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Employee Profile

Name:	K. NARENDER REDDY		
Age :	46	Date of Birth:	10/07/1976
Present Address:	H. NO. 3-67, PLOT NO 128, ALMASGUDA RANGA REDDY DISTRICT		
Emergency Contact:	7981756822	Mobile No:	7981756822
Automobile:	Bike ☐	Make:	2015
Vehicle EMI:		Year:	
Date of joining:	01/09/2014		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	MAHESHWARI				
Spouse works at:	TAILORING				
Spouse's designation:					
Spouse's Gross Salary:	15000				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K.ANUSHKA REDDY	15	F	LITTLE FLOWER	INTER	130000
			NARAYAN COLL		140000
K.RAMCHARAN REI	13	M	SREE ADITYA	8 TH C	45000
			CONCEPT SCHOC		
Residence:	OWN ☐				
Monthly Rent or EMI:	15978				
Type of House:	☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	15978	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:	ASST PROJ MANAGE	Division:	CONSTRUCTION
Qualification / Education:	DIPLOMA IN CIVIL ENGINEERING		
Years of Experience in relevant field:	18 YEARS		
Expected Percentage	25%		
Justification for increase:	Dedication to the work assigned, eager to learn new techniques in the field, following companies standard SOP from time to time.		
Justification for Promotion:	Doing the task given as per schedule within the limited resources and under time schedule.		
Preferred Designation:	Project Manager		
Complaints:	Engineers have to given proper training sessions from time to time with modern technological methods so that they can be upgraded to the time line. All engineers must be given incentives as per their work schedule.		
Suggestions:	All employees should have proper medical health check up periodically.		

Signature: knreddy

Date: 18-04-2024

Division: Construction.

SALARY REVISION FORM (2023-2024)

Name:	K. Navender Reddy		
Age :	46	Date of Birth:	10/7/1976
Present Address:	H.No. 3-67, Almasguda, Meerpet, Range Reddy.		
Phone ®:	7680971997	Mobile:	7680971997
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2015
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	24,000/-	Date of joining:	1/9/2014.

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	K. Maheshwari				
Spouse works at:	Self-employed				
Spouse's designation:	-				
Spouse's Gross Salary:					
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Anushka	14	F	Sree Aditya IT Concept school	X	75,000/-
K. Ramcharan Reddy	13	M	- do -	VII	45,000/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	15,000/-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: Construction.

Qualification / Education :	Diploma in Civil Engineering ✓
Years of Experience in relevant field:	20 YRS.
Expected gross salary:	AS per company policy.
Justification for increase:	Eager to learn new techniques in the present field, committment to work, follow the schedule of work, to work for company reputation.
Complaints & suggestions:	Engineers dress to be changed
Preferred Designation:	AS per my talent

Signature:

Date:

14/4/2023

For office use only:

1.	Item	Existing	Revised
2.	Narendar Reddy K		
3.	C.T. C. Salary	40000	
4.	Gross Salary including ESI & PF	38200	
5.	Basic	19100	
6.	DA	3820	
7.	HRA	15280	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	36200	
11.	Mobile Allowance	399	
12.	monthly conveyance	1800	
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	15	
18.	Company	GMR	
19.	Division	Const.	
20.	Designation	Asst. Project Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Construction

SALARY REVISION FORM (2022-2023)

Name:	K. NARENDER REDDY		
Age:	45	Date of Birth:	10/07/1976
Present Address:	H.No. 3-67, Almasguda Meerpet, Balapur Mandal Ranga Reddy Dist		
Phone @:	7680971999	Mobile:	7680971999
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2015
Vehicle EMI:	—	Year:	—
Salary at the time of joining:	24,000=00	Date of joining:	1/9/2014

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	K. Maheshwari				
Spouse works at:	—				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Anushka	13	F	Sree Aditya Concept School	VIII	45,000=00
K. Ramcharen Reddy	11	M	"	V	35,000=00
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	16,000=00				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: Construction

Qualification / Education:	Diploma in Civil Engineering
Years of Experience in relevant field:	20 years
Expected gross salary:	As per Company norms
Justification for increase:	Dedicated, hardworking for the reputation of company, doing work as per schedule.
Complaints & suggestions:	
Present Designation:	Asst. Project Manager.
Preferred Designation:	As per Company recognition.

Signature: Karishma

Date: 9/4/2022

For office use only:

	Item	Existing	Revised
1.	Narendar Reddy K		
2.	C.T. C. Salary	36937	
3.	Gross Salary including ESI & PF	35137	
4.	Basic	17568	
5.	DA	3513	
6.	HRA	14055	
7.	PF (Employer + Employee)	3600	
8.	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	34289	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	4500	
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	12	
17.	Company	MPL	
18.	Division	Const.	
19.	Designation	Asst. Project Manager	
20.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	12.04.22	G. Jai Kumar 15.04.22

SALARY REVISION FORM (2021-2022)

Name:	K. Narender Reddy		
Age :	44	Date of Birth:	10/07/1976
Present Address:	H.No. 3-67, Almasguda Hyderabad.		
Phone ®:	7680971999	Mobile:	7680971999
Automobile:	☒ Car ☒ Bike ☐ Nil	Make:	Hero Passion
Vehicle EMI:	—	Year:	2015
Salary at the time of joining:	24,000 =P	Date of joining:	01/09/2014

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	K. Maheshwari				
Spouse works at:	Housewife				
Spouse's designation:	Tailor				
Spouse's Gross Salary:	—				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Anushka	12	F	Sree Aditya Concept School	VII	25,000 =P
K. Ramdhan Reddy	10	M	"	IV	20,000 =P
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	15,000 =P				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: Construction

Qualification / Education :	Diploma in civil Engineering
Years of Experience in relevant field:	18 years.
Expected gross salary:	45,000/-
Justification for increase:	Eager to learn the new things and ability to implement them, follow the company norms as per circular, to complete the task given as per schedule given.
Complaints & suggestions:	
Preferred Designation:	As per Company Norms

Signature: Kundali

Date: 27/03/2021

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Navender Reddy
Project:	M.P.L
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	good
Communication skills – oral – in Telugu	good

Sr. Engineer

Note: Rate as good, average or poor.

