

Employee Profile

Name:	J. Selva Kumar		
Age :	50 years	Date of Birth:	30/07/1973
Present Address:	Renuka Nagar Sainikpuri, Neredmet Secunderabad.		
Emergency Contact:	S. Kavitha	Mobile No:	8019540793
Automobile:	Bike <input type="checkbox"/>	Make:	splender
Vehicle EMI:		Year:	
Date of joining:	08/11/2006		

Personal Information (Optional)

Marital Status:	<input checked="" type="radio"/> Married <input type="radio"/> Single				
Name of spouse:	S. Kavitha				
Spouse works at:	Home Maker				
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Sukanya	25	F	Graduation Completed		
S. Siddharth	24	M	Studying MBA		60,000/-
Residence:	own house <input type="checkbox"/>				
Monthly Rent or EMI:	—				
Type of House:	House in Basti <input type="checkbox"/>				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	<input type="text"/>	EMI:	<input type="text"/>
	Personal Loan	5,00,000/-	EMI:	6,500/-
	Gold Loan	<input type="text"/>	EMI:	<input type="text"/>
	Chit Fund:	<input type="text"/>	EMI:	<input type="text"/>
	Others:	5,00,000/-	EMI:	15,000/-
Insurance Policy	Medical Insurance:	<input type="text"/>	Premium:	<input type="text"/>
	Life Insurance:	<input type="text"/>	Premium:	<input type="text"/>
	Term Insurance:	<input type="text"/>	Premium:	<input type="text"/>
	Other Insurance:	<input type="text"/>	Premium:	<input type="text"/>
Type of savings	Mutual Funds:	<input type="text"/>	<input type="text"/> ▼	<input type="text"/>
	Stock bonds:	<input type="text"/>	<input type="text"/> ▼	<input type="text"/>
	Fixed Deposit:	<input type="text"/>	<input type="text"/> ▼	<input type="text"/>
	Other Savings:	<input type="text"/>	<input type="text"/> ▼	<input type="text"/>

1922

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APPRAISAL FORM 2024-2025

Designation:	<u>purchase</u>	Division:	<u>Purchase</u>
Qualification / Education:	<u>Inter discontinue</u>		
Years of Experience in relevant field:	<u>24 years</u>		
Expected Percentage	<u>25%</u>		
Justification for increase:	<p>My Wife is suffering with diabetes her medical expenses are 2,000/- per month. I have to take care of my mother also. And my son's college fee is 5,000/- per month. Due to increased living cost.</p>		
Justification for Promotion:	 		
Preferred Designation:	 		
Complaints:	 		
Suggestions:	 		

Signature: 

Date: 11/11/24

1942

London

10th of October

Dear Sir

I am

very sorry to hear that you are
not well. I hope you will
get better soon. I am
very sorry to hear that you
are not well. I hope you will
get better soon. I am

Yours

Division: Purchase

SALARY REVISION FORM (2023-2024)

Name:	J. SELVA KUMAR		
Age :	50	Date of Birth:	30/7/1973
Present Address:	H.No 37-46-96/18A		
	Renuka Nagar. Neradmet X Rd.		
	Banikpuri		
	SECUNDERABAD.		
Phone ®:	9246364748	Mobile:	9246364748
Automobile:	<input type="checkbox"/> Car <input checked="" type="checkbox"/> Bike <input type="checkbox"/> Nil	Make:	Activa
Vehicle EMI:	—	Year:	—
Salary at the time of joining:		Date of joining:	2006

Personal Information (Optional)

Marital Status:	<input checked="" type="checkbox"/> Married / <input type="checkbox"/> Single				
Name of spouse:	S. Kavitha				
Spouse works at:	Home maker.				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
S. Sukanya	22		Pallavi College	MBA	65,000
S. Siddharth	20		Vasundra Cony	Degree	55,000
Residence:	<input checked="" type="checkbox"/> Own <input type="checkbox"/> Parents <input type="checkbox"/> Rented <input type="checkbox"/> Other _____				
Monthly Rent or EMI:	—				
Type of House:	<input type="checkbox"/> Independent house <input type="checkbox"/> Flat <input checked="" type="checkbox"/> House in a basti				

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For office use only:

1.	Item	Existing	Revised
2.	Selva Kumar. J		
3.	C.T. C. Salary	19923	
4.	Gross Salary including ESI & PF	18236	
5.	Basic	9118	
6.	DA	1823	
7.	HRA	7294	
8.	PF (Employer + Employee)	2188	
9.	ESI (Employer + Employee)	729	
10.	Net Salary after ESI & PF deduction	16855	
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	8	
18.	Company	SLLP Log	
19.	Division	Purchase	
20.	Designation	Purchase Exececutive	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Purchase

