

Employee Profile

Name:	P.Niharika		
Age :	24	Date of Birth:	1999
Present Address:	Divya ladies hostel L.B nagar		
Emergency Contact:	8125509498	Mobile No:	8125509498
Automobile:		☐ Make:	
Vehicle EMI:		Year:	2022
Date of joining:	14-10-2022		

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:	Rented ☐				
Monthly Rent or EMI:	6000(hostel)				
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:	Assistant engineer	Division:	construction
Qualification / Education:	B.tech civil		
Years of Experience in relevant field:	1.5 years		
Expected Percentage	28.5%		
Justification for increase:	Iam working in this organization from past 1.5 years.In GMR iam taking take care of all stage-i,ii,iii Qc stages in H block as per target dates. I have completed GVDC project. Im staying in hostel here and also support my parents financially.		
Justification for Promotion:			
Preferred Designation:	Engineer		
Complaints:			
Suggestions:			

Signature: P.Niharika

Date: 02-04-2024

Appraisal by Manager (Confidential report to HR)

Name of Employee:	NIHARIKA
Project:	GMR
Overall performance:	Average v
Attitude towards colleagues:	Good v
Team player:	Average v
Personal appearance:	Average v
Interest / Enthusiasm in work:	Average v
Knowledge of work:	Average v
Attendance / punctuality:	Average v
Communication skills – oral – in English	Good v
Communication skills – oral – in Telugu	Good v

Note: Rate as good, average or poor.

Key strengths:

completing the given task in time

Shortcomings or weaknesses:

to improve communication skills

How can we get more from the employee?

by giving proper guidance

What are the precautions to be taken?

nil

Prepared by: K. Narender Reddy

Date: 18-04-2024

4/10/22
OK Jm

Division: Construction

SALARY REVISION FORM (2023-2024)

Name:	P. Nihavika		
Age :	22	Date of Birth:	04-11-1999
Present Address:	MGA, Flat no :- 103, Mosring Guloy Apartment, Tulakapally		
Phone ®:	8125 509498	Mobile:	8125509498
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	14000	Date of joining:	14/10/2022

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:	2500 without maintenance				
Type of House:	☐ Independent house ☐ Flat ☐ House in a basti				

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Division: _____

Qualification / Education :	B.tech civil engineering
Years of Experience in relevant field:	6 months
Expected gross salary:	20,000
Justification for increase:	I full fill my Responsibilities As a project move forward, I adapt to the work. I Complete all my works in time. I would like to continue in this company even in the future
Complaints & suggestions:	
Preferred Designation:	

Signature: P. Nihara

Date: 20/04/2023

For office use only:

1.	Item	Existing	Revised
2.	Niharika		
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	26	
18.	Company	GVDC	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023