Employee Profile

Name:	Sitaramanjaneyulu Burri		
Age :	55 Years	Date of Birth:	16-08-1967
Present Address:	H.NO: 6-107/1,PLOT NO:1,SRI VENKATESWARA COLOLY,INJAPUR,ABDULLAPURMET MANDAL,RANGAREDDY DISTRICT-501510.		
Emergency Contact:	9963922835	Mobile No:	9100126998
Automobile:	Bike	Make:	TVS
Vehicle EMI:	NIL	Year:	2020
Date of joining:	05-09-2018		

Personal Information (Optional)

Marital Status:	◉ Married ○ Single
Name of spouse:	SATYAVATHI BURRI
Spouse works at:	NIL
Spouse's designation:	NIL
Spouse's Gross Salary:	NIL
Number of Children:	02

Name	Age	Gender	Name of School	Class	Approx. Annual Fees
SHASHANK SAI	26	MALE	SANJOSE,CALIF	PG	14 LACS
NIKHITHA	24	FEMAL	SIVA SIVANI	PGDM	4 LACS

Residence:	Own
Monthly Rent or EMI:	NIL
Type of House:	Independent House

Continued.....

FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	NIL	EMI:	
	Personal Loan	NIL	EMI:	
	Gold Loan	NIL	EMI:	
	Chit Fund:	NIL	EMI:	
	Others:	EDUCATION	EMI:	YET TO
Insurance Policy	Medical Insurance:	TATA AIG	Premium:	NIL
	Life Insurance:	NIL	Premium:	NIL
	Term Insurance:	HDFC LIFE	Premium:	27000 PER
	Other Insurance:	NIL	Premium:	NIL
Type of savings	Mutual Funds:	NIL		
	Stock bonds:	NIL		
	Fixed Deposit:	NIL		
	Other Savings:	NIL		

APPRAISAL FORM 2024-2025

Designation:	AGM- ADMIN LIASIO	Division:	ADMIN
Qualification / Education:	MBA		
Years of Experience in relevant field:	28 YEARS		
Expected Percentage	LETTER PRESCRIBED ON 06-03-24 TO MANAGEMENT		
Justification for increase:			

Have taken in to account my contributions,skills and the responsibilities i have shouldered within the company.Based on this assessment,i belive that an adjustment to my compensation is Justified.

Justification for Promotion:	As per discretion of the Management

Preferred Designation:	As per Discretion of the Management.
Complaints:	NIL

Nil

Suggestions:	NIL

Signature: Sitaramanjaneyulu Date: 30-03-2024

Admin - JK

Dt: 06-03-2024

From:

Sitaramanjaneyulu .B

AGM-Admin , Liasioning,

To

Shri Soham Modi,

Managing Director

Modiproperties Pvt., Ltd.,

Respected Soham Sir,

I hope this letter finds you well. I am writing to express my gratitude for the opportunities for professional growth and development that MODI Group has provided me since I joined in 5th September 2018]. It has been a rewarding experience working with a dynamic and forward-thinking organization like ours.

As I reflect on my time here, I have been fortunate to contribute to the success of our team and have taken on responsibilities to support the company's objectives. I am proud of the achievements we have accomplished together, and I am committed to continuing to deliver excellent results in my role.

I would like to discuss a matter that is important to me and aligned with my dedication to contributing to the company's success. As we approach the upcoming salary review and increment discussions, I would like to formally request a salary enhancement from my current package of 6.4 lacs to 9 lacs.

I have taken into account my contributions, skills, and the responsibilities I have shouldered within the company. Based on this assessment, I believe that an adjustment to my compensation is justified.

I am confident that my performance, dedication, and the value I bring to the team make me deserving of this adjustment. A more competitive salary would not only acknowledge my efforts but also motivate me to continue delivering exceptional results for MODI GROUP.

I am open to discussing this matter further at your convenience. I appreciate your time and consideration of my request. I am grateful for the opportunities provided by MODI GROUP, and I look forward to contributing to the continued success of our organization.

Thank you for your attention to this matter.

Sincerely,

Sitaramanjaneyulu.B,

AGM- Admin liasioning

Copy To:

AGM - HR

Division: Admin

SALARY REVISION FORM (2023-2024)

Name:	Sitaramanjaneyulu AGM-(Admin, Housekeeping)		
Age :	54 years	Date of Birth:	16/08/1967
Present Address:	H.No: 6-107/1, Sri Venkateswara colony		
	INJAPUR, Abdullapur Mandal, RR Dist.		
Phone ®:	9100126998	Mobile:	9100126998
Automobile:	□ Car ☑ Bike □ Nil	Make:	TVS
Vehicle EMI:	—	Year:	—
Salary at the time of joining:	Rs 33000/-	Date of joining:	05-09-2018

Personal Information (Optional)

Marital Status:	Married / Single
Name of spouse:	Sajjavathi. B
Spouse works at:	— House wife —
Spouse's designation:	—
Spouse's Gross Salary:	—
Number of Children:	02

Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Shashank Sai	25	M	persuing MS in (computer Engg)	Sangore state university California	
Nikhitha	24	F	BBA Completed	persuing for MBA.	

