

Employee Profile

Name:	O.Sobhan Babu.		
Age :	47 years	Date of Birth:	31.05.1976
Present Address:	HO-1-264, Anand Nager colony. sreet no-02, Exservicemen colony, jnager , yapral. kapra. Medchel dist. hyderabad , Telangana-500087.		
Emergency Contact:	9100036740	Mobile No:	9100036740
Automobile:	Nil ☐	Make:	-
Vehicle EMI:	-	Year:	-
Date of joining:	02.02.2016		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	O.Ratnakumari.				
Spouse works at:	House wife.				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
O.Rajkumar.	20	Male	st.peter Engg college.	3rd	2.9 lakhs
O.Gayathri.	19	Female	st.peter Engg college	2nd	2.5 lakhs
Residence:	Rented ☐				
Monthly Rent or EMI:	12,000.000				
Type of House:	Independent House ☐				

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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 Insurance:		Premium:	
	Life Insurance:		Premium:	
	Term Insurance:		Premium:	
	Other Insurance:		Premium:	
Type of savings	Mutual Funds:			
	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: Construction

SALARY REVISION FORM (2023-2024)

Name:	O. SOBHAN BABU		
Age :	47 Year	Date of Birth:	31/05/1976
Present Address:	8-124, Anand Nagar Colony, Suburb: 2 Ex Service Men Colony, Balajinagar, J.S. Nagar, Kapra, Telangana - 500087		
Phone @:	9100036740	Mobile:	9100036740
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	.
Vehicle EMI:	-	Year:	.
Salary at the time of joining:	38000/-	Date of joining:	6/2/2016

Personal Information (Optional)

Marital Status:	Married / Single <u>Married</u>				
Name of spouse:	RATNA KUMAR				
Spouse works at:	HOUSE WIFE				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	Two children				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
O. Raj Kumar	18	M	St. Peter's Engg. College	2 Year	1,75,000/-
O. GAYATHRI	16	f	Chaitanya Jr. College	2nd year	1,25,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	12,500/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

Division: _____

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Signature: Coxley Date: 20/4/23

For office use only:

1.	Item	Existing	Revised
2.	Sobhan Babu. O		
3.	C.T. C. Salary	48555	
4.	Gross Salary including ESI & PF	46755	
5.	Basic	23377	
6.	DA	4675	
7.	HRA	18702	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	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 month		
15.	Medical insurance provided	Yes	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	15	
18.	Company	GVDC	
19.	Division	Const.	
20.	Designation	Asst. Project Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Construction

SALARY REVISION FORM (2022-2023)

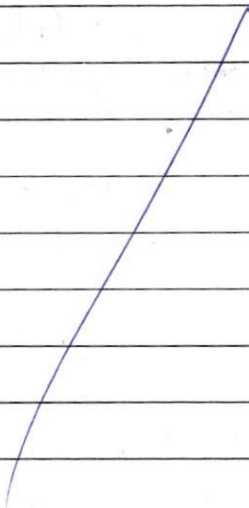
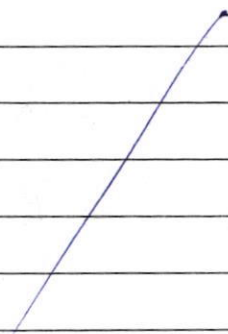
Name:	O. SOBHAN BABU		
Age:	45 years	Date of Birth:	31-05-1976
Present Address:	8-124, Anand Nagar Colony, street no. 2, Ex-Servicemen Colony, Balajinagar, Yashwanthapur, Hyderabad, Telangana - 500082		
Phone @:	9100036740	Mobile:	9100036740
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Hero
Vehicle EMI:	4950/-	Year:	2019
Salary at the time of joining:	35,000/-	Date of joining:	2/02/16

Personal Information (Optional)

Marital Status:	Married / Single <u>Married</u>				
Name of spouse:	O. Ratna Kumari				
Spouse works at:	—				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
(1) Raj Kumar	17	M	Sri Chaitanya Jr. College	12	95000/-
(2) Gayathri	16	F	Sri Chaitanya Jr. College	11	85000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other				
Monthly Rent or EMI:	13,500/-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: Construction

Qualification / Education:	B.Tech / Civil
Years of Experience in relevant field:	22 years
Expected gross salary:	60,000 / -
Justification for increase:	Asst. to Managing Dir.
	
Complaints & suggestions:	
	
Present Designation:	Asst. Project Manager
Preferred Designation:	Asst. Project Manager

Signature: _____

Date: 9/2/22

For office use only:

	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 + Employee)	0	
8.	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & 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 provided	Yes	
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	14	
17.	Company	BRGV	
18.	Division	Const.	
19.	Designation	Asst. Project Manager	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: GVRCSALARY REVISION FORM (2021-2022)

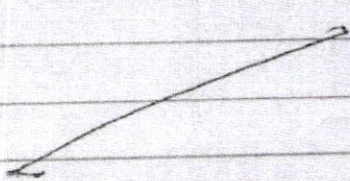
Name:	O. SORHAN BASU		
Age:	45 Years	Date of Birth:	31/5/1976
Present Address:	8-124, Anand Nagar Colony. Solepinnagar, Tamil Nadu, Kancheepuram. Tamil Nadu. 600082		
Phone @:	9100036240	Mobile:	9100036240
Automobile:	☒ Car ☒ Bike ☒ Nil	Make:	Jeep RT-100
Vehicle EMI:	4520/-	Year:	2020
Salary at the time of joining:	35000/-	Date of joining:	21/2/2016

