

Employee Profile

Name:	DK HEMENDRA		
Age :	62	Date of Birth:	12/04/1962
Present Address:	A- 405,MAY FLOWER PARK, MALLAPUR, HYDERABAD,500076		
Emergency Contact:	9510288239	Mobile No:	9618244433
Automobile:	Nil ☐	Make:	NIL
Vehicle EMI:	NIL	Year:	NIL
Date of joining:			

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	HEMA				
Spouse works at:	HOUSE WIFE				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
SHRUTHI	29	FEMAL	-	-	NIL
RITHIKA	24	FEMAL	-	-	NIL
Residence:	Parents ☐				
Monthly Rent or EMI:	910/=				
Type of House:	Flat ☐				

Continued.....

FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	NIL	EMI:	NIL
	Personal Loan	NIL	EMI:	NIL
	Gold Loan	NIL	EMI:	NIL
	Chit Fund:	NIL	EMI:	NIL
	Others:	NIL	EMI:	NIL
Insurance Policy	Medical Insurance:	TATA AIG	Premium:	6000/= apprx
	Life Insurance:	NIL	Premium:	NIL
	Term Insurance:	NIL	Premium:	NIL
	Other Insurance:	NIL	Premium:	NIL
Type of savings	Mutual Funds:	NIL	☐	NIL
	Stock bonds:	NIL	☐	NIL
	Fixed Deposit:	NIL	☐	NIL
	Other Savings:	NIL	☐	NIL

APPRAISAL FORM 2024-2025

Designation:	STORES MANAGER	Division:	PURCHASE
Qualification / Education:	INTER		
Years of Experience in relevant field:	7 YEARS		
Expected Percentage	10%		
Justification for increase:	COST OF LIVING INCREASING DAY BY DAY MEDICAL EXPENSES ETC		
Justification for Promotion:	-		
	-		
Preferred Designation:	AS PER MANAGEMENT		
Complaints:	NIL		
Suggestions:	NIL		

Signature: HEMENDRA

Date: 1-4-2024

Division: Punc Lane

SALARY REVISION FORM (2023-2024)

Name:	<u>D. K. Memunda</u>		
Age :	<u>61</u>	Date of Birth:	<u>12-4-1962</u>
Present Address:	<u>A- 405, May Flower Bank</u> <u>Mallapur Hyderabad</u>		
Phone ®:	<u>—</u>	Mobile:	<u>9618244433</u>
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	<u>—</u>
Vehicle EMI:	<u>—</u>	Year:	<u>—</u>
Salary at the time of joining:	<u>? 16700</u>	Date of joining:	<u>2017 (2017)</u>

Personal Information (Optional)

Marital Status:	☒ Married / Single				
Name of spouse:	<u>Hema</u>				
Spouse works at:	<u>House wife</u>				
Spouse's designation:	<u>—</u>				
Spouse's Gross Salary:	<u>—</u>				
Number of Children:	<u>2</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>Shrushti</u>	<u>28</u>	<u>F</u>	<u>Pvt Employee</u>	<u>—</u>	<u>—</u>
<u>Rishika</u>	<u>22</u>	<u>F</u>	<u>Karm college</u>	<u>final</u>	<u>App. 4.5K</u>
Residence:	☐ Own ☒ Parents ☐ Rented ☐ Other <u>—</u>				
Monthly Rent or EMI:	<u>910/-</u>				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

Division: _____

Qualification / Education :	Puc
Years of Experience in relevant field:	6 year
Expected gross salary:	25,000/-
Justification for increase:	Cost of Living is Increasing day By day Medical Expenses Etc
Complaints & suggestions:	—
Preferred Designation:	

Signature: _____

Date: 18/4/2023

For office use only:

1.	Item	Existing	Revised
2.	Hemendra. K		
3.	C.T. C. Salary	22903	
4.	Gross Salary including ESI & PF	20964	
5.	Basic	10482	
6.	DA	2096	
7.	HRA	8385	
8.	PF (Employer + Employee)	2516	
9.	ESI (Employer + Employee)	838	
10.	Net Salary after ESI & PF deduction	19349	
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	18	
18.	Company	SSLLP Log	
19.	Division	Purchase	
20.	Designation	Store Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Purchase

SALARY REVISION FORM (2022-2023)

Name:	<u>Hemendra</u>		
Age:	<u>60</u>	Date of Birth:	<u>1962</u>
Present Address:	<u>A-405, May flower Park</u>		
	<u>Mallapur Hyderabad</u>		
Phone ®:	<u>—</u>	Mobile:	<u>961824433</u>
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	<u>—</u>
Vehicle EMI:	<u>—</u>	Year:	<u>—</u>
Salary at the time of joining:	<u>17,236/- ?</u>	Date of joining:	<u>5-2017</u>

