

Employee Profile

Name:	ramanji reddy		
Age :	26	Date of Birth:	02/10/1997
Present Address:	SOB 399/e cheralapally		
Emergency Contact:		Mobile No:	9,666,904,660
Automobile:	Bike ☐	Make:	bajaj
Vehicle EMI:		Year:	2019
Date of joining:	05/01/2023		

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:					

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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:	liaison executive	Division:	admin
Qualification / Education:	degree BSC(mscs)		
Years of Experience in relevant field:	1 year 4 months		
Expected Percentage	50		
Justification for increase:	I joined as fresher in this field, and had experience in others too. as per my knowledge there is a good payscale in the market.I am doing well my tasks as given by my managers		
Justification for Promotion:	i am ready for the tasks which ever given by you, i will use all my experience and skills to achive it.		
Preferred Designation:	seeking for higher position		
Complaints:			
Suggestions:			

Signature: N.RAMANJI REDDY

Date: 02-04-2024

Division: AdminSALARY REVISION FORM (2023-2024)

Name:	N. Ramarji Reddy		
Age :	25	Date of Birth:	02-10-1997
Present Address:	Ho. 8-7-92 Santhoshi matha colony		
	Hastinapuram North Sarroornagar mandal		
	R.R. dist 500079.		
Phone ®:		Mobile:	9912908316
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	18,500	Date of joining:	05-01-2023

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				

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Division: Admin

Qualification / Education :	B.Sc Statistics
Years of Experience in relevant field:	2 years
Expected gross salary:	30,000 /-
Justification for increase:	I believe that I am eligible for a Salary hike owing to my dedication and hard work. I will be greatfull if you accept my request and provide me Salary hike. We are dealing with government officials with these basic salary it is hard to survive, we are giving our 100% output.
Complaints & suggestions:	If possible provide extra 1/2 wheeler vehicle for HO purpose, it is hard to go long distance like (medchal, Shamirpet govt offices and keesara etc... This is Summer Season.
Preferred Designation:	

Signature: N. Ramarji Reddy

Date: 13-04-2023

For office use only:

1.	Item	Existing	Revised
2.	Ramanji		
3.	C.T. C. Salary	18500	
4.	Gross Salary including ESI & PF	16933	
5.	Basic	8466	
6.	DA	1693	
7.	HRA	6773	
8.	PF (Employer + Employee)	2032	
9.	ESI (Employer + Employee)	677	
10.	Net Salary after ESI & PF deduction	15640	
11.	Mobile Allowance	399	
12.	monthly conveyance	2032	
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	6	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	Liaison Asst.	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023