

Employee Profile

Name:	Raju Ponna		
Age :	34	Date of Birth:	24/03/1990
Present Address:	Plot no. 209, Shyamala Yadaiah Nilayam, Near Govt School, Cherlapally		
Emergency Contact:	9,866,070,168	Mobile No:	9,491,355,325
Automobile:	Bike ☐	Make:	NA
Vehicle EMI:	NA	Year:	2017
Date of joining:	10/02/2022		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	Madhavi Ponna				
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:	6000				
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:	Refrigerator	EMI:	2100
Insurance Policy	Medical Insurance:		Premium:	
	Life Insurance:		Premium:	
	Term Insurance:		Premium:	
	Other Insurance:		Premium:	
Type of savings	Mutual Funds:	Aditya Birla	SIP ☐	1000
	Stock bonds:		☐	
	Fixed Deposit:		☐	
	Other Savings:		☐	

APPRAISAL FORM 2024-2025

Designation:	Graphic Designer	Division:	Promotions
Qualification / Education:	B.com (computers) Discontinued..		
Years of Experience in relevant field:	6 Years		
Expected Percentage	30%		
Justification for increase:	Working hard with dedication		
Justification for Promotion:	Working good in all aspects of promotion team		
Preferred Designation:			
Complaints:	No complaints		
Suggestions:	No Suggestions		

Signature: Raju Ponna

Date: 02-04-2024

Division: Examinations

SALARY REVISION FORM (2023-2024)

Name:	<u>Panna Raju</u>		
Age :	<u>33</u>	Date of Birth:	<u>24/03/1990</u>
Present Address:	<u>2-3-71/5D/2, Venkat Reddy Nagar</u>		
	<u>Chinna cheralapally</u>		
Phone @:		Mobile:	<u>9491355325</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	<u>20,000/-</u>	Date of joining:	<u>10-02-2022</u>

Personal Information (Optional)

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

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Division: Sanctions

Qualification / Education :	B. Com (Commerce) discontinued
Years of Experience in relevant field:	4 years
Expected gross salary:	26,000/-
Justification for increase:	Compared to other companies my salary is less. kindly consider me.
Complaints & suggestions:	Everything is perfect
Preferred Designation:	Senior Promotion Executive

Signature:  Date: 17/04/2023

For office use only:

1.	Item	Existing	Revised
2.	P. Raju		
3.	C.T. C. Salary	20500	
4.	Gross Salary including ESI & PF	18764	
5.	Basic	9382	
6.	DA	1876	
7.	HRA	7505	
8.	PF (Employer + Employee)	2252	
9.	ESI (Employer + Employee)	750	
10.	Net Salary after ESI & PF deduction	17347	
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	9	
18.	Company	SSLLP Log	
19.	Division	Promotions	
20.	Designation	Graphic Designer	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Promotion's

SALARY REVISION FORM (2022-2023)

Name:	<u>Pouna Raju</u>		
Age:	<u>32</u>	Date of Birth:	<u>24/03/1990</u>
Present Address:	<u>2-3-71/50/2, Venkat Reddy Nagar</u>		
	<u>Chinna Madhapally, Hyderabad</u>		
	<u>Telangana</u>		
Phone @:	<u>9491355325</u>	Mobile:	<u>9491355325</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	<u>20,000/-</u>	Date of joining:	<u>10/02/2022</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>Madhavi</u>				
Spouse works at:	<u>-</u>				
Spouse's designation:	<u>-</u>				
Spouse's Gross Salary:	<u>-</u>				
Number of Children:	<u>-</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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: 8/4/2022

For office use only:

	Item	Existing	Revised
1.	P. Raju		
2.	C.T. C. Salary	20000	
3.	Gross Salary including ESI & PF	18306	
4.	Basic	9153	
5.	DA	1830	
6.	HRA	7322	
7.	PF (Employer + Employee)	2340	
8.	ESI (Employer + Employee)	780	
9.	Net Salary after ESI & PF deduction	18040	
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	2	
17.	Company	SSLLP LOG	
18.	Division	Promotions	
19.	Designation	Graphic Designer	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22