

Employee Profile

Name:	M. D - Tanveer Khan		
Age :	56	Date of Birth:	12-3-1968
Present Address:	Asir nagar		
Emergency Contact:	8639649100	Mobile No:	9849499067
Automobile:	1 ☐	Make:	Honda, Inne
Vehicle EMI:	—	Year:	—
Date of joining:	1995		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	—				
Spouse works at:	—				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	04				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
—		—	—		
—		—	—		
—		—	—		
—		—	—		
Residence:	☐				
Monthly Rent or EMI:	Rent - 8000/-				
Type of House:	Independent ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	—	EMI:	
	Personal Loan	—	EMI:	
	Gold Loan	—	EMI:	
	Chit Fund:	—	EMI:	
	Others:	—	EMI:	
Insurance Policy	Medical Insurance:	—	Premium:	
	Life Insurance:	—	Premium:	
	Term Insurance:	—	Premium:	
	Other Insurance:	—	Premium:	
Type of savings	Mutual Funds:	—	☐	
	Stock bonds:	—	☐	
	Fixed Deposit:	—	☐	
	Other Savings:	—	☐	

APPRAISAL FORM 2024-2025

Designation:	Store Keeper	Division:	Tiles.
Qualification / Education:	—		
Years of Experience in relevant field:	30 Year's in Plumbing work		
Expected Percentage	20,000 Rs		
Justification for increase:	/		
Justification for Promotion:	/		
Preferred Designation:			
Complaints:	/		
Suggestions:	/		

Signature: _____

Date: _____

Division: _____

SALARY REVISION FORM (2023-2024)

Name:	Tauseen Ishaan		
Age :		Date of Birth:	
Present Address:			
Phone ®:		Mobile:	
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:		Date of joining:	

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:					
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:	☐ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:					
Type of House:	☐ Independent house ☐ Flat ☐ House in a basti				

Continued.....

_____ Date.

[illegible]

For office use only:

1.	Item	Existing	Revised
2.	Tanveer Khan		
3.	C.T. C. Salary	12095	
4.	Gross Salary including ESI & PF	11070	
5.	Basic	5535	
6.	DA	1107	
7.	HRA	4428	
8.	PF (Employer + Employee)	1328	
9.	ESI (Employer + Employee)	442	
10.	Net Salary after ESI & PF deduction	10323	
11.	Mobile Allowance	399	
12.	monthly conveyance	1800	
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	14	
18.	Company	GMR	
19.	Division	Admin.	
20.	Designation	Store Supervisor	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023