Employee Profile

| Name: | R Sar | njay kumar | | | | | | |
|--|--|----------------------------------|-----------------|-------|------------------------|--|--|--|
| Age: | 40 | | Date of Birth: | 31/1 | 2/1983 | | | |
| Present Address: | 12-10-586/1/2, Road No 02 Indra Nagar, Warasiguda, Secunderabad. | | | | | | | |
| Emergency Contact: | 93475 | 9347517494 Mobile No: 9502288244 | | | | | | |
| Automobile: | Bike | | Make: | Acti | va | | | |
| Vehicle EMI: | - | - Year: 2020 | | | | | | |
| Date of joining: | 10/11 | 10/11/2009 | | | | | | |
| Personal Information (O Marital Status: | ptional) Ma | | O Single | | | | | |
| Name of spouse: | Rama | idevi | | | | | | |
| Spouse works at: | Hous | e wife | | | | | | |
| Spouse's designation: | - | | | | | | | |
| Spouse's Gross Salary: | - | | | | | | | |
| Number of Children: | 02 | | | | | | | |
| Name | Age | Gender | Name of School | Class | Approx. Annual Fees | | | |
| Riteesh kumar | 11 | Male | Kakatiya Techno | 5 | 32000 | | | |
| Vijay Suhas | 9 | Male | Kakatiya Techno | 3 | 31000 | | | |
| | | | | | | | | |
| Residence: | Rente | ed | | | | | | |

10000

Flat

Monthly Rent or EMI:

Type of House:

FINANCIAL COMMITMENT (Optional)

| Loans: | Home Loan: | - | EMI: | - |
|------------------|-----------------------|----------|----------|----------------|
| | Personal Loan | - | EMI: | - |
| | Gold Loan | 1,50,000 | EMI: | Paying intrest |
| | Chit Fund: | 1,00,000 | EMI: | 6000 |
| | 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: | Liasoning | Division: | Admin |
|--|------------|--------------|--------------------|
| Qualification / Education: | B-Com | | |
| Years of Experience in relevant field: | 14 | | |
| Expected Percentage | 20 to 30 % | | |
| Justification for increase: | | | |
| No other income source - we every month we are facing to | | an be done f | from last 14 yeara |
| Justification for Promotion: | Τ | | |
| Preferred Designation: | | | |
| Complaints: | | | |
| Nil | | | |
| Suggestions: | | | |
| | | | |
| Signature: | Da | te: | |

Division: Admin

SALARY REVISION FORM (2023-2024)

| Name: | 6 | R. Jaway bernal | | | | | |
|--------------------------------|---------|-----------------|--------|-----------------|---------|------------------------|--|
| Age: | | 40 |] | Date of Birth: | 31 | 12/1983 | |
| Present Address: | 12 | 10- | 7.8 | 21.12 | | | |
| | h | oara | of | rele, See | unde | echeel | |
| | | | 0 | | | | |
| * | | | | | | | |
| Phone ®: | | | | Mobile: | 950 | 2288244 | |
| Automobile: | □ Car | ·□ Bike □ | Nil | Make: | | | |
| Vehicle EMI: | | | | Year: | | | |
| Salary at the time of joining: | 3 | 250/ | | Date of joining | g: 0 = | 3/11/2009 | |
| Personal Information (O | ptional | V | | | | | |
| Marital Status: | Marri | ed / Single | | | | | |
| Name of spouse: | R | · Lar | ua | delli | | | |
| Spouse works at: | | | | wite | | | |
| Spouse's designation: | | - | - 11 | | | 12 | |
| Spouse's Gross Salary: | | | sil | | | | |
| Number of Children: | | 02 | | | | | |
| Name | Age | Gender | Na | ame of School | Class | Approx. Annual Fees | |
| Riteesh kumou | 10 | M | | | | | |
| Viljay Surhas | 08 | M | | | | | |
| | | 100 | | | | | |
| | | | | | | | |
| | | - | | | | | |
| | | | | | | | |
| | | | | | | | |
| Residence: | □ Own | Parent | s 🗆 R | ented 🗆 Other | | | |
| Monthly Rent or EMI: | 100 | 229 | 2. | 1 | | | |
| Type of House: | □ Inde | pendent h | ouse 🗸 | Flat □ House in | a basti | | |

