

## Employee Profile

|                    |                                                                                                            |                |            |
|--------------------|------------------------------------------------------------------------------------------------------------|----------------|------------|
| Name:              | KANDAGATLA ,VASUDEV                                                                                        |                |            |
| Age :              | 54                                                                                                         | Date of Birth: | 04/01/1970 |
| Present Address:   | 3-4-119 /4 /218-A ,JANAPRIYA TWONSHIP,APTS<br>MALLAPUR -HYDERABAD<br>DIST-MEDCHAL MALKAJGIRI<br>PIN-500076 |                |            |
| Emergency Contact: | V. RAVI                                                                                                    | Mobile No:     | 9502211011 |
| Automobile:        | Bike <input checked="" type="checkbox"/>                                                                   | Make:          | 2001       |
| Vehicle EMI:       | NIL                                                                                                        | Year:          |            |
| Date of joining:   | 10/10/2010                                                                                                 |                |            |

### Personal Information (Optional)

| Marital Status:        | <input checked="" type="radio"/> Married <input type="radio"/> Single |        |                  |       |                        |
|------------------------|-----------------------------------------------------------------------|--------|------------------|-------|------------------------|
| Name of spouse:        | KANDAGATLA ,VIJAYA                                                    |        |                  |       |                        |
| Spouse works at:       | HOUSE HOLD                                                            |        |                  |       |                        |
| Spouse's designation:  | NIL                                                                   |        |                  |       |                        |
| Spouse's Gross Salary: | NIL                                                                   |        |                  |       |                        |
| Number of Children:    | TWO                                                                   |        |                  |       |                        |
| Name                   | Age                                                                   | Gender | Name of School   | Class | Approx.<br>Annual Fees |
| K,Vamshi krishn        | 24                                                                    | M      | vaitiong for jab |       |                        |
| k, shivani             | 20                                                                    | F      | B.TECH,3rd year  |       | 1.50000                |
|                        |                                                                       |        |                  |       |                        |
|                        |                                                                       |        |                  |       |                        |
|                        |                                                                       |        |                  |       |                        |
|                        |                                                                       |        |                  |       |                        |
|                        |                                                                       |        |                  |       |                        |
| Residence:             | Own <input checked="" type="checkbox"/>                               |        |                  |       |                        |
| Monthly Rent or EMI:   |                                                                       |        |                  |       |                        |
| Type of House:         | Flat                                                                  |        |                  |       |                        |

Continued.....

# FINANCIAL COMMITMENT (Optional)

|                  |                    |                      |                        |                      |
|------------------|--------------------|----------------------|------------------------|----------------------|
| Loans:           | Home Loan:         | <input type="text"/> | EMI:                   | <input type="text"/> |
|                  | Personal Loan      | <input type="text"/> | EMI:                   | <input type="text"/> |
|                  | Gold Loan          | <input type="text"/> | EMI:                   | <input type="text"/> |
|                  | Chit Fund:         | <input type="text"/> | EMI:                   | <input type="text"/> |
|                  | Others:            | <input type="text"/> | EMI:                   | <input type="text"/> |
|                  |                    |                      |                        |                      |
| Insurance Policy | Medical Insurance: | 5.000                | Premium:               | <input type="text"/> |
|                  | Life Insurance:    | nil                  | Premium:               | <input type="text"/> |
|                  | Term Insurance:    | nil                  | Premium:               | <input type="text"/> |
|                  | Other Insurance:   | nil                  | Premium:               | <input type="text"/> |
|                  |                    |                      |                        |                      |
| Type of savings  | Mutual Funds:      | nil                  | <input type="text"/> ▼ | <input type="text"/> |
|                  | Stock bonds:       | nil                  | <input type="text"/> ▼ | <input type="text"/> |
|                  | Fixed Deposit:     | nil                  | <input type="text"/> ▼ | <input type="text"/> |
|                  | Other Savings:     | nil                  | <input type="text"/> ▼ | <input type="text"/> |

