

Employee Profile

Name:	Md. Salman		
Age :	31	Date of Birth:	09-02-1992
Present Address:	Vi) Raghavapuram, 1-26, Mo) BB Nagar Dt:- Yadadri Buvanagiri - 508126.		
Emergency Contact:	9848091040	Mobile No:	8884143372
Automobile:	Nil ☐	Make:	
Vehicle EMI:		Year:	
Date of joining:	09-03-2020		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	Md. Nazia Begum				
Spouse works at:	Home maker				
Spouse's designation:	Nill				
Spouse's Gross Salary:	Nill				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
MD. Subhan	04	Male			
MD. Saif	06m	Male			
Residence:	Parents ☐				
Monthly Rent or EMI:					
Type of House:	House in Basti ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan	6, 00, 000	EMI:	13, 750
	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 Engineering)		
Years of Experience in relevant field:	10		
Expected Percentage	26%		
Justification for increase:			
This is esteemed company for the last 3 years during this time i put lot of efforts on completing of all assigning works of GVRC in 4545 RCC ,Civil elevation works.3600 block footings to plinth beam.Attrium all structure works.sump and pump room and Hydroganation works Rcc works completed.At sov site in Phase-III 16 villas Rcc and civil works comple ted in the time of the period.I think due this amazing works maintainly iam constanly inspaired to challanging my self to better result every time and i was stay and top my duties and task and comfortabe with new challenges and i believe to step up to handling new responsilibilities			
Justification for Promotion:			
I completed commercial & Residential Projects & Villa Projects in the time of the period as your Instructions.			
Preferred Designation:	Project Manager		
Complaints:			
Suggestions:			

Signature: Md.Salman

Date: 30-03-24

Division: Construction

SALARY REVISION FORM (2023-2024)

Name:	MD. Salman		
Age :	29	Date of Birth:	09/02/1992
Present Address:	(Vill) :- Paghawapuram, (Md) :- Bibinagar (Dist) :- Yadadri - Bhongir H-No :- 1-26, Pin - 508126.		
Phone @:		Mobile:	8884143372
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	-
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	25,000 / -	Date of joining:	09/03/2020

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	MD. Nozia				
Spouse works at:	House wife				
Spouse's designation:	MSC-org-chemistry				
Spouse's Gross Salary:	-				
Number of Children:	01				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
MD. Subham	03	Male	-	-	-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Division: Construction

Qualification / Education :	B.Tech - Civil
Years of Experience in relevant field:	9 - Years /
Expected gross salary:	60,000 /
Justification for increase:	It has been a pleasure working for this esteemed company for the last 8 years. During this time I put lot of efforts on completing of all the assigned works of 4545 (Civil, RCC), Atrium (Civil, RCC), South, West CC roads, VDR Flooring of 4545, lower, upper, Terrace House, 3600 footings (with in 2 months), Sump, Pump room, Hydrogenation, 4500 Pump footings, in time Period. I think due to this amazing work mentality, I am constantly inspired to challenge myself to produce better results every time, and I always stay on top of my duties and tasks. I am comfortable with facing new challenges and believe I am ready to step up to handle new responsibilities at any moment.
Complaints & suggestions:	
Preferred Designation:	PM (Project Manager)

Signature: Md. Salma

Date: 17/04/23

17/4/23

For office use only:

1.	Item	Existing	Revised
2.	Salman MD		
3.	C.T. C. Salary	45000	
4.	Gross Salary including ESI & PF	43200	
5.	Basic	21600	
6.	DA	4320	
7.	HRA	17280	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	41200	
11.	Mobile Allowance	399	
12.	monthly conveyance	5250	
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	13	
18.	Company	SOV III	
19.	Division	Const.	
20.	Designation	Asst. Project Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

SALARY REVISION FORM (2022-2023)

Name:	MD. Salman.		
Age:	30	Date of Birth:	09/02/1992
Present Address:	(vi):- Raghavapuram		
	(Md):- Bibinagar		
	(Dist):- Yadadri - Bhongir		
	H-No:- 1-26, pin - 508126.		
Phone @:		Mobile:	8884143379
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	25000 / -	Date of joining:	09-03-2020

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	MD. Nozia				
Spouse works at:	House wife.				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	01				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
MD. Subhan	16 months	Male	-	-	-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	8,500				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Division: Construction