| n | |
|---------------|--|
| BATTIOIO 1991 | |
| Division: | |
| | |
| | |

| Qualification / Education : | C. Corden | | C + 100 100 - |
|---|-----------------|---------------|---------------|
| ears of Experience in elevant fields | The same | | doka je |
| xpected gross salary: | 35,000/- | | 150519 |
| ustification for increase: | Louis Haston ON | | |
| | | | |
| | | | |
| 1307.5 PART (1885) | | | |
| | | 1 | |
| | | | |
| uleo gameno | - Nost 8 | | 70.0 |
| -21-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1 | | | |
| | | | |
| | | | |
| | the event . A | | |
| Complaints & suggestions: | Mil | | |
| | 741) | | |
| | | | |
| | | | - 11 Alberta |
| | | | |
| | - H | Thomas Jan | - 12 3 |
| | | 5 1 60 1 12 1 | 10110 |
| | | | |
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| | | | |
| | As per 0 | Mangement | |

V.N.

Division: Admin.

For office use only:

| 1. | Item | | Existing | | Revised |
|-----|---------------------------------|-----------|-----------------|----|------------|
| 2. | Sanjay Kumar.R | | | | |
| 3. | C.T. C. Salary | | 28500 | | |
| 4. | Gross Salary including ESI & PF | | 26886 | | |
| 5. | Basic | | 13443 | | |
| 6. | DA | | 2688 | | |
| 7. | HRA | | 10754 | | |
| 8, | PF (Employer + Employe | ee) | 3226 | | |
| 9. | ESI (Employer + Employ | ee) | 0 | | |
| 10. | Net Salary after ESI & PF | deduction | 25073 | | |
| 11. | Mobile Allowance | | 399 | | |
| 12. | monthly conveyance | | 0 | | |
| 13. | Loan with company | | | | |
| 14. | Loan repayment per mont | h | | | |
| 15. | Medical insurance provide | ed | Yes | | |
| 16. | Accidental insurance prov | rided | Yes | | |
| 17. | No. of leaves taken in 202 | 22-23 | 12 | | |
| 18. | Company | | MPPL | | |
| 19. | Division | | Admin. | | |
| 20. | Designation | | Liaison Manager | | |
| 21. | Remarks: | | | | |
| | | | | | |
| | | | | | |
| | Prepared by: | Date: | Approved by | ·: | Date: |
| | Iqra Khatoon 14 | 4-04-2023 | | | 18-04-2023 |

Division: Admin

SALARY REVISION FORM (2022-2023)

| Name: | 1 | K. Janjay Cumar | | | | | |
|--|-------|---|----------|----------------|---------|---------------------|--|
| Age: | | 39 | | Date of Birth: | | 112/1983 | |
| Present Address: | 12 | 2 - 10 | -5 | 86 | | | |
| 11.5117.1 | W | aray | ser | da, B | eeno | derabad | |
| probal. | Lt. | 02910 |) | 31/41 312 | DANCE | 100 | |
| 21 for | Γ, | high | H | SUL VE | essir. | (J.V.) | |
| Phone ®: | pp.e. | 1 | ale | Mobile: | 20 | 02788244 | |
| Automobile: | □ Ca | r 🗆 Bike 🛭 | □ Nil | Make: | | jaj 01.100 | |
| Vehicle EMI: | NÍ | - | 4 6 | | 015 | | |
| Salary at the time of joining: | 3 | -250/- | <u> </u> | | 1112009 | | |
| Domanal Information (6 | 34 | Darl | N. | V 00 00 | 10 | 100 | |
| Personal Information (C Marital Status: | | ied / Singl | 0 | - Jayer | pcof) | 1115 | |
| Name of spouse: | | 2. Ro | | Va. | | | |
| Spouse works at: | - | | | | | | |
| | | 4100 | re, | wife | | | |
| Spouse's designation: | | _ | - | | | | |
| Spouse's Gross Salary: | | | | | | | |
| Number of Children: | | 2 | 2 | | | | |
| Name | Age | Gender | Na | me of School | Class | Approx. Annual Fees | |
| Riteesh kumar | 09 | Male | Kak | cativa | 04 | 40,000 - | |
| Vijay Suhour | 07 | Mule | | n | 01 | 35000 - | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | 1 4 | | | |
| Residence: | □ Ow | n Paren | ts TRe | ented Other | w | | |
| Monthly Rent or EMI: | DAVIE | 5000 | 1- | - 4 | | | |
| Type of House: | □ Ind | ☐ Independent house ☐ Flat ☐ House in a basti | | | | | |

