Employee Profile

Name:	Mohammad Abdul Lateef						
Age:	35 Date of Birth:			16. 06. 1987			
Present Address:	H. No. Musta	12-1-927 afa Tower,	/26/1 , Mal:	to 7, Flat N lepally, Hyde	o.403, Cl rabad-500	assic 001	
Emergency Contact:	79775	7977513942 Mobile No: 9985338487					
Automobile:	Car			Make:	Rena	ult Kiger	
Vehicle EMI:	12000)		Year:	2022		
Date of joining:	15. 06	6. 2017					
Personal Information (O Marital Status:	ptional) Ma		Os	ingle			
Name of spouse:	Shail	Shaikh Iffat					
Spouse works at:							
Spouse's designation:							
Spouse's Gross Salary:							
Number of Children:	2				Y		
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees	
Mohammad Haroon	7	Male	RBS		IInd	65, 000	
Mohammad Moosa	3	Male	RBS		LKG	48,000	
Residence:	Own					▼	
Monthly Rent or EMI:							
Type of House:	Flat					Continued	

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 work without damaging ted immensely for succeiligence. From the time n time. Drafing all apph all our panel advocatother statutory authorout of the way. You are heir work performance to	any work nor a single ssful of all land acq of joining to till d lications, issuing leg es and appeareing the ities, many times i h very well aware of e	complaint uisition a ate comple al notices courts, p ave to do ach employ	t. I have contribution conduting due deted all my task is following up wit police station and the work by going				
Justification for Promotion:							
Preferred Designation:							
Preferred Designation:							
Complaints:							
Suggestions:							
Incriment must give on the work performance of the employee.							
Signature:	Z. Da	te: 2 L	12024				

Division: Admin

SALARY REVISION FORM (2023-2024)

Name:	M	1.A.	ate			
Age:	3	4	01	Date of Birth:	16	.06.198
Present Address:	H.	No. 1	2.1.	125/26.	Flat	lo. 403,
The April 1980	The second second		f)	afa Tours		Mapally
				-500001		
a lalina s)	in the second		S al	2012
Phone ®:				Mobile:	998	5338487
Automobile:	Çar	Bike [⊃ Nil	Make:	20	122
Vehicle EMI:	80	000 -	2000	Year:	Den	ault (cig
Salary at the time of joining:	25	2000		Date of joining	- Maria	06/2017
Personal Information (C	Optional		esse f	3/2 (4.1)	wiell.	person,
Marital Status:	Marri	ed / Singl	e	ut be	80 V	array.
Name of spouse:	5	nailch	The	lat	de de la	1107
Spouse works at:	. •		, 0	. (
Spouse's designation:						*
Spouse's Gross Salary:						
Number of Children:		2				
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees
MOHD. Haron	5	M	Ray	indeg Phas	di 18t	45000
MOHD. MODSA	3	181		1	Husley	30,000
					/	
						100
Residence:	₽ Ow	n 🗆 Pare	nts □ R	ented Other		
Residence: Monthly Rent or EMI:		n \square Pare	1	ented Other		

	Qualification / Education: Law Graduate (LLB)
99	Years of Experience in relevant field:
	Expected gross salary: 650001
	Justification for increase: I am working from lost 6 years
	very honesty by co-ordinating with all employees
	without a single compraint till date. I completed
f-5	many takes by going out of the way. I have
	good oppulmities in other companies but i am
	still willing to more here because morning under
	you is also a good opputhing low me to leave
	many things in different expects. But it is not
	possible for me to contine below the experted.
	pay.
	Complaints & suggestions:
an	Variable of the state of the st
1 - Waren	9 0 8 1 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1
1/2 John	
1000	
1 / 2	
forel o	
(
	Drafarrad Dagionation
	Preferred Designation: Legal Walragel
	Signature: Date: 15 04 2023

Division: Admin.

For office use only:

1.	Item		Existing	Revised
2.	Lateef			
3.	C.T. C. Salary		42500	
4.	Gross Salary including E	ESI & PF	42500	
5.	Basic		21250	
6.	DA		4250	
7.	HRA		17000	
8.	PF (Employer + Employ	ee)	0	
9.	ESI (Employer + Employer	yee)	0	
10.	Net Salary after ESI & P	F deduction	34649	
11.	Mobile Allowance		399	
12.	monthly conveyance		0	
13.	Loan with company			
14.	Loan repayment per mor	nth		
15.	Medical insurance provide	ded	Yes	
16.	Accidental insurance pro	ovided	Yes	
17.	No. of leaves taken in 20)22-23	8	
18.	Company		MPL	
19.	Division		Admin.	
20.	Designation	,	Manager - Legal	
21.	Remarks:			
				122
	Prepared by:	Date:	Approved by	Date:
	Iqra Khatoon	14-04-2023		18-04-2023

Division: Admin

SALARY REVISION FORM (2022-2023)

Name:	M	M.A. LATEEF					
Age:	7	14		Date of Birth:	16	06 1987	
Present Address:	12-	1-925	11 to	7. Flat	No. 4	-03.	
			1	TAFA TOW	ER.		
	Mi	ALLET	ALL	4 HUDE	RADA	D.	
)			
Phone ®:		-		Mobile:	998	5338487	
Automobile:	Car	Bike [□ Nil	Make:			
Vehicle EMI:				Year:	2	010.	
Salary at the time of joining:	22 000 \ - Date of joining				20	-6-2017	
Personal Information (O	ptional)/		Vari de		*	
Marital Status:	Marria	ed / Singl	e			1 (100/2)	
Name of spouse:	SHATICH TEFAT						
Spouse works at:							
Spouse's designation:							
Spouse's Gross Salary:			-	ne de la la	407		
Number of Children:			2		-110	90	
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees	
MOHD. Masoon	6	M	Danie	idea Dhreati	154.	45000	
MOHD. MOOSA	1	M		1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	:/	,	
			200		-2.07		
Residence:	Ow	n 🗆 Parei	nts 🗆 Re	ented Other			
Monthly Rent or EMI:							
Type of House:	□ Inde	ependent	house	Flat □ House in a			
					C	ontinued	

Division:	

Qualification / Education:	B.COM LLB
Years of Experience in relevant field:	9 years.
Expected gross salary:	5014.
Justification for increase:	
We are in stought	ing ctage. All the people.
in the world was	ses from thy stage. you.
might also expecies	read it. you the Employer
the Sufecial head	ou organisation cars
undertand all our	Problem.
404	have multi expecience in all
aspects I am seal	have multi experience in all my happy to mosts. with funder
dorr.	1
)	\$12 mm2191
Complaints & suggestions:	he quality of our constructions with customers. It is reduced
are not salistying &	is the customers. It is reduced
to below mais of	expectation.
"(Even our office stated is not
willing to suggest- !	their parily or lesends to buy
in our peojects.	
we heed to	look in it.
Propert Designation	
Present Designation:	LEGAL MANAGER.
Preferred Designation:	
	Factor Commence and the Commence of the Commen

Signature: _

(a)

Date: 12/04/2022

Division: Admin.

For office use only:

	Item		Existing	Revised
1.	M.A.Lateef			
2.	C.T. C. Salary		35000	
3.	Gross Salary including ES	I & PF	35000	
4.	Basic		17500	
5.	DA		3500	
6.	HRA		14000	
7.	PF (Employer + Employee	(:)	0	
8. s	ESI (Employer + Employe	e)	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 provi	ided	Yes	
16.	No. of leaves taken in 2021-22		6	
17.	Company		MPPL	The state of the s
18.	Division		Admin.	
19.	Designation		Manager - Legal	
20.	Remarks:			
			7	
	Prepared by:	Date:	Approved by:	Date:
	Iqra Khatoon 12	2.04.22	G. Jai Kumar	15.04.22

Division: Head office April

SALARY REVISION FORM (2021-2022)

Name:	141.	14. FL	116	-1					
Age:	3	3	60	Date of Birth:	16	. 5891/80			
Present Address:	H.	H.No. 12.1-925/28/1 to 7. Flat. No. 403							
מאחלה	- 3			ala Tomer	/	A .			
		ydeea		1f	,				
or the second plants	Ly vin)	5 70	1 PAULLO	43 - 100	N .			
Phone ®:	1 20	off u	1	Mobile:	998	5338487.			
Automobile:	Car	Bike [Nil	Make:	OF	E9.SX4			
Vehicle EMI:	120	Mary	1) (3)	Year:	200	9.			
Salary at the time of joining:	20,000			Date of joining:	10/	6/2017.			
Personal Information (C	Optional)/		. A0	Book	100			
Marital Status:	Marri	ed / Singl	e	Alt with	1 3	7			
Name of spouse:	3	aich	W	at abide	al a	shif			
Spouse works at:		- Housewife							
Spouse's designation:				U					
Spouse's Gross Salary:		Lente	Nair	California de la companya della companya della companya de la companya della comp	Jan				
Number of Children:		1	9-5	le vinska		No service			
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees			
Moto. Haroon.	5 M. Rawi		udra Bhaidi	Ukg	yok,				
Residence:	17 On	n 🗆 Parei	nts \sqcap R	ented □ Other					
Monthly Rent or EMI:	- OW	II — I aici	100 - 100		Per mo	uth			
Type of House:	□ Ind	enendent	house s	Flat House in		20 00(
Type of House.	Lind	-pendent				Continued			

Division:		

Qualification / Education :	B.com LLB
Years of Experience in relevant field:	8 years.
Expected gross salary:	45000 - 45000 -
Justification for increase:	A PONTY DATE
Post 4 years De	g for the Company from the raing this time I have been
to the book	fry abilities. My Haedwoek
and considered	Trability of Colory Hive and
Cussent pay is	exec than the Salary payable to
As being 7	he Employes, you are the best.
Judge to decide	he Employes you are the best.
り 以北の人	milk is to the second of the s
Complaints & suggestions:	
Not Salisfi	red me, after senouation will
Management ass	ued pre, after remonation will
provide a gou	d molic. desc.
Storb pur condi	Water Stagens & market & author
Les years and the second second	
44(pt. 1 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14) 14(14)	
Preferred Designation:	

Signature:

have

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.				
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:	Date:
	Iqra Khatoon	05-04-2021		

Tol

Division: Admin

SALARY REVISION FORM (2020-2021)

Name:	M	.A-1	LAI	EEF		
Age:	3	2		Date of Birth:		78.30
Present Address:	4.4	0.12	-1-	925/26/1.		No.403
	Clas	sic M	ruet	apa Toures	Mal	lepally
in a twiff		ydeed			(300)	
	Sau)	100	7 Madia	HAVE.	
Phone ®:				Mobile:	9980	338487
Automobile:	Car	Bike □	Nil	Make:	2000	7 2016
Vehicle EMI:				Year:		
Salary at the time of joining:	20	000	~	Date of joining:	84/	June 2017
Personal Information (C		/				
Marital Status:	Marrie	d / Single	e			
Name of spouse:	Sho	ich	IH	<u>at</u>		
Spouse works at:	Howewife					
Spouse's designation:			U			
Spouse's Gross Salary:						
Number of Children:		1				
Name	Age	Gender	N	ame of School	Class	Approx. Annual Fees
Moodo Haroon.	4	W	Ro	winder Bhacal	. LKg	37000/
Residence:	□ Ow	vn Pare	nts 🗆 🗎	Rented Other		
Monthly Rent or EMI:	10	105				
Type of House:	□ Ind	lependent	house	e □Flat □ House in		Continued

Division:	

Qualification / Education :	B.com	LLB		
Years of Experience in relevant field:		205.		
Expected gross salary:	300 -	~(0.2)		
Justification for increase:				
whatever you on my was	thing .	fit &	frine	losing
www.	ic barbo	aname		
lad ford				
7.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1				
The state of the s				1, 100
		20006		
		1 / 10		
Complaints & suggestions:	U2397	V () () () ()		
complaints & suggestions:	- Agassi si	73/43/ <u>1</u> -		
		-		
		Λ.		
		-1-		
ote by Italia	sarines!	M. P.	NEGOT	1.6400
				a'
	1			1.
referred Designation:	legal o	Hices.		
)	40		

Signature: _

No.

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 + Employe	e)	0	
9.	ESI (Employer + Employee)		0	31 1
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:	Date:
	Iqra Khatoon 15	5.06.20	G. Jai Kumar	16.06.20