

Scan: -

Employee Profile

Name:	B. Meenakshi		
Age :	26	Date of Birth:	05-07-1998
Present Address:	12-24 peerzadiguda, Uppal, Hyd-500098		
Emergency Contact:	8096972739	Mobile No:	8121551388
Automobile:	Bike ☐	Make:	Honda
Vehicle EMI:	3085/-	Year:	2022
Date of joining:	25-07-2019		

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:	Parents ☐				
Monthly Rent or EMI:	12000/-				
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:		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. 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:	I use to care of all complaints, admin works, QCs stages, monitoring stores, security, house keeping, arranging men and material ,clearing customers complaints with company norms, Collection of MMC, contractor bills, weekly, monthly, quarterly reports etc. In this present GMR Project also am giving my 100% efforts to completion of project		
Justification for Promotion:	I am working in this organization from past 5 years i can handle project from excution to handover.		
Preferred Designation:	Assistant Project Manager		
Complaints:			
Suggestions:	Management can provide better uniforms for Lady engineers		

Signature: Meenakshi

Date: 02-04-2024

Division: Construction.

SALARY REVISION FORM (2023-2024)

Name:	B. Meenakshi. Gaud.		
Age :	25 years.	Date of Birth:	05/07/1998.
Present Address:	12-24 Peerzadiguda, Uppal, Hyderabad. 500098.		
Phone @:	-	Mobile:	8121551388
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	Honda.
Vehicle EMI:		Year:	2021.
Salary at the time of joining:	13,500/-	Date of joining:	25/07/2019.

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:	12,500/-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Division: Construction

Qualification / Education :	Diploma & B-Tech in civil 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 including handing over possession & collection of mmc & fullfilling the customer needs with the company norms. 2) Executive Executive of construction Related works Including A/c's, men & material arrangements. 3) Arranging & managing security, HK, stores material, gardens etc. admin related works like weekly, monthly, Quality Reports. 4) I will keep more efforts in coming projects & do my best to the organization.
Complaints & suggestions:	Nil
Preferred Designation:	APM.

Signature: Manakshi

Date: 17/06/23.

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 + Employee)	2306	
9.	ESI (Employer + Employee)	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 month		
15.	Medical insurance provided		
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	15	
18.	Company	GMR	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by: 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:	12-24, perazadiguda, uppal.		
	Hyderabad, 500098.		
Phone ®:		Mobile:	8121551388
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Activa-66.
Vehicle EMI:	4,500/-	Year:	2021
Salary at the time of joining:	13,500/-	Date of joining:	25/07/2019.

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:	9,500/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: construction

Qualification / Education:	Diploma, in civil engg & B-Tech in civil engg.
Years of Experience in relevant field:	3 years.
Expected gross salary:	27,000/-
Justification for increase:	Since last these 3 years I giving my level best and. I am working over all in All Division am managing all site works. I am managing store works admin works and now. Customer complaints and. Managing SOV-P&D customer mainline collections & U & A's self checks and. stage - P & D works. → I hope I will get good increment,
Complaints & suggestions:	-
Present Designation:	Asst. Engrs.
Preferred Designation:	Engineer.

Signature: Munakhi

Date: 11/11/2022.

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 + Employee)	2042	
8.	ESI (Employer + Employee)	680	
9.	Net Salary after ESI & 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 2021-22	15	
17.	Company	SOV III	
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

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Division: constructionSALARY REVISION FORM (2021-2022)

Name:	B. Meenakshi		
Age :	23	Date of Birth:	05/07/1998
Present Address:	12-26, Perazadiguda, uppal, Medipalli mandal, Medchal dist.		
Phone ®:	-	Mobile:	8121551388
Automobile:	☒ Car ☒ Bike ☒ Nil	Make:	-
Vehicle EMI:	4,850/-	Year:	2021
Salary at the time of joining:	13,500	Date of joining:	25/7/19.

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:	10,000/-				
Type of House:	☒ Independent house ☐ Flat ☒ House in a basti				

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Division: construction

Qualification / Education :	Diploma & B-Tech. (Civil)
Years of Experience in relevant field:	1.8 years.
Expected gross salary:	25,000/- per month.
Justification for increase:	I have been working as a engineer cum admin. manager and also doing Vaccination work like reconciliations of Torkay contractors & contractors and managing data base works and admin staff at SOB. & self checks of QC. and site engineer works like QC's & man-supervision of staff. → I have proved my worth & has worked hard in all instances. Though I have been getting an annual increment of Avg. 10% - (Rate of Annual Increment). Regrettably that seems to be a very less considering the current inflation in the market.
Complaints & suggestions:	I would like to make a request that an increment of minimum 50%.
Preferred Designation:	Engineer.

Signature: B. Muratli

Date: 25/3/21.

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

Shortcomings or weaknesses:
Nothing

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	Existing	Revised
2.	Name	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 + Employee)	1,648	
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.	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	24	
18.	Company	SOV	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Division: constructionSALARY REVISION FORM (2020-2021)

Name:	B. Meenakshi		
Age :	22	Date of Birth:	07-07-1998
Present Address:	12-24, Peenjadiguda, Uppal. P.O. 500098 Hyderabad		
Phone ®:	-	Mobile:	8121551388
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	-
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	13,500/-	Date of joining:	19-07-2019.

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:	9,500/-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Division: construction

Qualification / Education :	B-Tech (civil engineer), Diploma (civil engg).
Years of Experience in relevant field:	10 months
Expected gross salary:	25000/- Per month
Justification for increase:	Doing admin works, & handling stores & doing Qc selfchecks.
Complaints & suggestions:	
Preferred Designation:	

Signature: B. Manatku

Date: 11-06-2019.

Division: _____

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Meenakshi- 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:	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:

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:

K.Purshotham

Date:

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 + Employee)	1556	
9.	ESI (Employer + Employee)	518	
10.	Net Salary after ESI & 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:		
	Prepared by:	Date:	Approved by: Date:
	Iqra 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 ESI & PF	13,729	
5.	Basic	6,864	
6.	DA	1,372	
7.	HRA	5,491	
8.	PF (Employer + Employee)	1,648	
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	2714	
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	26	
18.	Company	SOV	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

[SALARY REVISION FORM (2020-2021)]

Name:	<i>G. Mona</i>		
Age :	<i>22</i>	Date of Birth:	<i>01-01-1998</i>
Present Address:	<i>3-2-388, Road No: 8,</i>		
	<i>Shathavahana colony, LB Nagar</i>		
	<i>Hyderabad.</i>		
Phone ®:		Mobile:	<i>9553582078</i>
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	<i>14,000/-</i>	Date of joining:	<i>05-12-2019</i>

Personal Information (Optional)

Marital Status:	<i>Married / Single</i>				
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:	<i>8,500/-</i>				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Division: Construction

Qualification / Education :	B.Tech in Civil Engineering.
Years of Experience in relevant field:	6 months.
Expected gross salary:	25,000/- per month
Justification for increase:	Looking after selfchecks, Doing admin works and handling store
Complaints & suggestions:	—
Preferred Designation:	Assistant Engineer

Signature: Glenn

Date: 11/6/2020.

Division: _____

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.

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.	Mona		
3.	C.T. C. Salary	14000	
4.	Gross Salary including ESI & PF	12814	
5.	Basic	6407	
6.	DA	1281	
7.	HRA	5125	
8.	PF (Employer + Employee)	1638	
9.	ESI (Employer + Employee)	546	
10.	Net Salary after ESI & PF deduction	12733	
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	9	
18.	Company	SOV	
19.	Division	Construction	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20