Personal Information (Optional)

Marital Status:	☒ Married / Single <u>Married</u>				
Name of spouse:	<u>Hema</u>				
Spouse works at:	<u>— House wife</u>				
Spouse's designation:	<u>—</u>				
Spouse's Gross Salary:	<u>—</u>				
Number of Children:	<u>2</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>Shan thi</u>	<u>27</u>	<u>F</u>	<u>Private Employee</u>	<u>—</u>	<u>—</u>
<u>Rishi Ka</u>	<u>21</u>	<u>F</u>	<u>Xavier college</u>	<u>11th Year</u>	<u>45,000/-</u>
Residence:	☐ Own ☒ Parents ☐ Rented ☐ Other <u>—</u>				
Monthly Rent or EMI:	<u>910/-</u>				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

Division: _____

Qualification / Education:	Puc
Years of Experience in relevant field:	5 year
Expected gross salary:	25,000/-
Justification for increase:	Cost of Living is Increasing day By day Medical Expense etc
Complaints & suggestions:	—
Present Designation:	Stores Manager
Preferred Designation:	—

Signature: _____

Date: 9/4/22

For office use only:

	Item	Existing	Revised
1.	Hemendra. K		
2.	C.T. C. Salary	21229	
3.	Gross Salary including ESI & PF	19432	
4.	Basic	9716	
5.	DA	1943	
6.	HRA	7772	
7.	PF (Employer + Employee)	2484	
8.	ESI (Employer + Employee)	853	
9.	Net Salary after ESI & PF deduction	19291	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	0	
12.	Loan with company	3000	
13.	Loan repayment per month	500	
14.	Medical insurance provided		
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	12	
17.	Company	SLLP LOG	
18.	Division	Purchase	
19.	Designation	Store Manager	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: PURCHASESALARY REVISION FORM (2021-2022)

Name:	<u>D. K. Hemendra</u>		
Age :	<u>58</u>	Date of Birth:	<u>12-4-62</u>
Present Address:	<u>A-405, May Flower Park</u> <u>Mallapur Hyderabad</u>		
Phone @:	<u>—</u>	Mobile:	<u>9618244433</u>
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	<u>—</u>
Vehicle EMI:	<u>—</u>	Year:	<u>—</u>
Salary at the time of joining:	<u>1762/-</u>	Date of joining:	<u>5-7-2017</u>

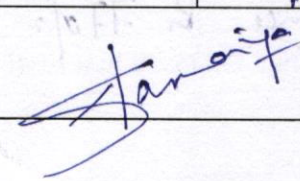
Personal Information (Optional)

Marital Status:	Married / Single <u>Married</u>				
Name of spouse:	<u>H. K. Hema</u>				
Spouse works at:	<u>House w/y</u>				
Spouse's designation:	<u>—</u>				
Spouse's Gross Salary:	<u>—</u>				
Number of Children:	<u>2</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>H.K. Shanthi</u>	<u>25</u>	<u>F</u>	<u>One Plus ^{Company} MNC</u>	<u>Sales</u>	<u>—</u>
<u>H.K. Rishika</u>	<u>20</u>	<u>F</u>	<u>XAVIER College</u>	<u>Inter</u>	<u>45,000/-</u>
Residence:	☐ Own ☒ Parents ☐ Rented ☐ Other <u>—</u>				
Monthly Rent or EMI:	<u>Main Finance R 770/-</u>				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

Division: PURCHASE

Qualification / Education :	<u>PUC</u>
Years of Experience in relevant field:	<u>3 years</u>
Expected gross salary:	<u>23,000/-</u>
Justification for increase:	<u>Cost of living is increasing day by day request for a good increase in salary</u>
Complaints & suggestions:	<u>—</u>
Preferred Designation:	<u>As per management</u>

Signature: 

Date: 1-4-2021

Appraisal by Manager (Confidential report to HR)

Name of Employee:	D.K. HEMENDRA .
Project:	BLLP
Overall performance:	- Good -
Attitude towards colleagues:	- Good -
Team player:	- Good -
Personal appearance:	- Good -
Interest / Enthusiasm in work:	- N/A -
Knowledge of work:	- Good -
Attendance / punctuality:	- Good -
Communication skills – oral – in English	- Good -
Communication skills – oral – in Telugu	- Average -

Note: Rate as good, average or poor.

