

Employee Profile

Name:	P sai kumar reddy		
Age :	32	Date of Birth:	09/05/1991
Present Address:	Phase-1, Silver oak Bungalows, Chinna Cherlapally		
Emergency Contact:	93,292,415,416	Mobile No:	
Automobile:		Make:	
Vehicle EMI:		Year:	
Date of joining:	01/07/2013		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	P Divya				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Manhitha	2	female	Kldzee	nursery	
Daivik	1	male			
Residence:					
Monthly Rent or EMI:					
Type of House:					

Continued.....

FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan		EMI:	
	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:	Senior Engineer	Division:	Construction
Qualification / Education:	Bitech Civil		
Years of Experience in relevant field:	10 years 5 months		
Expected Percentage	35		
Justification for increase:	Making all efforts in Completing the given Work schedule with my collegeous.Following our SOP's in Completing works.		
Justification for Promotion:	Worked in different roles whenever management transferred in completing works		
Preferred Designation:	Project Manager		
Complaints:			
Suggestions:			

Signature: sai

Date: 27-04-24-

Division: Constentation

SALARY REVISION FORM (2023-2024)

Name:	P. Sai Kumar Reddy		
Age :	31	Date of Birth:	9-5-1991
Present Address:	Bungalows!- 73 Phase 1		
	Silver oak Bungalow		
	Cheripally		
Phone ®:	8179858055	Mobile:	-
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	-
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	10,000/-	Date of joining:	19-7-2007

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Divya				
Spouse works at:	House wife				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	One				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Maniktha	1.9m	F	-	-	-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Division: Construction

[illegible]

Signature: 

Date: 15-4-23

For office use only:

1.	Item	Existing	Revised
2.	Sai Kumar Reddy. P		
3.	C.T. C. Salary	40000	
4.	Gross Salary including ESI & PF	38200	
5.	Basic	19100	
6.	DA	3820	
7.	HRA	15280	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	36200	
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	12	
18.	Company	GMR	
19.	Division	Const.	
20.	Designation	Sr. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Sr. Engineer

Division: Civil
GMR

SALARY REVISION FORM (2022-2023)

Name:	P. Sath Kumar Reddy		
Age:	31	Date of Birth:	09-05-1991
Present Address:	H.No - 73, Phase - I, Silver Oak Bungalows Chinna Cherlapally.		
Phone @:	-	Mobile:	8179858055
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	-
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	Rs. 10000/-	Date of joining:	19/7/2013

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	Divya Reddy				
Spouse works at:	Huse wite				
Spouse's designation:	MBA				
Spouse's Gross Salary:	-				
Number of Children:	Maithra Reddy (01)				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Maithra Reddy	9 months	female	-	-	-
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:	9 years.
Expected gross salary:	50,000
Justification for increase:	Making My efforts for Completion of work in time, As nowadays life is full of rates, daily necessities it is difficult to run a family with minor requirements. Every year and wife will encourage a employee more positive way to deliver good output.
Complaints & suggestions:	① Company to consider Old Employees who are long from years and kindly to consider their financial growth and family. ② Pleasure and Honor to Work in Our Organisation. Such a Management always helping employees in any circumstances. Thanks for the concern on employees and growth of HR Manager & Management.
Present Designation:	Senior Engineer.
Preferred Designation:	Assistant Project Manager.

Signature: _____

P. Reddy

Date: _____

11/4/22

For office use only:

	Item	Existing	Revised
1.	Sai Kumar Reddy. P		
2.	C.T. C. Salary	33790	
3.	Gross Salary including ESI & PF	31990	
4.	Basic	15995	
5.	DA	3199	
6.	HRA	12796	
7.	PF (Employer + Employee)	3600	
8.	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	33660	
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	24	
17.	Company	GMR	
18.	Division	Const.	
19.	Designation	Sr. Engineer	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

CMP
Division: Construction

SALARY REVISION FORM (2021-2022)

Name:	P. Sai Kumar Reddy		
Age :	29	Date of Birth:	09-05-1991
Present Address:	H.No-73, Phase-I, Silver Oak Bungalows, Chinna cherlagally.		
Phone @:	8179858055	Mobile:	8179858055
Automobile:	☒ Car ☒ Bike ☒ Nil ✓	Make:	—
Vehicle EMI:	—	Year:	—
Salary at the time of joining:	10,000 /-	Date of joining:	07-07-2013

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Divya Reddy				
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				

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Division: Construction

Qualification / Education :	Bitech - CIVIL Engineering.
Years of Experience in relevant field:	8 years.
Expected gross salary:	Rs. 50,000/-
Justification for increase:	Working with 7 years experience in field and handy works, Contracts, making estimations. Capable of handling a Project. But 7-years now the present salary Rs. 26000/- not at all justifying for My hard work. Recently Married and with the present salary it is Very difficult in handling the family. Always Good like gives more energy to work and in delivering the best output.
Complaints & suggestions:	Complaints: ① Company to encourage with Good like to staff who are Working in Our Company with 5+ years experience and more. ② Suggestions: As the day-day hike of all prices kindly provide and give Good like. ③ Is Our Appraisal forms will be seen by MD/HR-Manger for knowing the Every individual interest and intension about Company and themself.
Preferred Designation:	Assistant Project Manager

Signature: _____

Date: 26/3/21

For office use only:

Division: Const.