Residence:	☑ Own □ Parents □ Rented □ Other _____
Monthly Rent or EMI:	—
Type of House:	☑ Independent house □ Flat □ House in a basti

Continued……

Division: _____

Qualification / Education :	MBA (Finance)
Years of Experience in relevant field:	28 years.
Expected gross salary:	As per discretion of Management
Justification for increase:	
Complaints & suggestions:	
	— Nil
Preferred Designation:	As per discretion of Management

Signature: _____ Date: 12/4/23

Division: Admin.

For office use only:

1.	Item	Existing	Revised
2.	Sitaramanjaneyulu. B		
3.	C.T. C. Salary	50000	
4.	Gross Salary including ESI & PF	48200	
5.	Basic	24100	
6.	DA	4820	
7.	HRA	19280	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	46200	
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	14	
18.	Company	GVRC	
19.	Division	Admin.	
20.	Designation	AGM Admin - Liaisoning	
21.	Remarks:		

	Prepared by:	Date:	Approved by:	Date:
	Iqra Khatoon	14-04-2023		18-04-2023

Division: Admin

SALARY REVISION FORM (2022-2023)

Name:	B. Sitaramanjaneyulu		
Age:	54 years	Date of Birth:	~~18.08~~ 31-05-1968
Present Address:	H.NO: 6-107/1, Sriveniteshwara Colony		
	Ibrahimpur, RR Dist. PIN - 501510		
Phone ®:	~~9100126998~~	Mobile:	9100126998
Automobile:	□ Car ☑ Bike □ Nil	Make:	Samsung
Vehicle EMI:	—	Year:	
Salary at the time of joining:	Rs 33,000/-	Date of joining:	05-09-2018

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Sarojavathi. B				
Spouse works at:	— NA —				
Spouse's designation:	— NA —				
Spouse's Gross Salary:	— NA —				
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
B. Shashank Sai	24	M	B.Tech (ECE)	Completed.	
B. Nikhitha	23	F	BBA	Completed.	
Residence:	☑ Own □ Parents □ Rented □ Other _____				
Monthly Rent or EMI:	—				
Type of House:	☑ Independent house □ Flat □ House in a basti				

Continued……

Division: Admin

Qualification / Education:	B.com., MBA (Finance)
Years of Experience in relevant field:	25 years
Expected gross salary:	Rs 60,000/-
Justification for increase:	
1. Dedication in ~~work~~ entrusted work.	
2. Trying to get best result for growth of the company.	
3.	
Complaints & suggestions:	
1. Please Consider to Issue monthly payment slips. ~~But~~ Currently Issuing payment slips on requirement.	
Present Designation:	AGM - Admin - Liaisoning
Preferred Designation:	

Signature: [illegible] Date: 14/04/2022.

Division: Admin.

For office use only:

	Item	Existing	Revised
1.	Sitaramanjaneyulu. B		
2.	C.T. C. Salary	44000	
3.	Gross Salary including ESI & PF	42200	
4.	Basic	21100	
5.	DA	4220	
6.	HRA	16880	
7.	PF (Employer + Employee)	3600	
8. s	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	42275	
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	9	
17.	Company	GVRC	
18.	Division	Admin.	
19.	Designation	AGM Admin - Liaisoning	
20.	Remarks:		

	Prepared by:	Date:	Approved by:	Date:
	Iqra Khatoon	12.04.22	G. Jai Kumar	15.04.22

Division: Admin

For office use only

	Item	Existing	Revised
1.	Shramanaj no. in Sl.		
2.	C.T.C. Salary	44000	
3.	Gross Salary including ESI & PF	42200	
4.	Basic	21100	
5.	DA	4220	
6.	HRA	16880	
7.	PF (Employer + Employee)	3600	
8.	ESI (Employer + Employee)	0	
9.	Net salary after ESI & PF deduction	42275	
10.	Mobile Allowance	500	
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	2	
17.	Company	GVRC	
18.	Division	Admin	
19.	Designation	AGM Admin-Liaisoning	
20.	Remarks		

Prepared by	Date	Approved by	Date
Jora Khatoon	12.04.22	G. Jai Kumar	13.04.22

Division: ADMIN

SALARY REVISION FORM (2021-2022)

Name:	SITARAMANJANEYULU BURRI		
Age :	52	Date of Birth:	16-08-1967
Present Address:	H.No: 6-107/1, Sri Venkateswara Colony,		
	INJAPUR, Abdullapurmet Mandal		
	RR Dist – 501510		
Phone ®:		Mobile:	9100126998
Automobile:	□ Car □ Bike □ Nil	Make:	—
Vehicle EMI:	—	Year:	—
Salary at the time of joining:	Rs 33,500/-	Date of joining:	5-09-2018

Personal Information (Optional)

