

Employee Profile

Name:	B. Sudharshan.		
Age :	52	Date of Birth:	1967
Present Address:	Chilkalaguda, Bhavani Nagar 500061		
Emergency Contact:	8688202981	Mobile No:	6301163879
Automobile:	bike ☐	Make:	TVS.
Vehicle EMI:	4000/-	Year:	2
Date of joining:	2001		

Personal Information (Optional)

Marital Status:	☒ Married ☒ Single				
Name of spouse:	Manjula. B				
Spouse works at:	-				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Niranjana. B	22	M	Gujathur college	12	60,000/-
Padma kumari	18	M	Z.P. H.S school	10	NA.
Residence:	Own House. ☐				
Monthly Rent or EMI:	-				
Type of House:	Independent. ☐				

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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:	<u>Engg. Electronics</u>	Division:	<u>Admin / Maint.</u>
Qualification / Education:	<u>-</u>		
Years of Experience in relevant field:	<u>17</u>		
Expected Percentage	<u>15%</u>		
Justification for increase:			
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature:  Date: 30/04/2024.

Division: _____

SALARY REVISION FORM (2023-2024)

Name:	B. Sudharsham..		
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				

Continued.....

Division: _____

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Signature: _____ Date: _____

For office use only:

1.	Item	Existing	Revised
2.	Sudharshan B		
3.	C.T. C. Salary	21456	
4.	Gross Salary including ESI & PF	21456	
5.	Basic	10728	
6.	DA	2145	
7.	HRA	8582	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	21256	
11.	Mobile Allowance	399	
12.	monthly conveyance	1500	
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	22	
18.	Company	SERENE	
19.	Division	Const.	
20.	Designation	Electrician	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Electrocity
construction

SALARY REVISION FORM (2022-2023)

Name:	B. Sudharshan		
Age:	52	Date of Birth:	06/04/1967
Present Address:	11-2-426/37, Chilka guda, Secendrabad, Telangana Rangareddy, 500061		
Phone ®:		Mobile:	6301163879
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	18,000/-	Year:	
Salary at the time of joining:		Date of joining:	

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	B. Majula				
Spouse works at:	election supervision				
Spouse's designation:	5 th				
Spouse's Gross Salary:	25000				
Number of Children:	3 members children				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
BL Niharika	21			3 rd degree	60000
BL Nijarajam	18		Amaravathi School	12 th inter	40000
BL Padhakrishna	15		Amaravathi School	10 th class	35,000
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:					
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: 1[illegible]

Signature: _____ Date: _____

For office use only:

	Item	Existing	Revised
1.	B. Sudharshan		
2.	C.T. C. Salary	19865	
3.	Gross Salary including ESI & PF	19865	
4.	Basic	9932	
5.	DA	1986	
6.	HRA	7946	
7.	PF (Employer + Employee)	0	
8.	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	20366	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	4500	
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	12	
17.	Company	MFHLLP	
18.	Division	Const.	
19.	Designation	Electrician	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

SALARY REVISION FORM (2021-2022)

Name:	B. SUDHARSHAN		
Age :	50 years	Date of Birth:	1971
Present Address:	11-2-426/37, Chilukala guda, Bharanp Nagar, Secunderabad.		
Phone ®:	9291264716	Mobile:	6301163879
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Discovery
Vehicle EMI:	1650 / -	Year:	2009
Salary at the time of joining:	2500 / -	Date of joining:	01-07-2001

Personal Information (Optional)

Marital Status:	Married / Single <u>Married.</u>				
Name of spouse:	B. Mangula				
Spouse works at:	House wife				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	3 Members				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
B. NIHARIKA	21	F	Degree 11th year		35,000 / -
B. NIRANJAN	18	M	Inter 1st year		20,000 / -
B. RADHA KRISHNA	15	M	Amaravathi School	7th class	18,000 / -
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	—				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: MENTANENCE

Qualification / Education :	
Years of Experience in relevant field:	28 years
Expected gross salary:	20,000 /—
Justification for increase:	1) Leaving Police. Very Expence 2) My house Membrary NO working Only I am work 3) College fees for My Childmumy
Complaints & suggestions:	
Preferred Designation:	As per Same.

Signature:

Date: 02-04-2021

For office use only:

Division: Const.

1.	Item	Existing	Revised
2.	Name	B Sudharshan	
3.	C.T. C. Salary	18,363	
4.	Gross Salary including ESI & PF	16,808	
5.	Basic	8,404	
6.	DA	1,680	
7.	HRA	6,723	
8.	PF (Employer + Employee)	2,018	
9.	ESI (Employer + Employee)	672	
10.	Net Salary after ESI & PF deduction	15,023	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	31,071	
14.	Loan repayment per month	500	
15.	Medical insurance provided	No	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2018-19	18	
18.	Company	MPPL	
19.	Division	Const.	
20.	Designation	Electrician	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

SALARY REVISION FORM (2020-2021)

Name:	B. Sudarshan Election		
Age :	50	Date of Birth:	6/4/1970
Present Address:	Chilikalgedy Bhovani Nagar Samarhabad		
	H/No. 11/2/426/37		
Phone ®:		Mobile:	9291264716
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Bajaj
Vehicle EMI:		Year:	2009
Salary at the time of joining:	2500/-	Date of joining:	1/7/2001

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	B. Manjula				
Spouse works at:	House wife				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	03				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
B. Niharika	20	F	Shree Vidya	11th	45,000
B. Nerenyan	17	M	Amaravathi	10th	30,000
B. Rakshita	14	M	"	6th	22,000
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: 11/08/20

For office use only:

Division: Construction

1.	Item	Existing	Revised
2.	B Sudharshan		
3.	C.T. C. Salary	17489	
4.	Gross Salary including ESI & PF	16009	
5.	Basic	8004	
6.	DA	1600	
7.	HRA	6403	
8.	PF (Employer + Employee)	2048	
9.	ESI (Employer + Employee)	682	
10.	Net Salary after ESI & PF deduction	15256	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	37793	
14.	Loan repayment per month	500	
15.	Medical insurance provided		
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	7	
18.	Company	VISTA	
19.	Division	Construction	
20.	Designation	Electrician	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20

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Division: Electricity
Construction

SALARY REVISION FORM (2019-2020)

Name:	B. Sudarshan		
Age :	52	Date of Birth:	06/04/1967
Present Address:	H/No: 11-2-426/37 Chitraguda Bhawan Nagar Secunderabad		
Phone ®:		Mobile:	9291264716
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	2500	Year:	
Salary at the time of joining:	2500	Date of joining:	07/08/2001

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	B. Manjula				
Spouse works at:	House wife				
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	03 Number's				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
B.L. Niharika	19	F	Sri Sai Vidya Vikas degree college	1 year Deti	30,000-00
B.L. Niranjan	15	M	Amravathi School	9th class	25,000-00
B.L. Radhakrishna	19	M	Amravathi School	6th class	18,000-00
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:					
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division:

Electrocardiogram

Preferred Designation:

Signature:

Date:

03/05/19

Appraisal by Manager (Confidential report to HR)

Name of Employee:	B. Sudharshan
Division	Const.
Project:	Vista Homes
Overall performance:	Average
Attitude towards colleagues:	Good
Team player:	Average
Personal appearance:	Good
Interest / Enthusiasm in work:	Good
Knowledge of work:	Average
Attendance / punctuality:	Average
Communication skills – oral – in English	Poor
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:

Jai Kumar

Date:

15.04.2019

For office use only:

	Item	Existing	Revised
1.	B Sudharshan		
2.	C.T. C. Salary	16125	
3.	Gross Salary including ESI & PF	14719	
4.	Basic	4415	
5.	DA	1471	
6.	HRA	5887	
7.	CCA	1471	
8.	TA	735	
9.	EA	735	
10.	PF (Employer + Employee)	1414	
11.	ESI (Employer + Employee)	1066	
12.	P.T.	0	
13.	Net Salary after ESI & PF deduction	11914	
14.	Mobile Allowance	399	
15.	Avg. monthly conveyance for last 3 months	0	
16.	Loan with company	24500	
17.	Loan repayment per month	500	
18.	Medical insurance provided		
19.	Accidental insurance provided	YES	
20.	No. of leaves taken in 2018-19	14	
21.	Company	Vista Homes	
22.	Division	Construction	
23.	Designation	Electrician	
24.	Remarks:		
Prepared by:		Date:	Approved by:
Iqra Khatoon		12.04.19	