

Employee Profile

Name:	G VIJAY KUMAR		
Age :	42	Date of Birth:	18/03/1982
Present Address:	H. NO.		
Emergency Contact:	8,179,104,307	Mobile No:	7,032,211,906
Automobile:	Bike	Make:	ACTIVA
Vehicle EMI:	2800	Year:	2021
Date of joining:	03/05/2017		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	DAKSHITA				
Spouse works at:	HOUSE WIFE				
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	ONE				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
SAANVI YUKTA	2	FEMAL			
Residence:	Rented				
Monthly Rent or EMI:	7500				
Type of House:	House in Basti				

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:	SITE SUPERVISOR	Division:	CONSTRUCTION
Qualification / Education:	10TH		
Years of Experience in relevant field:	20		
Expected Percentage	50 %		
Justification for increase:			
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: Q. Vijay

Date: _____

Division: Construction

SALARY REVISION FORM (2023-2024)

Name:	C. Vijay Kumar.		
Age :	41	Date of Birth:	18-3-1982
Present Address:	Nacharam, Mallapur.		
Phone ®:		Mobile:	
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Acting
Vehicle EMI:	2100/-	Year:	2020
Salary at the time of joining:	7500/-	Date of joining:	2016 May

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	G. Dharmalingam				
Spouse works at:	—				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Samiyukta	1	Female	—	—	—
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	700/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

Division: _____

[illegible]

Signature: _____ Date: _____

For office use only:

1.	Item	Existing	Revised
2.	Vijay Kumar G		
3.	C.T. C. Salary	17360	
4.	Gross Salary including ESI & PF	15890	
5.	Basic	7945	
6.	DA	1589	
7.	HRA	6356	
8.	PF (Employer + Employee)	1906	
9.	ESI (Employer + Employee)	635	
10.	Net Salary after ESI & PF deduction	14667	
11.	Mobile Allowance	399	
12.	monthly conveyance	0	
13.	Loan with company		
14.	Loan repayment per month		
15.	Medical insurance provided		
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	18	
18.	Company	MPL	
19.	Division	Const.	
20.	Designation	Site Supervisor	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

SALARY REVISION FORM (2022-2023)

Name:	<u>Gr. Vijay Kumar</u>		
Age:	<u>40</u>	Date of Birth:	<u>18-3-1982</u>
Present Address:	<u>Nacharam mahafor Surya nagar</u>		
	<u>Bank Colony Road No-4</u>		
	<u>House No-3</u>		
Phone @:		Mobile:	<u>7032211906</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	<u>Activa</u>
Vehicle EMI:	<u>2100/-</u>	Year:	<u>2020</u>
Salary at the time of joining:	<u>7500/-</u>	Date of joining:	<u>1/5/2016</u>

Personal Information (Optional) ✓

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>Gr. Dhakshina</u>				
Spouse works at:	<u>_____</u>				
Spouse's designation:	<u>S.S.C</u>				
Spouse's Gross Salary:	<u>_____</u>				
Number of Children:	<u>01</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>Gr. Sauravi</u>	<u>06</u>	<u>Female</u>	<u>_____</u>		<u>✓</u>
<u>Yukta</u>	<u>monthly</u>		<u>_____</u>		<u>_____</u>
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI	<u>7000/-</u>				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Signature: Cr. vil Date: 8/04/22.

Signature:

For office use only:

	Item	Existing	Revised
1.	Vijay Kumar G		
2.	C.T. C. Salary	16000	
3.	Gross Salary including ESI & PF	14645	
4.	Basic	7322	
5.	DA	1464	
6.	HRA	5858	
7.	PF (Employer + Employee)	1470	
8.	ESI (Employer + Employee)	489	
9.	Net Salary after ESI & PF deduction	10417	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	0	
12.	Loan with company	8664	
13.	Loan repayment per month	1000	
14.	Medical insurance provided		
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	18	
17.	Company	MPL	
18.	Division	Const.	
19.	Designation	Site Supervisor	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

MPL

Division: ConstructionSALARY REVISION FORM (2021-2022)

Name:	<u>G. Vijay Kumar</u>		
Age :	<u>39</u>	Date of Birth:	<u>18.03-1982</u>
Present Address:	<u>Nacharam Manapur, Suryanagar</u> <u>Bank Colony Road No- 4.</u>		
Phone ®:		Mobile:	<u>7032211906</u>
Automobile:	☒ Car ☐ Bike ☐ Nil	Make:	<u>Activa.</u>
Vehicle EMI:	<u>2100</u>	Year:	<u>2018</u>
Salary at the time of joining:	<u>8500/-</u>	Date of joining:	<u>2015, may-01</u>

Personal Information (Optional)

Marital Status:	<u>Married</u> / Single				
Name of spouse:	<u>G. Dhakshina</u>				
Spouse works at:	<u>House wife</u>				
Spouse's designation:	<u>S.S.C.</u>				
Spouse's Gross Salary:	<u> </u>				
Number of Children:	<u> </u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
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Residence:	☒ Own ☐ Parents ☒ Rented ☐ Other <u> </u>				
Monthly Rent or EMI:	<u>7000/-</u>				
Type of House:	☒ Independent house ☐ Flat ☒ House in a basti				

Continued.....

