

Employee Profile

Name:	Praveen Busipaka		
Age :	41 Yrs	Date of Birth:	01/10/1983
Present Address:	Plot No: 19, Street 3, Phase 4, Sri Kanaka Durga Nagar Colony, Chengicherla, Hyderabad - 500092.		
Emergency Contact:	7780502751	Mobile No:	9989330044
Automobile:	Car	Make:	Maruthi swift
Vehicle EMI:	15000	Year:	2022
Date of joining:	05/09/2007		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	Swapna Busipaka				
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	IX	1,00,000
Thansi Busipaka	9	Female	St Anns	IV	60,000
Residence:	Own				
Monthly Rent or EMI:	12,000				
Type of House:	Independent House				

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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 Modi Properties since 17 years and have an active member of the team. In this time, I am able to contribute to the growth of the company by taking on additional responsibilities and demonstrating my strong work ethics. I believe that I have met and responded to new challenges as well as and continue to adding more value to the company.		
Justification for Promotion:	Nil		
Preferred Designation:	As per management		
Complaints:	Nil		
Suggestions:	Nil		

Signature: _____

Date: _____

01/04/24

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

Name:	PRAVEEN. B		
Age :	40yrs .	Date of Birth:	01/10/1983.
Present Address:	Plot No: 19, Kanalka Durga Nagar, Chengicherla, Hyderabad.		
Phone ®:	-	Mobile:	9989330044
Automobile:	☒ Car ☐ Bike ☐ Nil	Make:	SUZUKI/SCOOTER
Vehicle EMI:	12,500/-	Year:	2022
Salary at the time of joining:	5500/-	Date of joining:	5/09/2006

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	SWAPNA				
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	12	M	St. Peter's Model School.	8	1,20,000/-
Thansi.	8	F	St Ann's High School.	3	80,000/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: Admin.

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Signature: _____

Date:

21/04/23 -

For office use only:

1.	Item	Existing	Revised
2.	Praveen. B		
3.	C.T. C. Salary	34850	
4.	Gross Salary including ESI & PF	33050	
5.	Basic	16525	
6.	DA	3305	
7.	HRA	13220	
8.	PF (Employer + Employee)	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 month		
15.	Medical insurance provided	Yes	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	8	
18.	Company	GVDC	
19.	Division	Admin.	
20.	Designation	Sr. Manager - Admin Audit	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Audit

Division: Admin-Audit

SALARY REVISION FORM (2022-2023)

Name:	PRAVEEN. BUSIPAKA		
Age:	39 yrs.	Date of Birth:	01/10/1983.
Present Address:	Plot No: 19, Kanaka Durga Nagar Chengicherla, Hyderabad. 500092		
Phone @:	9989330044	Mobile:	—
Automobile:	☒ Car ☐ Bike ☐ Nil	Make:	—
Vehicle EMI:	—	Year:	—
Salary at the time of joining:	3,000/-	Date of joining:	05/sep/2002

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	SWAPNA BUSIPAKA				
Spouse works at:	—				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
B. Rishi		M	st. Peters Schur	7 th	8,000/-
B. Thansi		F	st. Anns.	2 nd	50,000/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	—				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: Admin Audit

[illegible]

Signature: _____

Date:

12/4/22

For office use only:

	Item	Existing	Revised
1.	Praveen. B		
2.	C.T. C. Salary	32500	
3.	Gross Salary including ESI & PF	30700	
4.	Basic	15350	
5.	DA	3070	
6.	HRA	12280	
7.	PF (Employer + Employee)	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 provided	Yes	
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	8	
17.	Company	SSLLP LOG	
18.	Division	Admin.	
19.	Designation	Sr. Manager - Admin Audit	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: Admin - AuditSALARY REVISION FORM (2021-2022)

