## Employee Profile

Name:	Ashaiya Uppally					
Age:	45	Date of Birth:	23/01/1978			
Present Address:	1-112, 1st floor, 2nd One Anand Nagar Colony Boduppal, Hyderabad 500092					
Emergency Contact:	8374771693	Mobile No:	7671846210			
Automobile:	Bike	Make:	2017			
Vehicle EMI:	NA Year:					
Date of joining:	17/08/2017					

Personal Information (O Marital Status:	<ul><li>Ma</li></ul>		○ Single					
Name of spouse:	SWE	SWETA KUMARI						
Spouse works at:	Acad	emic Heigh	ats Public School					
Spouse's designation:	Teacl	ner						
Spouse's Gross Salary:	15,00	00/-						
Number of Children:	2							
Name	Age	Gender	Name of School	Class	Approx. Annual Fees			
U. SOUMYA	12	F	AHPS	7th	60K			
U. RAMYA	11	F	AHPS	6th	59K			
Residence:	Rent	ed						
Monthly Rent or EMI:	7,000/-							
Type of House:	Flat				Continued			

Continued.....

### FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	NA	EMI:	NA
	Personal Loan	NA	EMI:	NA
***************************************	Gold Loan	NA	EMI:	NA
	Chit Fund:	NA	EMI:	NA
	Others:	1,80,000	EMI:	7,000/-
			The District Control of the Control	And the second s
Insurance Policy	Medical Insurance:	NA	Premium:	NA
	Life Insurance:	NA	Premium:	NA
	Term Insurance:	NA	Premium:	NA
	Other Insurance:	NA	Premium:	NA
Type of savings	Mutual Funds:	NA		NA
	Stock bonds:	NA		NA
	Fixed Deposit:	NA		NA
	Other Savings:	NA		NA

#### APPRAISAL FORM 2024-2025

Designation:	Personal Assistant	Division:	Admin
Qualification / Education:	Graduate		
Years of Experience in relevant field:	7 Year		
Expected Percentage	6,000/-		
Justification for increase:			
Respected Soham Sir & Jai S I have been with the compan However, I am now requestin expenses, my children's educ I would greatly appreciate you Regards Ashaiya Uppally	y for seven years and have ng a 6,000/- salary increase ation costs, and unexpected	e to cover e	expenses.
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Date:

#### SALARY REVISION FORM (2023-2024)

Name:	A	3 hai	ya.			
Age:			0	Date of Birth:		
Present Address:						
Phone ®:				Mobile:		
Automobile:	□ Car	□ Bike □	Nil	Make:		
Vehicle EMI:	6			Year:		
Salary at the time of joining:				Date of joining		
Personal Information (O	ptional	)				
Marital Status:	Marrie	ed / Single				
Name of spouse:						
Spouse works at:						
Spouse's designation:						
Spouse's Gross Salary:						
Number of Children:						
Name	Age	Gender	Na	ime of School	Class	Approx. Annual Fees
	,					
Residence:	□ Ow	n 🗆 Paren	ts 🗆 R	ented  Other		
Monthly Rent or EMI:						
Type of House:	□ Ind	ependent l	nouse	□ Flat □ House in	a basti	
					(	Continued

Division: Admin.

### For office use only:

1.	Item		Existing	Revised
2.	Ashaiya			*
3.	C.T. C. Salary		26000	
4.	Gross Salary including I	ESI & PF	24528	
5.	Basic		12264	
6.	DA		2452	
7.	HRA		9811	
8.	PF (Employer + Employ	vee)	2944	
9.	ESI (Employer + Emplo	yee)	0	
10.	Net Salary after ESI & F	PF deduction	12856	
11.	Mobile Allowance		399	
12.	monthly conveyance		0	
13.	Loan with company		391986	
14.	Loan repayment per mo	nth	10000	
15.	Medical insurance provi	ided	Yes	
16.	Accidental insurance pro	ovided	Yes	
17.	No. of leaves taken in 2	022-23	16	
18.	Company		MPPL	
19.	Division		Admin.	
20.	Designation	2	PA to MD	
21.	Remarks:			
				-
	Prepared by:	Date:	Approved by	: Date:
	Igra Khatoon	14-04-2023		18-04-2023

Division: Admin (PA to MD)

#### SALARY REVISION FORM (2022-2023)

U. Ashaiya

Name:

