

Employee Profile

Name:	Meenakshi , N		
Age :	29	Date of Birth:	24-4-1994
Present Address:	Plot No. 9, Road No. 2, Sri Krishna Nagar Colony, C hinhalkunta, LB Nagar.		
Emergency Contact:	9948369054	Mobile No:	7730835191
Automobile:	Bike ☐	Make:	Honda
Vehicle EMI:	3000	Year:	2022
Date of joining:	22-09-2020		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	Suresh				
Spouse works at:	Kalyan Travels				
Spouse's designation:	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:	Rented ☐				
Monthly Rent or EMI:	15000				
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:		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 v
Attitude towards colleagues:	Good v
Team player:	Good v
Personal appearance:	Good v
Interest / Enthusiasm in work:	Good v
Knowledge of work:	Good v
Attendance / punctuality:	Average v
Communication skills – oral – in English	Good v
Communication skills – oral – in Telugu	Good v

Note: Rate as good, average or poor.

Key strengths:
Self motivated and eager to complete the work

Shortcomings or weaknesses:
nil

How can we get more from the employee?
by mutual cooperation from co-employees

What are the precautions to be taken?
nil

Prepared by: K. Narender Reddy	Date: 18-04-2024
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Division: const/maint.SALARY REVISION FORM (2023-2024)

Name:	<u>Meenakshi Nerlapalli</u>		
Age :	<u>28</u>	Date of Birth:	<u>24/04/1995</u>
Present Address:	<u>Alkapuri colony road no:6, Meda Siri-old age home, LB Nagar HYD.</u>		
Phone @:		Mobile:	<u>7730835191.</u>
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	<u>15000/-</u>	Date of joining:	<u>22/09/2020.</u>

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	<u>Suresh .B</u>				
Spouse works at:	<u>Shiva Kalyan Travels & rice trades</u>				
Spouse's designation:	<u>Proprietor.</u>				
Spouse's Gross Salary:	<u>45k</u>				
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>Sahasrath Singh.</u>	<u>06</u>	<u>M</u>	<u>The master minds</u>	<u>UKG</u>	<u>40.000/-</u>
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>14000/-</u>				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: _____

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Signature:

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 + Employee)	1922	
9.	ESI (Employer + Employee)	640	
10.	Net Salary after ESI & PF deduction	12787	
11.	Mobile Allowance	399	
12.	monthly conveyance	1027	
13.	Loan with company	16216	
14.	Loan repayment per month	2000	
15.	Medical insurance provided		
16.	Accidental insurance provided	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:
	Iqra Khatoon	14-04-2023	18-04-2023

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Cangra

Division: Cons

SALARY REVISION FORM (2022-2023)

Name:	Meenakshi Neralapally		
Age:	27	Date of Birth:	24/04/1995
Present Address:	Yadhar Nagar colony, Road No: 4 LB Nagar 500074. HYD.		
Phone @:			
Automobile:	☐ Car ☐ Bike ☐ Nil	Mobile:	7730835191.
Vehicle EMI:		Make:	
Salary at the time of joining:		Year:	
		Date of joining:	21/09/2020.

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
Sahasrath Tej. B	05	M	The Masters Minds	LKG	40,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other				
Monthly Rent or EMI:	2,125.00				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: _____

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Signature: _____

Date:

21/04/2022

H.O
Division: Construction

SALARY REVISION FORM (2021-2022)

Name:	Meenakshi. Neelapally		
Age :	26	Date of Birth:	24/04/1994
Present Address:	H: No. 4-11-252/2 New Haripur colony, Road No: 3 Cb Nagar, HYD.		
Phone ®:		Mobile:	7730835191.
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	14,500/-	Date of joining:	22/09/2020

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
Saharadh Tej	04	male	Sai Gramma High School	CKG	32,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	8500/-				
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:	7 months.
Expected gross salary:	22,000/-
Justification for increase:	At the time of joining I expected 22K Salary But Hr. Manager negotiated 14,500/- only. I am doing my work as per our company Standards. I have one child and I need to save the amount for his further education.
Complaints & suggestions:	
Preferred Designation:	

Signature: _____

Date: 03/04/2021.

For office use only:

Division: Const.

1.	Item	Existing	Revised
2.	Name	N. Meenakshi	
3.	C.T. C. Salary		
4.	Gross Salary including ESI & PF	14,500	
5.	Basic	13,272	
6.	DA	6,636	
7.	HRA	1,327	
8.	PF (Employer + Employee)	5,308	
9.	ESI (Employer + Employee)	1,592	
10.	Net Salary after ESI & PF deduction	530	
11.	Mobile Allowance	12,376	
12.	Avg. monthly conveyance for last 3 months	399	
13.	Loan with company	0	
14.	Loan repayment per month		
15.	Medical insurance provided		
16.	Accidental insurance provided	No	
17.	No. of leaves taken in 2018-19	Yes	
18.	Company	26	
19.	Division	MPPL	
20.	Designation	Const.	
21.	Remarks:	Asst. Engineer	
	Prepared by:	Date:	Approved by:
	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	
8.	PF (Employer + Employee)	1,592	
9.	ESI (Employer + Employee)	530	
10.	Net Salary after ESI & PF deduction	12,376	
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:
	Iqra Khatoon	05-04-2021	
			Date: