

Employee Profile

Name:	SYED GOLAM SARWAR		
Age :	32	Date of Birth:	05-02-1992
Present Address:	Flat no -427. Janapriya arcadia- kowkooor-500010.		
Emergency Contact:	8250274929	Mobile No:	7319104968
Automobile:	Bike ☐	Make:	
Vehicle EMI:		Year:	
Date of joining:	08-09-24		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	Kazi bushrae hasina				
Spouse works at:	Studies				
Spouse's designation:	na				
Spouse's Gross Salary:	na				
Number of Children:	na				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:	Rented ☐				
Monthly Rent or EMI:	14000				
Type of House:	Flat ☐				

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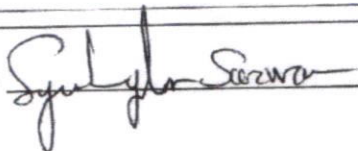
FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan		EMI:	
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:	1	EMI:	8000/-
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:	SYED GOLAM SARWAR	Division:	construction
Qualification / Education:	B. tech in civil engineering		
Years of Experience in relevant field:	10 years		
Expected Percentage	30%		
Justification for increase:	I have loved working as an Assist Project Manager for the past 7 years. and my role has evolved over that time. I believe I have responded well to new challenges and continue to add more value to the company. In light of my recent achievements, I believe a 30% increase is justified		
Justification for Promotion:			
Preferred Designation:	Project Manager		
Complaints:			
Suggestions:			

Signature:



Date:

02-04-24

Division: Construction

SALARY REVISION FORM (2023-2024)

Name:	SYED GOLAM SARWAR		
Age :	31 +	Date of Birth:	05-02-1992
Present Address:	Kowkhar,		
Phone @:		Mobile:	7319104968
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	22,500 +	Date of joining:	08-11-2017

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Kazi Bushrae Hasina				
Spouse works at:	NA				
Spouse's designation:	NA				
Spouse's Gross Salary:	NA				
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	12,000 +				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: Construction

Qualification / Education :	B.tech in civil Engineering
Years of Experience in relevant field:	8 +
Expected gross salary:	47,000
Justification for increase:	I have worked meticulously to promote the growth of the company. I believe that I am eligible for a hike of at least 25% in my Salary owing to my dedication and hard work.
	I will be very grateful if you accept my request and provide me with an increment in my Salary -
Complaints & suggestions:	
Preferred Designation:	

Signature:

Sybil Lynne Sumner

Date:

Date: 17-04-23

For office use only:

1.	Item	Existing	Revised
2.	Golam Sarwar		
3.	C.T. C. Salary	37500	
4.	Gross Salary including ESI & PF	35700	
5.	Basic	17850	
6.	DA	3570	
7.	HRA	14280	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	33700	
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	24	
18.	Company	BRGV	
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:	SYED GOLAM SARWAR		
Age:	30 +	Date of Birth:	05-02-1992
Present Address:	Padmasri Hill road, Bandlaguda Jagin. Suncity. Hyderabad. Pin - 5000093.		
Phone @:		Mobile:	7319104968
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	22,500 +	Date of joining:	08-11-2017

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:	10,000				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: _____

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Signature: Sgt Jela Sumu

Date: 09-04-2022

For office use only:

	Item	Existing	Revised
1.	Golam Sarwar		
2.	C.T. C. Salary	33790	
3.	Gross Salary including ESI & PF	33790	
4.	Basic	16895	
5.	DA	3379	
6.	HRA	13516	
7.	PF (Employer + Employee)	0	
8.	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	35805	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	16968	
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	15	
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

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Division: ConstructionSALARY REVISION FORM (2021-2022)

Name:	SYED GOLAM SARWAR		
Age :	29	Date of Birth:	05 - 02 - 92
Present Address:	Chivella, Ranga Reddy - Dist - 501503		
Phone @:	-	Mobile:	7319104968
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	-
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	22,500	Date of joining:	08-11-17

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:	6,000				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Signature: Syed Jahan Sarwar Date: 30-03-21

Date: 30 - 03 - 21

For office use only:

Division: Const.