| Division: | |
|------------|--|
| TATIOICII. | |

| Qualification / Education: | B. Com |
|--|--|
| Years of Experience in relevant field: | 13 Years |
| Expected gross salary: | 35000 - |
| Justification for increase: | It is very difficult |
| to Manage | A |
| au prices are | 1 |
| 11 1 | Manage. Regnesting |
| Managner | to give the like |
| as reasonable | e Being in tonght |
| 7 . | nagment win do the |
| better hile | e Vin this year. to |
| all Employe | 20. |
| | |
| | 1915 BLACK 1 A |
| Complaints & suggestions: | Nil 3000 |
| | |
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| | |
| rymeth was | with the property of the property of the state of the sta |
| Kanza Hala | N ELKIN FO MOLINE VITTO |
| | |
| | |
| | |
| | |
| Present Designation: | Liaisoning Manager. |
| Preferred Designation: | Liaisoning Manager. As per Managnent. |
| Signature: R. Duyy | Date: 14 10 412022. |

Division: Admin.

For office use only:

| | Item | | Existing | | Revised |
|------|---|---------|-----------------------|----|----------|
| 1. | R. Sanjay Kumar | | , | | |
| 2. | C.T. C. Salary | | 25000 | | |
| 3. | Gross Salary including ES | SI & PF | 23584 | | |
| 4. | Basic | | 11792 | | |
| 5. | DA | | 2358 | | V V |
| 6. | HRA | | 9433 | | |
| 7. | PF (Employer + Employee) | | 3016 | | |
| 8. s | ESI (Employer + Employee) | | 0 | | - |
| 9. | Net Salary after ESI & PF deduction | | 25356 | | - |
| 10. | Mobile Allowance | | 399 | | |
| 11. | Avg. monthly conveyance for last 3 months | | 0 | | |
| 12. | Loan with company | | | | |
| 13. | Loan repayment per mont | h | 0 | | |
| 14. | Medical insurance provide | ed | Yes | | |
| 15. | Accidental insurance prov | ided | Yes | | |
| 16. | No. of leaves taken in 202 | 1-22 | 18 | | |
| 17. | Company | | MPPL | | |
| 18. | Division | | Admin. | | |
| 19. | Designation | | Liaisoning Manager | | |
| 20. | Remarks: | | | | |
| | | | | | |
| | Prepared by: | Date: | Approved by | y: | Date: |
| | Iqra Khatoon 12 | 2.04.22 | G. Jai Kumar | | 15.04.22 |

Division: Alarin - Audit

SALARY REVISION FORM (2021-2022)

| Name: | R San | ijay Kuma | ar | | | | |
|--------------------------------|---------|----------------------------------|---------|----------------|-----------------|---------------------|--|
| Age: | 39 | Date of Birth: 31-12-1983 | | | | | |
| Present Address: | 12-10- | -586/1/2 | | 18 2142 | | | |
| | Waras | iguda, Se | cunder | abad-500061 | | | |
| | | | | | | | |
| | | | | | | | |
| Phone ®: | | | | Mobile: | 9502 | 288244 | |
| Automobile: | □ Car | Car ☑ Bike □ Nil Make: Bajaj | | | | | |
| Vehicle EMI: | - | | | Year: | 2015 | | |
| Salary at the time of joining: | 3250 | 3250 Date of joining: 15-11-2009 | | | | | |
| Personal Information (C | ptional |) | | | | | |
| Marital Status: | Marrie | ed | | | | | |
| Name of spouse: | R Ran | nadevi | | | | | |
| Spouse works at: | House | wife | | | | | |
| Spouse's designation: | - | | | | | | |
| Spouse's Gross Salary: | - | | | | 1000 | | |
| Number of Children: | 02 | | | | | | |
| Name | Age | Gender | Na | me of School | Class | Approx. Annual Fees | |
| Riteeish Kumar | 07 | Male | Kakat | tiya | 2 nd | 24,000/- | |
| Vijay suhas | 05 | Male | Kakat | tiya | UKG | 20,000/- | |
| | | | | | | 1 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Residence: | □ Ow | n Parer | nts 🗹 R | lented Other | | | |
| Monthly Rent or EMI: | 6000/ | | | | TO MITTER | | |
| Type of House: | □ Ind | lependent | house | ✓ Flat □ House | in a basti | | |

| Division: | |
|-----------|--|
| | |

| Qualification / Education : | Degree |
|--|---|
| Years of Experience in relevant field: | 11 Years |
| Expected gross salary: | 26000/ |
| Justification for increase: | As you know all things are increase now a days. |
| Requesting for management to | revise the salary as per Justification. |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Complaints & suggestions: | Nil |
| Complaints & suggestions. | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Preferred Designation: | As Per Management Decision |