Marital Status:	Married / ~~Single~~				
Name of spouse:	SATYAVATHI				
Spouse works at:	HOUSEWIFE				
Spouse's designation:	— NA —				
Spouse's Gross Salary:	— NA —				
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Shashank Sai	23	Male	IARE, Engg. colls	4th	Rs 65000/-
Nikhitha	22	Female	VVSB Business	3rd	Rs 1,50,000/-
Residence:	☑ Own □ Parents □ Rented □ Other _____				
Monthly Rent or EMI:	— NA				
Type of House:	☑ Independent house □ Flat □ House in a basti				

Continued……

Division: _____

Qualification / Education :	MBA
Years of Experience in relevant field:	28 years
Expected gross salary:	Rs 50000/-
Justification for increase:	

1. Work dedicated, honest & Transperant.
2. I can handling whatever the work entrusted by Management.
3. Maintaining good relation with the staff members and other parties.
4. I have successfully completed the tasks given by the MD sir.

Complaints & suggestions:	

1. The Increment should be performance based.
2. The best performance holder will get good increment, It will enhance the curiosity upon the entrusted works.

Preferred Designation:	Deputy General Manager.

Signature: _____ Date: 31-03-2021.

Appraisal by Manager (Confidential report to HR)

Name of Employee.	Sitaramanjaneyulu		
Project:	Head Office	Company:	GVRC
Overall performance		Good	
Attitude towards colleagues		Good	
Team player		Good	
Personal appearance		Good	
Interest / Enthusiasm in work		Good	
Knowledge of work		Good	
Attendance / punctuality		Good	
Communication skills – oral – in English		Good	
Communication skills – oral – in Telugu		Good	

Note: Rate as good, average or poor.

Key strengths:

Shortcomings or weaknesses:

How can we get more from the employee?

What are the precautions to be taken?

Prepared By:	Date:
Jai Kumar	05.04.2021

For office use only: Division: Admin.

1.	Item	Existing	Revised
2.	Name	Sitaramanjaneyulu. B	
3.	C.T. C. Salary	38,193	
4.	Gross Salary including ESI & PF	36,393	
5.	Basic	18,196	
6.	DA	3,639	
7.	HRA	14,557	
8.	PF (Employer + Employee)	3,600	
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	34,393	
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	24	
18.	Company	GVRC	
19.	Division	Admin.	
20.	Designation	Sr. Liaison Manager	
21.	Remarks:		

	Prepared by:	Date:	Approved by:	Date:
	Iqra Khatoon	05-04-2021		

Division: Admin

SALARY REVISION FORM (2020-2021)

Name:	Solaramanjaneyulu . B		
Age :	52	Date of Birth:	16-08-1967
Present Address:	H.NO: 6-107/1, Sri venkateswara Colony		
	Injapur, Abdullapurmet Mandal,		
	RR Dist - 501510		
Phone ®:		Mobile:	9100126998
Automobile:	☑ Car ☑ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	Rs 33000/-	Date of joining:	05-09-2018

Personal Information (Optional)

Marital Status:	Married / Single
Name of spouse:	SATYAVATHI
Spouse works at:	NO
Spouse's designation:	— NA —
Spouse's Gross Salary:	— NA —
Number of Children:	

Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Shashank Sai	22	Male	Institute of Aeronautical Engg	4th year	1.0 Lac
NIKHITHA	21	Femal	Viswaviswani Business School	2nd year	1.5 lac.

Residence:	☑ Own ☐ Parents ☐ Rented ☐ Other _____
Monthly Rent or EMI:	— NA
Type of House:	☑ Independent house ☐ Flat ☐ House in a basti

Continued……

Division: Admin

Qualification / Education :	MBA (Finance)
Years of Experience in relevant field:	25 years
Expected gross salary:	Rs 50,000/-
Justification for increase:	

(1) Entrusted the sites for liaisoning (1) GVRC. (2) GVDC (3) MRGVLLP (4) GVSH (5) BRGV (6) MCMET (7) MGA. (8) AGH (9) Nantey Selenium.

(2) Successfull obtained permissions of TSIALA GVRC & GVDC, and Local Gramporchayath permission of MGA, MCMET, BRGV.

(3) Power connections sanctioned to MRGVLLP, GVRC, MGA.

Complaints & suggestions:

Appraisals should be on the work performance and conduct, cherecter

Preferred Designation: AGM/DGM

Signature: [signature] Date: 11-06-2020.

For office use only: Division: Admin.

1.	Item	Existing	Revised
2.	Sitaramanjaneyulu. B		
3.	C.T. C. Salary	36375	
4.	Gross Salary including ESI & PF	34575	
5.	Basic	17287	
6.	DA	3457	
7.	HRA	13830	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	35975	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	3600	
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	12	
18.	Company	GVRC	
19.	Division	Admin.	
20.	Designation	Sr. Liaison Manager	
21.	Remarks:		

	Prepared by:	Date:	Approved by:	Date:
	Iqra Khatoon	15.06.20	G. Jai Kumar	16.06.20