

Employee Profile

Name:	Gadapa Murali Mohan		
Age :	44	Date of Birth:	10/07/1978
Present Address:	Warasiguda, Secunderabad.		
Emergency Contact:	9502288588	Mobile No:	9502288588
Automobile:	Bike ☐	Make:	Honda Shine
Vehicle EMI:		Year:	
Date of joining:	10/03/2005		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	G. Gowthami				
Spouse works at:	House Wife				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	2 Children's				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
G. Yashswin	11	Male	Sri Chaitanya	6th	40,000/-
G. Manswin	6	Male	Sunriser's	1st	36,000/-
Residence:	Parents ☐				
Monthly Rent or EMI:	☐				
Type of House:	☐				

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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:	Promotion's Executive	Division:	Promotion's
Qualification / Education:	Intermediate		
Years of Experience in relevant field:	18yrs		
Expected Percentage	20%		
Justification for increase:			
-			
Justification for Promotion:			
-			
Preferred Designation:			
Complaints:			
-			
Suggestions:			
-			

Signature: murali

Date: 02-04-2024

Division: PromotionSALARY REVISION FORM (2023-2024)

Name:	G. MUKALI MOHAN		
Age :	43	Date of Birth:	10-7-1978
Present Address:	12-10-590-104/6 WARRASIGUDA		
	SECBAO		
Phone ®:		Mobile:	9502288588
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	HONDA SHINE
Vehicle EMI:	—	Year:	—
Salary at the time of joining:	2750/—	Date of joining:	11/3/2005

Personal Information (Optional)

Marital Status:	☒ Married / Single				
Name of spouse:	Gouthami				
Spouse works at:	SCHOOL				
Spouse's designation:	PRIMARY Teacher				
Spouse's Gross Salary:	800/—				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
YASHISWIN	11	M	Gouthami ^{School} Model	5th	42,000/—
MANAGWIN	6	M	SUN RISE ^{School} SSS	VIKG	36,000/—
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	—				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: Promotion

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Signature: G. M. N. S.

Date: 17/4/23

For office use only:

1.	Item	Existing	Revised
2.	Murali Mohan. G		
3.	C.T. C. Salary	18061	
4.	Gross Salary including ESI & PF	16532	
5.	Basic	8266	
6.	DA	1653	
7.	HRA	6612	
8.	PF (Employer + Employee)	1984	
9.	ESI (Employer + Employee)	661	
10.	Net Salary after ESI & PF deduction	15266	
11.	Mobile Allowance	399	
12.	monthly conveyance	0	
13.	Loan with company		
14.	Loan repayment per month		
15.	Medical insurance provided		
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	14	
18.	Company	SLLP Log	
19.	Division	Promotions	
20.	Designation	Assistant	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: PROMOTIONS

SALARY REVISION FORM (2022-2023)

Name:	G. MURALI MOHAN		
Age:	40	Date of Birth:	
Present Address:	12-10-590-104/6 NAVASIGUDA		
	SEC BAO		
Phone @:		Mobile:	9502288588
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	2750/-	Date of joining:	10/3/2005

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	Gouthami				
Spouse works at:	—				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
G. TASHASWIN	9	male	Govakur School	4th	40,000
G. MANASWIN	4	"	"	Vleg	30,000
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: C. J. H. H. H.

Date: 8/4/22

For office use only:

	Item	Existing	Revised
1.	Murali Mohan. G		
2.	C.T. C. Salary	16662	
3.	Gross Salary including ESI & PF	15251	
4.	Basic	7625	
5.	DA	1525	
6.	HRA	6100	
7.	PF (Employer + Employee)	1950	
8.	ESI (Employer + Employee)	790	
9.	Net Salary after ESI & PF deduction	18478	
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		
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	8	
17.	Company	SSLLP LOG	
18.	Division	Promotions	
19.	Designation	Assistant	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: promotionsSALARY REVISION FORM (2021-2022)

Name:	C. MURAN MOHAN		
Age :	41	Date of Birth:	
Present Address:	12-10, 590, 124/6 MANAGICUNDA		
	See 3A2		
Phone @:		Mobile:	9502288588
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	2750 / —	Date of joining:	11/3/2005

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Goutham				
Spouse works at:	Housewife				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
C. YASHASWIN	8	M	GOWTHAM MODEL	3 rd	32,000
C. MANASWIN	4	M	11	Lkg	26,000
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: Chandra

Date: 2/4/21

Division: _____

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Murali Mohan
Project:	SOV/HO
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	Good
Communication skills – oral – in Telugu	Good

Note: Rate as good, average or poor.

Key strengths: He do Perfectly out door works

Shortcomings or weaknesses: Nothing

How can we get more from the employee? Nothing

What are the precautions to be taken? Nothing to taken

Prepared by:	Date:
Prasad	06-04-2021

For office use only:

Division: Promotions

1.	Item	Existing	Revised
2.	Name	G. Murali Mohan	
3.	C.T. C. Salary	15,341	
4.	Gross Salary including ESI & PF	14,042	
5.	Basic	7,021	
6.	DA	1,404	
7.	HRA	5,617	
8.	PF (Employer + Employee)	1,686	
9.	ESI (Employer + Employee)	561	
10.	Net Salary after ESI & PF deduction	13,094	
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	14	
18.	Company	SSLLP LOGISTICS	
19.	Division	Promotions	
20.	Designation	Assistant	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Division: promotions[SALARY REVISION FORM (2020-2021)]

Name:	G. MURARI MOHAN		
Age :	39	Date of Birth:	10/7/1978
Present Address:	12-10-590-104/6 MANASIGUDA		
	Sec 13A		
Phone @:		Mobile:	9502288588
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	2750	Date of joining:	10/03/2005

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Gouthami				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
G. Yashwin	8	MALE	Gouthami ^{School} model	3rd	35,000
G. Mangswini	3	MALE	11	1st	25,000
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: Frank

Date: 11/6/20

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Murali Mohan
Project:	All Projects
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	Avg
Communication skills – oral – in Telugu	Good

Note: Rate as good, average or poor.

Key strengths:
NA

Shortcomings or weaknesses: NA

How can we get more from the employee?
NA

What are the precautions to be taken?
NA

Prepared by:	Date:
Prasad	19-06-2020

For office use only:

Division: Promotions

1.	Item	Existing	Revised
2.	G. Murali Mohan		
3.	C.T. C. Salary	14611	
4.	Gross Salary including ESI & PF	13374	
5.	Basic	6687	
6.	DA	1337	
7.	HRA	5349	
8.	PF (Employer + Employee)	1710	
9.	ESI (Employer + Employee)	648	
10.	Net Salary after ESI & PF deduction	15248	
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		
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	7	
18.	Company	SLLP Log	
19.	Division	Promotions	
20.	Designation	Promotions Assistant	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20