

Employee Profile

Name:	R S SAIKIRAN		
Age :	25	Date of Birth:	31/10/1998
Present Address:	DATTATRIYA NAGAR COLONY, MALLAPUR, HYDERABAD, 500076.		
Emergency Contact:	8919920406	Mobile No:	8106040959
Automobile:	Bike v	Make:	
Vehicle EMI:		Year:	
Date of joining:	29/09/2021		

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:	Parents v				
Monthly Rent or EMI:					
Type of House:	Independent House v				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan	70000	EMI:	6816
	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:		v	
	Stock bonds:		v	
	Fixed Deposit:		v	
	Other Savings:		v	

APPRAISAL FORM 2024-2025

Designation:	QC - ENGINEER	Division:	CONSTRUCTION
Qualification / Education:	B.TECH - CIVIL ENGINEERING		
Years of Experience in relevant field:	03 YEARS		
Expected Percentage	35%		
Justification for increase:	I have been researching the current market for my job role, and also i believe that my salary is below the industry standards. i confident that i can continue to make contribution towards my Work. I requesting to raise, which i believe is a fair.		
Justification for Promotion:	I believe that I have demonstrated my commitment, hard work, and dedication to the company through my consistent positive contributions. I have been with this company for three years and have consistently performed at or above expectations and since 2 years i'm working in QC Dept only, so kindly promote my role to executive engineer.		
Preferred Designation:	ENGINEER		
Complaints:	NA		
Suggestions:	NA		

Signature: R S Saikiran

Date: 02-04-2024

Division: QC-DEPT.SALARY REVISION FORM (2023-2024)

Name:	R. S. SAIKIRAN		
Age :	25	Date of Birth:	31/10/1997
Present Address:	H.No: - 3-13-134/31, Dattatreya Nagar,		
	Mallapur, 500076.		
Phone ®:	8106040959	Mobile:	8919920406
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	-
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	15,000 ₹/-	Date of joining:	29-09-2021

Personal Information (Optional)

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

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Qualification / Education :	B-Tech
Years of Experience in relevant field:	02 - Year Experience .
Expected gross salary:	25K
Justification for increase:	I am grateful for the opportunity to work this company. It such a rewarding experience being apart of professional group. I'm constantly inspired to challenge myself to produce better result every time. So I would like to take this chance to kindly request from you to consider a salary adjustment that corresponds with the efforts. I am putting to generate more revenue to the company. I still aspire for more but I really need to feel your appreciation through and an amendment in my pay.
Complaints & suggestions:	NA
Preferred Designation:	Const - Sept.

Signature: R.S. SinghDate: 14-04-2023.

For office use only:

1.	Item	Existing	Revised
2.	S. Sai Kiran		
3.	C.T. C. Salary	16300	
4.	Gross Salary including ESI & PF	14919	
5.	Basic	7459	
6.	DA	1491	
7.	HRA	5967	
8.	PF (Employer + Employee)	1790	
9.	ESI (Employer + Employee)	596	
10.	Net Salary after ESI & PF deduction	13913	
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	8	
18.	Company	SSLLP Log	
19.	Division	QC	
20.	Designation	Asst. Engineer QC	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: CONSTRUCTIONSALARY REVISION FORM (2022-2023)

Name:	R. S. SAIKIRAN		
Age:	22	Date of Birth:	31-10-1998
Present Address:	H.NO: 3-13-134/3/1, DATTATRYA NAGAR COLONY, MALLAPUR.		
Phone ®:		Mobile:	8106040959
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	15000 ₹/-	Date of joining:	28/09/2021

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:	6,000 ₹/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: CONSTRUCTION

Qualification / Education:	B.Tech [CIVIL ENGINEERING]
Years of Experience in relevant field:	1 YEAR.
Expected gross salary:	20,000 ₹/-
Justification for increase:	Established good relationship with colleagues towards teamwork. Enthusiastic to learn & improving skills, ability and following the circular's studying procedure & execute in site. continue to improve my knowledge and I put my efforts & knowledge towards works with sincerely.
Complaints & suggestions:	-
Present Designation:	ASSISTANT ENGINEER.
Preferred Designation:	ENGINEER ENGINEER.

Signature: Sai Kiran

Date: 11/04/2022

For office use only:

	Item	Existing	Revised
1.	S. Sai Kiran		
2.	C.T. C. Salary	15000	
3.	Gross Salary including ESI & PF	13729	
4.	Basic	6864	
5.	DA	1372	
6.	HRA	5491	
7.	PF (Employer + Employee)	1648	
8.	ESI (Employer + Employee)	594	
9.	Net Salary after ESI & PF deduction	13919	
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	GMR	
18.	Division	Const.	
19.	Designation	Asst. Engineer	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22