

Employee Profile

Name:	G. Sainath		
Age :	29	Date of Birth:	22/12/1994
Present Address:	6-7-388/42 BansilalPet Sec-bad		
Emergency Contact:	9347128819	Mobile No:	9398011831
Automobile:	Bike	Make:	2019
Vehicle EMI:	2247	Year:	2024
Date of joining:	02/05/2022		

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:	Rented				
Monthly Rent or EMI:	6000				
Type of House:	House in Basthi				

Continued.....

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:	Office Assistant	Division:	ADMIN
Qualification / Education:	Inter		
Years of Experience in relevant field:	13 Years		
Expected Percentage	20%		
Justification for increase:			
Justification for Promotion:	I know Computer MS Excel MS word Liaisoning, I am interested in ADMIN HR PF ESI PT. I learned under Guidance of Jai Sir		
Preferred Designation:	ADMIN Assistant		
Complaints:			
Suggestions:			

Signature: Gi

Date: 02/04/2024

Division: ADMINSALARY REVISION FORM (2023-2024)

Name:	<u>G. Sainath</u>		
Age :	<u>28</u>	Date of Birth:	<u>22/12/1994</u>
Present Address:	<u>6-7-388/uz Bansilalpet SCC bad</u>		
Phone ®:		Mobile:	<u>9398011831</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	<u>2,247</u>	Year:	<u>2020</u>
Salary at the time of joining:	<u>13,000</u>	Date of joining:	<u>02/05/2022</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>5,500</u>				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

For office use only:

1.	Item	Existing	Revised
2.	Sainath		
3.	C.T. C. Salary	13000	
4.	Gross Salary including ESI & PF	11899	
5.	Basic	5949	
6.	DA	1189	
7.	HRA	4759	
8.	PF (Employer + Employee)	1428	
9.	ESI (Employer + Employee)	475	
10.	Net Salary after ESI & PF deduction	11096	
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	MPPL	
19.	Division	Admin.	
20.	Designation	Liaison Asst.	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023