Signature: R.Sanjay kumar

Date: <u>03-04-2021</u>

Appraisal by Manager (Confidential report to HR)

| Name of Employee: | R. Sanjay Lomar |
|--|---|
| Project: | SSLCP- |
| Overall performance: | Average. |
| Attitude towards colleagues: | Average. |
| Team player: | Aveoure. |
| Personal appearance: | (lond. |
| Interest / Enthusiasm in work: | (1004 |
| Knowledge of work: | Good. |
| Attendance / punctuality: | Averge. |
| Communication skills – oral – in English | (1002 |
| Communication skills – oral – in Telugu | Good. |
| Note: Rate as good, average or poor. | |
| | |
| Key strengths: Hard wonc. | |
| | |
| | |
| Shortcomings or weaknesses: Indus | |
| He want to work with | ony one or two sifes, not in Audit). |
| How can we get more from the employee? | |
| if we can acor assign | 2 to 3 sifes for each person to monitor |
| What are the precautions to be taken? | |
| _ | |
| Propored by: | Doto |

For office use only:

Division: Admin.

| 1. | Item | | Existing | Revised |
|-----|---|----------------|--------------------------|---------|
| 2. | Name | | R. Sanjay Kumar | |
| 3. | C.T. C. Salary | | 21,500 | |
| 4. | Gross Salary includin | ig ESI & PF | 19,679 | |
| 5. | Basic | | 9,839 | |
| 6. | DA | | 1,967 | |
| 7. | HRA | | 7,871 | |
| 8. | PF (Employer + Emp | loyee) | 2,362 | |
| 9. | ESI (Employer + Em | ployee) | . 787 | |
| 10. | Net Salary after ESI | & PF deduction | 18,201 | |
| 11. | Mobile Allowance | | 399 | |
| 12. | Avg. monthly conveyance for last 3 months | | 9200 | |
| 13. | Loan with company | | | |
| 14. | Loan repayment per i | month | | |
| 15. | Medical insurance pr | ovided | No | |
| 16. | Accidental insurance | provided | Yes | |
| 17. | No. of leaves taken in | 2018-19 | 28 | |
| 18. | Company | | SSLLP LOGISTICS | |
| 19. | Division | | Admin. | |
| 20. | Designation | | Admin Manager - Audit | |
| 21. | Remarks: | | | |
| | | | | |
| | Prepared by: | Date: | Approved by: | Date: |
| | Iqra Khatoon | 05-04-2021 | 1 | |

Division: Achim - Audit

SALARY REVISION FORM (2020-2021)

| Name: | R. Janjay | m s | Years of experience |
|--------------------------------|-----------------------|------------------|-----------------------|
| Age: | 37 | Date of Birth: | 31/12/1983 |
| Present Address: | 12-10-58 | 36 lip Wo | avionele |
| 11.11 | 12-10-58 Secundes | Rechard. | Justification Or inc |
| 1 12 0 1 10 mg | 8 SAIL 00 | | See Visit In the last |
| lation Chain | Deltaz II | | -14-0 |
| Phone ®: | 9866517040 | Mobile: | 9502246244 |
| Automobile: | ⊠ Car ⊠ Bike ⊠ Nil | Make: | Befaj |
| Vehicle EMI: | ONE THOM | Year: | 2015 |
| Salary at the time of joining: | 3250/- | Date of joining: | NOV-2009. |

