

Employee Profile

Name:	D.SHIVA SHANKAR		
Age :	44	Date of Birth:	17/05/1979
Present Address:	11/3/325/C/1 SRINIVAS NAGER NEAR RED CROSE HOSPITAL SECUNDRABAD		
Emergency Contact:	9959563935	Mobile No:	9502166577
Automobile:	Bike ☐	Make:	2010
Vehicle EMI:	2200	Year:	2014
Date of joining:	16/10/2007		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	D. MANJULA				
Spouse works at:	HOUSE WIFE				
Spouse's designation:	SSC				
Spouse's Gross Salary:	NIL				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
HARSH VARDHAN	13	M	PVS HIGH SCHOOL	7	32000
JANEESH VARDHAN	11	M	PVS HIGH SCHOOL	5	32000
Residence:	Rented ☐				
Monthly Rent or EMI:	6500				
Type of House:	House in Basti ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	NIL	EMI:	
	Personal Loan	NIL	EMI:	
	Gold Loan	NIL	EMI:	
	Chit Fund:	NIL	EMI:	
	Others:	NIL	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:	H. R. ASSISTANT	Division:	ADMIN
Qualification / Education:	INTER		
Years of Experience in relevant field:	24		
Expected Percentage	30%		
Justification for increase:	WOKING HARD DAY BY DAY TO GIVE MY BEST COMPANY AND TO FULLFILL MY LIVE LIHOOD AND AS INFLACTION RATE IN OUR CONTRY IS INCREASING THIS SALARY I S NOT ENOUGH TO MANAGAE MINMUM HOUSEHOLD EXPENSES		
Justification for Promotion:	Asim working as a multi tasking employee in company as a HR & ADMIN oth er WORKS exective		
Preferred Designation:	MD SIR can decide better		
Complaints:	Nope....After all our ADMIN HR AGM SIR IS ALWAYS HELP FULL & SUPPORTIVE		
Suggestions:			

Signature: Shiva Shankar

Date: 01/04/2024

Division: _____

SALARY REVISION FORM (2023-2024)

Name:	D. Shiva Shankar		
Age :	43	Date of Birth:	17/05/1979
Present Address:	11-3-328/4/1 Srinivasa Nagar Sec-5 And		
Phone ®:		Mobile:	9381246009
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2010
Vehicle EMI:		Year:	13 years
Salary at the time of joining:	3250	Date of joining:	11/10/2007

Personal Information (Optional)

Marital Status:	Married / Single ☒				
Name of spouse:	D. Mansola				
Spouse works at:	House wife				
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
HARSHAN VARDHAN	13	M	P.V.S. High School	VII	27600
Jeneshu VARDHAN	10	M	P.V.S High. School	V	22800
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	7500				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

For office use only:

1.	Item	Existing	Revised
2.	Shiva Shanker D		
3.	C.T. C. Salary	18000	
4.	Gross Salary including ESI & PF	16475	
5.	Basic	8237	
6.	DA	1647	
7.	HRA	6590	
8.	PF (Employer + Employee)	1978	
9.	ESI (Employer + Employee)	659	
10.	Net Salary after ESI & PF deduction	15213	
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	19	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	Liaison Asst.	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: _____

SALARY REVISION FORM (2022-2023)

Name:	D. Shiva Shankar		
Age:	42	Date of Birth:	17/05/1979
Present Address:	11-3-326/C/1 Shivase Nagar near Parisigamra School		
Phone ®:	9502166577	Mobile:	9502166577
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Shiner
Vehicle EMI:	Nil	Year:	2010
Salary at the time of joining:	3250/-	Date of joining:	11/Nov/2007

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	D. Manjula				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
D. Harsha Vardhan	11	M	Sti Harsha School	5	28000
D. Zeenesh Vardhan	09	M	Sti Harsha School	3	25000
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	8500/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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For office use only:

	Item	Existing	Revised
1.	Shiva Shanker D		
2.	C.T. C. Salary	15809	
3.	Gross Salary including ESI & PF	14470	
4.	Basic	7235	
5.	DA	1447	
6.	HRA	5788	
7.	PF (Employer + Employee)	1850	
8. s	ESI (Employer + Employee)	702	
9.	Net Salary after ESI & PF deduction	15248	
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	8	
17.	Company	MCS	
18.	Division	Admin.	
19.	Designation	Liaison Asst.	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: AdminSALARY REVISION FORM (2021-2022)

