Scan ! -

Continued.....

Employee Profile

Name:	B. Meenakshi					
Age:	26			Date of Birth:	05-0	7-1998
Present Address:	12-24	1 peerzadi	guda	,Uppal,Hyd-500	0098	
Emergency Contact:	80969	972739		Mobile No:	8121	551388
Automobile:	Bike		~	Make:	Hond	a
Vehicle EMI:	3085/	/_		Year:	2022	
Date of joining:	25-07	7-2019				
Personal Information (O	ntional)	·		8'		,
Marital Status:		arried	O S	Single		
Name of spouse:						
Spouse works at:						
Spouse's designation:						
Spouse's Gross Salary:						
Number of Children:						
Name	Age	Gender	Na	ame of School	Class	Approx. Annual Fees
Residence:	Pare	nts				•
Monthly Rent or EMI:	1200	0/-				
Type of House:	House in Basti					

FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
-	Personal Loan		EMI:	
	Gold Loan		EMI:	
a ²	Chit Fund:		EMI:	
2	Others:	100	EMI:	
Insurance Policy	Medical Insurance:		Premium:	
	Life Insurance:		Premium:	
	Term Insurance:		Premium:	
	Other Insurance:		Premium:	
Type of savings	Mutual Funds:		•	
8	Stock bonds:			
	Fixed Deposit:			
	Other Savings:	,		

APPRAISAL FORM 2024-2025

Designation:	Asst. Engineer Division: Construction
Qualification / Education:	B-tech, civil engineer, Diploma Civil
Years of Experience in relevant field:	5 years
Expected Percentage	29. 5%
Justification for increase:	
tores, security, house stomers complaints with lls, weekly, monthly, qu	omplaints, admin works, QCs stages, monitoring skeeping, arranging men and material, clearing cu company norms, Collection of MMC, contractor bi warterly reports etc. In this present GMR Project efforts to completion of project
Justification for Promotion:	
I am working in this or t from excution to hand	ganization from past 5 years i can handle projec over.
Preferred Designation:	Assistant Project Manager
Complaints:	
Suggestions:	
Management can provide	better uniforms for Lady engineers

Signature:	Meenakshi	Date:	02-04-2024
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Division: Construction.



Name:	B.	Meena	ksh?	Goud.	1	
Age:	2	5 years),	Date of Birth:	05	07 1998
Present Address:	12-	24 8	2643	Date of Birth:	spal,	Hydrabad.
	57	00098.		5		
		1000				
		23m 100				
Phone ®:		_		Mobile:	812	1221388
Automobile:	□ Car	□ Bike □ 1	Nil	Make:		Honda.
Vehicle EMI:				Year:		2021.
Salary at the time of joining:	13	3,500/	-	Date of joining:	25	107/2019.
Personal Information (O	ptional				. 4	
Marital Status:	Marrie	ed / Single				
Name of spouse:		170				
Spouse works at:						
Spouse's designation:			7 11			
Spouse's Gross Salary:						
Number of Children:						
Name	Age	Gender	Name of School Cl		Class	Approx. Annual Fees
		5				
				8		
2	_ 4					
Residence:	□ Ow	n Parent	ts 🗆 R	ented \square Other		
Monthly Rent or EMI:		12,50	01-			
Type of House:	Ind	ependent l	nouse !	□ Flat □ House in		
					(Continued

Division: Construction.

Qualification / Education :	Diploma 4 B-Tech in Guil Engineering.
Years of Experience in relevant field:	4 years.
Expected gross salary:	30,000/-
Justification for increase:	1) I have done my best for completion.
of Project includ:	ng honding over possesion q.
	· O fullfilling the cosmoon needs with
the company norm	1)
, , ,	tive of constaution Releated world andudy
Acs, meny materia	
3). Attanging 4 man	ing Survity HK, Stores makerial gardens etc
admin ruleaked	ting Security HK, Stores makerial, gardens etc.
4). I will keep o	note Efforts. In coming projects & domy
best to the o	
Complaints & suggestions:	NIII
	3
	1
Preferred Designation:	APM.
Signature: Munakul	Date: 17 11 102

Division: Const.

For office use only:

1.	Item		Existing		Revised
2.	Meenakshi.B				
3.	C.T. C. Salary		21000		
4.	Gross Salary including	ESI & PF	19221		
5.	Basic		9610		
6.	DA		1922		
7.	HRA		7688		
8.	PF (Employer + Emplo	yee)	2306		
9.	ESI (Employer + Empl	oyee)	768		
10.	Net Salary after ESI &	PF deduction	17774		
11.	Mobile Allowance	399			
12.	monthly conveyance	1200			
13.	Loan with company				
14.	Loan repayment per mo				
15.	Medical insurance prov				
16.	Accidental insurance provided		Yes		
17.	No. of leaves taken in 2	2022-23	15		
18.	Company	E	GMR		
19.	Division		Const.		
20.	Designation		Asst. Engineer		
21.	Remarks:				
		1			
		17.			
	Prepared by:	Date:	Approved b	y:	Date:
	Iqra Khatoon	14-04-2023			18-04-2023

Division: Construction

SALARY REVISION FORM (2022-2023)

Name:	B. Meenakshi						
Age:		24		Date of Birth:		05	07/1998
Present Address:	12-8	12-24 persondiguda uppal. Hyderabad, 500098.					
	H	derob	ad.	500098.			
	()			=		
	15						
Phone ®:	_	-	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Mobile:		8121	1551388
Automobile:	□ Car	Bike □	Nil	Make:		Act	Va -66.
Vehicle EMI:		4,500	-	Year:			2)
Salary at the time of joining:	13	3,500	_	Date of joining	<u>;</u> :	24	107/2019.
Personal Information (O	ptional						
Marital Status:	Marrie	ed / Single	e	41			
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:	□ Ow	n A Parer	nts 🗆 R	ented \square Other _			
Monthly Rent or EMI:		9,50	001-				(9)
Type of House:	□ Ind			☐ Flat ☐ House i	n a b		
						C	Continued

Division: Constaucton

Qualification / Education:	Diploma, in civil Enga & B. Tch in civil En
Years of Experience in relevant	
field:	3 yeaks.
Expected gross salary:	27,000/
Justification for increase:	Since last these 3 years P giving
my level best an	
division and	mangeing all site woolg. Zam-
	e work admin wasks and Now.
	plant and manging SOV-200
custmoon main	1 0 000
checks and.	stage - P. Rowook.
-) & hope i	will get good increment,
Complaints & suggestions:	
Present Designation:	0.1 (200
D 0 15 1	AST. Engly
Preferred Designation:	Asst. Engg. Engined:
\	J
Signature:	Date: 2022.
	Date. III U (POUL)

Division: Const.

For office use only:

	Item		Existing	Revised
1.	Meenakshi.B			
2.	C.T. C. Salary		18000	
3.	Gross Salary including	ESI & PF	16475	
4.	Basic		8237	
5.	DA		1647	
6.	HRA		6590	
7.	PF (Employer + Employer	yee)	2042	
8.	ESI (Employer + Emplo	oyee)	680	
9.	Net Salary after ESI & I	PF deduction	15717	
10.	Mobile Allowance		399	
11.	Avg. monthly conveyance for last 3 months		3600	
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 2	021-22	15	
17.	Company		SOV III	
18.	Division		Const.	
19.	Designation		Asst. Engineer	
20.	Remarks:			
	Prepared by:	Date:	Approved b	y: Date:
	/Igra Khatoon	12.04.22	G. Jai Kumar	15.04.22

SON
Division: Constauction

SALARY REVISION FORM (2021-2022)

Name:	B	Meen	akshi			1
Age:		23	. 6	Date of Birth:	05	107 1998
Present Address:	12.	24	Dee &	Badigudo,		
,		edipoli			4	,
* - A* * * * * * * * * * * * * * *	., .		1.4	. 1 17 20		and
4 200	2,50	10.5	A - 1	1.7 100 500	1	
Phone ®:	1-			Mobile:	813	1551388
Automobile:	⊠ Ca Nil	r⊠ Bike		Make:	24	<u> </u>
Vehicle EMI:	4	,850		Year:	2	02)
Salary at the time of joining:	13	,500	8	Date of joining	: 25	5/7/19.
Personal Information (C	ptional)	3			4
Marital Status:	Marrie	ed / Single	e	1 1 2 1		- 4
Name of spouse:						
Spouse works at:	-					
Spouse's designation:	-					- X
Spouse's Gross Salary:	-					
Number of Children:	_					
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees
	_					
Residence:	⊠ O	wn 🖂 Par	rents &	Rented M Oth	er	
Monthly Rent or EMI:		10,00	20 -	-		
Type of House:	⊠ In	☐ Independent house ☐ Flat ☐ House in a basti				
,	Continued					

Division: (on stractor).

Qualification / Education :	Biploma el B-reh (civil)
Years of Experience in relevant field:	1.8 years.
Expected gross salary:	25,000 /- Per month.
Justification for increase:	Parave been working as a grainus
(toma admir mar	ages and also doing Caccoonfeel work
	of Turnky controlly & contraction.
	data box books and admin stock
	If checks of QC. and sike engines
	is a man-supervision of stocks.
	my weath 4 has weeked hard in
all instances t	hough of how bun getting an annual
increment of Aug	. 10% - (Nable of Annual Vincormus).
Regartefully that	care to be a very by considering the
Correct in fation in	the market
Complaints & suggestions:	
& would like to	make a sequest that an increment of
minimum so 1.	• 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
No office product an energy and product and	
	, 00
Preferred Designation:	Enginus.
	U I
Signature: 8 Manakh	Date: 25/3/21.

Division: Construction

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Meenakshi
Project:	Silver oak villas LLP
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
Note: Rate as good, average or poor.	

Key strengths:	
Technical, Admin & can handle customer work	
Cl	
Shortcomings or weaknesses:	

How can we get more from the employee?	
Requesting to appraise salary.	*

What are the precautions to be taken?	·
Nothing	

Prepared by:	Date:	
K.Purshotham	06-04-2021	

For office use only:

Division: Const.

1.	Item	rm		Revised
2.	Name	9	Meenakshi	
3.	C.T. C. Salary		15,000	
4.	Gross Salary including	ESI & PF	13,729	
5.	Basic		6,864	
6.	DA		1,372	
7.	HRA		5,491	
8.	PF (Employer + Emplo	yee)	1,648	N
9.	ESI (Employer + Employee)		549	
10.	Net Salary after ESI &	PF deduction	12,803	
11.	Mobile Allowance		399	
12.	Avg. monthly conveyance for last 3 months		1900	
13.				
14.	Loan repayment per month			
15.	Medical insurance provided		No	
16.	Accidental insurance provided		Yes	
17.	No. of leaves taken in 2018-19		24	
18.	Company		SOV	3
19.	Division		Const.	
20.	Designation		Asst. Engineer	
21.	Remarks:			
	Prepared by:	Date:	Approved by:	Date:
	Iqra Khatoon	05-04-2021		

Division: <u>construction</u>

Continued.....

SALARY REVISION FORM (2020-2021)

Name:	B. 1	Meenats	ri .			
Age:		22	1	Date of Birth:	07-6	07 - 1998
Present Address:	18	2-24 P	ee 8 30	digda, oppa		
	1	5000		Hyderob		V
	3	101	5	U	- A. I.	
Phone ®:				Mobile:	812	1551388
Automobile:	□ Car	□ Bike □	Nil	Make:		
Vehicle EMI:		_		Year:	_	8
Salary at the time of joining:	13,500 - Date o		Date of joining	: 19-	19-07-2019.	
Personal Information (O	ptional) ,			-	
Marital Status:	Marrie	ed / Single	;			
Name of spouse:	_	1				
Spouse works at:		-				
Spouse's designation:		,			=	
Spouse's Gross Salary:		-				
Number of Children:						
Name	Age	Gender	Na	ame of School	Class	Approx. Annual Fees
_	_	_		_	_	-
Residence:	□ Ow	n Paren	its 🗆 R	ented Other		
Monthly Rent or EMI:		9,5001	,			
Type of House:	✓Independent house □ Flat □ House in a basti					

Division: construction

Qualification / Education :	B-rech (civil engineer), Diploma (civil engg).
Years of Experience in relevant field:	10 months
Expected gross salary:	250001- Per month
Justification for increase:	Doing admin work, & handling
storce & Doing	Doing admin work, & handling Oc selfchecks.
,	
	y telange '
Complaints & suggestions:	
12 pt	
, , , , , , , , , , , , , , , , , , , ,	
Preferred Designation:	

Date: 11-06-2019.

Signature: B. Marakh

Division:	
DIVISIOII.	

Appraisal by Manager (Confidential report to HR)

Meenakshi- Lady Engg
Silver Oak Villas
Good

Note: Rate as good, average or poor.

Key strengths:	
Shows very much interest in work	

Shortcomings or weaknesses:	
Nothing	

How can we get more from the employee?	
Doing work as per their ability	

What are the precautions to be taken?	
Nothing	

Prepared by:	Date:	
K.Purshotham	12-06-2020	

For office use only:

Division: Construction

1.	Item		Existing	Revised
2.	Meenakshi			
3.	C.T. C. Salary		13297	
4.	Gross Salary including	ESI & PF	12171	
5.	Basic		6085	
6.	DA		1217	
7.	HRA		4868	
8.	PF (Employer + Employ	yee)	1556	
9.	ESI (Employer + Emplo	oyee)	518	
10.	Net Salary after ESI & I	PF deduction	12094	
11.	Mobile Allowance		399	
12.	Avg. monthly conveyance for last 3 months		0	
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		18	
18.	Company		SOV	
19.	Division		Construction	
20.	Designation		Asst. Engineer	
21.	Remarks:		2	
				<u> </u>
	Prepared by:	Date:	Approved b	y: Date:
	Igra Khatoon	15.06.20	G. Jai Kumar	16.06.20

For office use only:

Division: Const.

1.	Item		Existing	Revised
2.	Name		Mona	
3.	C.T. C. Salary		15,000	
4.	Gross Salary including	ng ESI & PF	13,729	
5.	Basic		6,864	
6.	DA		1,372	
7.	HRA		5,491	
8.	PF (Employer + Emp	oloyee)	1,648	
9.	ESI (Employer + Em	ployee)	549	
10.	Net Salary after ESI	& PF deduction	12,803	
11.	Mobile Allowance		399	
12.	Avg. monthly conveyance for last 3 months		2714	
13.				
14.	Loan repayment per month			
15.	Medical insurance provided		No	
16.	Accidental insurance provided		Yes	
17.	No. of leaves taken in	n 2018-19	26	
18.	Company		SOV	
19.	Division		Const.	
20.	Designation		Asst. Engineer	
21.	Remarks:			
		3 10		
		3 1		
	Prepared by:	Date:	Approved by:	Date:
	Iqra Khatoon	05-04-2021		

Division: Construction

[SALARY REVISION FORM (2020-2021)

Gi-Mona					
22 Date of Birth: 01-01-1998			1-1998		
3-2-388, Road NO: 8.					
Hyde	Huderabad.				
4					10
	Mobile: 9553582078				
□ Car	□ Bike 🗷	Nil	Make:		
			Year:		
14,000/-		Date of joining:	05-	05-12-2019	
ptional)	-			
Married / Single					
Age	Gender	Name of School C		Class	Approx. Annual Fees
□ Ow	n 🗹 Paren	ts 🗆 Re	ented 🗆 Other		
8,50	00/-				2
,		house [☐ Flat ☐ House in	a basti	
	22 3-2- Shat Hyde Car 14,0 ptional) Marrie	3-2-388, K Shathawahau Hyderabad Car Bike B 14,000/- ptional) Married / Single Age Gender 8,500/-	3-2-388, Road of Shathavahana con Hyderabad. Car Bike PNil 14,000/- ptional) Married / Single Own Parents Res 8,500/-	Date of Birth: 3-2-388, Road No! 8. Shathavahana volony, LB N Hyderabad Mobile: Car Bike PNil Make: Year: 14,000/— Date of joining: ptional) Married / Single Age Gender Name of School Own Parents Rented Other 8,500/—	Date of Birth: 01-0 3-2-388, Road No! 8. Shathavahana colony, LB. Nagar Hyderabad. Mobile: 955 Car Bike PNil Make: Year: 14,000/- Date of joining: 05- ptional) Married / Single Age Gender Name of School Class

Continued.....

Division: Construction:

Qualification / Education :	B. Tech in Civil Engineering.
Years of Experience in	6 months
relevant field: Expected gross salary:	6 months. 25,000/- per month
	25,0001- per monen
Justification for increase:	1 0
Looking after selfthe	cks, Doing admin works and
handling store	<u> </u>
1 - 1 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -	
	19-22 x 2 4
	* V = 9 * · ·
) 1 le 1
Complaints & suggestions:	
	· · · · · · · · · · · · · · · · · · ·
=	
Preferred Designation:	Assistant Engineer
Signature:	Date: 11/6/2020.

Division:	
DIVISIOII.	

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Mona- Lady Engg	
Project:	Silver Oak Villas	
Overall performance:	Good	
Attitude towards colleagues:	Good	
Team player:	Good	
Personal appearance:	Good	
Interest / Enthusiasm in work:	Good	
Knowledge of work:	Learning	
Attendance / punctuality:	Good	
Communication skills – oral – in English	Good	
Communication skills – oral – in Telugu	Good	
Note: Rate as good average or poor		

Note: Rate as good, average or poor.

Key strengths:	
Shows very much interest in work	

Shortcomings or weaknesses:	
Nothing	

How can we get more from the employee?	
Doing work as per their ability	

What are the precautions to be taken?	
Nothing	

Date:	
12-06-2020	

For office use only:

Division: Construction

1.	Division: Constr			
			Existing	Revised
	C.T. C. Salary		14000	
4.	Gross Salary in	ncluding ESI & PF		
5. 1	Basic	8-51 611	12814	
6. I	DA .		6407	
			1281	
7. I	IRA		5125	
8. P	F (Employer +	Employee)		
9. E	SI (Employer	+ Emal	1638	
10. N	et Color 2	Employee)	546	
10. 1	et Salary after	ESI & PF deduction	12733	
11. M	obile Allowan	ce	399	
2. Av	g. monthly co	nveyance for last 3		
			0	
	an with compa		0	
4. Loa	an repayment p	per month	0	
5. Med	dical insurance	nrovide 1	U	
. Acc	idental income	provided		
. No	idental insurar	nce provided	YES	
· No.	of leaves taker	n in 2019-20	9	
Com	pany			
Divis	sion		SOV	
	gnation		Construction	
			Asst. Engineer	
Rema	irks:		B-11001	
D,	renova 1 1			
	repared by:	Date:	Approved by:	
Iqra Khatoon 1.		15.06.20		Date:
			G. Jai Kumar	16.06.20