

Employee Profile

Name:	R Sanjay kumar		
Age :	40	Date of Birth:	31/12/1983
Present Address:	12-10-586/1/2, Road No 02 Indra Nagar, Warasiguda, Secunderabad.		
Emergency Contact:	9347517494	Mobile No:	9502288244
Automobile:	Bike	Make:	Activa
Vehicle EMI:	-	Year:	2020
Date of joining:	10/11/2009		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	Ramadevi				
Spouse works at:	House 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:	Rented				
Monthly Rent or EMI:	10000				
Type of House:	Flat				

Continued.....

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 - with this salary no savings can be done from last 14 years every month we are facing financial problem,		
Justification for Promotion:	 		
Preferred Designation:	 		
Complaints:	Nil		
Suggestions:	 		

Signature: _____ Date: _____

Division: Admin

SALARY REVISION FORM (2023-2024)

Name:	R. Sanjay Kumar		
Age :	40	Date of Birth:	31/12/1983
Present Address:	12-10-582/1/2		
	Wazirpur, Secunderabad		
Phone @:		Mobile:	9502288244
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	3250/-	Date of joining:	09/11/2009

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	R. Ramadevi				
Spouse works at:	Home wife				
Spouse's designation:	-				
Spouse's Gross Salary:	Nil				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Ritesh Kumar	10	M			
Vijay Suresh	08	M			
Residence:	☐ Own ☒ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:					
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

Division: _____

Qualification / Education :	
Years of Experience in relevant field:	
Expected gross salary:	35,000/-
Justification for increase:	
Complaints & suggestions:	Nil
Preferred Designation:	As per Management decision

Signature: _____

R. LANSAY.

Date: _____

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 + Employee)	3226	
9.	ESI (Employer + Employee)	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 month		
15.	Medical insurance provided	Yes	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	12	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	Liaison Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Admin

SALARY REVISION FORM (2022-2023)

Name:	R. Janjay Kumar		
Age:	38	Date of Birth:	21/12/1983
Present Address:	12-10-586 Waravignur, Beemalpet		
Phone ®:		Mobile:	9502288244
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Bajaj C-110
Vehicle EMI:	-	Year:	2015
Salary at the time of joining:	3.250/-	Date of joining:	27/11/2009

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	R. Ramadevi				
Spouse works at:	Home wife				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Riteesh Kumar	09	Male	Kakatiya	04	40,000/-
Vijay Sahar	07	Male	"	01	35,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	6000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

Division: _____

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 with present salary. all prices are very high. It is very difficult to manage. Requesting Management to give the hike as reasonable. Being in thought I hope Management will do the better hike in this year. to all Employee.
Complaints & suggestions:	Nil
Present Designation:	Liaisoning Manager.
Preferred Designation:	As per Management.

Signature: _____

R. Singh

Date: _____

14/01/2022.

For office use only:

	Item	Existing	Revised
1.	R. Sanjay Kumar		
2.	C.T. C. Salary	25000	
3.	Gross Salary including ESI & PF	23584	
4.	Basic	11792	
5.	DA	2358	
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 month	0	
14.	Medical insurance provided	Yes	
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	18	
17.	Company	MPPL	
18.	Division	Admin.	
19.	Designation	Liaisoning Manager	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: Admin - Audit

SALARY REVISION FORM (2021-2022)

Name:	R Sanjay Kumar		
Age :	39	Date of Birth:	31-12-1983
Present Address:	12-10-586/1/2		
	Warasiguda, Secunderabad-500061		
Phone ®:		Mobile:	9502288244
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Bajaj
Vehicle EMI:	-	Year:	2015
Salary at the time of joining:	3250	Date of joining:	15-11-2009

Personal Information (Optional)

Marital Status:	Married				
Name of spouse:	R Ramadevi				
Spouse works at:	House wife				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Riteesh Kumar	07	Male	Kakatiya	2 nd	24,000/-
Vijay suhas	05	Male	Kakatiya	UKG	20,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	6000/-.				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

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
Preferred Designation:	As Per Management Decision

Signature: R.Sanjay kumar

Date: 03-04-2021

Appraisal by Manager (Confidential report to HR)

Name of Employee:	R. Sanjay Kumar
Project:	SSLP.
Overall performance:	Average.
Attitude towards colleagues:	Average.
Team player:	Average.
Personal appearance:	Good.
Interest / Enthusiasm in work:	Good
Knowledge of work:	Good.
Attendance / punctuality:	Average.
Communication skills – oral – in English	Good
Communication skills – oral – in Telugu	Good.