Name:	<u>D Shiva Shankar</u>		
Age :	<u>42</u>	Date of Birth:	<u>17/05/1979</u>
Present Address:	<u>12-11-719 WABSIGUDA near</u>		
	<u>M.G.M. Bakery Line Pinno:- 500361</u>		
Phone ®:		Mobile:	<u>9502166577</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	<u>Honda Shine</u>
Vehicle EMI:		Year:	<u>2010</u>
Salary at the time of joining:	<u>3250/-</u>	Date of joining:	<u>2007</u>

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	<u>D. MANJULA</u>				
Spouse works at:	<u>House wife</u>				
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>HARSH VARDHAN</u>	<u>10</u>	<u>M</u>	<u>SSI HARSHAN SCHOOL</u>	<u>V</u>	
<u>SAHEESH VARDHAN</u>	<u>08</u>	<u>M</u>	<u>SSI HARSHA SCHOOL</u>	<u>III</u>	
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>9500/-</u>				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Appraisal by Manager (Confidential report to HR)

Name of Employee.	D Shiv Shanker		
Project:	Head Office	Company:	MCS
Overall performance	Good		
Attitude towards colleagues	Good		
Team player	Average		
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:

Shortcomings or weaknesses:

How can we get more from the employee?
By providing good increment

What are the precautions to be taken?

Prepared By:	Date:
Jai Kumar	05.04.2021

For office use only:

Division: Admin

1.	Item	Existing	Revised
2.	Name	D Shiva Shanker	
3.	C.T. C. Salary	14,537	
4.	Gross Salary including ESI & PF	13,306	
5.	Basic	6,653	
6.	DA	1,330	
7.	HRA	5,322	
8.	PF (Employer + Employee)	1,596	
9.	ESI (Employer + Employee)	532	
10.	Net Salary after ESI & PF deduction	12,408	
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	13	
18.	Company	MCS	
19.	Division	Admin	
20.	Designation	Liaison Asst.	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	
			Date:

Division: AdminSALARY REVISION FORM (2020-2021) ✓

Name:	<u>D. Shiva Shrivastava</u>		
Age :	<u>40</u>	Date of Birth:	<u>17/05/1979</u>
Present Address:	<u>11-3-325/C/1 Shrivastava Nagar</u>		
	<u>Sec-504 Pune 500061</u>		
Phone @:		Mobile:	<u>9381246009</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	<u>2010 Honda Shine</u>
Vehicle EMI:		Year:	<u>2010</u>
Salary at the time of joining:	<u>3250</u>	Date of joining:	<u>07/2007</u>

Personal Information (Optional) ✓

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>Mansola</u>				
Spouse works at:	<u>House wife</u>				
Spouse's designation:	<u>—</u>				
Spouse's Gross Salary:	<u>—</u>				
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>Hrishabh Shrivastava</u>	<u>10</u>	<u>M</u>	<u>St. Harsha School</u>	<u>V</u>	<u>7200</u>
<u>Zeeshan Shrivastava</u>	<u>08</u>	<u>M</u>	<u>St. Harsha School</u>	<u>III</u>	<u>1800</u>
Residence:	☐ Own ☐ Parents ☐ Rented ☒ Other <u>—</u>				
Monthly Rent or EMI:					
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

Appraisal by Manager (Confidential report to Admin)

Name of Employee.	D Shiv Shanker		
Project:	Head Office	Company:	Paramount Estates
Overall performance	Good		
Attitude towards colleagues	Good		
Team player	Average		
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:

Shortcomings or weaknesses:

How can we get more from the employee?
By providing good increment

What are the precautions to be taken?

Prepared By:	Date:
Jai Kumar	20.06.20

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	D Shiva Shanker		
3.	C.T. C. Salary	13845	
4.	Gross Salary including ESI & PF	12673	
5.	Basic	6336	
6.	DA	1267	
7.	HRA	5069	
8.	PF (Employer + Employee)	1620	
9.	ESI (Employer + Employee)	556	
10.	Net Salary after ESI & PF deduction	13005	
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	11	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	Admin Assistant	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20