

Employee Profile

Name:	V Ramesh Reddy		
Age :	43	Date of Birth:	11/10/1981
Present Address:	A - 201, Gulmohar Gardens, Shakti Sai Nagar, Mallapur, Hyderabad-500076.		
Emergency Contact:	9,701,812,207	Mobile No:	9,848,134,856
Automobile:	Car ☐	Make:	Suzuki
Vehicle EMI:	11000	Year:	2022
Date of joining:	01/10/2021		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	V Rajitha				
Spouse works at:	House Wife				
Spouse's designation:	MCA				
Spouse's Gross Salary:					
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
V Vihaan Reddy	11	M	Johnson Grammer	6	94000
V Vidhathri	7	F	Johnson Grammer	2	94000
Residence:	A-201, Gulmohar Gardens, Shakti Sai Nagar, Mallapur, Hyde ☐				
Monthly Rent or EMI:	17000/-				
Type of House:	Flat ☒				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	17,00,000	EMI:	17,000/-
	Personal Loan		EMI:	
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:		EMI:	
Insurance Policy	Medical Insurance:	8,00,000	Premium:	22,027
	Life Insurance:		Premium:	51,812
	Term Insurance:		Premium:	
	Other Insurance:		Premium:	
Type of savings	Mutual Funds:		SIP ☐	9,000 PM
	Stock bonds:		☐	
	Fixed Deposit:		☐	
	Other Savings:		☐	

APPRAISAL FORM 2024-2025

Designation:	Project Manager	Division:	MEP
Qualification / Education:	B.Tech in Civil Engg.		
Years of Experience in relevant field:	20 years		
Expected Percentage	15%		
Justification for increase:	From last two years, I have diligently fulfilled my duties as an MEP Project Manager, overseeing a diverse portfolio of projects from inception to completion. During this time, I have consistently demonstrated my ability to deliver results while upholding the highest standards of quality and professionalism. Some key achievements include: Successfully completing three projects, demonstrating efficiency and effective skills. Maintaining strong client relationships and receiving positive feedback for my responsiveness, problem-solving abilities, and commitment to excellence.		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: _____

Date: _____

Division: MEP (Construction)

SALARY REVISION FORM (2023-2024)

Name:	V. RAMESH REDDY		
Age :	41	Date of Birth:	11-Oct-1981
Present Address:	A-201, Gulmohar Gardens, Shakti Sai Nagar, Malapalle, Hyd.		
Phone @:		Mobile:	9848134856
Automobile:	☒ Car ☐ Bike ☐ Nil	Make:	Maruthi
Vehicle EMI:	11,000/-	Year:	2022
Salary at the time of joining:	80,000/-	Date of joining:	1/Oct/2021

Personal Information (Optional)

Marital Status:	☒ Married / Single				
Name of spouse:	V. R. Rajitha				
Spouse works at:	Home wife				
Spouse's designation:	MCA				
Spouse's Gross Salary:	-				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
V. Vitraam Reddy		M	Johnson ^{School} Gommur	5	95,000/-
V. Vidhathi		F	"	1	95,000/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other				
Monthly Rent or EMI:	17,000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division MEP

Qualification / Education :	B Tech in Civil Engg
Years of Experience in relevant field:	18+
Expected gross salary:	15% hike on present salary
Justification for increase:	From the beginning of my career, I am eager to learn new things and joined as a MEP manager and I want to utilize this last year learning experience for future projects. I am good in guiding the engineers in their job. Apart from CIV projects we are also visiting residential projects and monitoring MEP works. Whatever new tasks have been assigned by MO SA have been completed, for future projects the pace of work will be improved drastically. Also supporting Procurement & Purchase team in clarifying the details of products which were asked for quotations.
Complaints & suggestions:	① Request for inspection of lifts and other MEP works to be come from project team. As they are visiting the sites on regular complaints basis. ② Need to prepare a quality policy and it should be approved by MO SA. This quality policy for every project has to be followed. In case if anyone is deviating or not following, NCR (Non Conformance Report) shall be issued by QC team/any inspection team. ③ Incentives for completed projects in CIVRE has to be considered.
Preferred Designation:	MEP (Project Manager) -

Signature:

V. Ramu Reddy

Date:

17/4/2022

For office use only:

1.	Item	Existing	Revised
2.	V. Ramesh Reddy		
3.	C.T. C. Salary	85200	
4.	Gross Salary including ESI & PF	83400	
5.	Basic	41700	
6.	DA	8340	
7.	HRA	33360	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	81400	
11.	Mobile Allowance	399	
12.	monthly conveyance	7500	
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	16	
18.	Company	SSLLP Log	
19.	Division	MEP	
20.	Designation	Project Manager MEP	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Construction-MEP

SALARY REVISION FORM (2022-2023)

Name:	V. RAMESH REDDY		
Age:	40	Date of Birth:	11-Oct-1981
Present Address:	FLAT-101, SHIVA SAI RESIDENCY, BHAGYA LAXMI COLONY, MANIKONDA, HYDERABAD.		
Phone ®:		Mobile:	9848134856
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	9.6 lacs/Ann	Date of joining:	01/Oct/2021

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	V. RAJITHA				
Spouse works at:	HOUSE WIFE				
Spouse's designation:	- NA -				
Spouse's Gross Salary:	- NA -				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
V. VIHAAN REDDY	08	M	JOHNSON GRAMMER SCHOOL, ICSE	4	1,00,000/-
V. VIDHATHRI	05	F	JOHNSON GRAMMER SCHOOL, ICSE	UKG	1,00,000/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	17000/- EMI Per Month				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Qualification / Education:	B.Tech in Civil Engg.
Years of Experience in relevant field:	18 years of experience in construction industry
Expected gross salary:	12.0 10 lakhs/Annum.
Justification for increase:	Handled MEP works in coordination with project team, Purchase team, Liaisoning ^{teams} and management. Also coordinated with all types of contractors/vendors in completion of MEP works.
	→ Taking of MDR approvals for miscellaneous works.
	→ Billing of contractors work as per circular rates and for new works other than circular rates, taking rate approvals from management and closing the contractors bills in time.
	→ Commissioning of works and handing over of works to client.
Complaints & suggestions:	Stores should be properly designated as per trade wise and it has to be locked independently to maintain stock of materials.
Present Designation:	PROJECT MANAGER
Preferred Designation:	PROJECT MANAGER

Signature: V. RamkumarDate: 11/11/2022

For office use only:

	Item	Existing	Revised
1.	V. Ramesh Reddy		
2.	C.T. C. Salary	80000	
3.	Gross Salary including ESI & PF	78200	
4.	Basic	39100	
5.	DA	7820	
6.	HRA	31280	
7.	PF (Employer + Employee)	3600	
8.	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	78763	
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	Yes	
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	6	
17.	Company	GVRC	
18.	Division	Const.	
19.	Designation	Project Manager	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22