SALARY REVISION FORM (2022-2023)

Name:	<u>T. Sekha Kumar</u>		
Age:	<u>49</u>	Date of Birth:	<u>30/07/1973</u>
Present Address:	<u>37-46-93/18A</u>		
	<u>Renuka Nagar Neredmet X Road</u>		
	<u>SECUNDRABAD. 500056</u>		
Phone @:		Mobile:	<u>9246364748</u>
Automobile:	<input type="checkbox"/> Car <input checked="" type="checkbox"/> Bike <input type="checkbox"/> Nil	Make:	<u>Hero Honda</u>
Vehicle EMI:	<u>-</u>	Year:	<u>-</u>
Salary at the time of joining:	<u>4500</u>	Date of joining:	<u>2005</u>

Personal Information (Optional)

Marital Status:	<input checked="" type="checkbox"/> Married / <input type="checkbox"/> Single				
Name of spouse:	<u>S. Karitha</u>				
Spouse works at:	<u>Home maker</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>S. Sukanya</u>	<u>22</u>		<u>Pallavi College</u>	<u>MBA</u>	<u>60,000</u>
<u>S. Siddhasth</u>	<u>20</u>		<u>Vasundra College</u>	<u>B.Tech</u> <u>1st year</u>	<u>40,000</u>
Residence:	<input checked="" type="checkbox"/> Own <input type="checkbox"/> Parents <input type="checkbox"/> Rented <input type="checkbox"/> Other _____				
Monthly Rent or EMI:	<u>-</u>				
Type of House:	<input type="checkbox"/> Independent house <input type="checkbox"/> Flat <input checked="" type="checkbox"/> House in a basti				

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For office use only:

	Item	Existing	Revised
1.	Selva Kumar. J		
2.	C.T. C. Salary	18418	
3.	Gross Salary including ESI & PF	16858	
4.	Basic	8429	
5.	DA	1685	
6.	HRA	6743	
7.	PF (Employer + Employee)	2156	
8.	ESI (Employer + Employee)	807	
9.	Net Salary after ESI & PF deduction	18796	
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	9	
17.	Company	SLLP LOG	
18.	Division	Purchase	
19.	Designation	Purchase Assistant	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoun	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: Purchase

SALARY REVISION FORM (2021-2022)

Name:	J. SELVAKUMAR		
Age :	48	Date of Birth:	30/7/1973
Present Address:	H.No 37-46-96/18A		
	Renuka Nagar Sakinikpur		
	SECUNDERABAD 500056		
Phone @:	9246364748	Mobile:	9246364748
Automobile:	<input type="checkbox"/> Car <input checked="" type="checkbox"/> Bike <input type="checkbox"/> Nil	Make:	HONDA
Vehicle EMI:	—	Year:	—
Salary at the time of joining:		Date of joining:	2006

Personal Information (Optional)

Marital Status:	<input checked="" type="checkbox"/> Married / <input type="checkbox"/> Single					
Name of spouse:	S. Kavitha					
Spouse works at:	Home maker.					
Spouse's designation:	—					
Spouse's Gross Salary:	—					
Number of Children:	2					
	Name	Age	Gender	Name of School	Class	Approx. Annual Fees
	S. Sukanya	20		Patavi college	MBA	60,000
	S. Siddharth	19		Vasundhara collg	Degree	45,000
Residence:	<input checked="" type="checkbox"/> Own <input type="checkbox"/> Parents <input type="checkbox"/> Rented <input type="checkbox"/> Other _____					
Monthly Rent or EMI:	—					
Type of House:	<input type="checkbox"/> Independent house <input type="checkbox"/> Flat <input checked="" type="checkbox"/> House in a basti					

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Division: Purchase

Appraisal by Manager (Confidential report to HR)

Name of Employee:	J. SELVA KUMAR .
Project:	SLLP
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	- Average -
Communication skills - oral - in Telugu	- Good -

Note: Rate as good, average or poor.

Key strengths:

Senior purchase assistant having a good knowledge of work .

Shortcomings or weaknesses:

- NIL -

How can we get more from the employee?

- NIL -

What are the precautions to be taken?

