

Employee Profile

Name:	M.MallaReddy		
Age :	58	Date of Birth:	07081965
Present Address:			
Emergency Contact:		Mobile No:	8897633337
Automobile:	Car ☐	Make:	ola
Vehicle EMI:	3000	Year:	2023
Date of joining:	07/06/2006		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	M Kusumadevi				
Spouse works at:	house wife				
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	Two				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
M chakradhar	28	male			
Msathvika	23	female			
Residence:	Own ☐				
Monthly Rent or EMI:	60000				
Type of House:	Independent House ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	yes 60.lacs	EMI:	60000
paying by son	Personal Loan	No	EMI:	
	Gold Loan	No	EMI:	
	Chit Fund:	No	EMI:	
	Others:	No	EMI:	
Insurance Policy	Medical Insurance:	yes 5lacs	Premium:	32000
	Life Insurance:	No	Premium:	
	Term Insurance:	No	Premium:	
	Other Insurance:	No	Premium:	
Type of savings	Mutual Funds:	No	☐	
	Stock bonds:	No	☐	
	Fixed Deposit:	No	☐	
	Other Savings:	No	☐	

APPRAISAL FORM 2024-2025

Designation:	Asst Manager -Liaison	Division:	Admin
Qualification / Education:	diploma		
Years of Experience in relevant field:	18		
Expected Percentage	15		
Justification for increase:			
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: _____

S. Reddy

Date: 03-04-2024

Division: Admin

SALARY REVISION FORM (2023-2024)

Name:	M. MALLA REDDY		
Age :	57 years.	Date of Birth:	07-08-1965
Present Address:	Plot no -1, Vivek nagar, Boduppal.		
Phone @:		Mobile:	8897633337
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	06 2006
Salary at the time of joining:		Date of joining:	06-2006

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	M. KUGUANA DEVI				
Spouse works at:	Home Maker				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	two				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
M. Phani Chakraborty	27	Male	—	—	—
M. Sathvika Reddy	22	Female			
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	18,000 18,000/-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Division: _____

[illegible]

Signature: _____

Signature: J. K. Reddy

Date: 18-03-2023

For office use only:

1.	Item	Existing	Revised
2.	Malla Reddy.M		
3.	C.T. C. Salary	26836	
4.	Gross Salary including ESI & PF	25317	
5.	Basic	12658	
6.	DA	2531	
7.	HRA	10126	
8.	PF (Employer + Employee)	3038	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	23598	
11.	Mobile Allowance	399	
12.	monthly conveyance	742	
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	18	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	Asst. Manager - Liaison	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: ADMINSALARY REVISION FORM (2022-2023)

Name:	M. Malla Reddy		
Age:		Date of Birth:	07-08-1965
Present Address:	1-7-513 / 1/14,		
	pavitra nagar colony		
	Musheerabad, Hyderabad		
Phone @:		Mobile:	8897633337
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	Trs
Vehicle EMI:		Year:	2009
Salary at the time of joining:		Date of joining:	June - 2006

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Ms Kusuma Devi				
Spouse works at:	- House wife -				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	Two				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Pranichakrathar	27	M	MS Persuzy		10 lacs / year
Sathwik Reddy	22	F	Shiva shirani	MBA	3,25,000
			Business Bm		
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	10,000/-				
Type of House:	☐ Independent house ☐ Flat ☐ House in a basti				

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Division: _____

Qualification / Education:	ITI, Apprentice in BHEL.
Years of Experience in relevant field:	17 Years
Expected gross salary:	32,000/-
Justification for increase:	— Completing All works assigned by Kanak Rao Sir — GHMC, AMDA, ACP TO CCP and JPO to Director. I can explain the plans to them
Complaints & suggestions:	
Present Designation:	
Preferred Designation:	

Signature: Sureddy

Date: 15-04-2022

Division: HO
ADMIN

SALARY REVISION FORM (2021-2022)

Name:	<u>M. Malle Reddy</u>		
Age :		Date of Birth:	<u>07-08-1965</u>
Present Address:	<u>HNO-1-7-513/114 Pavitranagar Colony, Zaamistan pur</u> <u>Mugheera band Hyderabad.</u>		
Phone @:		Mobile:	<u>8897633337</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	<u>TVS</u>
Vehicle EMI:		Year:	<u>2009</u>
Salary at the time of joining:		Date of joining:	<u>-06-2006</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>M. Kusuma devi</u>				
Spouse works at:	<u>House wife</u>				
Spouse's designation:	<u>—</u>				
Spouse's Gross Salary:	<u>—</u>				
Number of Children:	<u>two</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>M. Phani Chakradhar Reddy</u>	<u>25</u>	<u>M</u>	<u>MS Perumang</u>		<u>10 lakhs - loan</u>
<u>M. Sathvika Reddy</u>	<u>21</u>	<u>F</u>	<u>Shiva Shivar Business school.</u>	<u>MBA</u>	<u>3,25,000</u>
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>10,000/-</u>				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: 1

Qualification / Education :	Ssc, inter, ITI, Apprentice in BHEL -
Years of Experience in relevant field:	16 years.
Expected gross salary:	30,000
Justification for increase:	
In GPMC, HMDA, ACP to CCP and JPO to Director, I am following and explaining the Plans discussion to them. The work is suppose to do by our architect. I am also following and completing the task in all other department like MRO, Irrigation.	
Complaints & suggestions:	
Kindly Resolve two wheelers and 4 wheelers parking issue	
Preferred Designation:	Liaison manger

Signature: Infeddy

Date: 02-04-2021

Appraisal by Manager (Confidential report to HR)

Name of Employee.	M Malla Reddy		
Project:	Head Office	Company:	SSLLP Logistics
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:

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	M Malla Reddy	
3.	C.T. C. Salary	22,798	
4.	Gross Salary including ESI & PF	21,508	
5.	Basic	10,754	
6.	DA	2,150	
7.	HRA	8,603	
8.	PF (Employer + Employee)	2,580	
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	20,018	
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	22	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	Liaison Officer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Division: Admin.SALARY REVISION FORM (2020-2021)

Name:	<u>M Malla Reddy</u>		
Age :	<u>54 year</u>	Date of Birth:	<u>07/08/1965</u>
Present Address:	<u>H.No-1-7-513/1/14, Pavitra nager colony, Musheerabad</u>		
	<u>Hydera bad.</u>		
Phone ®:		Mobile:	<u>8897633337</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	<u>No -</u>	Year:	
Salary at the time of joining:		Date of joining:	<u>June 1996</u>

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	<u>M. KUSUMA DEVI</u>				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	<u>two</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
① <u>M. PHANI CHANDRA DHAR</u>	<u>25</u>	<u>Male</u>			
② <u>M. Sathvik Reddy</u>	<u>20</u>	<u>Female</u>	<u>St Francis Diocesan colony</u>	<u>BSC</u>	<u>65,000</u>
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>8,000/-</u>				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Date: _____

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	M Malla Reddy		
3.	C.T. C. Salary	21713	
4.	Gross Salary including ESI & PF	19875	
5.	Basic	9937	
6.	DA	1987	
7.	HRA	7950	
8.	PF (Employer + Employee)	2542	
9.	ESI (Employer + Employee)	847	
10.	Net Salary after ESI & PF deduction	19598	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	0	
14.	Loan repayment per month	0	
15.	Medical insurance provided		
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	9	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	Asst. Liaison Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	15.06.20	G. Jai Kumar 16.06.20