

Employee Profile

Name:	Mohammad Abdul Lateef		
Age :	35	Date of Birth:	16. 06. 1987
Present Address:	H.No.12-1-927/26/1 to 7, Flat No.403, Classic Mustafa Tower, Mallepally, Hyderabad-500001		
Emergency Contact:	7977513942	Mobile No:	9985338487
Automobile:	Car ☐	Make:	Renault Kiger
Vehicle EMI:	12000	Year:	2022
Date of joining:	15. 06. 2017		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	Shaikh Iffat				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Mohammad Haroon	7	Male	RBS	I Ind	65, 000
Mohammad Moosa	3	Male	RBS	LKG	48, 000
Residence:	Own ☐				
Monthly Rent or EMI:					
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:		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:	Legal Manager	Division:	Head Office
Qualification / Education:	B. Com LLB		
Years of Experience in relevant field:	11 Years		
Expected Percentage	25%		
Justification for increase:	I am diligently working for the company from last 7 years by doing team work without damaging any work nor a single complaint. I have contributed immensely for successful of all land acquisition in conducting due diligence. From the time of joining to till date completed all my task in time. Drafting all applications, issuing legal notices following up with all our panel advocates and appearing the courts, police station and other statutory authorities, many times i have to do the work by going out of the way. You are very well aware of each employees ability and their work performance to decide in this matter.		
Justification for Promotion:	 		
Preferred Designation:	 		
Complaints:	 		
Suggestions:	 		
Incriment must give on the work performance of the employee.			

Signature: _____

Date: 2/4/2024

Division: AdminSALARY REVISION FORM (2023-2024)

Name:	<u>M.A. Lateef</u>		
Age :	<u>34</u>	Date of Birth:	<u>16.06.1988</u>
Present Address:	<u>H.No. 12-1-925/26, Flat No. 403, Classic Mustafa Towers Mallopolly Hyderabad - 500001.</u>		
Phone ®:		Mobile:	<u>9985338487</u>
Automobile:	☒ Car ☐ Bike ☐ Nil	Make:	<u>2022</u>
Vehicle EMI:	<u>8000/-</u>	Year:	<u>Renault Ciger</u>
Salary at the time of joining:	<u>22,000</u>	Date of joining:	<u>10/06/2017</u>

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	<u>Shaikh Ifat</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>MOHD. HAROON</u>	<u>5</u>	<u>M</u>	<u>Ramindia Dhareli</u>	<u>1st</u>	<u>45000/-</u>
<u>MOHD. MOOSA</u>	<u>3</u>	<u>M</u>	<u>"</u>	<u>Nursery</u>	<u>30,000/-</u>
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>10,000/-</u>				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: Admin

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Age

Signature: 

Date: 15/04/2023

For office use only:

1.	Item	Existing	Revised
2.	Lateef		
3.	C.T. C. Salary	42500	
4.	Gross Salary including ESI & PF	42500	
5.	Basic	21250	
6.	DA	4250	
7.	HRA	17000	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	34649	
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	8	
18.	Company	MPL	
19.	Division	Admin.	
20.	Designation	Manager - Legal	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Admin

SALARY REVISION FORM (2022-2023)

Name:	M. A. LATEEF		
Age:	34	Date of Birth:	16/06/1987
Present Address:	12-1-925/1 to 7, Flat No. 403, CLASSIC MUSTAFA TOWER, MALLEPALLY HYDERABAD.		
Phone @:		Mobile:	9985338487
Automobile:	☒ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	2010.
Salary at the time of joining:	22,000/-	Date of joining:	20-6-2017

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	SHAIKH DEEAT				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
MOHD. NAZAR	6	M	Raminder Dhreedi	1st.	45000/-
MOHD. MOOSA	1	M			
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other				
Monthly Rent or EMI:					
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: _____

Qualification / Education:	B.COM LLD
Years of Experience in relevant field:	9 years.
Expected gross salary:	50K.
Justification for increase:	We are in struggling stage. All the people in the world moves from this stage. you might also experienced it. you the Employer the Superior head of our organisation can understand all our problems. you have multi experience in all aspects, I am really happy to work with under you.
Complaints & suggestions:	The quality of our constructions are not satisfying to the customers. It is reduced to below mark of expectation. Even our office staff is not willing to suggest their family or friends to buy in our projects. we need to look in it.
Present Designation:	LEGAL MANAGER.
Preferred Designation:	

Signature: _____

Date: 12/04/2022

For office use only:

	Item	Existing	Revised
1.	M.A.Lateef		
2.	C.T. C. Salary	35000	
3.	Gross Salary including ESI & PF	35000	
4.	Basic	17500	
5.	DA	3500	
6.	HRA	14000	
7.	PF (Employer + Employee)	0	
8. s	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	41311	
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	MPPL	
18.	Division	Admin.	
19.	Designation	Manager - Legal	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: Head office
Admin

SALARY REVISION FORM (2021-2022)

Name:	M.A. LATEEF		
Age :	33	Date of Birth:	16/06/1987.
Present Address:	H.No. 12-1-925/26/1 to 7. Flat. No. 403 Classic Mustafa Tower, Malleshwari, Hyderabad. 500001.		
Phone ®:		Mobile:	9985338487.
Automobile:	☒ Car ☒ Bike ☐ Nil	Make:	BMW 5X4.
Vehicle EMI:		Year:	2009.
Salary at the time of joining:	20,000/-	Date of joining:	10/6/2017.

Personal Information (Optional)

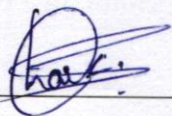
Marital Status:	Married / Single				
Name of spouse:	Shaili Jhat				
Spouse works at:	Housewife				
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	1				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Mohd. Haroon.	5	M.	Ravindra Bhargava	UKG	40K.
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other				
Monthly Rent or EMI:	12000 Per month				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: _____

Qualification / Education :	B.com LLB
Years of Experience in relevant field:	8 years.
Expected gross salary:	45000/- - 45000/-
Justification for increase:	I am working for the Company from the Past 4 years. During this time I have been dedicated to my duties and performed them to the best of my abilities. My Hardwork and commitment justifies a Salary Hike. My Current pay is lesser than the Salary payable to my position. As being the Employer you are the best Judge to decide in this matter.
Complaints & suggestions:	Not satisfied with work desk. Earlier management assured me, after renovation will provide a good work desk.
Preferred Designation:	

Signature: _____

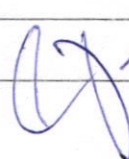


Date: _____

31/march/2021.

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	Name	M. A. Lateef	
3.	C.T. C. Salary	28,875	
4.	Gross Salary including ESI & PF	28,875	
5.	Basic	14,437	
6.	DA	2,887	
7.	HRA	11,550	
8.	PF (Employer + Employee)		
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	28,875	
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	MPPL	
19.	Division	Admin.	
20.	Designation	Legal Officer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	



Division: AdminSALARY REVISION FORM (2020-2021)

Name:	<u>M.A. LATEEF</u>		
Age :	<u>32</u>	Date of Birth:	<u>16.06.87</u>
Present Address:	<u>H.No. 12-1-925/26/1 . Flat.No. 403,</u> <u>Classic Mustafa Towers, Malleshwari,</u> <u>Hyderabad.</u>		
Phone @:		Mobile:	<u>9985338487</u>
Automobile:	☒ Car ☒ Bike ☐ Nil	Make:	<u>2009, 2016.</u>
Vehicle EMI:		Year:	
Salary at the time of joining:	<u>20000/-</u>	Date of joining:	<u>8th June 2017</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>Shaikh Ifrat</u>				
Spouse works at:	<u>Housewife</u>				
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	<u>1</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>Mohd. Haroon.</u>	<u>4</u>	<u>M</u>	<u>Ravinder Bhawal</u>	<u>Lkg</u>	<u>37000/-</u>
Residence:	☐ Own ☒ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>10,500</u>				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: _____

Qualification / Education :	B.com LLB
Years of Experience in relevant field:	7 years.
Expected gross salary:	_____
Justification for increase:	Whatever you think fit & fine basing on my work performance.
Complaints & suggestions:	
Preferred Designation:	Legal officer.

Signature: _____

Date: 12/06/2020.

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	M. A. Lateef		
3.	C.T. C. Salary	27500	
4.	Gross Salary including ESI & PF	27500	
5.	Basic	13750	
6.	DA	2750	
7.	HRA	11000	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	29303	
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	9	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	Legal Officer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20