Name:	<u>B. PRAVEEN.</u>		
Age :	<u>37</u>	Date of Birth:	<u>01/10/1983</u>
Present Address:	<u>E-401, Gulmohar, Gardens, Mallapur</u> <u>Hyderabad - 500076.</u>		
Phone @:	<u>—</u>	Mobile:	<u>9989330044</u>
Automobile:	☒ Car ☒ Bike ☒ Nil	Make:	<u>Royal in-field.</u>
Vehicle EMI:	<u>4325/-</u>	Year:	<u>2015</u>
Salary at the time of joining:	<u>4500/-</u>	Date of joining:	<u>05/sep/2007</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>B. Swapna</u>				
Spouse works at:	<u>—</u>				
Spouse's designation:	<u>—</u>				
Spouse's Gross Salary:	<u>—</u>				
Number of Children:	<u>02</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>B. Rishi</u>	<u>10y</u>	<u>M</u>	<u>St. Peters.</u>	<u>VIth</u>	<u>87,500/-</u>
<u>B. Thansi</u>	<u>6y</u>	<u>F</u>	<u>St. Annescher.</u>	<u>Ist</u>	<u>35,000/-</u>
Residence:	☒ Own ☒ Parents ☒ Rented ☒ Other <u> </u>				
Monthly Rent or EMI:	<u>8500/-</u>				
Type of House:	☒ Independent house ☒ Flat ☒ House in a basti				

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Division: _____

Qualification / Education :	Bsc - Computer Science.
Years of Experience in relevant field:	15 years.
Expected gross salary:	35,100/-
Justification for increase:	
Management knows about me.	
Me knows about Management.	
"ON TRUST"	
Complaints & suggestions:	Nil
Preferred Designation:	Sr. Admin Audit Manager.

Signature: _____

Date: 04/04/21

Division: Admin

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.
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, Modest

Shortcomings or weaknesses:
Similar designation given to other Admin, who are new in Auditing.

How can we get more from the employee?
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1% Incentives on Savings ~~agreed~~ to company in contractor bills. (Excess payments)
Rectification

What are the precautions to be taken?

Prepared by:	Date:
JAT KUMAR	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 deduction	24,126	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	7028	
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 LOGISTICS	
19.	Division	Admin.	
20.	Designation	Admin Manager - Audit	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	
			Date:

SALARY REVISION FORM (2020-2021)

Name:	<u>B. PRAVEEN.</u>		
Age :	<u>37</u>	Date of Birth:	<u>01/10/1983.</u>
Present Address:	<u>E-401, Gulmohar Gardens,</u> <u>Mallapur, Hyderabad - 500076</u>		
Phone @:	<u>-</u>	Mobile:	<u>9989330044.</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	<u>Royal infeld.</u>
Vehicle EMI:	<u>4538</u>	Year:	<u>2018.</u>
Salary at the time of joining:	<u>5,000/-</u>	Date of joining:	<u>5/9/2007</u>

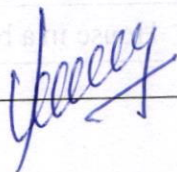
Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>Swapna</u>				
Spouse works at:	<u>NA</u>				
Spouse's designation:	<u>NA</u>				
Spouse's Gross Salary:	<u>NA</u>				
Number of Children:	<u>02</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>Dishi</u>	<u>9</u>	<u>M</u>	<u>St. Peters Model Sec</u>	<u>V</u>	<u>60K</u>
<u>Thansi</u>	<u>7</u>	<u>F</u>	<u>St. Annes.</u>	<u>UKG</u>	<u>40K</u>
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>8500/-</u>				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

Qualification / Education :	Bsc. Computer Science.
Years of Experience in relevant field:	13 yrs.
Expected gross salary:	35,100 /-
Justification for increase:	-
I am working with our Company from past 14 years, I have been performed as per Management instructions in Admin, Audit Department. As my knowledge of works in Admin & Audit I have performed I have trained Admin officers/ Managers in Admin aspects & duties for the better performance of our Company. I am good of attendance & punctuality. Implemented internal memo's & circulars for Admin & Audit Dept.	
Complaints & suggestions:	- Nil
Complaint & Suggestion are brought to Management on day to day.	
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 including 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.	Loan with company	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:		
	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:	PRAVEEN
Division	ADMIN
Project:	HO/SITES
Overall performance:	Good
Attitude towards colleagues:	Good
Team player:	Good
Personal appearance:	Good
Interest / Enthusiasm in work:	Good
Knowledge of work:	Good
Attendance / punctuality:	Good
Communication skills – oral – in English	Good
Communication skills – oral – in Telugu	Good

Note: Rate as good, average or poor.

Key strengths:
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

What are the precautions to be taken?

Prepared by:	Date:
Jai Kumar	15.06.2020