- NIL -

Prepared by:

prabakar

Date:

6/4/21

For office use only:

Division: Purchase

1.	Item	Existing	Revised
2.	Name	J Selva Kumar	
3.	C.T. C. Salary	16,998	
4.	Gross Salary including ESI & PF	15,559	
5.	Basic	7,779	
6.	DA	1,555	
7.	HRA	6,223	
8.	PF (Employer + Employee)	1,868	
9.	ESI (Employer + Employee)	622	
10.	Net Salary after ESI & PF deduction	14,358	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
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	26	
18.	Company	SLLP LOGISTICS	
19.	Division	Purchase	
20.	Designation	Purchase Assistant	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	
			Date:

Division: PurchaseSALARY REVISION FORM (2020-2021)

Name:	J. Selvakumar		
Age: 47	47	Date of Birth:	30.07.1973
Present Address:	H.No.37-93/46/18A. Renuka nagar, Neredmet x Road Sec-bad-500056.		
Phone @:		Mobile:	9246364748.
Automobile:	<input type="checkbox"/> Car <input type="checkbox"/> Bike <input type="checkbox"/> Nil	Make:	
Vehicle EMI:		Year:	2004
Salary at the time of joining:	4500/-	Date of joining:	06.09.2004

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	S. Kavitha.				
Spouse works at:	Home makes				
Spouse's designation:	Intermediate				
Spouse's Gross Salary:	-				
Number of Children:	Two				
Name	Age	Gender	Name of School (College)	Class	Approx. Annual Fees
S. Sukanya	19	F	Degree final year		70,000/-
S. Siddharth	17	M	Inter waiting for result		50,000/-
Residence:	<input checked="" type="checkbox"/> Own <input type="checkbox"/> Parents <input type="checkbox"/> Rented <input type="checkbox"/> Other _____				
Monthly Rent or EMI:					
Type of House:	<input type="checkbox"/> Independent house <input type="checkbox"/> Flat <input checked="" type="checkbox"/> House in a basti				

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Division: _____

Qualification / Education :	SSC
Years of Experience in relevant field:	22 years in Purchase
Expected gross salary:	25,000/-
Justification for increase:	Sir, I request you that increase my salary because my childrens are studying now their are in higher education their fees are more than my salary. so kindly I except that to increase my salary.
Complaints & suggestions:	NO. Sir
Preferred Designation:	

Signature: 

Date: 12/6/2020

Appraisal by Manager (Confidential report to HR)

Name of Employee:	J. Behea Kumar
Project:	BSLLP
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	Average
Communication skills – oral – in Telugu	Good

Note: Rate as good, average or poor.

Key strengths:

Senior most worker; Vast knowledge of work. Very good Rapo with Supplims

Shortcomings or weaknesses:

NIL

How can we get more from the employee?

Good Team playe

What are the precautions to be taken?

NIL

Prepared by: <u>Prabhakar</u>	Date: <u>12/6/20</u>

For office use only:

Division: Purchase

1.	Item	Existing	Revised
2.	J Selva Kumar		
3.	C.T. C. Salary	16189	
4.	Gross Salary including ESI & PF	14818	
5.	Basic	7409	
6.	DA	1481	
7.	HRA	5927	
8.	PF (Employer + Employee)	1894	
9.	ESI (Employer + Employee)	631	
10.	Net Salary after ESI & PF deduction	14725	
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	7	
18.	Company	SLLP Log	
19.	Division	Purchase	
20.	Designation	Purchase Assistant	
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:	Selva Kumar (Pur Asst)
Project:	MITR
Overall performance:	Good <input type="checkbox"/>
Attitude towards colleagues:	Good <input type="checkbox"/>
Team player:	Average <input type="checkbox"/>
Personal appearance:	Average <input type="checkbox"/>
Interest / Enthusiasm in work:	Average <input type="checkbox"/>
Knowledge of work:	Good <input type="checkbox"/>
Attendance / punctuality:	Good <input type="checkbox"/>
Communication skills – oral – in English	Average <input type="checkbox"/>
Communication skills – oral – in Telugu	Good <input type="checkbox"/>

Note: Rate as good, average or poor.

Key strengths:

Knowledge about Material and Coordination with Vendor is Good

Shortcomings or weaknesses:

How can we get more from the employee?

What are the precautions to be taken?

Prepared by: Date:

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Jayasudha. S (PO)
Project:	MHTR
Overall performance:	Good <input type="checkbox"/>
Attitude towards colleagues:	Good <input type="checkbox"/>
Team player:	Good <input type="checkbox"/>
Personal appearance:	Good <input type="checkbox"/>
Interest / Enthusiasm in work:	Good <input type="checkbox"/>
Knowledge of work:	Average <input type="checkbox"/>
Attendance / punctuality:	Good <input type="checkbox"/>
Communication skills – oral – in English	Average <input type="checkbox"/>
Communication skills – oral – in Telugu	Good <input type="checkbox"/>

Note: Rate as good, average or poor.

Key strengths:
Hardworking, Good Learner

Shortcomings or weaknesses:

How can we get more from the employee?

What are the precautions to be taken?

Prepared by: <input type="text"/>	Date: <input type="text"/>
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