

Employee Profile

Name:	P.PRABHAKAR		
Age :	44	Date of Birth:	01/01/1979
Present Address:	H no-13-182, Flat no-102, Ruth Nilayam, Mirzalguda, Madhusudan Nagar, Malkajgiri, Secunderabad-500047		
Emergency Contact:	9246198991	Mobile No:	9502277299
Automobile:	Car & Bike ☐	Make:	Mruthi Swift
Vehicle EMI:	NIL	Year:	2018
Date of joining:			

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	P.TRIKALA				
Spouse works at:	NA				
Spouse's designation:	HOUSE WIFE				
Spouse's Gross Salary:	NA				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
P.SUSHEEL KUMAR	18	M	ACE ENGG COLL	1 YEAF	50000
P.DEV KUMAR	17	M	AVINASH JUNIOR	1 YEAF	75000
Residence:	Own ☐				
Monthly Rent or EMI:	20000				
Type of House:	Flat ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	2000000	EMI:	
	Personal Loan	NIL	EMI:	
	Gold Loan	NIL	EMI:	
	Chit Fund:	NIL	EMI:	
	Others:	CREAD+HO	EMI:	4500+5000
Insurance Policy	Medical Insurance:	TATA	Premium:	1800
	Life Insurance:	NIL	Premium:	
	Term Insurance:	NIL	Premium:	
	Other Insurance:	NIL	Premium:	
Type of savings	Mutual Funds:	NIL	☐	
	Stock bonds:	NIL	☐	
	Fixed Deposit:	NIL	☐	
	Other Savings:	NIL	☐	

APPRAISAL FORM 2024-2025

Designation:	Sr. Procurement Manag	Division:	Procurement
Qualification / Education:	M.A		
Years of Experience in relevant field:	14		
Expected Percentage	50%		
Justification for increase:	Firstly, thank you for the oppurtunity in MPPL, since 14 years i have been working in diff positions. I started the journey in MPPL a Asst Manager Purchase, now Sr. Manager Procurement i beleave due to my sincearity and hardworking, co operation of managment has brought me to this stage in MPPL, i am very thankful for that. I am the single person in my family to work my wife is no more working due to her health conditions,my salary is not sufficient to reach the commitments.i request the managment to look in to my needs and do the needful. I am flexible to travel as per the work anywhere.From last 3 years the percentage of increment is very low to me.		
Justification for Promotion:	-		
Preferred Designation:	-		
Complaints:			
I dont have any complaints on me and on any body in MPPL			
Suggestions:			
Suggesting a uniform to all the staff members.			

Signature: Prabhakar.P

Date: 01-04-24

Division: Procurement

SALARY REVISION FORM (2023-2024)

Name:	PRABHAKAR.P		
Age :	43	Date of Birth:	14-11-79
Present Address:	H.no: 18-182, Flat no: 102 Ruth Nilayam, Mirzalguda Malkajgiri, Deekad.		
Phone @:		Mobile:	9502277299
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Honda
Vehicle EMI:		Year:	
Salary at the time of joining:	18,000	Date of joining:	

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	D. Lakshmi				
Spouse works at:	S.S. Sarva Public School				
Spouse's designation:	Teacher (Hindi)				
Spouse's Gross Salary:	22,000/-				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Lakshmi	15	M	H.D.C	12 th	1,85,000 (P.A)
Dev	17	M	Bhashyam	10 th	65,000 (P.A)
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other				
Monthly Rent or EMI:	18,500/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: Procurement

Qualification / Education :	AM.com
Years of Experience in relevant field:	14 years
Expected gross salary:	60,000/-
Justification for increase:	Since 10 years I am associated with the company, I have fulfilled the responsibilities given to me, as a purchase manager my role is to give a good product without compromising in Quality which I have done effectively and expeditiously manage cost saving along with a good Quality product. Serving the Company Learning new techniques in cost savings! Based on my Capability Can be increased!
Complaints & suggestions:	No - complaints!
	An employee is performing well and helping the business grow, a salary increase is a good way to reward. Employees who are associated years together will give a good guidance to the subordinates, Sincerity, work experience, good guidance will be depending on the good increment I believe!
Preferred Designation:	AGM - Procurement / Purchase

Signature: PSS

Date: 14/04/2023

For office use only:

1.	Item	Existing	Revised
2.	Prabhakar. P		
3.	C.T. C. Salary	43296	
4.	Gross Salary including ESI & PF	41496	
5.	Basic	20748	
6.	DA	4149	
7.	HRA	16598	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	39496	
11.	Mobile Allowance	399	
12.	monthly conveyance	0	
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	9	
18.	Company	SLLP Log	
19.	Division	Purchase	
20.	Designation	Sr. Purchase Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Purchase

SALARY REVISION FORM (2022-2023)

Name:	<u>PRABHAKAR.P</u>		
Age:	<u>42</u>	Date of Birth:	<u>01-01-1979</u>
Present Address:	<u>Flat no: 102</u>		
	<u>Ruth Vilayam</u>		
	<u>Mirzalguda, Malkajgiri</u>		
Phone ®:	<u>—</u>	Mobile:	<u>9502277299</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	<u>Honda</u>
Vehicle EMI:	<u>—</u>	Year:	<u>2018</u>
Salary at the time of joining:	<u>18,000/-</u>	Date of joining:	

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>LATHA.P</u>				
Spouse works at:	<u>L.S.H.S</u>				
Spouse's designation:	<u>Teacher</u>				
Spouse's Gross Salary:	<u>18,000/-</u>				
Number of Children:	<u>02</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>Susheel Kumar</u>	<u>17</u>	<u>M</u>	<u>H.D.A</u>	<u>11th</u>	<u>1,75,000</u>
<u>Dev Kumar</u>	<u>16</u>	<u>M</u>	<u>Bhashyam</u>	<u>10th</u>	<u>55,000</u>
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>18,700/-</u>				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: Purchase

Qualification / Education:	Graduate (B.A.)
Years of Experience in relevant field:	15 years.
Expected gross salary:	60,000/-
Justification for increase:	—
Complaints & suggestions:	NIL
—	
Present Designation:	Sr. Purchase Manager
Preferred Designation:	AGM Purchase

Signature: Psh Date: 10/04/22

For office use only:

	Item	Existing	Revised
1.	Prabhakar. P		
2.	C.T. C. Salary	40468	
3.	Gross Salary including ESI & PF	38668	
4.	Basic	19334	
5.	DA	3866	
6.	HRA	15467	
7.	PF (Employer + Employee)	3600	
8.	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	39837	
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	Yes	
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	12	
17.	Company	SSLLP LOG	
18.	Division	Purchase	
19.	Designation	Sr. Purchase Manager	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: Purchase

SALARY REVISION FORM (2021-2022)

Name:	PRABHAKAR.P		
Age :	41 yrs	Date of Birth:	01-01-79
Present Address:	H.no: 13-182, Flat no: 102		
	Rath Nilayam, Madhusudan nagar		
	Mirzapur, Malkajgiri, Deccan.		
Phone @:		Mobile:	9502277299
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Honda
Vehicle EMI:		Year:	2018
Salary at the time of joining:	17,500/-	Date of joining:	Sep-2013

Personal Information (Optional) ✓

Marital Status:	Married / Single				
Name of spouse:	LATHA.P				
Spouse works at:	Dr. B.S. Public School for ICSE				
Spouse's designation:	Hindi Teacher				
Spouse's Gross Salary:	18,000/-				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Susheel	16	M	Bhashyam	X	40,000
Dev	15	M	4	VIII	38,500
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other				
Monthly Rent or EMI:	18,000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: Purchase

Qualification / Education :	P. Graduate (B.A) Maharashtra
Years of Experience in relevant field:	07 years
Expected gross salary:	45,000/-
Justification for increase:	Depending my capacity / Exp. Management has to take the decisions!
Complaints & suggestions:	NIL
Preferred Designation:	

Signature: 

Date: 31/8/21

Division: _____

Appraisal by Manager (Confidential report to HR)

Name of Employee:	
Project:	
Overall performance:	
Attitude towards colleagues:	
Team player:	
Personal appearance:	
Interest / Enthusiasm in work:	
Knowledge of work:	
Attendance / punctuality:	
Communication skills – oral – in English	
Communication skills – oral – in Telugu	

Note: Rate as good, average or poor.

Key strengths:

Shortcomings or weaknesses:

How can we get more from the employee?

What are the precautions to be taken?

Prepared by:	Date:

SALARY REVISION FORM (2020-2021)

Name:	PRABHAKAR.P		
Age :	40 yd	Date of Birth:	01-01-1979
Present Address:	13-182, Flat no: 102 Madhusudan nagan, Mirzalguda Malkajgiri, Secunderabad. T. S.		
Phone @:		Mobile:	9502277299
Automobile:	☒ Car ☒ Bike ☐ Nil	Make:	Honda
Vehicle EMI:	8,000	Year:	
Salary at the time of joining:	18,000	Date of joining:	

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Latha.P				
Spouse works at:	Sri Sai Public School (Hubalguda)				
Spouse's designation:	Hindi Pandit				
Spouse's Gross Salary:	20,000				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Sushel	15	M	Bharthyam	X	60,000
Dev	14	M	y	VIII	55,000
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other				
Monthly Rent or EMI:	18,000				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Qualification / Education :	Graduate
Years of Experience in relevant field:	15 years
Expected gross salary:	45,000
Justification for increase:	Capable to Handle a team Co-ordinator with my team and oth team members for smooth work, Creating a good work atmosphere in my department. I believe management knows my capability and I request based on that you can think
Complaints & suggestions:	No - complaints - From Past 2 years Purchase Department Salaries are very low kindly look in to it as we are having more n more work and very much Capable to handle any kind of situation. Request you to kindly gives a good increments!
Preferred Designation:	—

Signature: PSS

Date: 18/06/10

For office use only:

Division: Purchase

1.	Item	Existing	Revised
2.	P Prabhakar		
3.	C.T. C. Salary	36000	
4.	Gross Salary including ESI & PF	34200	
5.	Basic	17100	
6.	DA	3420	
7.	HRA	13680	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	33321	
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	YES	
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	9	
18.	Company	SSLLP Log	
19.	Division	Purchase	
20.	Designation	Sr. Purchase Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20