

Employee Profile

Name:	Md Zakir Hossain		
Age :	31	Date of Birth:	12-06-1992
Present Address:	Miryalaguda		
Emergency Contact:		Mobile No:	9748010271
Automobile:		☐ Make:	
Vehicle EMI:		Year:	
Date of joining:	01-07-2018		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	Asmatara Khatun				
Spouse works at:	House Wife				
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:	Rented				
Monthly Rent or EMI:	Monthly RS- 12000/- room rent ☐				
Type of House:	House in Basti ☐				

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:	Asst.PM	Division:	Construction
Qualification / Education:	B.Tech		
Years of Experience in relevant field:	9 years 10 months		
Expected Percentage	30%		
Justification for increase:	I believe that I am eligible for a hike of at least 30% in my salary owing to my dedication and hard work. I am handling two site like, Miryalaguda and Suryapet site. I will be very grateful if you accept my request and provide me with an increment in my salary.		
Justification for Promotion:			
Preferred Designation:	Project Manager		
Complaints:			
Suggestions:			

Signature: Md Zakir Hossain

Date: 01/04/2024

Division: Construction

SALARY REVISION FORM (2023-2024)

Name:	Md Zakir Hossain.		
Age :	31	Date of Birth:	12/06/92
Present Address:	Miryalaguda.		
	Pir- 742134.		
Phone ®:	-	Mobile:	9748010271
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:	-	Year:	
Salary at the time of joining:	25 K	Date of joining:	01/07/18.

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:	12 K per Month -				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Division:

Construction

Qualification / Education :	B.Tech Civil Engg.
Years of Experience in relevant field:	9+ years.
Expected gross salary:	48k.
Justification for increase:	As an employee gain experience in their role, they typically become more efficient & productive.
Complaints & suggestions:	Nothing
Preferred Designation:	Asst. project Manager

Signature:

Jan

Date:

17/04/23.

For office use only:

1.	Item	Existing	Revised
2.	Zakir Hossain		
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	15	
18.	Company	AGH	
19.	Division	Const.	
20.	Designation	Asst. Project Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Construction.

SALARY REVISION FORM (2022-2023)

Name:	Md Zakir Hossain.		
Age:	29+	Date of Birth:	12/06/1992.
Present Address:	AVR Gulmohan Homes.		
	Sy. no. 786 - Mirjalaguda.		
	Nalgonda Dist.		
Phone @:		Mobile:	9748010271
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	25k.	Date of joining:	30/06/2018.

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: Construction

Qualification / Education:	B.Tech - Civil Engg.
Years of Experience in relevant field:	9.2 years Exp.
Expected gross salary:	45k.
Justification for increase:	
I have been working from 4 years in A & H Site. I am handling all type of work also Admin work. I am single & handle the site since 2 years to till. - All please look into this matter. Thank you.	
Complaints & suggestions:	
Present Designation:	Asst. project Manager.
Preferred Designation:	-

Signature: Jalvi

Date: 13/04/22

For office use only:

	Item	Existing	Revised
1.	Zakir Hossain		
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. s	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	33136	
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	15	
17.	Company	AGH	
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:	Md Zahir Hossain.		
Age :	28+.	Date of Birth:	12/Jun/1992
Present Address:	786, Sagar Road, Miryalguda.		
	Nalgonda (Dist) - 508207.		
Phone @:		Mobile:	9748010271.
Automobile:	☒ Car ☒ Bike ☒ Nil	Make:	-
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	25K.	Date of joining:	28/Jun/2018.

Personal Information (Optional)

Marital Status:	<u>Married</u> / 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 <u>Company House.</u>				
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 Engg.
Years of Experience in relevant field:	7(1/2)
Expected gross salary:	40,300/-
Justification for increase:	It has been a great pleasure working for Modi properties for the last two and half years. In my time here, I have learned a lot about being a quality engg. I I have achieved my targets, as per Schedule given by MD Sir. and seen task through to the end while taking into consideration current responsibilities and workload. I'm ready for another new projects. I feel comfortable requesting that my Salary be adjusted to reflect the new new level of responsibilities I have assumed.
Complaints & suggestions:	
Preferred Designation:	

Signature: [Signature]

Date: 27/03/21

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For office use only:

Division: Const.

1.	Item	Existing	Revised
2.	Name	Zakir Hossain	
3.	C.T. C. Salary	31,500	
4.	Gross Salary including ESI & PF	29,716	
5.	Basic	14,858	
6.	DA	2,971	
7.	HRA	11,886	
8.	PF (Employer + Employee)	3,566	
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	27,633	
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	Modi Realty Miryalaguda LLP	
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:	Md. Zakir Hossain.		
Age :	28 th .	Date of Birth:	12/06/92.
Present Address:	Sy.No. 786, Miryalaguda, Nalgonda. Dist.		
Phone @:	-	Mobile:	9748010271.
Automobile:	☒ Car ☒ Bike ☒ Nil	Make:	-
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	25K.-	Date of joining:	29/06/18.

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 <u>office Guesthouse.</u>				
Monthly Rent or EMI:					
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:	6 th years +.
Expected gross salary:	40K.
Justification for increase:	
→ I am grateful for the opportunity for work for this esteemed Company. It is such a rewarding experience being part of a Company. → I have put a lot of hard work to more improve our knowledge for Construction and also work as a team leader. I would like to kindly ask you Consider a Salary revision. → I would be really thankful if can be acknowledged to my job.	
Complaints & suggestions:	
-	
Thank you.	
Preferred Designation:	Asst. project Manager.

Signature: Fakeb

Date: 11/06/2020.

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11/06/20

For office use only:

Division: Construction

1.	Item	Existing	Revised
2.	Zakir Hossain		
3.	C.T. C. Salary	30000	
4.	Gross Salary including ESI & PF	28301	
5.	Basic	14150	
6.	DA	2830	
7.	HRA	11320	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	28157	
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	15	
18.	Company	AGH	
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: Construction

SALARY REVISION FORM (2019-2020)

Name:	Md Zakir Hossain.		
Age :	26 +	Date of Birth:	12/06/1992
Present Address:	Sy.no-786 Miryalaguda, Nalgonda Dist.		
	Telangana - 508207.		
Phone @:	-	Mobile:	9748010271.
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	-
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	25,000/-	Date of joining:	28/06/2018

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 <u>Company Accommodation.</u>				
Monthly Rent or EMI:	-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Qualification / Education :	B.Tech (Civil Engineer.
Years of Experience in relevant field:	6 + years.
Expected gross salary:	32,500 / Month.
Justification for increase:	
It has been a great pleasure working for Modi Properties for the last Nine months. In my time here, I have learned a lot about being quality employee. 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. I view this increase in responsibility as an act of trust in my abilities and believe in my potential. → Thank you so much.	
Complaints & suggestions:	
No Complaints.	
1	
Preferred Designation:	Asst. project Manager.

Signature: JatinDate: 12/04/19.

For office use only:

	Item	Existing	Revised
1.	Zakir Hossain		
2.	C.T. C. Salary	25000	
3.	Gross Salary including ESI & PF	23854	
4.	Basic	7156	
5.	DA	2385	
6.	HRA	9541	
7.	CCA	2385	
8.	TA	1192	
9.	EA	1192	
10.	PF (Employer + Employee)	2290	
11.	ESI (Employer + Employee)	0	
12.	P.T.	200	
13.	Net Salary after ESI & PF deduction	26420	
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	9	
21.	Company	AGH	
22.	Division	Construction	
23.	Designation	Sr. Engineer	
24.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.19	