Note: Rate as good, average or poor.

Key strengths: Hard work.Shortcomings or weaknesses: Hardwork, Creativity(He want to work with any one or two sites, not in Audit).

How can we get more from the employee?

if we can assign 2 to 3 sites for each person to monitor.

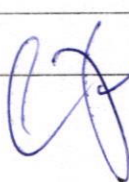
What are the precautions to be taken?

Prepared by: Praveen. BDate: 03/04/21Bare
Pace in
Arbiters

OK

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 including ESI & PF	19,679	
5.	Basic	9,839	
6.	DA	1,967	
7.	HRA	7,871	
8.	PF (Employer + Employee)	2,362	
9.	ESI (Employer + Employee)	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 month		
15.	Medical insurance provided	No	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2018-19	28	
18.	Company	SLLP LOGISTICS	
19.	Division	Admin.	
20.	Designation	Admin Manager - Audit	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	
			Date:

SALARY REVISION FORM (2020-2021)

Name:	R. Janjay		
Age :	37	Date of Birth:	31/12/1983
Present Address:	12-10-586 1P Wargunde		
	See under sub-d.		
Phone @:	9866517010	Mobile:	950228244
Automobile:	☒ Car ☒ Bike ☒ Nil	Make:	Bajaj
Vehicle EMI:	-	Year:	2015
Salary at the time of joining:	3250/-	Date of joining:	NOV-2008.

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	R. Ramadevi				
Spouse works at:	House wife				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
R. Ritesh	07	M	Calcutya Tech	02	24000/-
R. Vijay Subas	05	M	Calcutya Tech	01	20000/-
Residence:	☒ Own ☒ Parents ☒ Rented ☒ Other				
Monthly Rent or EMI:	5000/- + 500 Maintenance				
Type of House:	☒ Independent house ☒ Flat ☒ House in a basti				

Continued.....

Qualification / Education :	Degree
Years of Experience in relevant field:	11 Year
Expected gross salary:	25000/-
Justification for increase:	AS you know all things are high for today like School fees Grocery and hospitalization charges. It is difficult to manage for in this salary, so please do the need full in increment, from last part ten years I am working in this company but every time Organisation is informed we will increase increase next year present salary is 19000/- but I am receiving 14000/- to 15000/-
Complaints & suggestions:	Right now new comers appointed as Admin Managers / Officers they are getting high salaries from our company. But we are to working from part ten years for low salary (But new comers are appointing with zero knowledge) so we are requesting Organisation to do the need full for existing old. Employee from My side. (For My side No Complaints) But requesting to review the salary increment ^{high}
Preferred Designation:	As per Management Decision

Signature:

R. Jaigay

Date:

16/06/20

Appraisal by Manager (Confidential report to HR)

Name of Employee:	R. Sanjay Kumar
Project:	SLLP
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 poor.

Key strengths:

Nil

Shortcomings or weaknesses:

Nil

How can we get more from the employee?

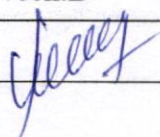
At present doing good

What are the precautions to be taken?

Nil

Prepared by: Praveen.B

Date: 11.06.2020



For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	R. Sanjay Kumar		
3.	C.T. C. Salary	18912	
4.	Gross Salary including ESI & PF	17310	
5.	Basic	8655	
6.	DA	1731	
7.	HRA	6924	
8.	PF (Employer + Employee)	2214	
9.	ESI (Employer + Employee)	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	0	
15.	Medical insurance provided		
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	11	
18.	Company	SLLP Log	
19.	Division	Admin.	
20.	Designation	Manager- Audit	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20