# APPRAISAL FORM 2024-2025

|                                        |                                                                                                                                                                                                                                                                                                                                        |           |          |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|
| Designation:                           | stores keeper                                                                                                                                                                                                                                                                                                                          | Division: | purchase |
| Qualification / Education:             | Intermeediat passed                                                                                                                                                                                                                                                                                                                    |           |          |
| Years of Experience in relevant field: | 14 yars                                                                                                                                                                                                                                                                                                                                |           |          |
| Expected Percentage                    | 30 %                                                                                                                                                                                                                                                                                                                                   |           |          |
| Justification for increase:            | <p>Day by day living cost is veri highly incresed,to take care of my mother and my medicc al expencess is 3500 and my daughter college fees is 12,500 per month more over iam only one person ernaling in my home</p> <p>Regarding my work - Iam maintaining all stores and iam duing my daily basis works honestly and sincerely.</p> |           |          |
| Justification for Promotion:           |                                                                                                                                                                                                                                                                                                                                        |           |          |
| Preferred Designation:                 |                                                                                                                                                                                                                                                                                                                                        |           |          |
| Complaints:                            |                                                                                                                                                                                                                                                                                                                                        |           |          |
| Suggestions:                           |                                                                                                                                                                                                                                                                                                                                        |           |          |

Signature: k vasudev

Date: 01.04.2024

Division: Purchases.SALARY REVISION FORM (2023-2024)

|                                |                                                                                                    |                  |              |
|--------------------------------|----------------------------------------------------------------------------------------------------|------------------|--------------|
| Name:                          | K. VASUDEN.                                                                                        |                  |              |
| Age :                          | 53                                                                                                 | Date of Birth:   | 4/01/1970.   |
| Present Address:               | Flat No- 3-4-119/4/218-A.                                                                          |                  |              |
|                                | JANAPRIYA TOWN SHIP. APARTS.                                                                       |                  |              |
|                                | MALLAPUR - HYDERABAD - 76.                                                                         |                  |              |
| Phone @:                       |                                                                                                    | Mobile:          | 9502211788   |
| Automobile:                    | <input checked="" type="checkbox"/> Car <input type="checkbox"/> Bike <input type="checkbox"/> Nil | Make:            | BAJAJ BOXER. |
| Vehicle EMI:                   |                                                                                                    | Year:            |              |
| Salary at the time of joining: | 5,500.                                                                                             | Date of joining: | 2010.        |

## Personal Information (Optional)

|                        |                                                                                                                                               |        |                                  |                       |                     |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------|-----------------------|---------------------|
| Marital Status:        | Married / Single                                                                                                                              |        |                                  |                       |                     |
| Name of spouse:        | K. VIJAYA.                                                                                                                                    |        |                                  |                       |                     |
| Spouse works at:       | House Hold.                                                                                                                                   |        |                                  |                       |                     |
| Spouse's designation:  | Nil                                                                                                                                           |        |                                  |                       |                     |
| Spouse's Gross Salary: | Nil                                                                                                                                           |        |                                  |                       |                     |
| Number of Children:    | Two.                                                                                                                                          |        |                                  |                       |                     |
| Name                   | Age                                                                                                                                           | Gender | Name of School                   | Class                 | Approx. Annual Fees |
| K. VAMSHI KRISHNA      | 22                                                                                                                                            | M      | B.Tech. completed                |                       |                     |
| K. SHIVANI             | 18                                                                                                                                            | F      | B.Tech                           | 11 <sup>th</sup> year | 150000/-            |
|                        |                                                                                                                                               |        | (VNR Vignana Jyothi Eng college) |                       |                     |
|                        |                                                                                                                                               |        |                                  |                       |                     |
|                        |                                                                                                                                               |        |                                  |                       |                     |
|                        |                                                                                                                                               |        |                                  |                       |                     |
|                        |                                                                                                                                               |        |                                  |                       |                     |
| Residence:             | <input type="checkbox"/> Own <input checked="" type="checkbox"/> Parents <input type="checkbox"/> Rented <input type="checkbox"/> Other _____ |        |                                  |                       |                     |
| Monthly Rent or EMI:   |                                                                                                                                               |        |                                  |                       |                     |
| Type of House:         | <input type="checkbox"/> Independent house <input checked="" type="checkbox"/> Flat <input type="checkbox"/> House in a basti                 |        |                                  |                       |                     |

Continued.....

