

Employee Profile

Name:	K Suneel Kumar		
Age :	49	Date of Birth:	30/03/1975
Present Address:	7-1-304/2/2/A B.K.Guda Sanathnagar, Hyderabad - 38		
Emergency Contact:	9951237030	Mobile No:	9502199355
Automobile:	Bike	Make:	Hero Splendor
Vehicle EMI:		Year:	2016
Date of joining:	11/11/2010		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	K Tulasi				
Spouse works at:	-				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K Anish	13	M	New Era	8	50,000/-
K Yathvika	9	F	Abdul Kalam	1	40,000/-
Residence:	Rented				
Monthly Rent or EMI:	9,500/-				
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:	System Administrator	Division:	Admin
Qualification / Education:	Graduate		
Years of Experience in relevant field:	20		
Expected Percentage %	15%		
Justification for increase:	Maintaining all IT & Network, Internet, Tally & other product. Co-ordinating with suppliers for pricing, materials & Warranty Purchasing/renewals of softwares, hosting spaces. Getting the equipment repaired in warranty or out of warranty Downtime is almost Zero. Educating others in regards to technical aspects directly or indirectly		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:	Providing uniforms. Payment updation from Accounts Dept made to suppliers (pertaining to IT).		

Signature: _____ Date: _____

Division: _____

SALARY REVISION FORM (2023-2024)

Name:	K. Sunal Kumar		
Age :	45	Date of Birth:	30-03-1978
Present Address:	5-51/18/2 Prakasham Nagar Kukatpally Hyd.		
Phone ®:		Mobile:	9502199355
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Yamaha fascino
Vehicle EMI:	~	Year:	2020
Salary at the time of joining:	12000/-	Date of joining:	11-11-2010

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	K. Tulasi				
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
K. Anshu	13	M	Kennedy High School	8th	75000/-
K. Yathurica	8	F	SUS champions school	11th	35000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	7000/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: _____

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Signature: sf

Date: 26/4/23

For office use only:

1.	Item	Existing	Revised
2.	Suneel Kumar. K		
3.	C.T. C. Salary	31935	
4.	Gross Salary including ESI & PF	30135	
5.	Basic	15067	
6.	DA	3013	
7.	HRA	12054	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	28135	
11.	Mobile Allowance	399	
12.	monthly conveyance	495	
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	18	
18.	Company	SSLLP Log	
19.	Division	Admin.	
20.	Designation	System Administrator	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

Sys-Admin

Division: *Sys-admin*

SALARY REVISION FORM (2022-2023)

Name:	<i>K. Suneel Kumar</i>		
Age:	<i>46 yrs</i>	Date of Birth:	<i>30-03-1975</i>
Present Address:	<i># 7-1-304/44/1/21</i>		
	<i>B.K. gudda</i>		
	<i>Hyd.</i>		
Phone ®:		Mobile:	<i>9502199355</i>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	<i>2016 Hero</i>
Vehicle EMI:		Year:	<i>2016</i>
Salary at the time of joining:	<i>12000/-</i>	Date of joining:	<i>2010</i>

Personal Information (Optional)

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

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Division: _____

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Signature: 

Date: 12/14/22

Appraisal by Manager (Confidential report to HR)

K Suneel
Sys-Admin
NO
Form

Name of Employee.	K Suneel Kumar		
Project:	Head Office	Company:	SSLLP Logistics
Overall performance	Good		
Attitude towards colleagues	Good		
Team player	Good		
Personal appearance	Good		
Interest / Enthusiasm in work	Good		
Knowledge of work	Good		
Attendance / punctuality	Good		
Communication skills – oral – in English	Average		
Communication skills – oral – in Telugu	Good		

Note: Rate as good, average or poor.

Key strengths:

Shortcomings or weaknesses:

How can we get more from the employee?

What are the precautions to be taken?

Prepared By:	Date:
Jai Kumar	05.04.2021

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	Name	K Suneel Kumar	
3.	C.T. C. Salary	27,688	
4.	Gross Salary including ESI & PF	26,121	
5.	Basic	13,060	
6.	DA	2,612	
7.	HRA	10,448	
8.	PF (Employer + Employee)	3,134	
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	24,354	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	1085	
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	29	
18.	Company	SSLLP LOGISTICS	
19.	Division	Admin.	
20.	Designation	System Admin	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	
			Date:

Division: Admin.

SALARY REVISION FORM (2019-2020)

Name:	<u>K. Suneel.</u>		
Age :		Date of Birth:	
Present Address:			
Phone ®:		Mobile:	
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:		Date of joining:	

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: _____

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Signature: _____

Date: _____

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	K Suneel Kumar		
3.	C.T. C. Salary	26370	
4.	Gross Salary including ESI & PF	24877	
5.	Basic	12438	
6.	DA	2487	
7.	HRA	9950	
8.	PF (Employer + Employee)	3084	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	23951	
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	26	
18.	Company	SSLLP Log	
19.	Division	Admin.	
20.	Designation	System Admin	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	15.06.20	G. Jai Kumar 16.06.20

Division: _____

SALARY REVISION FORM (2019-2020)

Name:	K. Suncel Kumar		
Age :	44	Date of Birth:	30-03-1975
Present Address:	7-1-309/44/1/21		
	B. K. Guda		
	Hyd		
Phone ®:		Mobile:	9502199355
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2016 Hero
Vehicle EMI:		Year:	2016
Salary at the time of joining:	12000/-	Date of joining:	2010

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Tulasi				
Spouse works at:	Housewife				
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: _____

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Signature: S-f

Date: 4/5/19

For office use only:

	Item	Existing	Revised
1.	K Suneel Kumar		
2.	C.T. C. Salary	24209	
3.	Gross Salary including ESI & PF	23100	
4.	Basic	6930	
5.	DA	2310	
6.	HRA	9240	
7.	CCA	2310	
8.	TA	1155	
9.	EA	1155	
10.	PF (Employer + Employee)	2218	
11.	ESI (Employer + Employee)	0	
12.	P.T.	200	
13.	Net Salary after ESI & PF deduction	22049	
14.	Mobile Allowance	399	
15.	Avg. monthly conveyance for last 3 months	0	
16.	Loan with company	4080	
17.	Loan repayment per month	500	
18.	Medical insurance provided	YES	
19.	Accidental insurance provided	YES	
20.	No. of leaves taken in 2018-19	26	
21.	Company	Vista Homes	
22.	Division	Admin	
23.	Designation	System Admin	
24.	Remarks:		
Prepared by:		Date:	Approved by:
Iqra Khatoon		12.04.19	
			Date: