

Employee Profile

Name:	Anil Medaboina		
Age :	28	Date of Birth:	03/04/1996
Present Address:	H.no:1-95,Venkateshwara colony, Raigir ,Bhongir		
Emergency Contact:	9010801614	Mobile No:	8688981990
Automobile:	Bike ☐	Make:	2021
Vehicle EMI:	3500/-	Year:	2025
Date of joining:	03/07/2018		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	Sowmya Medaboina				
Spouse works at:	House wife				
Spouse's designation:	Graduated				
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:	House in Basti ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan	4 Lakhs	EMI:	8500/-
	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:	Engineer	Division:	Construction
Qualification / Education:	B.Tech, Civil Engineer		
Years of Experience in relevant field:	6 Years		
Expected Percentage	34%		
Justification for increase:			
I have done all my works with in schedule time,I have followed SOP' s for each and every work at site and as per MD sir instructions I have completed all works still now with MoM.			
Justification for Promotion:			
I am working in this company from last 6 years sincerely and I have completed NE site with lots of tasks &targets .			
Preferred Designation:	Sr.Engineer		
Complaints:			
-			
Suggestions:			
-			

Signature: _____



Date: _____

31/03/24

Division: ConstructionSALARY REVISION FORM (2023-2024)

Name:	<u>M. Anu</u>		
Age :	<u>27</u>	Date of Birth:	<u>03-04-1996</u>
Present Address:	<u>Hno-1-95, Rajgiri, Bhongir</u>		
	<u>Yadhadri Bhongir, 508116.</u>		
Phone @:	<u>-</u>	Mobile:	<u>8688981990</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	<u>Passion Plus</u>
Vehicle EMI:	<u>Yes</u>	Year:	<u>2021</u>
Salary at the time of joining:	<u>13,500/-</u>	Date of joining:	<u>03-7-2018</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>Sowmya. M</u>				
Spouse works at:	<u>House wife</u>				
Spouse's designation:	<u>- Graduated. -</u>				
Spouse's Gross Salary:	<u>-</u>				
Number of Children:	<u>-</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Residence:	☐ Own ☒ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>20,000/-</u>				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

Division: _____

[illegible]

Signature: 

Date: 15-04-23

For office use only:

1.	Item	Existing	Revised
2.	M Anil		
3.	C.T. C. Salary	25000	
4.	Gross Salary including ESI & PF	25000	
5.	Basic	12500	
6.	DA	2500	
7.	HRA	10000	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	24800	
11.	Mobile Allowance	399	
12.	monthly conveyance	2500	
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	12	
18.	Company	NGH	
19.	Division	Const.	
20.	Designation	Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

SALARY REVISION FORM (2022-2023)

Name:	ANIL.M		
Age:	26	Date of Birth:	03-04-1996
Present Address:	Hno 1-95, Raigisi, Bhongisi		
Phone @:	-	Mobile:	8688981990
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2021
Vehicle EMI:	7000/-	Year:	2023
Salary at the time of joining:	13000/-	Date of joining:	03-07-18

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Sowmya				
Spouse works at:	Housewife				
Spouse's designation:	Deputy				
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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Qualification / Education:	B.Tech, Civil Graduated.
Years of Experience in relevant field:	04½ Years
Expected gross salary:	50,000/- Fifty thousand rupees.
Justification for increase:	I have completed all my previous work as per schedule only as per MD's instruction and Head of the team instructions. And I always spend my time with labourers to complete the work as per schedule.
Complaints & suggestions:	—
Present Designation:	Asst. Engineer
Preferred Designation:	Engineer

Signature: Date: 08-04-2022

For office use only:

	Item	Existing	Revised
1.	M Anil		
2.	C.T. C. Salary	21000	
3.	Gross Salary including ESI & PF	21000	
4.	Basic	10500	
5.	DA	2100	
6.	HRA	8400	
7.	PF (Employer + Employee)	0	
8.	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	24931	
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	15	
17.	Company	NGH	
18.	Division	Const.	
19.	Designation	Engineer	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22