Division: Purchase

|                                        |                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualification / Education :            | (B.com) Intermediate Pass.                                                                                                                                                                                                                                                                                        |
| Years of Experience in relevant field: | 13 years                                                                                                                                                                                                                                                                                                          |
| Expected gross salary:                 | 25,000                                                                                                                                                                                                                                                                                                            |
| Justification for increase:            | cost of living is very highly increased,<br>only one person is earning in my family.<br>I could not afford for college fees. and Expenses<br><del>Present</del> , with my present salary,<br>Regarding my work :- I only one person<br>all stores. maintaining properly. day by day<br>work burden is increasing. |
| Complaints & suggestions:              |                                                                                                                                                                                                                                                                                                                   |
|                                        |                                                                                                                                                                                                                                                                                                                   |
|                                        |                                                                                                                                                                                                                                                                                                                   |
|                                        |                                                                                                                                                                                                                                                                                                                   |
|                                        |                                                                                                                                                                                                                                                                                                                   |
|                                        |                                                                                                                                                                                                                                                                                                                   |
|                                        |                                                                                                                                                                                                                                                                                                                   |
|                                        |                                                                                                                                                                                                                                                                                                                   |
|                                        |                                                                                                                                                                                                                                                                                                                   |
|                                        |                                                                                                                                                                                                                                                                                                                   |
|                                        |                                                                                                                                                                                                                                                                                                                   |
|                                        |                                                                                                                                                                                                                                                                                                                   |
|                                        |                                                                                                                                                                                                                                                                                                                   |
|                                        |                                                                                                                                                                                                                                                                                                                   |
| Preferred Designation:                 |                                                                                                                                                                                                                                                                                                                   |

Signature: K. V. Dew.

Date: 14/04/23

For office use only:

| 1.  | Item                                | Existing     | Revised      |
|-----|-------------------------------------|--------------|--------------|
| 2.  | Vasudev. K                          |              |              |
| 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      | 9            |              |
| 18. | Company                             | SLLP Log     |              |
| 19. | Division                            | Purchase     |              |
| 20. | Designation                         | Store Keeper |              |
| 21. | Remarks:                            |              |              |
|     |                                     |              |              |
|     |                                     |              |              |
|     | Prepared by:                        | Date:        | Approved by: |
|     | Iqra Khatoon                        | 14-04-2023   | 18-04-2023   |

Division: Purchases.SALARY REVISION FORM (2022-2023)

|                                |                                                                                                    |                  |             |
|--------------------------------|----------------------------------------------------------------------------------------------------|------------------|-------------|
| Name:                          | K. VASUDEU.                                                                                        |                  |             |
| Age:                           | 52 years                                                                                           | Date of Birth:   | 04/01/1970. |
| Present Address:               | Flat No- 3-4-119/4/218-A<br>4th Block. Janapriya Town ship App<br>MALLAPUR - HYDERABAD - 76.       |                  |             |
| Phone @:                       |                                                                                                    | Mobile:          | 9502211788  |
| Automobile:                    | <input type="checkbox"/> Car <input checked="" type="checkbox"/> Bike <input type="checkbox"/> Nil | Make:            | BATAJ BOXER |
| Vehicle EMI:                   |                                                                                                    | Year:            | 2001        |
| Salary at the time of joining: | 5.500 ,                                                                                            | Date of joining: | 10/10/2010. |

## Personal Information (Optional)

| Marital Status:        | Married / Single                                                                                                                        |        |                                   |            |                     |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------|------------|---------------------|
| Name of spouse:        | K. VIJAYA.                                                                                                                              |        |                                   |            |                     |
| Spouse works at:       | House Hold.                                                                                                                             |        |                                   |            |                     |
| Spouse's designation:  | Nil                                                                                                                                     |        |                                   |            |                     |
| Spouse's Gross Salary: | Nil                                                                                                                                     |        |                                   |            |                     |
| Number of Children:    | Two ,                                                                                                                                   |        |                                   |            |                     |
| Name                   | Age                                                                                                                                     | Gender | Name of <sup>college</sup> School | Class      | Approx. Annual Fees |
| ① NAMSHI KRISHNA       | 21                                                                                                                                      | M.     | Sidharthg                         | B Tech     | 75,000              |
|                        |                                                                                                                                         |        | Eng college                       | Final      |                     |
| 2 K. SHIVAN            | 18                                                                                                                                      | F      | T.K.R. college                    | Diploma    | 15,000              |
|                        |                                                                                                                                         |        | of Eng.                           | Final year |                     |
|                        |                                                                                                                                         |        |                                   |            |                     |
|                        |                                                                                                                                         |        |                                   |            |                     |
|                        |                                                                                                                                         |        |                                   |            |                     |
| Residence:             | <input type="checkbox"/> Own <input checked="" type="checkbox"/> Parents <input type="checkbox"/> Rented <input type="checkbox"/> Other |        |                                   |            |                     |
| Monthly Rent or EMI:   |                                                                                                                                         |        |                                   |            |                     |
| Type of House:         | <input type="checkbox"/> Independent house <input checked="" type="checkbox"/> Flat <input type="checkbox"/> House in a basti           |        |                                   |            |                     |

Continued.....

Division: Purchase

|                                        |                                                                                                                                                                                                |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualification / Education:             | Intermediate (B.com)                                                                                                                                                                           |
| Years of Experience in relevant field: | 11 years +                                                                                                                                                                                     |
| Expected gross salary:                 | 25,000                                                                                                                                                                                         |
| Justification for increase:            | Cost of living is very highly increased. I couldn't afford my family with this present salary.<br>Regarding my work: I only one person maintaining all stores, and stock maintaining properly. |
| Complaints & suggestions:              |                                                                                                                                                                                                |
| Present Designation:                   |                                                                                                                                                                                                |
| Preferred Designation:                 |                                                                                                                                                                                                |

Signature: K. V. Dew.

Date: 09/04/22

For office use only:

|     | Item                                      | Existing     | Revised      |
|-----|-------------------------------------------|--------------|--------------|
| 1.  | Vasudev. K                                |              |              |
| 2.  | C.T. C. Salary                            | 17283        |              |
| 3.  | Gross Salary including ESI & PF           | 15819        |              |
| 4.  | Basic                                     | 7909         |              |
| 5.  | DA                                        | 1581         |              |
| 6.  | HRA                                       | 6327         |              |
| 7.  | PF (Employer + Employee)                  | 1960         |              |
| 8.  | ESI (Employer + Employee)                 | 674          |              |
| 9.  | Net Salary after ESI & PF deduction       | 15600        |              |
| 10. | Mobile Allowance                          | 399          |              |
| 11. | Avg. monthly conveyance for last 3 months | 0            |              |
| 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            | 8            |              |
| 17. | Company                                   | SLLP LOG     |              |
| 18. | Division                                  | Purchase     |              |
| 19. | Designation                               | Store Keeper |              |
| 20. | Remarks:                                  |              |              |
|     |                                           |              |              |
|     |                                           |              |              |
|     | Prepared by:                              | Date:        | Approved by: |
|     | Iqra Khatoun                              | 12.04.22     | G. Jai Kumar |
|     |                                           |              | Date:        |
|     |                                           |              | 15.04.22     |

Division: Purchases.SALARY REVISION FORM (2021-2022)

|                                |                                                                                                    |                  |             |
|--------------------------------|----------------------------------------------------------------------------------------------------|------------------|-------------|
| Name:                          | K. VASU DEV.                                                                                       |                  |             |
| Age :                          | 51 years                                                                                           | Date of Birth:   | 04/01/1970. |
| Present Address:               | Flat No- 3-4- 119/4/218 -A.                                                                        |                  |             |
|                                | JANAPRIYA TOWN SHIP. APARTS.                                                                       |                  |             |
|                                | MALLA PUR. - HYDERA BAD. - 76                                                                      |                  |             |
| Phone @:                       |                                                                                                    | Mobile:          | 9502211788  |
| Automobile:                    | <input type="checkbox"/> Car <input checked="" type="checkbox"/> Bike <input type="checkbox"/> Nil | Make:            | Bajaj Boxer |
| Vehicle EMI:                   |                                                                                                    | Year:            | 2001        |
| Salary at the time of joining: | 5,500.                                                                                             | Date of joining: | 2010.       |