1.	Item	Existing	Revised
2.	Name	P. Sai Kumar Reddy	
3.	C.T. C. Salary	26,000	
4.	Gross Salary including ESI & PF	24,528	
5.	Basic	12,264	
6.	DA	2,452	
7.	HRA	9,811	
8.	PF (Employer + Employee)	2,944	
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	22,856	
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	19	
18.	Company	GMR	
19.	Division	Const.	
20.	Designation	Sr. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Division: ConstructionSALARY REVISION FORM (2020-2021)

Name:	<u>P. Sai Kumar Reddy</u>		
Age :	<u>29</u>	Date of Birth:	<u>09/05/1991</u>
Present Address:	<u>H.No - 73, Phase - I, Silver Oak Bungalows, Chinna Charlapally.</u>		
Phone @:	<u>8179858055</u>	Mobile:	<u>9392415416</u>
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	<u>-</u>
Vehicle EMI:	<u>-</u>	Year:	<u>-</u>
Salary at the time of joining:	<u>10,000</u>	Date of joining:	<u>7/7/2013</u>

Personal Information (Optional)

Marital Status:	☒ Married / Single <u>(getting married in August)</u>				
Name of spouse:	<u>-</u>				
Spouse works at:	<u>-</u>				
Spouse's designation:	<u>-</u>				
Spouse's Gross Salary:	<u>-</u>				
Number of Children:	<u>1</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>/</u>		<u>/</u>	<u>/</u>	<u>/</u>	<u>/</u>
Residence:	☐ Own ☒ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>-</u>				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: Construction

Preferred Designation:

Signature:

Date:

11/6/20

For office use only:

Division: Construction

1.	Item	Existing	Revised
2.	P. Sai Kumar Reddy		
3.	C.T. C. Salary	19408	
4.	Gross Salary including ESI & PF	17765	
5.	Basic	8882	
6.	DA	1776	
7.	HRA	7106	
8.	PF (Employer + Employee)	2272	
9.	ESI (Employer + Employee)	757	
10.	Net Salary after ESI & PF deduction	17452	
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		
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	8	
18.	Company	GMR	
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

Division: ~~Exc~~ Construction

SALARY REVISION FORM (2019-2020)

Name:	PALLE- SAI KUMAR REDDY		
Age :	27	Date of Birth:	09-05-1991
Present Address:	H.No -73, Phase -I, Silver Oak Bungalows, Chinna cherlapally, Ghat kesar Mandal, Medchal District, Telangana.		
Phone ®:	8179858055	Mobile:	8179858055
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	—
Vehicle EMI:	—	Year:	—
Salary at the time of joining:	10,000 7-	Date of joining:	19/7/2013

Personal Information (Optional)

Marital Status:	Married / Single ☒				
Name of spouse:					
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				

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Division: QC

Qualification / Education :	BTech (Civil Engineering)
Years of Experience in relevant field:	5 years, 9 months.
Expected gross salary:	30,000/-
Justification for increase:	I have been working in our Company, with dedication and am developing my skills every year. I have been working in QC from 5 years without any complaints. In my team I work I will justify my position with my skills and hardworking nature. In upcoming months I am getting married, so with my present salary (18,459) I cannot lead a family. Last two years also I got very less hike, on what basis Company has given me less hike am not getting. But this year I will be expecting good salary.
Complaints & suggestions:	Company has to consider the employees who are working in Company from past (minimum) 5 years. I want to support my family financially by good salary. My doubt is that whether Management will read my Salary Revision form? I myself feel always high about our Management, Management helped me out when I met with accident or my any issue. I will be thankful to Management for their kind attention and concern towards employees.
Preferred Designation:	Senior Engineer.

Signature: P. R. Dey Date: 12/4/2019.

Appraisal by Manager (Confidential report to HR)

Name of Employee:	P. Sai Kumar Reddy.
Division	QC.
Project:	-
Overall performance:	Good
Attitude towards colleagues:	Good.
Team player:	Good.
Personal appearance:	Avg.
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:
He have good strength in work.

Shortcomings or weaknesses:
no weakness.

How can we get more from the employee?
To give better opportunity.

What are the precautions to be taken?
nothing.

Prepared by: Sunil	Date: 15/4/19.

For office use only:

	Item	Existing	Revised
1.	P. Sai Kumar Reddy		
2.	C.T. C. Salary	18408	
3.	Gross Salary including ESI & PF	16803	
4.	Basic	5041	
5.	DA	1680	
6.	HRA	6721	
7.	CCA	1680	
8.	TA	840	
9.	EA	840	
10.	PF (Employer + Employee)	1614	
11.	ESI (Employer + Employee)	1199	
12.	P.T.	150	
13.	Net Salary after ESI & PF deduction	17176	
14.	Mobile Allowance	399	
15.	Avg. monthly conveyance for last 3 months	0	
16.	Loan with company	0	
17.	Loan repayment per month	0	
18.	Medical insurance provided		
19.	Accidental insurance provided	YES	
20.	No. of leaves taken in 2018-19	5	
21.	Company	SSLLP Logistics	
22.	Division	Q.C.	
23.	Designation	Engineer	
24.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.19	
			Date: