Employee Profile

Name: Meenakshi Age: 29 Date of Birth: 24-4-1994 Plot No. 9, Road No. 2, Sri Krishna Nagar Colony, Chinthalkunta, LB Nagar. Present Address: **Emergency Contact:** 9948369054 Mobile No: 7730835191 Automobile: Make: Bike Honda

Year:

2022

Personal Information (Optional)

3000

22-09-2020

Vehicle EMI:

Date of joining:

Personal Information (O Marital Status:	M		O Single				
Name of spouse:	Sure						
Spouse works at:	Kalya	an Travel	S				
Spouse's designation:	busi	business					
Spouse's Gross Salary:							
Number of Children:	01						
Name	Age	Gender	Name of School	Class	Approx. Annual Fees		
Sahasradh Sinha	07	Male	DPS	1st	60000		
Residence:	Rent	ed					
Monthly Rent or EMI:	1500	0					
Type of House:	Flat	Flat					

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:	Engineer	Division:	Construction
Qualification / Education:	Btech		
Years of Experience in relevant field:	3 Years		
Expected Percentage	25%		
Justification for increase:			
Justification for Promotion:			
Preferred Designation:			
Complaints:			
NA			
Suggestions:			

Signature: Meenakshi Date: 04-04-2024

Appraisal by Manager (Confidential report to HR)

Name of Employee:	MEENAKSHI	
Project:	GMR	
Overall performance:	Good	•
Attitude towards colleagues:	Good	•
Team player:	Good	•
Personal appearance:	Good	-
Interest / Enthusiasm in work:	Good	•
Knowledge of work:	Good	•
Attendance / punctuality:	Average	-
Communication skills – oral – in English	Good	•
Communication skills – oral – in Telugu	Good	-
Note: Rate as good, average or poor.		
Key strengths:		
Key strengths: Self motivated and eager to comple	ete the work	
	ete the work	
	ete the work	
Self motivated and eager to comple	ete the work	
Self motivated and eager to comple Shortcomings or weaknesses:		
Self motivated and eager to comple Shortcomings or weaknesses: nil How can we get more from the employee?		
Self motivated and eager to comple Shortcomings or weaknesses:		
Self motivated and eager to comple Shortcomings or weaknesses: nil How can we get more from the employee?		
Shortcomings or weaknesses: nil How can we get more from the employee? by mutual cooperation from co-emp		
Self motivated and eager to complete Shortcomings or weaknesses: nil How can we get more from the employee? by mutual cooperation from co-emp What are the precautions to be taken?		

Division: Const Maint.

SALARY REVISION FORM (2023-2024)

	1 1					
Age:	28			Date of Birth:	24	104/1995
Present Address:	D	Lague	ocolo	my road n		
	^	ledi	dino.	Toldage h	ome.	Balogas
				tIYD.		June
Phone ®:				Mobile:	77	3083519).
Automobile:	□ Cai	Bike	Nil	Make:		
Vehicle EMI:				Year:		
Salary at the time of joining:	150	00/-		Date of joining	: 22	109/2020.
Personal Information (Optional)				
Marital Status:	Marri	ed / Singl	е			
Name of spouse:	d	mesh	./8			
Spouse works at:	Shi	rakale	ian'	Townelle & m	a tran	118
		C A	11	Townelly & M	ice trac	ls
Spouse's designation:		ra Kalı Prieto 5 k	11	Townly & M	ice trac	ls
Spouse's designation: Spouse's Gross Salary:		C A	11	Townly & M	ice trac	ls
Spouse works at: Spouse's designation: Spouse's Gross Salary: Number of Children: Name		C A	γ.	me of School	Class	Approx. Annual Fees
Spouse's designation: Spouse's Gross Salary: Number of Children:	Pro A	prieto 5 k	Y. Na		Class	Approx.
Spouse's designation: Spouse's Gross Salary: Number of Children: Name	Pro A	Pyleto 5 k Gender	Y. Na	me of School	Class	Approx.
Spouse's designation: Spouse's Gross Salary: Number of Children: Name	Pro A	Pyleto 5 k Gender	Y. Na	me of School	Class	Approx.
Spouse's designation: Spouse's Gross Salary: Number of Children: Name	Pro A	Pyleto 5 k Gender	Y. Na	me of School	Class	Approx.
Spouse's designation: Spouse's Gross Salary: Number of Children: Name	Pro A	Pyleto 5 k Gender	Y. Na	me of School	Class	Approx.
Spouse's designation: Spouse's Gross Salary: Number of Children: Name	Pro A	Pyleto 5 k Gender	Y. Na	me of School	Class	Approx.
Spouse's designation: Spouse's Gross Salary: Number of Children: Name	Age . 06	Gender M	r. Na	me of School Nasten Mind	Class	Approx.
Spouse's designation: Spouse's Gross Salary: Number of Children: Name	Age . 06	Gender M Paren	r. Na	me of School	Class	Approx.

Division:	-	
DIVISION.		

Qualification / Education :	B. tech
Years of Experience in relevant field:	B. tech 2 Jeans 30,000/-
Expected gross salary:	30,000/-
Justification for increase:	
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9	
	Straffact 1 a
2 Talai	
Complaints & suggestions:	
А	in the state of th
1.8	
Preferred Designation:	

Signature: Maria 104/13.

Date: 13/04/2023.

For office use only:

1.	Item		Existing	Revised
2.	Meenakshi Nerlapally			
3.	C.T. C. Salary		17500	
4.	Gross Salary including	ESI & PF	16018	
5.	Basic		8009	
6.	DA		1601	
7.	HRA		6407	
8.	PF (Employer + Emplo	oyee)	1922	
9.	ESI (Employer + Emp	loyee)	640	
10.	Net Salary after ESI &	PF deduction	12787	
11.	Mobile Allowance	W.	399	
12.	monthly conveyance	V.	1027	
13.	Loan with company		16216	
14.	Loan repayment per m	onth	2000	
15.	Medical insurance pro-	vided		
16.	Accidental insurance p	rovided	Yes	
17.	No. of leaves taken in	2022-23	22	
18.	Company		MPPL	
19.	Division		Const.	
20.	Designation		Asst. Engineer	
21.	Remarks:			
	Prepared by:	Date:	Approved by	: Date:
	Igra Khatoon	14-04-2023		18-04-2023



Division: Cons

	Name:		1000	ICE VISI	ON FORM C	2022 20		
			M	1	ON FORM (2	022-202	23)	
	Age:		Thees	rakshi	Merla	Pally		
	Present Address	5:	27		D	Pint		
		-	Ya	than .	10.01	Dirth:	24/04	110
			12	no	lagar (olony	1. P- 1	179
				Mag	al 500	0 fa	24 104 Road N . Typ.	10%
	Dh					7	VYD.	
1	Phone ®:							
	Automobile:		C		Mobile:		1	
V	ehicle EMI:		Car 🗆 Bike	□ Nil	Make:		7730835	101
Sa	alary at the time	f			Year:			111.
JO:	ining:							
Per	rsonal Inf				Date of join	ing:	91/00/0	
Ma	rsonal Information rital Status:	1 (Optiona	al)			0.	21/09/200	10.
		Marr	ried / Single					
C	ne of spouse:		- Ingi	ř.				
Spot	use works at:							
Spou	se's designation:	1						
Spous	se's Gross Salary:	+						\neg
Numb	per of Children:	-						-
								-
	Name	Age	Gender					4
Caha	Sradh Tij.B		Schuer	Name of	School	CI		
	J.B	05	My the	Most		Class	Approx.	
				Truste	y Minds	LKC	Annual Fees	
	-					4	40,000/-	_
		-						
-								
Residence:								
)wn 🗆 Par	rents Ren					
Monthly Re	int or EMI: \$12	500	Ker	ited 🗆 Ot	her			
Type of Hou	ise:	denend						
	11 0 10	- spenden	t house 🗆 F	lat 🗆 Ho	use in a basti			
					* .	Contin	nued	

D' ''	
Division:	

nalification / Education:	B. Len Carre
ears of Experience in relevant	B. tech [Civil 1.5 year 25000/-
xpected gross salary:	25000 -
astification for increase:	
,	
23 1 1 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	The second secon
Complaints & suggestions:	
Present Designation:	

Signature:

Must

Date: 21/09/1021

Division: Constauction

SALARY REVISION FORM (2021-2022)

