

Employee Profile

Name:	ITHAGONI SANDEESH GOUD		
Age :	28	Date of Birth:	24/11/1995
Present Address:	4-3-23 NACHARAM VILLAGE - HYDERABAD DIST-MEDCHAL MALKAJGIRI PIN-500076		
Emergency Contact:	SUDHARSHAN	Mobile No:	9848810369
Automobile:	Bike ☐	Make:	2020
Vehicle EMI:	NIL	Year:	
Date of joining:	07/02/2019		

Personal Information (Optional)

Marital Status:	☐ Married ☒ Single				
Name of spouse:	NIL				
Spouse works at:	NIL				
Spouse's designation:	NIL				
Spouse's Gross Salary:	NIL				
Number of Children:	NIL				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:	Rented ☐				
Monthly Rent or EMI:	11500				
Type of House:	Flat ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan	50000	EMI:	2997
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:		EMI:	
Insurance Policy	Medical Insurance:	NIL	Premium:	
	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:	stores keeper	Division:	purchase
Qualification / Education:	DEGREE IN B'COM		
Years of Experience in relevant field:	5 YEARS		
Expected Percentage	30 %		
Justification for increase:	As per given instruction in compay im completing my works on time with following company gudlines, Regarding my work - Issuing of tiles & pumps to all sites as per requirement from stores at MHPL-GMR and MHPL-MPL. and I'm visting to all site's for stock checking and sending detail reports of physical stock to Audit team.		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: I.sandeesh goud Date: 02.04.2024

Division: PurchaseSALARY REVISION FORM (2023-2024)

Name:	<u>I. SANDEESH Coud</u>		
Age :	<u>22</u>	Date of Birth:	<u>24/11/2019</u>
Present Address:	<u>4-3-23, Docharam</u>		
	<u>Village 500076, HYD</u>		
Phone @:		Mobile:	<u>9000502956</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	<u>Honda</u>
Vehicle EMI:	<u>2900</u>	Year:	
Salary at the time of joining:	<u>11,500/-</u>	Date of joining:	<u>02/02/2019</u>

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	<u>-</u>				
Spouse works at:	<u>-</u>				
Spouse's designation:	<u>-</u>				
Spouse's Gross Salary:	<u>-</u>				
Number of Children:	<u>-</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>10,500</u>				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

Division: Purchase

Qualification / Education :	Degree in B.com
Years of Experience in relevant field:	4 Years
Expected gross salary:	25000
Justification for increase:	I believe that I am eligible for a hike of at least 30% in my salary owing to my dedication and hard work. Thank you in advance.
Complaints & suggestions:	—
Preferred Designation:	

Signature: [Signature]

Date: 17/04/2023

For office use only:

1.	Item	Existing	Revised
2.	Sandesh Goud. I.S		
3.	C.T. C. Salary	16889	
4.	Gross Salary including ESI & PF	15459	
5.	Basic	7729	
6.	DA	1545	
7.	HRA	6183	
8.	PF (Employer + Employee)	1856	
9.	ESI (Employer + Employee)	618	
10.	Net Salary after ESI & PF deduction	14265	
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	28	
18.	Company	SSLLP Log	
19.	Division	Purchase	
20.	Designation	Supervisor	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: PurabSALARY REVISION FORM (2022-2023)

Name:	<u>S. SANDEESH</u> <u>Govt</u>		
Age:	<u>28</u>	Date of Birth:	<u>24/11/1995</u>
Present Address:	<u>4-3-23 Dacharam village</u>		
	<u>HYD - 500026</u>		
Phone @:		Mobile:	<u>9000502956</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	<u>2990</u>	Year:	<u>2020</u>
Salary at the time of joining:	<u>11500/-</u>	Date of joining:	<u>02/02/2019</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
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:	<u>10500/-</u>				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

Division: Purchase

Qualification / Education:	"B Com" General's
Years of Experience in relevant field:	3 Years
Expected gross salary:	22000 /-
Justification for increase:	what ever work assigned to me, I am completing with my Best and seeing all except stores at other sites. The cost of living was increased High. Present salary was not sufficient to live.
Complaints & suggestions:	—
Present Designation:	Store Keeper
Preferred Designation:	

Signature: [Signature]

Date: 12/04/2021

For office use only:

	Item	Existing	Revised
1.	Sandesh Goud. I.S		
2.	C.T. C. Salary	15555	
3.	Gross Salary including ESI & PF	14238	
4.	Basic	7119	
5.	DA	1423	
6.	HRA	5695	
7.	PF (Employer + Employee)	1764	
8.	ESI (Employer + Employee)	588	
9.	Net Salary after ESI & PF deduction	13713	
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		
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	14	
17.	Company	SSLLP LOG	
18.	Division	Purchase	
19.	Designation	Purchase Assistant	
20.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	12.04.22	G. Jai Kumar 15.04.22

Purchase

Division: ADMIN/AUDIT

SALARY REVISION FORM (2021-2022)

Name:	<u>T. SANDEESH Goud</u>		
Age :	<u>25</u>	Date of Birth:	<u>24/11/1995</u>
Present Address:	<u>4-3-23, Nacharam Village</u>		
	<u>HYD - 500076</u>		
Phone ®:		Mobile:	<u>9000502956</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	<u>Honda</u>
Vehicle EMI:	<u>2990/-</u>	Year:	<u>2020</u>
Salary at the time of joining:	<u>11500/-</u>	Date of joining:	<u>07/02/2019</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
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:	<u>10,000/-</u>				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Date: 03/04/2021

Appraisal by Manager (Confidential report to HR)

Name of Employee:	<u>I. Sandeesh.</u>
Project:	<u>SSCLP.</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>Average.</u>
Communication skills – oral – in English	<u>Average.</u>
Communication skills – oral – in Telugu	<u>Good.</u>

Note: Rate as good, average or poor.

Key strengths:

Hardwork, Patience, Honesty

Shortcomings or weaknesses:

Hardwork, Honesty.

How can we get more from the employee?

He wants to do any one site like SSCLP/stores.

What are the precautions to be taken?

—

Prepared by:

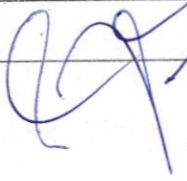
Praveen. B

Date:

03/04/21

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	Name	Sandesh Goud. I.S	
3.	C.T. C. Salary	14,298	
4.	Gross Salary including ESI & PF	13,087	
5.	Basic	6,543	
6.	DA	1,308	
7.	HRA	5,234	
8.	PF (Employer + Employee)	1,570	
9.	ESI (Employer + Employee)	523	
10.	Net Salary after ESI & PF deduction	12,144	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	5400	
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	22	
18.	Company	SLLP LOGISTICS	
19.	Division	Admin.	
20.	Designation	Admin Assistant - Audit	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	
			Date:

Division: Construction

SALARY REVISION FORM (2020-2021)

Name:	T. SANDEEPA Goud		
Age :	24	Date of Birth:	24-11-1995
Present Address:	H-3-23 Nacharam Village		
	HYD - 500076		
Phone @:		Mobile:	9000502956
Automobile:	☒ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	2990	Year:	2020
Salary at the time of joining:	11000/-	Date of joining:	07-02-2019

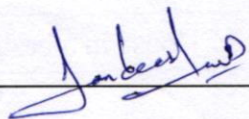
Personal Information (Optional)

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:	9500/-				
Type of House:	☒ Independent house ☒ Flat ☐ House in a basti				

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Qualification / Education :	Degree in B.Com
Years of Experience in relevant field:	1 Year 5 months
Expected gross salary:	18000/-
Justification for increase:	
I am working here from last year I learned many works as per company rules. I wish to continue long term in this company. Present salary was less cost of leaving was increased and travelling from home to site daily cost of petrol also by own money not getting petrol Convergence. So I am expecting to increase my salary.	
Complaints & suggestions:	
Preferred Designation:	Supervisor

Signature: _____


Date: 11-06-2020

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Sandeep Goud
Project:	NE
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:
Team work

Shortcomings or weaknesses:
-

How can we get more from the employee?
Training session

What are the precautions to be taken?
-

Prepared by:	Date:
G. vijay Raj	11/06/20

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	Sandesh Goud. I.S		
3.	C.T. C. Salary	13617	
4.	Gross Salary including ESI & PF	12464	
5.	Basic	6232	
6.	DA	1246	
7.	HRA	4985	
8.	PF (Employer + Employee)	1594	
9.	ESI (Employer + Employee)	531	
10.	Net Salary after ESI & PF deduction	12385	
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	6	
18.	Company	NE	
19.	Division	Admin.	
20.	Designation	Site Supervisor	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20