## Personal Information (Optional)

| Marital Status:        | Married / Single                                                                                                                        |        |                                   |            |                     |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------|------------|---------------------|
| Name of spouse:        | K. VIJAYA.                                                                                                                              |        |                                   |            |                     |
| Spouse works at:       | HOME MEKAR.                                                                                                                             |        |                                   |            |                     |
| Spouse's designation:  | NIL                                                                                                                                     |        |                                   |            |                     |
| Spouse's Gross Salary: | NIL.                                                                                                                                    |        |                                   |            |                     |
| Number of Children:    | TWO (02)                                                                                                                                |        |                                   |            |                     |
| Name                   | Age                                                                                                                                     | Gender | Name of <sup>college</sup> School | Class      | Approx. Annual Fees |
| ① K. VAMSHI            | -                                                                                                                                       | -      | Sidharths                         | B. Tech.   | 60,000.             |
| KRISHNA                | 21                                                                                                                                      | M      | Eng. college                      | Final year |                     |
| ② K. SHIVANI           | 18                                                                                                                                      | F      | T.K.R. college                    | Diploma    | 20,000.             |
|                        |                                                                                                                                         |        | of Eng -                          | Final year |                     |
|                        |                                                                                                                                         |        |                                   |            |                     |
|                        |                                                                                                                                         |        |                                   |            |                     |
| Residence:             | <input type="checkbox"/> Own <input checked="" type="checkbox"/> Parents <input type="checkbox"/> Rented <input type="checkbox"/> Other |        |                                   |            |                     |
| Monthly Rent or EMI:   |                                                                                                                                         |        |                                   |            |                     |
| Type of House:         | <input type="checkbox"/> Independent house <input checked="" type="checkbox"/> Flat <input type="checkbox"/> House in a basti           |        |                                   |            |                     |

Continued.....

|                                        |                                                                                                                               |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Qualification / Education :            | Intr mediatr (B-com)                                                                                                          |
| Years of Experience in relevant field: | 11 years. (eleven)                                                                                                            |
| Expected gross salary:                 | 20,000,                                                                                                                       |
| Justification for increase:            | cost of living is very highly increased. Vehicle maintenance and petrol charges is monthly. 2000,                             |
|                                        | only one person is earning in my family.                                                                                      |
|                                        | I could not afford for college fees. Rs-80,000.                                                                               |
|                                        | with my present salary.                                                                                                       |
|                                        | So it is very difficult to cover expensive for my family.                                                                     |
|                                        | Regarding my work :- I only one person maintaining All Stores. Properly. And day By day. my work is Increasing more and tuff. |
| Complaints & suggestions:              |                                                                                                                               |
|                                        |                                                                                                                               |
|                                        |                                                                                                                               |
|                                        |                                                                                                                               |
|                                        |                                                                                                                               |
|                                        |                                                                                                                               |
|                                        |                                                                                                                               |
|                                        |                                                                                                                               |
|                                        |                                                                                                                               |
|                                        |                                                                                                                               |
|                                        |                                                                                                                               |
|                                        |                                                                                                                               |
|                                        |                                                                                                                               |
| Preferred Designation:                 | Stores Incharge                                                                                                               |

Signature: K. V. Dew.Date: 29/03/21

Division: Purchase

Appraisal by Manager (Confidential report to HR)

|                                          |             |
|------------------------------------------|-------------|
| Name of Employee:                        | K. VASUDEV  |
| Project:                                 | BSLLP       |
| Overall performance:                     | - Good -    |
| Attitude towards colleagues:             | - Good -    |
| Team player:                             | - Good -    |
| Personal appearance:                     | - Good -    |
| Interest / Enthusiasm in work:           | - Average - |
| Knowledge of work:                       | - Good -    |
| Attendance / punctuality:                | - Good -    |
| Communication skills - oral - in English | - NIL -     |
| Communication skills - oral - in Telugu  | Good .      |

Note: Rate as good, average or poor.

Key strengths:

Good product knowledge has / maintain the stocks.

Shortcomings or weaknesses: Cannot do the work beyond his regular works!

