at:							
Spouse's designation:							
Spouse's Gross Salary:			_				
Number of Children:			02				
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees	
(1) Rog Keemer	17	m	Sác	heitany Jr. CM	y 12	95000/	
(2) Gay this	16	F	Sm ch	ailany jr. (1	lyc 11	8,7000}	
Residence:	□ Ow	n 🗆 Parer	nts 🕏 Re	ented 🗆 Other		_	
Monthly Rent or EMI:		13	,500				
Type of House:	Inde	ependent	house [	Flat □ House in	a basti		
					С	ontinued	

Division: Construction

Qualification / Education:	B. Teel Cin!
Years of Experience in relevant field:	2 Leary
Expected gross salary:	60,000
Justification for increase:	Joseph Journey (1)
f = 1,2	
factor is a training	
	*/
( dec.	
9 / - / -	
N 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
7	
Complaints & suggestions:	
	<i></i>
1 - 1 - 1	
Present Designation:	Asst. Project Hanager.
Preferred Designation:	Asst. Projek Hanager. Asst. Projek Hanager.

Signature: \_

Date: 9 24

	Item		Existing	Revised
1.	Sobhan Babu. O			
2.	C.T. C. Salary	÷	45429	
3.	Gross Salary including	ESI & PF	45429	
4.	Basic		22714	
5.	DA		4542	
6.	HRA		18171	
7.	PF (Employer + Employ	yee)	0	
8.	ESI (Employer + Emplo	oyee)	0	
9.	Net Salary after ESI & I	PF deduction	48208	
10.	Mobile Allowance		399	
11.	Avg. monthly conveyance for last 3 months		0	
12.	Loan with company			
13.	Loan repayment per month		0	
14.	Medical insurance prov	ided	Yes	
15.	Accidental insurance pr	rovided	Yes	
16.	No. of leaves taken in 2	021-22	14	
17.	Company		BRGV	
18.	Division		Const.	
19.	Designation		Asst. Project Manager	
20.	Remarks:			
	Prepared by:	Date:	Approved by	: Date:
	Igra Khatoon	12.04.22	G. Jai Kumar	15.04.22

Division: GURC

# SALARY REVISION FORM (2021-2022)

O. SOBHANBA	ASU					
45 years	Date of Birth:	31/5/1926				
8-124, And	md vager	cday.				
Belein	nager					
topul. come slit.						
T. lauge	1. 500087					
9100036240	Mobile:	9100036240				
⊠ Car ⊠ Bike ⊠ Nil	Make:	Sej-107-10				
4520/	Year:	2020				
35000/	Date of joining:	2/2/2016.				
	45 years 8-124, And Bele jis Joffer January 9100036340 ⊠ Car ⊠ Bike ⊠ Nil	Sclepinagu,  Japel, Copre  Jame. 100087  9100036740 Mobile:  Make:  Nil  4520 / Year:				

Personal Information (O Marital Status:		d / Single	: Harries	9.	
Name of spouse:	0	· Rata	re Cumari		
Spouse works at:		Ho	me life		
Spouse's designation:			-		
Spouse's Gross Salary:					
Number of Children:		0,	2		
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
O. Rigleuman	12	m	Sricharlange	XI	1,85,000
O. Gayethi	16	F	CRIF publication	12	1,10,000
		- F7 P	arents Rented Oth	er	
Residence:	MO				
Monthly Rent or EMI:		1215	00		
Type of House:	₩ Ir	ndepender	nt house 🖂 Flat 🖂 Hou	ise in a bast	Continued

B. Tech (Ciril)  20 years.  60,000 To Maileiry proper
20 years. 60,000/
1000 to Marley proper
1000 to Marley pupor
West have 1 + v
Config arms and  Capaine for and  up arms of promenting of  Al dale (for whether)  MESSE Ree will)
and the second

Division: Const.

1.	Item		Existing	Revised
2.	Name		O Sobhan Babu	
3.	C.T. C. Salary		42,481	
4.	Gross Salary including l	ESI & PF	40,681	
5.	Basic		20,340	
6.	DA		4,068	
7.	HRA		16,272	
8.	PF (Employer + Employ	/ee)	3,600	
9.	ESI (Employer + Emplo	yee)		
10.	Net Salary after ESI & PF deduction		38,481	
11.	Mobile Allowance		399	-gh = = =
12.	Avg. monthly conveyan	ce for last 3	0	
13.	Loan with company		-	
14.	Loan repayment per month			15
15.	Medical insurance provided		Yes	
16.	Accidental insurance pro	ovided	Yes	
17.	No. of leaves taken in 20	018-19	32	- II
18.	Company		GVRC	
19.	Division		Const.	
20.	Designation		Asst. Project Manager	-5
21.	Remarks:			
	<u> </u>		1	
	2	.0		
	Prepared by:	Date:	Approved by:	Date:
s .	Iqra Khatoon	05-04-2021		

Division: Construction Silvan

#### SALARY REVISION FORM (2020-2021)

	1 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7						
Name:	O. SOBHAN BABU.						
Age:	45 Date			Date of Birth:	31	105/1926.	
Present Address:	1-	64, -	Ana	nd Nagw	Colony	, stretners	
	Ex	Curice	Hen	Cday B	elch	najau	
	,	1-64, Anough Nagur Colony, streta Exsurice Men Colony, Beleginagen, MADRAL, HYDRABAD.					
, see and the second	l. Post a	TAPRAL, HYDRABADA,					
Phone ®:	910	00367		Mobile:	72	00036740	
Automobile:	⊠ Ca Nil	r 🖂 Bike		Make:		RD.	
Vehicle EMI:	4	280	-	Year:	20	18	
Salary at the time of joining:		0001-		Date of joining:	2	2/20/6	
Personal Information (O	ptional)	)				1	
Marital Status:	Marrie	ed / Single	e	Hanried			
Name of spouse:	0.	O.RAINA KUMARI.					
Spouse works at:	1	How wife					
Spouse's designation:	拉	to the closer					
Spouse's Gross Salary:			. ¬				
Number of Children:							
Name	Age	Gender	Nar	me of School	Class	Approx. Annual Fees	
O. RAJ IWMAR	16	M	CR	of public sho	X	1,02,000	
O. GAJATHRI	15	f	CAPE	Justic schol	ĺχ	1,00,00	
				1			
Residence:	⊠ Ov	vn 🖂 Par	rents 🔀	Rented M Other	·		
Monthly Rent or EMI:	12,300						
Type of House:	Ind	☑ Independent house ☑ Flat ☑ House in a basti					

Continued.....

D	
Division:	40
Carried III and the same of the	-

Qualification / Education :	B. Tech. Cirl
Years of Experience in	20 years.
relevant field:	20 years
Expected gross salary:	50.000
Justification for increase:	20/0
pw a	I (all Reefells of super, all Constituting when
a da Com Ond	soldani all Constilles Mes.
My Joseph	The comments of the
Colodo	Jaylonghal Infort Stillich Con
S(m) a	I be
MM	Self Moderaty my
	47
	19, W. F. 188 1, 12,
Complaints & suggestions:	ent de la companya de
	MO
	100
7	
Preferred Designation:	Ast. Projet Manager.
,1	

# Appraisal by Manager (Confidential report to HR)

Name of Employee:	Solshan babu
Project:	m.l.L
Overall performance:	Snor
Attitude towards colleagues:	3000
Team player:	9000
Personal appearance:	8000
Interest / Enthusiasm in work:	8000
Knowledge of work:	91000
Attendance / punctuality:	91000
Communication skills – oral – in English	Average
Communication skills – oral – in Telugu	good.
Note: Rate as good, average or poor.	

Key strengths:	He will					الم
ony As	intere					
Shortcomings o	r weaknesses:	^	IIL			
How can we ge	t more from the em	ployee?				
What are the pr	ecautions to be take	en?	N	iL		
Prepared by:	'.V , S. Nedd	Da	te:	11 6	2020	
	- 21					

Division: Construction

1.	Item		Existing	Revised
2.	O. Sobhan Babu		1	
3.	C.T. C. Salary		40458	
4.	Gross Salary including ES	SI & PF	38658	
5.	Basic		19329	
6.	DA		3865	
7.	HRA		15463	
8.	PF (Employer + Employer	e)	3600	
9.	ESI (Employer + Employer	ee)	0	
10.	Net Salary after ESI & PF	deduction	39193	
11.			399	
12.	Avg. monthly conveyance for last 3 months		0	
13.	Loan with company		0	
14.	Loan repayment per month		0	
15.	Medical insurance provided		YES	
16.	Accidental insurance provided		YES	
17.	No. of leaves taken in 201	9-20	9	
18.	Company		MPL	
19.	Division		Construction	
20.	Designation		Asst. Project Manager	
21.	Remarks:		1	J
	Prepared by:	Date:	Approved by	: Date:
	Iqra Khatoon 1:	5.06.20	G. Jai Kumar	16.06.20

Division: Constructory

#### SALARY REVISION FORM (2019-2020)

Name:	O. SOBHAN BABU						
Age:	43		Date of Birth:	3)	-05-1976		
Present Address:	thro: 8-124, -		Anger of 100	1 0	1 1 1		
	CX	Cunice	Hea	colony,	2 0	ing shup	
1		IA DA	0	/	/	magn	
8.1	1	pro		TELANGE	HUIT.	- 1	
Phone ®:	910	0036	40	Mobile:	910	00036740	
Automobile:	1	Bike		Make:		ERO HONDA	
Vehicle EMI:		_		Year:	20		
Salary at the time of joining:	35	000/		Date of joining:		2/20/6	
Personal Information (O	ptional	)					
Marital Status:		Married / Single MARRICO					
Name of spouse:	0.	O. RAJTNA (CUMAR)					
Spouse works at:		House		188-			
Spouse's designation:		110030	-	T F			
Spouse's Gross Salary:		1.04		-			
Number of Children:	0	2 2	,				
Name	Age	Gender		me of School	Class	Approx. Annual Fees	
O.RAJ Kum Ad	16	M	CR	ff pulstisely	1012	1,50,000/	
O.GAYATHRI	14	F	CRPF	Pulsicacho	915	1,50,0001	
						/	

□ Own □ Parents ▼ Rented □ Other

Independent house 
Flat 
House in a basti

9,500/

Residence:

Type of House:

Monthly Rent or EMI:

Continued.....

Division:	
DIVISIOII.	

Qualification / Education :	B. Teh.
Years of Experience in relevant field:	19 years.
Expected gross salary:	46000 [
Justification for increase:	100
Due to	& much copin , heat and
mechale Hairla	i shoof free de
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	•
7 1	
Complaints & suggestions:	
Conto	tale 11 and Back to 12
	typield in my Best lembyr my ower Sile.
A simo	nd and Gild
V*) ·	1 1 1 2 1 E
5	
26 1 2 2 2	
	Λ. ο
Preferred Designation:	All w.
0.11	V
Signature:	Date: 17419

#### Appraisal by Manager (Confidential report to HR)

Name of Employee;	SHOBAN BABU
Division	CONSTRUCTION
Project:	VISTA HOMES
Overall performance:	Good
Attitude towards colleagues:	Good
Team player:	Good
Personal appearance:	Good
Interest / Enthusiasm in work:	Good
Knowledge of work:	Good
Attendance / punctuality:	Good
Communication skills – oral – in English	Good
Communication skills – oral – in Telugu	Good
Note: Pata as good awayges or near	

Note: Rate as good, average or poor.

Key strengths:
Having good knowledge in,RCC works
Shortcomings or weaknesses:
Nil
How can we get more from the employee?
By giving good increment
What are the precautions to be taken?
Nil

Prepared by:	Date:	
T MADHU	19-4-19	

	Item		Existing	Revised
1.	O. Sobhan Babu			
2.	C.T. C. Salary		38175	
3.	Gross Salary including ESI & PF		36426	
4.	Basic		10927	
5.	DA		3642	
6.	HRA		14570	
7.	CCA		3642	
8.	TA		1821	
9.	EA		1821	
10.	PF (Employer + Employee)		3496	
11.	ESI (Employer + Employee)		0	
12.	P.T.		200	
13.	Net Salary after ESI & PF deduction		36464	
14.	Mobile Allowance		399	
15.	Avg. monthly conveyance for last 3 months		0	
16.	30000000000000000000000000000000000000		3750	
17.	Loan repayment per month		1000	5
18.	Medical insurance provided		YES	
19.	Accidental insurance provided		YES	
20.	No. of leaves taken in 2018-19		18	
21.	Company		Vista Homes	
22.	Division		Construction	
23.	Designation		Asst. Project	
24.	Remarks:		Manager	
	Prepared by:	Date:	Approved by	: Date:
	Iqra Khatoon	12.04.19		