

Employee Profile

Name:	K. Srikanth reddy		
Age :	26	Date of Birth:	10.06.1997
Present Address:	Buddha nagar, road no:01, uppal depot, Back side of goutham model school.		
Emergency Contact:	9346600168	Mobile No:	8501885148
Automobile:	Bike ☐	Make:	2023
Vehicle EMI:	3300	Year:	2025
Date of joining:	15.11.2007		

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				
Type of House:	House in Basti ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan		EMI:	
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:	1, 20, 000	EMI:	3333
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:	Engineer	Division:	Consturction
Qualification / Education:	B. Tech (Civil)		
Years of Experience in relevant field:	04 years		
Expected Percentage	45%		
Justification for increase:	3600 all Rcc, Civil works handled alone, All targets finished in time. Gi ven works are taken as challenging and completed in time.		
Justification for Promotion:			
Preferred Designation:	Sr. Engineer		
Complaints:			
Suggestions:	1. Conduct medical camp monthly for Labours.		

Signature: p. Srikanth

Date: 01.04.2024

Division: construction

SALARY REVISION FORM (2023-2024)

Name:	K. Srikanth Reddy		
Age :	25	Date of Birth:	10/6/1997.
Present Address:	Silver-oak Bungalows.		
	churlapally		
	Kapsa (Mdl)		
	Medchal.		
Phone @:		Mobile:	9346600168
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	4,500/-	Year:	22/3/2023
Salary at the time of joining:	16,000/-	Date of joining:	20/3/2021

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:	4,000/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: construction

Qualification / Education :	B.Tech civil.
Years of Experience in relevant field:	4 years.
Expected gross salary:	28,000 / -
Justification for increase:	Sir, I am capable to do all construction works. completed Two Blocks without any assistance in B & C Blocks. and relocated. to those blocks material following up and Billing and labour maintaining, customer handling. I am capable to do any construction works. Those further given to me and learning new skills. and updated my self.
Complaints & suggestions:	1) To provide drinking water to labour. 2) provide medical camp once a month.
Preferred Designation:	Senior Engineer.

Signature: B. Srikanth

Date: 12/04/2023

For office use only:

1.	Item	Existing	Revised
2.	Srikanth reddy K		
3.	C.T. C. Salary	20000	
4.	Gross Salary including ESI & PF	18306	
5.	Basic	9153	
6.	DA	1830	
7.	HRA	7322	
8.	PF (Employer + Employee)	2196	
9.	ESI (Employer + Employee)	732	
10.	Net Salary after ESI & PF deduction	16921	
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	9	
18.	Company	GVRC	
19.	Division	Const.	
20.	Designation	Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: construction
HMR

SALARY REVISION FORM (2022-2023)

Name:	P. Srikanth		
Age:	24	Date of Birth:	10/06/1997
Present Address:	Buddha nagar Road no:- 02 Uppal depot		
Phone @:		Mobile:	9346600168
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2021
Vehicle EMI:	3,000/-	Year:	2021
Salary at the time of joining:	16,000/-	Date of joining:	20/3/2021

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:	5,000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: construction

Qualification / Education:	B.Tech civil.
Years of Experience in relevant field:	03
Expected gross salary:	28,000 /-
Justification for increase:	I have ability to do work assigned works to me I accept new task to improve my work experience. I had done and looking the construction of F, G, H & blocks and related driveways, Customer handling, etc. I have ability to work in any pressure situation within time.
Complaints & suggestions:	→ Provide a doctor weekly once for labours, engineers. →
Present Designation:	Asst. Engineer.
Preferred Designation:	Senior Engineer.

Signature: D. Srikanthi

Date: 13/4/2022

For office use only:

	Item	Existing	Revised
1.	Srikanth reddy K		
2.	C.T. C. Salary	16000	
3.	Gross Salary including ESI & PF	14645	
4.	Basic	7322	
5.	DA	1464	
6.	HRA	5858	
7.	PF (Employer + Employee)	1816	
8.	ESI (Employer + Employee)	653	
9.	Net Salary after ESI & PF deduction	15295	
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		
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	12	
17.	Company	GMR	
18.	Division	Const.	
19.	Designation	Asst. Engineer	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22