How can we get more from the employee? —

What are the precautions to be taken? —

Prepared by: Pasbhakar

Date: 6/4/21

For office use only:

Division: Purchase

|     |                                           |                    |              |
|-----|-------------------------------------------|--------------------|--------------|
| 1.  | Item                                      | Existing           | Revised      |
| 2.  | Name                                      | K Vasudev          |              |
| 3.  | C.T. C. Salary                            | 15,927             |              |
| 4.  | Gross Salary including ESI & PF           | 14,578             |              |
| 5.  | Basic                                     | 7,289              |              |
| 6.  | DA                                        | 1,457              |              |
| 7.  | HRA                                       | 5,831              |              |
| 8.  | PF (Employer + Employee)                  | 1,750              |              |
| 9.  | ESI (Employer + Employee)                 | 583                |              |
| 10. | Net Salary after ESI & PF deduction       | 13,594             |              |
| 11. | Mobile Allowance                          | 399                |              |
| 12. | Avg. monthly conveyance for last 3 months | 0                  |              |
| 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            | 21                 |              |
| 18. | Company                                   | SSLLP<br>LOGISTICS |              |
| 19. | Division                                  | Purchase           |              |
| 20. | Designation                               | Store Keeper       |              |
| 21. | Remarks:                                  |                    |              |
|     |                                           |                    |              |
|     |                                           |                    |              |
|     | Prepared by:                              | Date:              | Approved by: |
|     | Iqra Khatoon                              | 05-04-2021         |              |

Division: PurchaseSALARY REVISION FORM (2020-2021)

|                                |                                                                                                               |                  |             |
|--------------------------------|---------------------------------------------------------------------------------------------------------------|------------------|-------------|
| Name:                          | K. VASUDEV.                                                                                                   |                  |             |
| Age :                          | 50 years.                                                                                                     | Date of Birth:   | 04/01/1970  |
| Present Address:               | Flat No- 3-4-119/4/218-A.                                                                                     |                  |             |
|                                | JANAPRIYA TOWN SHIP. Aparts.                                                                                  |                  |             |
|                                | MALLAPUR HYDERABAD - 500076                                                                                   |                  |             |
| Phone @:                       |                                                                                                               | Mobile:          | 9502211788  |
| Automobile:                    | <input checked="" type="checkbox"/> Car <input checked="" type="checkbox"/> Bike <input type="checkbox"/> Nil | Make:            | BAJAJ BOXER |
| Vehicle EMI:                   |                                                                                                               | Year:            | 2001        |
| Salary at the time of joining: | 5,500.                                                                                                        | Date of joining: | 2010,       |

Personal Information (Optional) ☒

|                        |                                                                                                                                                          |        |                      |            |                     |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------|------------|---------------------|
| Marital Status:        | Married / Single                                                                                                                                         |        |                      |            |                     |
| Name of spouse:        | K. VIJAYA.                                                                                                                                               |        |                      |            |                     |
| Spouse works at:       | HOUSE HOLD.                                                                                                                                              |        |                      |            |                     |
| Spouse's designation:  | Nil                                                                                                                                                      |        |                      |            |                     |
| Spouse's Gross Salary: | Nil                                                                                                                                                      |        |                      |            |                     |
| Number of Children:    | Two.                                                                                                                                                     |        |                      |            |                     |
| Name                   | Age                                                                                                                                                      | Gender | Name of School       | Class      | Approx. Annual Fees |
| K. VAMSHI              | 20                                                                                                                                                       | M      | SIDDARTHA Eng        | B.Tech     | 60,000.             |
| KRISHNA                |                                                                                                                                                          |        | colleg-              | Final year |                     |
| K. SHIVANI             | 17                                                                                                                                                       | F      | T.K.R colleg of Eng. | Diploma    | 20,000              |
|                        |                                                                                                                                                          |        |                      | 11th year  |                     |
|                        |                                                                                                                                                          |        |                      |            |                     |
| Residence:             | <input checked="" type="checkbox"/> Own <input checked="" type="checkbox"/> Parents <input type="checkbox"/> Rented <input type="checkbox"/> Other _____ |        |                      |            |                     |
| Monthly Rent or EMI:   |                                                                                                                                                          |        |                      |            |                     |
| Type of House:         | <input checked="" type="checkbox"/> Independent house <input checked="" type="checkbox"/> Flat <input type="checkbox"/> House in a basti                 |        |                      |            |                     |

Continued.....

