

Employee Profile

Name:	M.Nagalaxmi		
Age :	50	Date of Birth:	22/10/1973
Present Address:	H.No.75, MLR Colony, Ismailkhanguda, Ramapally, Hyderabad.		
Emergency Contact:	9000220163	Mobile No:	7036463307
Automobile:		Make:	
Vehicle EMI:		Year:	
Date of joining:			

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	M.Srinivas				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Anirudh	23	M	Completed	B.tech	
Priyanka	21	F	Completed	B.Sc	
Residence:	Rented ☒				
Monthly Rent or EMI:	10,000				
Type of House:	Independent 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:	Senior Engineer	Division:	E&D
Qualification / Education:	Diploma in Civil Engineering		
Years of Experience in relevant field:	18 years		
Expected Percentage	20%		
Justification for increase:	Over my 18years tenure.I've become an essential asset to our departmentWith a thorough understanding of every procedure and operation,I ensuresmooth project management from municipal sanctions to pre DCRs. I consistently oversee all residential projects,ensuring seamless data flow and construction on site.		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: Nagalaxmi

Date: 02/04/2024

Division: E&D

SALARY REVISION FORM (2023-2024)

Name:	M. Nagalakshmi		
Age :		Date of Birth:	
Present Address:	H.No. 103, MLR Colony, Phase-II Ismail Khan guda, Rampally.		
Phone ®:		Mobile:	7036463307
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:	M. Srinivas				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Anirudh	20	M	VBIT	B.tech	
Priyanka	19	F	Bhavan's	B.Sc	
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	8,000/-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division:

Regd.

Qualification / Education :	Diploma
Years of Experience in relevant field:	More Than 20+ Years.
Expected gross salary:	As per Management
Justification for increase:	

Complaints & suggestions:

Preferred Designation:

Signature: Nagalaaxmi

Date: 18/04/23

For office use only:

1.	Item	Existing	Revised
2.	Nagalaxmi. M		
3.	C.T. C. Salary	34418	
4.	Gross Salary including ESI & PF	32618	
5.	Basic	16309	
6.	DA	3261	
7.	HRA	13047	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	30618	
11.	Mobile Allowance	399	
12.	monthly conveyance	1027	
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	8	
18.	Company	SSLLP Log	
19.	Division	E & D	
20.	Designation	Sr. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

E&D

Division: E&D

SALARY REVISION FORM (2022-2023)

Name:	M. Nagalanmi		
Age:		Date of Birth:	
Present Address:	uppl. Rampally.		
Phone ®:		Mobile:	7036463307
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:	M. Srinivas				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Anirudh	20	M	VBIT	B.Tech	1 Lakh
Priginka	19	F	Bharan's		
			V.R College	B.Sc	50,000
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	12,000/-				
Type of House:	☐ Independent house ☐ Flat ☐ House in a basti				

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Division: _____

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Signature: Nagabreni

Date: 12/04/22

For office use only:

	Item	Existing	Revised
1.	Nagalaxmi. M		
2.	C.T. C. Salary	32092	
3.	Gross Salary including ESI & PF	30292	
4.	Basic	15146	
5.	DA	3029	
6.	HRA	12117	
7.	PF (Employer + Employee)	3600	
8. s	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	30279	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	2670	
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	8	
17.	Company	SSLLP LOG	
18.	Division	E & D	
19.	Designation	Sr. Engineer	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: E & DSALARY REVISION FORM (2021-2022)

Name:	<u>M. Nagalakshmi</u>		
Age :		Date of Birth:	
Present Address:	<u>Uppal</u>		
Phone ®:	<u>—</u>	Mobile:	<u>7036463307</u>
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	<u>—</u>
Vehicle EMI:	<u>—</u>	Year:	<u>—</u>
Salary at the time of joining:		Date of joining:	<u>2012 october 1st</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>M. Srinivas</u>				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	<u>2</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>Anirudh</u>	<u>19</u>	<u>M</u>	<u>VBIT</u>	<u>B-tech</u>	<u>1 lakh</u>
<u>Priyanka</u>	<u>18</u>	<u>F</u>	<u>Bhavan's - Vivekananda college</u>	<u>B-SC life science</u>	<u>50,000</u>
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>12,000/-</u>				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: E & D

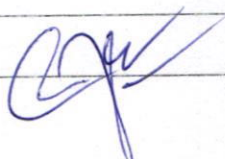
Qualification / Education :	DCE, AMIE
Years of Experience in relevant field:	20 years
Expected gross salary:	whatever Management decides
Justification for increase:	—
Complaints & suggestions:	—
Preferred Designation:	—

Signature: Nagalaaxmi

Date: 07/04/21

For office use only:

Division: E & D

1.	Item	Existing	Revised
2.	Name	M. Nagalaxmi	
3.	C.T. C. Salary	29,898	
4.	Gross Salary including ESI & PF	28,206	
5.	Basic	14,103	
6.	DA	2,820	
7.	HRA	11,282	
8.	PF (Employer + Employee)	3,384	
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	26,314	
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	Yes	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2018-19	8	
18.	Company	SSLLP LOGISTICS	
19.	Division	E & D	
20.	Designation	Sr. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	
			Date:

Division: E2DSALARY REVISION FORM (2020-2021)

Name:	<u>Nagalakshmi</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: Engg & Design

1.	Item	Existing	Revised
2.	M. Nagalaxmi		
3.	C.T. C. Salary	28475	
4.	Gross Salary including ESI & PF	26863	
5.	Basic	13431	
6.	DA	2686	
7.	HRA	10745	
8.	PF (Employer + Employee)	3434	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	26707	
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	8	
18.	Company	SLLP Log	
19.	Division	Engg & Design	
20.	Designation	Sr. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20

For office use only:

	Item	Existing	Revised
1.	M. Nagalaxmi		
2.	C.T. C. Salary	26095	
3.	Gross Salary including ESI & PF	24900	
4.	Basic	7470	
5.	DA	2490	
6.	HRA	9960	
7.	CCA	2490	
8.	TA	1245	
9.	EA	1245	
10.	PF (Employer + Employee)	2390	
11.	ESI (Employer + Employee)	0	
12.	P.T.	200	
13.	Net Salary after ESI & PF deduction	23505	
14.	Mobile Allowance	399	
15.	Avg. monthly conveyance for last 3 months	0	
16.	Loan with company	0	
17.	Loan repayment per month	0	
18.	Medical insurance provided	YES	
19.	Accidental insurance provided	YES	
20.	No. of leaves taken in 2018-19	5	
21.	Company	NE	
22.	Division	Admin Engineering & Design	
23.	Designation	Engineer	
24.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.19	
			Date: