

Employee Profile

Name:	Mohammed. Sufyan Rabbani		
Age :	24	Date of Birth:	09. 08. 1984
Present Address:	2-19-78/33, kalyanpuri colony, uppall hyderabad, 500039		
Emergency Contact:	7207317054	Mobile No:	9346697084
Automobile:	☐	Make:	
Vehicle EMI:		Year:	
Date of joining:	16. 09. 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:	Parents ☐				
Monthly Rent or EMI:					
Type of House:	Independent House ☐				

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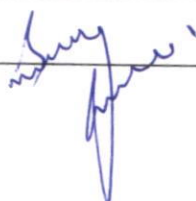
FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan		EMI:	
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:	TV, phone	EMI:	5,500/-
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)		
Years of Experience in relevant field:	02years 7 months		
Expected Percentage	32%		
Justification for increase:	Handed over 2727,4545 as per target dates given, handling 2727,4545,560 OE,5600C,5600H, CA works at gvrcc and handling syngene clients.		
Justification for Promotion:	I've been working and learning work in modi properties since 3 years. So , I deserve to get promoted and been handling works single handedly.		
Preferred Designation:	engineer		
Complaints:			
Suggestions:			

Signature: _____



Date: _____

01/04/2024

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Md.Sufyan rabbani
Project:	GVRC
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:
Having good knowledge in civil works maintainance ,dealing with client

Shortcomings or weaknesses:

How can we get more from the employee?
More increment

What are the precautions to be taken?

Prepared by: T Madhu	Date: 15/04/2024
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Division: Construction

SALARY REVISION FORM (2023-2024)

Name:	Mohammed Subyan Rabbani		
Age :	23 yrs	Date of Birth:	28/01/2023
Present Address:	2-19-78/33 Kalyanapuri Colony, Uppal Hydrabad 500039.		
Phone @:	9346697084	Mobile:	9346697084.
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	YAMAHA - FZ.
Vehicle EMI:	3000	Year:	2023
Salary at the time of joining:	16,000	Date of joining:	16/09/2021

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:	—				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Division: Construction

Signature: 

Date: _____

For office use only:

1.	Item	Existing	Revised
2.	Sufiyan Rabbani		
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	12	
18.	Company	GVRC	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	Date:
			18-04-2023

Division: Construction

SALARY REVISION FORM (2022-2023)

Name:	Mohammed Sufyan Rabbani		
Age:	22	Date of Birth:	28-01-2000
Present Address:	H.No. 2-19-78/33, Kalyanapuri Colony Uppal, Hyderabad, 500039.		
Phone @:	9346697084	Mobile:	9346697084
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	-
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	16,000	Date of joining:	16/07/2021

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:					
Type of House:	☐ Independent house ☐ Flat ☐ House in a basti				

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Division: Construction

Qualification / Education:	B.Tech / Civil Engineering
Years of Experience in relevant field:	8 months
Expected gross salary:	22,000 / -
Justification for increase:	I have been working from 8 months in GVRC's finishing works. Handling AKP's staff and engineer was big task as the handover date was near. I have tried my best and completed task in time. All finishing works including bathrooms, lobby and staircase etc. I have been working with Johnson's lift staff and completing works as their process was slow. Finishing works including Plumbing, false ceiling, flooring, civil works etc.
Complaints & suggestions:	All I have been part of all finishing works at 2727.
Present Designation:	-Assistant Engineer
Preferred Designation:	Engineer.

Signature:

Date: 11/04/2022

Division: Const.

For office use only:

	Item	Existing	Revised
1.	Sufiyan Rabbani		
2.	C.T. C. Salary		
3.	Gross Salary including ESI & PF	16000	
4.	Basic	14645	
5.	DA	7322	
6.	HRA	1464	
7.	PF (Employer + Employee)	5858	
8.	ESI (Employer + Employee)	1872	
9.	Net Salary after ESI & PF deduction	720	
10.	Mobile Allowance	16935	
11.	Avg. monthly conveyance for last 3 months	399	
12.	Loan with company	0	
13.	Loan repayment per month		
14.	Medical insurance provided	0	
15.	Accidental insurance provided		
16.	No. of leaves taken in 2021-22	Yes	
17.	Company	6	
18.	Division	GVRC	
19.	Designation	Const.	
20.	Remarks:	Asst. Engineer	
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22