Division: Purchase

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualification / Education :            | Intermediat passed (B.com)                                                                                                                                                                                                                                                                                                                                                                                      |
| Years of Experience in relevant field: | 10. years.                                                                                                                                                                                                                                                                                                                                                                                                      |
| Expected gross salary:                 | 20,000 ,                                                                                                                                                                                                                                                                                                                                                                                                        |
| Justification for increase:            | cost of living is very highly Increased<br>Vehicle maintainene and petrol charges is<br>monthly Rs. 1500,<br>only one person is Earning in my famaly<br>I could not afford for colleg fees. Rs + 60,000 + 20,000<br>with my salary.<br>so it is. Very dificult to <del>cover</del> expensive<br>for my famaly<br>Regarding my work - I maintainng All stores<br>Properly - day by day my work is increesng more |
| Complaints & suggestions:              |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Preferred Designation:                 |                                                                                                                                                                                                                                                                                                                                                                                                                 |

Signature: K. V. Dew.

Date: 12/06/20.

Appraisal by Manager (Confidential report to HR)

|                                          |            |
|------------------------------------------|------------|
| Name of Employee:                        | K. Vasudev |
| Project:                                 | SSLLP      |
| <b>Overall performance:</b>              | 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: | Vast knowledge of work, Good worker. |
|----------------|--------------------------------------|

|                             |     |
|-----------------------------|-----|
| Shortcomings or weaknesses: | NIL |
|-----------------------------|-----|

|                                        |             |
|----------------------------------------|-------------|
| How can we get more from the employee? | Team player |
|----------------------------------------|-------------|

|                                       |     |
|---------------------------------------|-----|
| What are the precautions to be taken? | NIL |
|---------------------------------------|-----|

|                               |                      |
|-------------------------------|----------------------|
| Prepared by: <u>prabhakar</u> | Date: <u>13/6/20</u> |
|-------------------------------|----------------------|

For office use only:

Division: Purchase

| 1.  | Item                                      | Existing     | Revised      |
|-----|-------------------------------------------|--------------|--------------|
| 2.  | K Vasudev                                 |              |              |
| 3.  | C.T. C. Salary                            | 15169        |              |
| 4.  | Gross Salary including ESI & PF           | 13884        |              |
| 5.  | Basic                                     | 6942         |              |
| 6.  | DA                                        | 1388         |              |
| 7.  | HRA                                       | 5553         |              |
| 8.  | PF (Employer + Employee)                  | 1776         |              |
| 9.  | ESI (Employer + Employee)                 | 591          |              |
| 10. | Net Salary after ESI & PF deduction       | 13796        |              |
| 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            | 5            |              |
| 18. | Company                                   | SSLLP Log    |              |
| 19. | Division                                  | Purchase     |              |
| 20. | Designation                               | Store Keeper |              |
| 21. | Remarks:                                  |              |              |
|     |                                           |              |              |
|     |                                           |              |              |
|     | Prepared by:                              | Date:        | Approved by: |
|     | Iqra Khatoon                              | 15.06.20     | G. Jai Kumar |
|     |                                           |              | Date:        |
|     |                                           |              | 16.06.20     |

Appraisal by Manager (Confidential report to HR)

|                                          |                                  |
|------------------------------------------|----------------------------------|
| Name of Employee:                        | Vasudev (Stores)                 |
| Project:                                 | MHTR                             |
| Overall performance:                     | Good <input type="checkbox"/>    |
| Attitude towards colleagues:             | Good <input type="checkbox"/>    |
| Team player:                             | Average <input type="checkbox"/> |
| Personal appearance:                     | Average <input type="checkbox"/> |
| Interest / Enthusiasm in work:           | Good <input type="checkbox"/>    |
| Knowledge of work:                       | Good <input type="checkbox"/>    |
| Attendance / punctuality:                | Good <input type="checkbox"/>    |
| Communication skills – oral – in English | Average <input type="checkbox"/> |
| Communication skills – oral – in Telugu  | Good <input type="checkbox"/>    |

Note: Rate as good, average or poor.

Key strengths:

Hardworking and on Time Delivery of Material

Shortcomings or weaknesses:

How can we get more from the employee?

What are the precautions to be taken?

Prepared by:

Date:

