Employee Profile

Name:	Prav	een Busipa	ka			
Age:	41 Y	rs	Date of Birth:	01/	10/1983	7
Present Address:	Plot Cher	No: 19, Str ngicherla, H	eet 3, Phase 4, Sri Ka lyderabad - 500092.	naka Durga	Nagar Colony	,
Emergency Contact:	7780	0502751	Mobile No:	998	9330044	-
Automobile:	Car		Make:	Mai	ruthi swift	_
Vehicle EMI:	1300	OU .	Year:	202	2	
Date of joining:	05/09	9/2007				
Personal Information (O Marital Status:		arried	O Single			_
Name of spouse:	Swar	ona Busipak	ca			
Spouse works at:	-					
Spouse's designation:	-					
Spouse's Gross Salary:	-					
Number of Children:	02					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees	-
Rishi Busipaka	13	Male	St Peters schoo	tΧ	1,00,000	
Thansi Busipaka	9	Female	St Anns	IV	60,000	
						-
Residence:	Own					-

12,000

Independent House

Monthly Rent or EMI:

Type of House:

Continued.....

FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	20,00,000	EMI:	20,000
	Personal Loan	Nil	EMI:	0
	Gold Loan	80,000	EMI:	3,000
	Chit Fund:	Nil	EMI:	0
	Others:	Nil	EMI:	0
Insurance Policy	Medical Insurance:	Nil	Premium:	0
	Life Insurance:	Nil	Premium:	0
	Term Insurance:	Nil	Premium:	0
	Other Insurance:	Nil	Premium:	0
Type of savings	Mutual Funds:	Nil		0
	Stock bonds:	Nil		0
	Fixed Deposit:	Nil		0
	Other Savings:	Nil		0

APPRAISAL FORM 2024-2025

Designation:	Purchase Manager	Division:	Purchase
Qualification / Education:	B.Sc Computer Science		
Years of Experience in relevant field:	17		
Expected Percentage	100%		
Justification for increase:			
I have been working with Northe team. In this time, I am a additional responsibilities are I believe that I have met and adding more value to the contact.	able to contribute to the ground demonstrating my strong responded to new challen	with of the o	company by taking on
Justification for Promotion:			
Nil			
Preferred Designation:	As per management		
Complaints:			
Nil			
Suggestions:			
Nil			
Signature:	Date Date	te: 01	04/24

Division: Admin.

SALARY REVISION FORM (2023-2024)

Name:	PRAVEEN.B						
Age:	40425 .		Date of Birth:	01/	10/1983.		
Present Address:	Plot No: 19, Kanalo			a Dur	199		
				engichala,	and the second second second second	exabed.	
Phone ®:	_		Mobile:	99	89330044		
Automobile:	⊕ Car	□ Bike □	Nil	Make:	SUZUKI./S		
Vehicle EMI:	12	,5001	_	Year:		2022	
Salary at the time of joining:	5			Date of joining:	5	09/2006	
Personal Information (C	ptional						
Marital Status:	1	ed / Single	2				
Name of spouse:	Su	APN	A	281			
Spouse works at:	_			l samilass	one Are	alona I.	
Spouse's designation:	-		ption				
Spouse's Gross Salary:	-						
Number of Children:	62	_					
Name	Age	Gender	Na	ame of School	Class	Approx. Annual Fees	
Rishi	12	M	SH	. Defores.	8	1,20,0001	
			Mo	del School.		, ,	
Thansi.	8	F		Annis	3	80,000)-	
			4	igh school.			
Residence:	₽ Ow	n 🗆 Parer	nts 🗆 R	ented Other			
Monthly Rent or EMI:	ETO.		2	+= 1100	mugicaci	711313111	
Type of House:	1nd	ependent	house	□ Flat □ House in	a basti		

Qualification / Education :	BSC-Computer Science	
Years of Experience in relevant field:	18 475.	Name
Expected gross salary:	18 yrs.	seary.
Justification for increase:		
SPS PF SAR	loM .	Phon
S2 (5) S	Since Sile Mah Mah	ouuA
20.02	NO SCORE NO	ids V
sgria.oi lo s	y assum much and and	in the second
	mal information (Optional)	Parso
	al Plants - Manifelt Single C	inst/=
	6 49 4632	au i
Complaints & suggestions:	111	urear -
	Mil	morphis and
		1000
174		
nutry series individual	10 SINSVI SIGNAL SINSV	
2.1 2 800	4 12 14 15 16 16 16 16 16 16 16 16 16 16 16 16 16	4
72872		
32 28	WASE TO BE	
Tesus	2367142	
TS/REC		
Preferred Designation:	-As per Management	
tood on Novell -	1	II Control
Signature:	Date: 21/04/2	2 -
- million I All V /	Date: 2110 U17	_
1 4000	1 2 10 1/2	2

Division: Admin.

For office use only:

1.	Item		Existing		Revised
2.	Praveen. B				
3.	C.T. C. Salary		34850		
4.	Gross Salary including ES	SI & PF	33050		
5.	Basic		16525		
6.	DA		3305		
7.	HRA		13220		
8.	PF (Employer + Employer	e)	3600		
9.	ESI (Employer + Employee)		0		
10.	Net Salary after ESI & PF deduction		31050		
11.	Mobile Allowance		399		
12.	monthly conveyance		7500		
13.	Loan with company				
14.	Loan repayment per mont	h			
15.	Medical insurance provide	ed	Yes		
16.	Accidental insurance prov	rided	Yes		
17.	No. of leaves taken in 202	22-23	8	+	
18.	Company		GVDC		
19.	Division		Admin.		
20.	Designation		Sr. Manager - Admin Audit		
21.	Remarks:				
					- UE
	Prepared by:	Date:	Approved b	by:	Date:
	Iqra Khatoon 1	4-04-2023			18-04-2023

Audit

Division: Admin Audit

SALARY REVISION FORM (2022-2023)

Name.	1	ILAVE	En.	BUSJDAK	- A	
Age:	3	9 485		Date of Birth:	01	10/198:
Present Address:	A STATE OF THE PARTY OF			, Kanala		1
	1	hengi	- hr	la, Hyde	rabal	1.50009
Phone ®:	99	8933	noun	Mobile:		_
Automobile:		Bike □		Make:	-	
Vehicle EMI:		-		Year:	-	
Salary at the time of joining:	3	,0001-		Date of joining:	05	Sep 20
Personal Information (C	Optional)				
Marital Status:	1	ed / Single	;			
Name of spouse:	S	JAON	AF	SUSSIPAICA	+	
Spouse works at:			_			
Spouse's designation:			-			
Spouse's Gross Salary:			_			
Number of Children:		02				
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees
B. Rishi		M	5+	peten sch	4 7th	8,0,000
B. Thansi		12		Anns.	2nd	50,000
				*		
Residence:	₽O W	n 🗆 Paren	ts 🗆 Re	ented Other		
Monthly Rent or EMI:			_		i de conservation	
Type of House:	□ Ind	■ Independent house □ Flat □ House in a basti				

Qualification / Education:	B. Sc Compoter Science
Years of Experience in relevant	B. Sc Compoter Science
field:	1 + years.
Expected gross salary:	45,0007-
Justification for increase:	
	10/11/2019
10/20 10	74.
Complaints & suggestions:	
	B-14 11
3.38 5 5 5	
Present Designation:	Sx. Audit Manager.
Preferred Designation:	So. Audit Manager. As per Management
	As per Management
Signature:	Date: 12/4/22

Division: Admin.

For office use only:

	Item		Existing	Revised
1.	Praveen. B			
2.	C.T. C. Salary		32500	
3.	Gross Salary including ES	I & PF	30700	
4.	Basic		15350	
5.	DA		3070	
6.	HRA		12280	
7.	PF (Employer + Employee	e)	3600	
8. s	ESI (Employer + Employee)		0	
9.	Net Salary after ESI & PF deduction		25242	
10.	Mobile Allowance		399	
11.	Avg. monthly conveyance for last 3 months		0	
12.	Loan with company		10041	
13.	Loan repayment per month		1000	
14.	Medical insurance provide	d	Yes	
15.	Accidental insurance provi	ided	Yes	
16.	No. of leaves taken in 202	1-22	8	
17.	Company		SSLLP LOG	
18.	Division		Admin.	
19.	Designation		Sr. Manager - Admin Audit	
20.	Remarks:		rumii rumi	
ē.	Prepared by:	Date:	Approved by	7: Date
		2.04.22	G. Jai Kumar	15.04.22

Division: Admin - Audit

500076.
or, Garden, Mallap 500076.
500076.
0000
0000
9989330044
Royal infiel
2015
joining: 05 sep 2007
Complaints & suggestions
Approx. Annual Fees Schw I 35,000/-

Divis	ion:	

Qualification / Education :	Bsc - Compute	o Science.
Years of Experience in relevant field:	15 years.	Ass
Expected gross salary:	35,1001	Present Address
Justification for increase:		
Management	Knows about	Me.
Me Know	os about Manage	ement. 2 smooth
vice to be part to the control of th	"ON TRUST	
200		Salary at the rime of
225 18 53 20 20 minut	-125/1/	granoj la
	(nonal)	O) motterm@nil femeration (O
	Married/Single	Marital Steam
	A'RAAYIZ , SI	- Name of speeds
Complaints & suggestions:	NIL	, Spease sy visen
		Sports American
		Spairse's Grass Salana.
venda A	02-1-1-1	Number of Claridton
Salama Sala	Age Gender Name of Sc	Name
160 C2 L 1 1 20 C2	K-47-12 19 19-1	2007 3
111/2 1111 411019		
Preferred Designation:	Sr. Admin Audit	
Signature:	/. Date:	04/04/21

Division: Almin

Appraisal by Manager (Confidential report to HR)

Name of Employee:	B. Praveen.
Project:	Sov Ho
Overall performance:	
Attitude towards colleagues:	Good.
Team player:	Excellent'
Personal appearance:	Good. Excellent' 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:	
Positive Attitude, Team Oriented, Nodest	
Shortcomings or weaknesses:	
Similar designation given to other Admin, who are new in Auditi	ng.
	10
How can we get more from the employee?	ce parmeits
'Lacentives on Savings engineer to company to contractor billife	Roct plation
What are the precautions to be taken?	
Prepared by: Date:	
JAIKUMAR Do 05/4/2021	

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	Name	B Praveen	
3.	C.T. C. Salary	28	,560
4.	Gross Salary including ESI &	PF 26	,943
5.	Basic	13	,471
6.	DA	2	,694
7.	HRA	10	,777
8.	PF (Employer + Employee)	3,	,234
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF dec	uction 24,	,126
11.	Mobile Allowance		399
12.	Avg. monthly conveyance for months	last 3 7	028
13.	Loan with company	19,	085
14.	Loan repayment per month	1,	000
15.	Medical insurance provided		Yes
16.	Accidental insurance provided		Yes
17.	No. of leaves taken in 2018-19		12
18.	Company	SSLLP	
19.	Division	Admin.	
20.	Designation	Admin Manager Audit	-
21.	Remarks:	ruuit	
	Prepared by: D	ate: Approved	by: Date:
1	Iqra Khatoon 05-04-2	2021	//

Division: Admin-Audit

SALARY REVISION FORM (2020-2021)

Name:	13	. 702	AVE	EN.		
Age:	3	7	. ZYš	Date of Birth:	01/	10/1983.
Present Address:	E-	401,	Gulm	Johan Garden	alsz zzotu	
		Malla	DVY,	nohar Garden Hyderabad	- 5000	76
ly year . I	Que t	(accid	100/100	all was Atle	Andrews.	1 m/2
bratain ir Alm	a sul 1	Same Service	- Kent	and in his	no. Lo	best
Phone ®:		_	Ŷ.	Mobile:	99	89330041
Automobile:	□ Car	₩ Bike	□ Nil	Make:		ad infreld
Vehicle EMI:	Ч	538	Alko	Year:	2	018.
Salary at the time of joining:		5,000	-	Date of joining:		9/2007
Personal Information (C	Optional)				
Marital Status:	1	ed / Singl	e	A PART OF LAND AND LAND		
Name of spouse:	So	SWAPNA				
Spouse works at:		NA 2000 Page 100 Page				
Spouse's designation:		47	1,11	·		
Spouse's Gross Salary:	37	ND		: desarros:	P. Trod	#47)
Number of Children:	0	2	- 12		ale a	hip
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees
Dishi"	9	M	St. 1	Deten Modulse	V	60K
Thansi	7	F	54:		UKY	401
Residence:	□ Own	n Paren	ts \Box Re	ented • Other		
Monthly Rent or EMI:	Por	8500	1-	1 1 1	mangh and	
Type of House:	□ Inde	pendent l	nouse 🗈	Flat □ House in a	basti	

Division: Amin - Aud

Qualification / Education :	BSc. Computer Science.
Years of Experience in relevant field:	918(13785-
Expected gross salary:	35,100/-
Justification for increase:	Total Section of the Control of the
Jam Woncing with ou	or Company from part 14 years . I have.
been performed as	per Management instructions in Admin;
Avdit Department,	Phone 9s Mobil
	1 coons in Admin & Audit & have performe
& duties for de "be	efter : performence : to our Company.
Tom around and rettern	line & proe-todity,
Implemented interner	I memo's & crockers for Adminy Audit Dept
mysemeara warmed	Memos y Crockers J. B. Memin y . Iven 25
	- 100 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
Complaints & suggestions:	- Nil
Complaint & Suggere day to day,	ester are bougut to Management os.
chool Curse Approx	Age Cende, Name of Se
Stad In V salebas	total R M I P I julian
a well dela	multiple is is in the
Preferred Designation:	-As per Management
Signature:	Date: 11/06/2020

For office use only:

Division: Admin.

1.	Item		Existing	Revised
2.	B Praveen			
3.	C.T. C. Salary		27200	
4.	Gross Salary includir	ng ESI & PF	25660	
5.	Basic		12830	
6.	DA		2566	
7.	HRA		10264	
8.	PF (Employer + Employee)		3282	
9.	ESI (Employer + Employee)		0	
10.	Net Salary after ESI & PF deduction		25502	
11.	Mobile Allowance		399	
12.	Avg. monthly conveyance for last 3 months		6840	
13.			0	
14.	Loan repayment per month		0	
15.	Medical insurance provided		YES	
16.	Accidental insurance provided		YES	
17.	No. of leaves taken in 2019-20		7	
18.	Company		SSLLP Log	
19.	Division		Admin.	
20.	Designation		Audit Manager	
21.	Remarks:			1,720 ±20 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	Prepared by:	Date:	Approved by:	Date:
	Iqra Khatoon	15.06.20	G. Jai Kumar	16.06.20

Appraisal by Manager (Confidential report to HR)

ADMIN HO/SITES Good Good	
Good	
Good	
Good	
Good	*
Good	
Good	
Good	7
Good	- 1
Good	
Good	
	Good Good Good Good Good Good

Key strengths:	
Perfect in Audit/liaison/ can handle to site complications easily	
Shortcomings or weaknesses:	
Nothing in particular	

How can we get more from the employee?	
Good Incement	

Vhat are the precautions to be taken?	
That are the precautions to be taken:	

Prepared by:	Date:	
Jai Kumar	15.06.2020	