1.	Item	Existing	Revised
2.	Name	Golam Sarwar	
3.	C.T. C. Salary	31,500	
4.	Gross Salary including ESI & PF	31,500	
5.	Basic	15,750	
6.	DA	3,150	
7.	HRA	12,600	
8.	PF (Employer + Employee)		
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	31,300	
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	22	
18.	Company	MFHLLP	
19.	Division	Const.	
20.	Designation	Asst. Project Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Division: _____

SALARY REVISION FORM (2020-2021)

Name:	SYED GOLAM SARWAR		
Age :	28	Date of Birth:	05-02-1992
Present Address:	Chumla - Rangpur - Dist - 501503		
Phone @:	—	Mobile:	7319104968
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	—
Vehicle EMI:	—	Year:	—
Salary at the time of joining:	22,500 +	Date of joining:	08-11-2017

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:	5,000				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: _____

Qualification / Education :	B.Tech (Civil Engineering)
Years of Experience in relevant field:	7 +
Expected gross salary:	39,000 +
Justification for increase:	AS I am working in this Company from last three years with very punctuality and very focus on work with very few leave and as I am working as a Site in charge I never failed to do my duty at any situation. I am always giving my best performance to this Company, and in future I am always will give my best hard work performance.
Complaints & suggestions:	① Stage 1 - Ac can be held with out inside Japann and out side part. ② Painting work can be start after tille flooring and false ceiling work so painter can complete his work with no stop. ③ Gills can fix after plastering work so touchup work can repair before starting painting work
Preferred Designation:	Asstt. Project Manager

Signature: Syed jalal Sumra

Date: 11 - 06 - 20.

For office use only:

Division: Construction

1.	Item	Existing	Revised
2.	Golam Sarwar		
3.	C.T. C. Salary	30000	
4.	Gross Salary including ESI & PF	30000	
5.	Basic	15000	
6.	DA	3000	
7.	HRA	12000	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	31767	
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	16	
18.	Company	MFHLLP	
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: Const

SALARY REVISION FORM (2019-2020)

Name:	SYED GOLAM SARWAR		
Age :	27	Date of Birth:	05 - 02 - 1992
Present Address:	Chusella, Dist - Rangya Ruddy - Hyderabad - 501503.		
Phone ®:		Mobile:	7319104968
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	—
Vehicle EMI:	—	Year:	—
Salary at the time of joining:	22,500	Date of joining:	08 - 11 - 17

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:	5000 / month.				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Qualification / Education :	B.Tech (Civil Engineering)
Years of Experience in relevant field:	7 years.
Expected gross salary:	38,000 / month.
Justification for increase:	(i) Present designation Site incharge but working as a more than a Project Manager. (ii) Handling all work of construction zone and including Admin work. (iii) Arranging Contractors and materials at the time. (iv) Always being dedicated on work. (v) Never took leave (only two times in a year). (vi) Better performance.
Complaints & suggestions:	(i) Quality check can be done by Site Sr Engineer, they are enough eligible. (ii) Site admin should have minimum knowledge of construction. (iii) Addition and Altation should not be allow more than one time. (At the time of starting work).
Preferred Designation:	A: Project Manager.

Signature: Spandhan SarkerDate: 12-04-19

For office use only:

	Item	Existing	Revised
1.	Golam Sarwar		
2.	C.T. C. Salary	25000	
3.	Gross Salary including ESI & PF	25000	
4.	Basic	7500	
5.	DA	2500	
6.	HRA	10000	
7.	CCA	2500	
8.	TA	1250	
9.	EA	1250	
10.	PF (Employer + Employee)	0	
11.	ESI (Employer + Employee)	0	
12.	P.T.	200	
13.	Net Salary after ESI & PF deduction	24800	
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	YES	
19.	Accidental insurance provided	YES	
20.	No. of leaves taken in 2018-19	11	
21.	Company	MFHLLP	
22.	Division	Construction	
23.	Designation	Engineer	
24.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.19	