Personal Information (Optional)

| Personal Information (O | ptional | | into a a colonia | e the | |
|-----------------------------|---------|------------|------------------------|------------------------|---------------------------|
| Marital Status: | Marrie | ed / Singl | e | 1000 | (|
| Name of spouse: | 1 com | R. | Ramadeu | 11 + | |
| Spouse works at: | | | ouse wif | | مروا لحشق للمراجع المثالة |
| Spouse's designation: | AL | 1 | - Wall | 11-1 | 0 10 20 |
| Spouse's Gross Salary: | h or | | | | 3 |
| Number of Children: | 011 | 02 | - fai la c | | |
| Name | Age | Gender | Name of School | Class | Approx. Annual Fees |
| R. Ritesh | 07 | M | Calcuty Tech | 002 | 240001 |
| R. Ritesh R. Vijay Suhas | 05 | n | Calculyeredo | 01 | 200001 |
| b of wall | 52 V | MOD I | or produ | 547 | 32 |
| . blo meta | 1 À | - Juny 1 | · 11.17- 60 | 2.0 | 4 |
| 1,10- | V | M. | Acat son | ala m | |
| Idvisia | 141 | 0/1 | Mad VA | | |
| ay with the same | | Taire | | 571 | |
| Residence: | ⊠ Ov | vn 🖂 Par | rents Rented Othe | r _{ocensus} (| Performan |
| Monthly Rent or EMI: | | | ol- +500 A | | |
| Type of House: | ⊠ Inc | | t house 🖂 Flat 🖂 House | | |

| | 0. 107 .: 171 .: |
|---------|---|
| | Qualification / Education: |
| | Years of Experience in relevant field: |
| | Expected gross salary: |
| | Justification for increase: AS you know all thing |
| | are high for Hoday like School tees |
| | Grocery and hospitalization Chargo. |
| | it is difficult to Manage for In |
| | Thes Jalany so please do the need |
| | full in interement, from last |
| | Part den years sam working in this |
| | company but every time oxganisation |
| | is a suformed we will ouckered increase |
| | nert you present salary is 1900 t |
| | Complaints & suggestions: |
| 1 | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |
| spo) we | |
| | getting high Saldrus 750M Ou Company |
| | but we are to working trom part |
| | Ten Years dor low Salatry |
| 1.11 | (But new Comers are wappointing |
| NI | t zen knowledge) so me are |
| | requesting organisation to do |
| | the need full for Existing old. |
| | EMPloyee Trom My fide! |
| | (Jor My & de No Complaints) |
| | But requesting to review the salary increament |
| | Preferred Designation! As per Management Discumb |
| | lacery |
| | Signature: K. Lauff V Date: 16 106 120 |

Division: Admin-Audit

Appraisal by Manager (Confidential report to HR)

| Name of Employee: | R. Sanjay Kumar |
|--|-----------------|
| Project: | SSLLP |
| Overall performance: | Good |
| Attitude towards colleagues: | Good |
| Team player: | Good |
| Personal appearance: | Average |
| 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 noor | |

| Note: Rate as good, average or poor | r. |
|--------------------------------------|-----------------|
| Key strengths: | |
| Nil | |
| Shortcomings or weaknesses: | |
| Nil | |
| How can we get more from the emp | ployee? |
| At present doing good | |
| What are the precautions to be taken | n? |
| Nil | |
| Prepared by: Praveen.B | Date:11.06.2020 |
| 1 2001 | |

For office use only:

Division: Admin.

| 1. | Item | | Existing | Revised |
|-----|---|-----------|----------------|----------|
| 2. | R. Sanjay Kumar | | | |
| 3. | C.T. C. Salary | | 18912 | |
| 4. | Gross Salary including ES | I & PF | 17310 | |
| 5. | Basic | | 8655 | |
| 6. | DA | | 1731 | |
| 7. | HRA | | 6924 | |
| 8. | PF (Employer + Employee | e) | 2214 | |
| 9. | ESI (Employer + Employe | ee) | 737 | |
| 10. | Net Salary after ESI & PF | deduction | 17050 | |
| 11. | Mobile Allowance | | 399 | |
| 12. | Avg. monthly conveyance for last 3 months | | 8760 | |
| 13. | Loan with company | | 0 | |
| 14. | Loan repayment per month | h | 0 | |
| 15. | Medical insurance provide | ed | | |
| 16. | Accidental insurance prov | ided | YES | |
| 17. | No. of leaves taken in 201 | 9-20 | 11 | |
| 18. | Company | | SSLLP Log | |
| 19. | Division | | Admin. | |
| 20. | Designation | | Manager- Audit | |
| 21. | Remarks: | | 1 1 1 2 | 1 |
| | | | | |
| | Prepared by: | Date: | Approved by | : Date: |
| | Iqra Khatoon 15 | 5.06.20 | G. Jai Kumar | 16.06.20 |