

Employee Profile

Name:	N. SAI SHIVANI		
Age :	24	Date of Birth:	20-10-2000
Present Address:	MGA Muraharapalli village, shameerpet mandal, Hyderabad		
Emergency Contact:	9492530656	Mobile No:	6303632416
Automobile:		Make:	
Vehicle EMI:		Year:	
Date of joining:	11-11-2022.		

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:					
Monthly Rent or EMI:					
Type of House:					

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:	Asst. Enigneer	Division:	Consturction
Qualification / Education:	B. Tech		
Years of Experience in relevant field:	1.5		
Expected Percentage	15%		
Justification for increase:	Worked as per company policy.		
Justification for Promotion:	 		
Preferred Designation:	 		
Complaints:	 		
Suggestions:	 		

Signature: Shirone

Date: 01/04/2024

Division: Construction.

SALARY REVISION FORM (2023-2024)

Name:	N. Sai Shivani		
Age :	83	Date of Birth:	20/10/2000
Present Address:	Shadnagar, Venkateshwarra hacheries Pvt Ltd.		
Phone @:	6303632416	Mobile:	6303632416
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	
Vehicle EMI:		Year:	2022
Salary at the time of joining:	14,000/-	Date of joining:	5/11/2022

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.....

Qualification / Education :	Btech C civil engineering
Years of Experience in relevant field:	6 months
Expected gross salary:	22000/-
Justification for increase:	I believe that iam eligible for a hike of at least 20% in my salary owing to my dedication & hardwork. I will be very grateful if you accept my request and provide me with an increment.
Complaints & suggestions:	
Preferred Designation:	

Signature: 

Date: 18/04/2023

For office use only:

1.	Item	Existing	Revised
2.	Sai Shivani		
3.	C.T. C. Salary	16000	
4.	Gross Salary including ESI & PF	14645	
5.	Basic	7322	
6.	DA	1464	
7.	HRA	5858	
8.	PF (Employer + Employee)	1758	
9.	ESI (Employer + Employee)	585	
10.	Net Salary after ESI & PF deduction	13656	
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	14	
18.	Company	GVRC	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023