Division: _____

Qualification / Education :	J. & C
Years of Experience in relevant field:	6 year's
Expected gross salary:	18000/-
Justification for increase:	Am look After over all site mischinous work's and stores oparational Purchase data base up dates by system work's and other site local purchasing work's site common Aminites supervision work's am very un happy with this salary. Please give me to good like for this year. am unable to maintain my family with this salary. Please consider my request and do the need fue. which is i have expected salary. Thanking you. —
Complaints & suggestions:	
Preferred Designation:	

Signature: Gr. vii

Date: 25/03/21

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Vijay Kumar (Supervisor)
Project:	M.P.L
Overall performance:	good
Attitude towards colleagues:	good
Team player:	good
Personal appearance:	good
Interest / Enthusiasm in work:	good
Knowledge of work:	good
Attendance / punctuality:	average
Communication skills – oral – in English	average
Communication skills – oral – in Telugu	good

Note: Rate as good, average or poor.

Key strengths:

He will do stones work

Shortcomings or weaknesses:

How can we get more from the employee?

What are the precautions to be taken?

Prepared by: S.V.S. Reddy

Date: 30/3/2024

Reddy

For office use only:

Division: Const.

1.	Item	Existing	Revised
2.	Name	G Vijay Kumar	
3.	C.T. C. Salary	13,961	
4.	Gross Salary including ESI & PF	12,779	
5.	Basic	6,389	
6.	DA	1,277	
7.	HRA	5,111	
8.	PF (Employer + Employee)	1,534	
9.	ESI (Employer + Employee)	511	
10.	Net Salary after ESI & PF deduction	10,916	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	24,253	
14.	Loan repayment per month	1,000	
15.	Medical insurance provided	No	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2018-19	28	
18.	Company	MPL	
19.	Division	Const.	
20.	Designation	Site Supervisor	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Division: Site Supervisor
Construction

SALARY REVISION FORM (2020-2021)

Name:	<u>G. V. Jay Kumar.</u>		
Age :	<u>38</u>	Date of Birth:	<u>18-03-1982</u>
Present Address:	<u>Nacharam Mayapur</u>		
	<u>Bank Colony Road No-4</u>		
	<u>Hyderabad.</u>		
Phone ®:		Mobile:	<u>70322 11906</u>
Automobile:	☒ Car ☒ Bike ☐ Nil	Make:	<u>Activa</u>
Vehicle EMI:	<u>2100</u>	Year:	<u>2018</u>
Salary at the time of joining:	<u>7500/-</u>	Date of joining:	<u>1/5/2015</u>

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	<u>Gr. Dhakshitha</u>				
Spouse works at:	<u>House wife</u>				
Spouse's designation:	<u>S.S.C</u>				
Spouse's Gross Salary:	<u>- NA.</u>				
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:	☒ Own ☒ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>6500/-</u>				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Division: _____

Qualification / Education :	SSC
Years of Experience in relevant field:	4 years.
Expected gross salary:	16500/-
Justification for increase:	Looking after store's, driving four wheeler bringing material from SSP and local purchases, sending and Bringing machinery's for repairing, hard working, self disciplined doing supervision of site work's.
Complaints & suggestions:	
Preferred Designation:	

Signature: B. V. S.

Date: 10/06/2020

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Vijay Kumar
Project:	M.P.L
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	Average
Communication skills – oral – in Telugu	good

Note: Rate as good, average or poor.

Key strengths:

He will do his work, which we stated.

Shortcomings or weaknesses:

NIL

How can we get more from the employee?

NIL

What are the precautions to be taken?

NIL

Prepared by:

S.V. S. Reddy

Date:

11/6/2020

For office use only:

Division: Construction

1.	Item	Existing	Revised
2.	G Vijay Kumar		
3.	C.T. C. Salary	13297	
4.	Gross Salary including ESI & PF	12171	
5.	Basic	6085	
6.	DA	1217	
7.	HRA	4868	
8.	PF (Employer + Employee)	1556	
9.	ESI (Employer + Employee)	518	
10.	Net Salary after ESI & PF deduction	12094	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	15062	
14.	Loan repayment per month	1000	
15.	Medical insurance provided		
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	17	
18.	Company	MPL	
19.	Division	Construction	
20.	Designation	Site Supervisor	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20

Division: _____

SALARY REVISION FORM (2019-2020)

Name:	Gr. Vijay Kumar		
Age :	37	Date of Birth:	18.3.1982
Present Address:	Ecile As. Rao nagar		
	Sai nath puram.		
Phone ®:	7032211906	Mobile:	
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Activa
Vehicle EMI:	2100	Year:	
Salary at the time of joining:	8500/-	Date of joining:	28.5.2015

Personal Information (Optional)

Marital Status:	Married ☒ Single				
Name of spouse:	Gr. Dharmendra				
Spouse works at:	House wife.				
Spouse's designation:	9th class.				
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:	4000/-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Division: _____

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Signature: _____ Date: _____

For office use only:

	Item	Existing	Revised
1.	G Vijay Kumar		
2.	C.T. C. Salary	11884	
3.	Gross Salary including ESI & PF	10848	
4.	Basic	3254	
5.	DA	1084	
6.	HRA	4339	
7.	CCA	1084	
8.	TA	542	
9.	EA	542	
10.	PF (Employer + Employee)	1042	
11.	ESI (Employer + Employee)	762	
12.	P.T.	0	
13.	Net Salary after ESI & PF deduction	10011	
14.	Mobile Allowance	399	
15.	Avg. monthly conveyance for last 3 months	0	
16.	Loan with company	18765	
17.	Loan repayment per month	1000	
18.	Medical insurance provided		
19.	Accidental insurance provided	YES	
20.	No. of leaves taken in 2018-19	26	
21.	Company	BNC	
22.	Division	Construction	
23.	Designation	Site Supervisor	
24.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.19	