Key strengths:	Good worker

Shortcomings or weaknesses:	NIL

How can we get more from the employee?	N/A

What are the precautions to be taken?	

Prepared by: <u>Ponbharan</u>	Date: <u>6/4/21</u>

For office use only:

Division: Purchase

1.	Item	Existing	Revised
2.	Name	D.K. Hemendra	
3.	C.T. C. Salary	19,651	
4.	Gross Salary including ESI & PF	17,987	
5.	Basic	8,993	
6.	DA	1,798	
7.	HRA	7,194	
8.	PF (Employer + Employee)	2,158	
9.	ESI (Employer + Employee)	719	
10.	Net Salary after ESI & PF deduction	16,623	
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	26	
18.	Company	SSLLP LOGISTICS	
19.	Division	Purchase	
20.	Designation	Store Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Division: Purchase

SALARY REVISION FORM (2020-2021)

Name:	<u>D. K. Hemendra</u>		
Age :	<u>58</u>	Date of Birth:	<u>12-4-1962</u>
Present Address:	<u>A-405, MAYFLOWER PARK</u> <u>Mallapur, Hyderabad</u>		
Phone ®:		Mobile:	<u>9618244433</u>
Automobile:	☒ Car ☒ Bike ☒ Nil	Make:	<u>NIL</u>
Vehicle EMI:	<u>-</u>	Year:	<u>-</u>
Salary at the time of joining:	<u>1760th CTE</u>	Date of joining:	<u>7-7-2017</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u> <u>Married</u>				
Name of spouse:	<u>Hema</u>				
Spouse works at:	<u>House wife</u>				
Spouse's designation:	<u>-</u>				
Spouse's Gross Salary:	<u>-</u>				
Number of Children:	<u>2</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>Shruti</u>	<u>25</u>	<u>F</u>	<u>AP Aricapt Eej</u>	<u>Final</u>	<u>72,000/-</u>
<u>Rishika</u>	<u>20</u>	<u>F</u>	<u>XIVth college</u>	<u>II year</u>	<u>40,000/-</u>
Residence:	☒ Own ☒ Parents ☒ Rented ☒ Other <u>-</u>				
Monthly Rent or EMI:	<u>-</u>				
Type of House:	☒ Independent house ☒ Flat ☒ House in a basti				

Continued.....

Division:

Qualification / Education :	PVC
Years of Experience in relevant field:	3 year
Expected gross salary:	23,000/-
Justification for increase:	It cost of living is very high & day by day increase
Complaints & suggestions:	
Preferred Designation:	Area manager

Signature: _____

Date: 12/6/2020

Division: Purchase

Appraisal by Manager (Confidential report to HR)

Name of Employee:	<u>D. K. Hemendra</u>
Project:	<u>SSLP</u>
Overall performance:	<u>Good</u>
Attitude towards colleagues:	<u>Good</u>
Team player:	<u>Good</u>
Personal appearance:	<u>Good</u>
Interest / Enthusiasm in work:	<u>Good</u>
Knowledge of work:	<u>Good</u>
Attendance / punctuality:	<u>Good</u>
Communication skills – oral – in English	<u>Good</u>
Communication skills – oral – in Telugu	<u>Good</u>

Note: Rate as good, average or poor.

Key strengths:

Punctuality, Hardworker

Shortcomings or weaknesses:

Early Forget (due to age)

How can we get more from the employee?

Good Team player

What are the precautions to be taken?

OIL

Prepared by:

Prabhakar

Date:

13/6/20

For office use only:

Division: Purchase

1.	Item	Existing	Revised
2.	K. Hemendra		
3.	C.T. C. Salary	18715	
4.	Gross Salary including ESI & PF	17130	
5.	Basic	8565	
6.	DA	1713	
7.	HRA	6852	
8.	PF (Employer + Employee)	2190	
9.	ESI (Employer + Employee)	730	
10.	Net Salary after ESI & PF deduction	16871	
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 Manager	
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:	Hemandra (Stores)	
Project:	MHTR	
Overall performance:	Good	v
Attitude towards colleagues:	Good	v
Team player:	Average	v
Personal appearance:	Good	v
Interest / Enthusiasm in work:	Average	v
Knowledge of work:	Good	v
Attendance / punctuality:	Good	v
Communication skills – oral – in English	Average	v
Communication skills – oral – in Telugu	Average	v

Note: Rate as good, average or poor.

Key strengths:
Good at Paper work's and Hardworking

Shortcomings or weaknesses:

How can we get more from the employee?

What are the precautions to be taken?

Prepared by:	Date:
-----------------------------------	----------------------------