Key strengths:

He will co-ordinate contractors and other respective divisions of the company to get done the work

Shortcomings or weaknesses:

How can we get more from the employee?

What are the precautions to be taken?

Prepared by: S.V.S. Reddy

Date: 30/3/2021

For office use only:

Division: Const.

1.	Item	Existing	Revised
2.	Name	K Narendar Reddy	
3.	C.T. C. Salary	34,469	
4.	Gross Salary including ESI & PF	32,669	
5.	Basic	16,334	
6.	DA	3,266	
7.	HRA	13,067	
8.	PF (Employer + Employee)	3,600	
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	30,569	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	3600	
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	19	
18.	Company	MPL	
19.	Division	Const.	
20.	Designation	Sr. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Division: ConstructionSALARY REVISION FORM (2020-2021)

Name:	K. Narender Reddy		
Age :	44	Date of Birth:	10/07/1976
Present Address:	H.No. 3-67, opp Almasguda gram Prachayal, Almasguda, Hyderabad		
Phone @:	9247800327	Mobile:	7680971999
Automobile:	☒ Car ☒ Bike ☐ Nil	Make:	2015
Vehicle EMI:		Year:	
Salary at the time of joining:	24,500 = 0	Date of joining:	01/09/2004

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	K. Maheshwari				
Spouse works at:	Tailoring				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Anushka	11	F	Free Aditya Congress School	VII	30,000 = 0
K. Ramcharan Reddy	09	M	"	IV	25,000 = 0
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	15,000 = 0				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: Construction

Qualification / Education :	Diploma of Civil Engineering
Years of Experience in relevant field:	15 Years
Expected gross salary:	39,000/-
Justification for increase:	Self disciplined, pushing myself forward to get work done as per schedule and company circulars and standard operating procedures.
Complaints & suggestions:	
Preferred Designation:	As per company norms.

Signature: K. K. K.

Date: 10/01/2020

Division: Construction

Appraisal by Manager (Confidential report to HR)

Name of Employee:	K. Navender Reddy
Project:	M.P.L
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:

Get done the work what ever the manager allotted

Shortcomings or weaknesses:

NIL

How can we get more from the employee?

Indipent allotment of work.

What are the precautions to be taken?

NIL

Prepared by:

S.V.S. Reddy

Date:

11/6/2020

For office use only:

Division: Construction

1.	Item	Existing	Revised
2.	K Narendar Reddy		
3.	C.T. C. Salary	32828	
4.	Gross Salary including ESI & PF	31028	
5.	Basic	15514	
6.	DA	3102	
7.	HRA	12411	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	31063	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	3600	
13.	Loan with company	0	
14.	Loan repayment per month	0	
15.	Medical insurance provided	YES	
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	11	
18.	Company	MPL	
19.	Division	Construction	
20.	Designation	Sr. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20

SALARY REVISION FORM (2019-2020)

Name:	K. NARENDER REDDY		
Age :	42	Date of Birth:	10/07/1976
Present Address:	H. No. 3-67, Almasguda Mecerpeta, R. Reddy Dist (Hyderabad)		
Phone ®:	9247800327	Mobile:	7680971999
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2015
Vehicle EMI:		Year:	
Salary at the time of joining:	24,000=00	Date of joining:	1/1/2014

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	K. Maheshwari				
Spouse works at:	Tailoring				
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Anushka	10	F	Sree Aditya Concept school	V	25,000=00
K. Ram charan Reddy	08	M	"	III	20,000=00
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	15,000=00				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Qualification / Education :	Diploma in civil Engineering
Years of Experience in relevant field:	15 years
Expected gross salary:	RS. 40,000-00
Justification for increase:	Engineer to follow the company construction rules, interacting with contractors, co-employees with pleasant manner to execute the work as per task given, self reliant, eager to learn with senior project managers.
Complaints & suggestions:	Should have a all site engineers review meeting on latest applications in civil engineering every 6 months.
Preferred Designation:	As per Management Decision

Signature: K. RaviDate: 24/4/2019

Appraisal by Manager (Confidential report to HR)

Name of Employee:	N. Narender Reddy
Division	Admin
Project:	GMR/PMRII
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:
Can handle site independently

Shortcomings or weaknesses:

How can we get more from the employee?

What are the precautions to be taken?

Prepared by:	Date:
Jai Kumar	15.04.2019

For office use only:

	Item	Existing	Revised
1.	K Narendar Reddy		
2.	C.T. C. Salary	30122	
3.	Gross Salary including ESI & PF	30122	
4.	Basic	9036	
5.	DA	3012	
6.	HRA	12049	
7.	CCA	3012	
8.	TA	1506	
9.	EA	1506	
10.	PF (Employer + Employee)	0	
11.	ESI (Employer + Employee)	0	
12.	P.T.	200	
13.	Net Salary after ESI & PF deduction	29922	
14.	Mobile Allowance	399	
15.	Avg. monthly conveyance for last 3 months	3744	
16.	Loan with company	0	
17.	Loan repayment per month	0	
18.	Medical insurance provided	YES	
19.	Accidental insurance provided	YES	
20.	No. of leaves taken in 2018-19	9	
21.	Company	MRGVLLP	
22.	Division	Construction	
23.	Designation	Sr. Engineer	
24.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.19	