Name:	1	leenal	cehe.	Meelapa	lly		
Age:		26		Date of Birth:		24	104/1994
Present Address:	#15	No.	4-	11-252/2			1111
	N	em t	tarip	mi coloni	1, 1	Roa	d No: 3
and the	13370			logal, tty		1.	
	N = 1.	0 -	1				1
Phone ®:		1 1 5	- 1	Mobile:	-	773	10835191.
Automobile:	□ Car	□ Bike □	Nil	Make:		el .	
Vehicle EMI:	1		Y	Year:			
Salary at the time of joining:	14	1500/	7 4-18	Date of joining	: !	22/	09/2020
Personal Information (O	ptional)					
Marital Status:	Marri	ed / Single	e				
Name of spouse:							
Spouse works at:							
Spouse's designation:							
Spouse's Gross Salary:							
Number of Children:							
Name	Age	Gender	Naı	me of School	Cla	ass	Approx. Annual Fees
Saharradh Tej		٨	1				
J	04	Male	Dai	Granmy	'CK	G	22,000/-
	04	Male	dai	Granmy High School	'CK	G	22,000/-
	04	Male	dai	Granmy High school	CK	G	22.000/-
	04	Male	Sai	Granmy High school	CK	G	2,2,000 -
	04	Male	Dai	Granmy High schext	CK	G	2,2,000 -
	04	Male	Dai -	Granmy High Schewl	'CK	G	2,2,000 -
	04	Male	Sai -	Granmy High Schewl	'CK	G	2,2,000 -
Residence:	□ Ow				'CK	G	2,2,000 -
Residence: Monthly Rent or EMI:	-			Granmy High Schext	'CK	G	22.000 -

Continued.....

District	
Division:	

Qualification / Education :	Bitech
Years of Experience in elevant field:	7 months.
Expected gross salary:	22,000/
ustification for increase:	
At the time of	f joining i expected 22 K Salary negotiated 14,500/- only. work as per our company
But Hr. manages	negotiated 14,500/- Only.
Jam doing my	work as per our company
I have one cl	hild and I need to Save the
Amount for h	is further Education.
	may a cell of the problem of the second
Complaints & suggestions:	
and the first	
1	
Preferred Designation:	

Signature:

Mouth

Date: 03/04/2021.

For office use only:

Division: Const.

1.	Item			D.: .:	
2.	Name			Existing	Revised
3.	C.T. C. Salary		N. Me	enakshi	
4.				14,500	
		ncluding ESI & PF		13,272	
5.	Basic				
6.	DA			6,636	
7.	HRA			1,327	
				5,308	
	PF (Employer -			1,592	
	ESI (Employer				
10. N	Net Salary after	ESI & PF deduction	n	530	
11. N	Mobile Allowan	ce	1	12,376	
				399	
m	OHHIS	onveyance for last 3		0	
13. Lo	oan with compa	any			
	oan repayment				
	edical insurance				
16. Ac	aid is	e provided		No	
	msurance provided		Yes		
7. No.	of leaves take	n in 2018-19			
_	npany	*** ## ## ## ## ## ## ## ## ## ## ## ##	1 (7)	26	
9. Div	ision		MPPL		
	Designation		Const.		
			Asst. Engin	Asst. Engineer	
. Rem	arks:				
P	Prepared by:				
		Date:	Approved by:		Dota
Iqra Khatoon		05-04-2021			Date:

For office use only:

Division: Const.

1.	Item		Existing	Revised
2.	Name		N. Meenakshi	
3.	C.T. C. Salary		14,500	
4.	Gross Salary including ESI & PF		13,272	
5.	Basic		6,636	
6.	DA		1,327	
7.	HRA		5,308	v)
8.	PF (Employer + Employee)		1,592	
9.	ESI (Employer + Employee)		530	
10.	Net Salary after ESI & PF deduction		12,376	12
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		No	
16.	Accidental insurance provided		Yes	
17.	No. of leaves taken in 2018-19		26	
18.	Company		MPPL	
19.	Division		Const.	
20.	Designation		Asst. Engineer	
21.	Remarks:			
	Prepared by:	Date:	Approved by:	Date:
.	Iqra Khatoon	05-04-2021	approved by.	Date: