

Employee Profile

Name:	Syed Kauser Ali Razvi		
Age :	25	Date of Birth:	14/04/1999
Present Address:	H.No:17-3-480, Beside Yakut Mahal Theatre, Yakutpura, Hyderabad, Telangana, 500023		
Emergency Contact:	6304973550	Mobile No:	8099489041
Automobile:	Bike	Make:	2023
Vehicle EMI:	3000	Year:	2025
Date of joining:	12/10/2022		

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				
Monthly Rent or EMI:	10,000				
Type of House:	Flat				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan	2000000	EMI:	7331
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
Bike	Others:	1000000	EMI:	5000
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:	Engineer	Division:	E&D
Qualification / Education:	B.Tech (Civil)		
Years of Experience in relevant field:	6		
Expected Percentage	25%		
Justification for increase:	In my personal capacity, I have acquired proficiency in handling drafting and issuance of plans for all lab space projects. Additionally, I have diligently contributed to the successful closeout of previous projects.		
Justification for Promotion:	In pursuit of advancing my career opportunities, I have independently pursued information in Enterprise Project Management and acquired proficiency in scheduling projects using Primavera P6 software. I am eager to apply these skills to benefit our organization. Looking ahead, my goal is to obtain PMP certification to further enhance my project management expertise.		
Preferred Designation:	Planning Engineer or Assistant Project Manager		
Complaints:			
Suggestions:	Providing Incentives may help us work more ardently.		

Signature: Syed Kauser Ali Razvi Date: 02-04-2024

Division: E & DSALARY REVISION FORM (2023-2024)

Name:	SYED KAUSER ALI RAZVI		
Age :	24	Date of Birth:	14 th APRIL 1999
Present Address:	H.No: 17-3-480, YAKUTPURA, HYDERABAD,		
	T.S, 500023		
Phone @:	-	Mobile:	8099489041
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	HERO HONDA PASSION
Vehicle EMI:	-	Year:	2012
Salary at the time of joining:	26,500	Date of joining:	12/10/2023

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: E. & D

[illegible]

Signature:

Date:

14/04/2023

For office use only:

1.	Item	Existing	Revised
2.	Kauser Razvi		
3.	C.T. C. Salary	26500	
4.	Gross Salary including ESI & PF	25000	
5.	Basic	12500	
6.	DA	2500	
7.	HRA	10000	
8.	PF (Employer + Employee)	3000	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	23300	
11.	Mobile Allowance	399	
12.	monthly conveyance	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 2022-23	6	
18.	Company	SLLP Log	
19.	Division	E & D	
20.	Designation	Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023