Personal Information (Optional)

Marital Status:	Married / Single <u>Married.</u>				
Name of spouse:	O. Ratne Kumari				
Spouse works at:	Home wife				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
O. Rajkumar	17	M	Sri Chaitanya	XI	1,85,000/-
O. Gayathri	16	F	CPJF Public School	X	1,10,000/-
Residence:	☒ Own ☒ Parents ☒ Rented ☒ Other				
Monthly Rent or EMI:	12,500/-				
Type of House:	☒ Independent house ☒ Flat ☒ House in a basti				

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Division: _____

Qualification / Education :	B.Tech (Civil)
Years of Experience in relevant field:	20 years.
Expected gross salary:	60,000/-
Justification for increase:	Due to Marketing paper
AS per Company norm and 100 experience for new Company norm & (Promotion of Bones) 100 date (for whole House, MPL site & see work).	
Complaints & suggestions:	
	
Preferred Designation:	Aspm.

Signature: _____



Date: _____

6/4/21

For office use only:

Division: Const.

1.	Item	Existing	Revised
2.	Name	O Sobhan Babu	
3.	C.T. C. Salary	42,481	
4.	Gross Salary including ESI & PF	40,681	
5.	Basic	20,340	
6.	DA	4,068	
7.	HRA	16,272	
8.	PF (Employer + Employee)	3,600	
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	38,481	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company		
14.	Loan repayment per month		
15.	Medical insurance provided	Yes	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2018-19	32	
18.	Company	GVRC	
19.	Division	Const.	
20.	Designation	Asst. Project Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

SALARY REVISION FORM (2020-2021)

Name:	O. SORHAN BABU.		
Age :	45	Date of Birth:	31/05/1976.
Present Address:	1-64, Anand Nagar Colony, street no. 2 Ex Service Men Colony, Balajinagar, TAPRAL, HYDRABAD, Telangana		
Phone @:	9100036740	Mobile:	9100036740
Automobile:	☒ Car ☒ Bike ☒ Nil	Make:	HERO
Vehicle EMI:	4280/-	Year:	2018
Salary at the time of joining:	35000/-	Date of joining:	2/2/2016

Personal Information (Optional)

Marital Status:	Married / Single <u>Married.</u>				
Name of spouse:	O. RATNA KUMARI.				
Spouse works at:	<u>Home wife</u>				
Spouse's designation:	10th class —				
Spouse's Gross Salary:	—				
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
O. RAJ KUMAR	16	M	CRPF public sch	<u>X</u>	1,02,000/-
O. GAYATHRI	15	F	CRPF public sch	<u>IX</u>	1,00,000/-
Residence:	☒ Own ☒ Parents ☒ Rented ☒ Other —				
Monthly Rent or EMI:	12,300/-				
Type of House:	☒ Independent house ☒ Flat ☒ House in a basti				

Continued.....

Division: _____

Qualification / Education :	B.Tech. C&S
Years of Experience in relevant field:	20 years.
Expected gross salary:	50,000 / —
Justification for increase:	over all (all Recd. & super, and super experience, all contributing work. Solved all problems / which body work — self motivated by all
Complaints & suggestions:	NO —
Preferred Designation:	Asst. Project Manager.

Signature: _____

Date: _____

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Sobham babu
Project:	m.p.L
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	Average
Communication skills – oral – in Telugu	good.

Note: Rate as good, average or poor.

Key strengths:	He will do the R.C.C works with out any assistance
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Shortcomings or weaknesses:	nil
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How can we get more from the employee?	
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What are the precautions to be taken?	nil
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Prepared by: S.V.S. Reddy	Date: 11/6/2020
Reddy	

For office use only:

Division: Construction

1.	Item	Existing	Revised
2.	O. Sobhan Babu		
3.	C.T. C. Salary	40458	
4.	Gross Salary including ESI & PF	38658	
5.	Basic	19329	
6.	DA	3865	
7.	HRA	15463	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	39193	
11.	Mobile Allowance	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 2019-20	9	
18.	Company	MPL	
19.	Division	Construction	
20.	Designation	Asst. Project Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20

Division: Construction

SALARY REVISION FORM (2019-2020)

Name:	O. SOBHAN BABU		
Age :	43	Date of Birth:	31-05-1976
Present Address:	Hno: 8-124, Anand Nagar Colony - street no-2 Ex Service Men Colony, Bolepallyw. Yapral. TELANGANA.		
Phone ®:	9100036740	Mobile:	9100036740
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	HERO HONDA
Vehicle EMI:	—	Year:	2011
Salary at the time of joining:	35000/-	Date of joining:	2/2/2016

Personal Information (Optional)

Marital Status:	☒ Married / Single <u>MARRIED</u>				
Name of spouse:	O. RATNA KUMAR				
Spouse works at:	HOUSE WIFE				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	02 NS.				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
O. RAJKUMAR	16	M	CRPF Public School	10th	1,50,000/-
O. GAYATHRI	14	F	CRPF Public School	9th	1,50,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	9,500/-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: _____

Qualification / Education :	B. Tech.
Years of Experience in relevant field:	19 years.
Expected gross salary:	46000 / -
Justification for increase:	
Due to so much expere, heat, and vehicle maintain / school fees etc.	
Complaints & suggestions:	
Contributed in my Best knowledge of my own site.	
Preferred Designation:	A.P.M.

Signature: _____

Date: 12/4/19

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: 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

For office use only:

	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.	Loan with company	3750	
17.	Loan repayment per month	1000	
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 Manager	
24.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.19	