Qualification / Education:	B.Tech. Civil Engineering
Years of Experience in relevant field:	7 years 10 months.
Expected gross salary:	50,000 / —
Justification for increase:	I am grateful for the opportunity for work for this esteemed company since 2 years 4 month. My first project is MCNET in which I am completed RCC works (cast and finishing) works in the span of 10 months. In BAGV I handled - Phase-2 from footings to slab-1 (20,000 sq ft) And after that I am transferred to GVRC site. On 23-08-2021 From that period to I handled and complete 1,30,000 sq ft of RCC works in 45 days. Atium, Hydrogenation, Pumps & Sumps, Roads in the span of 6 months. I have given my best in completing all the assigned works in time. This increase is a result of my hard work and my commitment to the tasks I am assigned to.
Complaints & suggestions:	—
Present Designation:	Ast. Project Manager.
Preferred Designation:	Project Manager.

Signature: Md. Balmeji Date: 11/04/2022

For office use only:

	Item	Existing	Revised
1.	Salman MD		
2.	C.T. C. Salary	28225	
3.	Gross Salary including ESI & PF	26627	
4.	Basic	13313	
5.	DA	2662	
6.	HRA	10650	
7.	PF (Employer + Employee)	3404	
8.	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	30336	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	6060	
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	8	
17.	Company	GVRC	
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

BRAV
Division: Construction

SALARY REVISION FORM (2021-2022)

Name	Md. Salman		
Age	29	Date of Birth:	09/02/1992
Present Address:	Ragharapuram, H.NO: 1-26 Bibinagar Yadadri Telangana 508126		
Phone @:		Mobile:	8884193372
Automobile:	☒ Car ☒ Bike ☒ Nil	Make:	Honda. Bike.
Vehicle EMI:		Year:	2015
Salary at the time of joining:	25,000	Date of joining:	9/3/2020

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Md. Nazia.				
Spouse works at:	House wife.				
Spouse's designation:	MSc Org Chemistry.				
Spouse's Gross Salary:	NIL				
Number of Children:	01				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Subhan	03 months	M	—	—	—
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other				
Monthly Rent or EMI:					
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: Construction

Qualification / Education :	B-Tech (Civil) Engineering.
Years of Experience in relevant field:	6 years.
Expected gross salary:	38,000
Justification for increase:	I have joined on March 2019 and I completed MCMET structural works. Now I moved to B&Gv Structural and Civil works. I will give my best result on this site with my preferable work.
Complaints & suggestions:	
Preferred Designation:	Asst. Project Manager

Signature: Md. Balmaq.

Date: 26/08/2021

Appraisal by Manager (Confidential report to HR)

Name of Employee:	SALMAN
Project:	BRGV
Overall performance:	
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 and civil works, procurement of men and material

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:

T MADHU

Date:

06/04/2021

For office use only:

Division: Const.

1.	Item	Existing	Revised
2.	Name	Md Salman	
3.	C.T. C. Salary	26,250	
4.	Gross Salary including ESI & PF	26,250	
5.	Basic	13,125	
6.	DA	2,625	
7.	HRA	10,500	
8.	PF (Employer + Employee)		
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	26,050	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	3600	
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	11	
18.	Company	MCMET	
19.	Division	Const.	
20.	Designation	Sr. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

SALARY REVISION FORM (2020-2021)

Name:	MD. Salman		
Age :	27	Date of Birth:	09/02/1992
Present Address:	Raghavapuram (vill), Bibinagar (MNDI) Yadadri (Dist). 508126, H-NO: 1-26.		
Phone @:		Mobile:	8884143372
Automobile:	☒ Car ☒ Bike ☐ Nil	Make:	Passion Pro.
Vehicle EMI:		Year:	
Salary at the time of joining:	85,000	Date of joining:	21/2/2020.

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Nazia. MD				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:					
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Division: Construction

Qualification / Education :	B-Tech Civil Engineering.
Years of Experience in relevant field:	05
Expected gross salary:	28,000 /-
Justification for increase:	A) Positive Attitude , -Always growing improving . Team work, -Ability to do hard work within Time, Punctuality .
Complaints & suggestions:	
Preferred Designation:	

Signature: md. Calmoy.

Date: 22/6/2020

For office use only:

Division: Construction

1.	Item	Existing	Revised
2.	Md Salman		
3.	C.T. C. Salary	25000	
4.	Gross Salary including ESI & PF	25000	
5.	Basic	12500	
6.	DA	2500	
7.	HRA	10000	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	26439	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	3600	
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	0	
18.	Company	BRGV	
19.	Division	Construction	
20.	Designation	Sr. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20