Anand Nagar Colony  Near Water tank  Boduppal Hyderabad  Phone ®:  Automobile:  Car ☑ Bike □ Nil Make:  2017  Vehicle EMI:  0 Year:  2017  Salary at the time of joining:  Information (Optional)  Marital Status:  Married  Name of spouse:  Spouse works at:  Lotus Lap Public School  Spouse's Gross Salary:  Name  Age Gender Name of School Class Approx.  Annual Fees  U Soumya  10 F Lotus Lap Public  School  U Ramya  08 F Lotus Lap Public  School  U Ramya  08 F Lotus Lap Public  School  U Ramya  08 F Lotus Lap Public  School  School  Glass Approx.  Annual Fees  Lotus Lap Public  School  U Ramya  OR F Lotus Lap Public  School  U Ramya  OR F Lotus Lap Public  School  OR School  Wampa  OR F Lotus Lap Public  School  OR School  OR School  Residence:  Own □ Parents ☑ Rented □ Other (Room Rent - 6,300/- pm)  Monthly Rent or EMI:  6,300/-	Age:	42	42 Date of Birth: 23-01-78							
Near Water tank  Boduppal Hyderabad  Phone ®:  Automobile:  □ Car ☑ Bike □ Nil Make: 2017  Vehicle EMI: 0 Year: 2017  Salary at the time of joining: 16,500/- 10ate of joining: 01-08-2017  Personal Information (Optional)  Marital Status: Married  Name of spouse: Sweta Kumari  Spouse works at: Lotus Lap Public School  Spouse's Gross Salary: 9000/-  Name Age Gender Name of School Class Approx. Annual Fees  U Soumya 10 F Lotus Lap Public School  U Ramya 08 F Lotus Lap Public School  3 30,500/-  Residence: □ Own □ Parents ☑ Rented □ Other (Room Rent - 6,300/- pm)  Monthly Rent or EMI: 6,300/-	Present Address:	1-112	1-112 A, 1st floor							
Phone ®:  Automobile:  □ Car ☑ Bike □ Nil Make:  2017  Vehicle EMI:  0 Year:  2017  Personal Information (Optional)  Marital Status:  Name of spouse:  Spouse's designation:  Spouse's Gross Salary:  Name Age Gender Name of School  U Soumya  10 F Lotus Lap Public School  U Soumya  10 F Lotus Lap Public School  U Ramya  08 F Lotus Lap Public School  U Ramya  08 F Lotus Lap Public School  Residence:  □ Own □ Parents ☑ Rented □ Other (Room Rent - 6,300/- pm)  Monthly Rent or EMI:  6,300/-		Ananc	l Nagar C	olony						
Phone ®: Automobile:    Car   Bike   Nil   Make:   2017		Near \	Water tanl	k						
Automobile: □ Car ☑ Bike □ Nil Make: 2017  Vehicle EMI: 0 Year: 2017  Salary at the time of joining: 01-08-2017  Personal Information (Optional)  Marital Status: Married  Name of spouse: Sweta Kumari  Spouse works at: Lotus Lap Public School  Spouse's Gross Salary: 9000/-  Number of Children: 02  Name Age Gender Name of School Class Annual Fees  U Soumya 10 F Lotus Lap Public School  U Ramya 08 F Lotus Lap Public School  Residence: □ Own □ Parents ☑ Rented □ Other (Room Rent - 6,300/- pm)  Monthly Rent or EMI: 6,300/-		Bodup	pal Hyde	rabad						
Vehicle EMI: 0 Year: 2017   Salary at the time of joining: 16,500/- Date of joining: 01-08-2017   Personal Information (Optional)   Marital Status: Married   Name of spouse: Sweta Kumari   Spouse works at: Lotus Lap Public School   Spouse's Gross Salary: 9000/-   Number of Children: 02   Name Age Gender Name of School Class Approx. Annual Fees   U Soumya 10 F Lotus Lap Public School 4 35,500/-   U Ramya 08 F Lotus Lap Public School 3 30,500/-   U Ramya 08 F Lotus Lap Public School 3 30,500/-    Residence:  □ Own □ Parents ☑ Rented □ Other (Room Rent - 6,300/- pm)  Monthly Rent or EMI:  6,300/-	Phone ®:				Mobile:	79	995816326			
Salary at the time of joining:    Date of joining:   01-08-2017	Automobile:	□ Car	☑ Bike □	□Nil	Make:	20	017			
Personal Information (Optional)  Marital Status:  Name of spouse:  Sweta Kumari  Spouse works at:  Lotus Lap Public School  Spouse's Gross Salary:  Number of Children:  U Soumya  10 F  Lotus Lap Public School  U Ramya  08 F  Lotus Lap Public School  3 30,500/-  Residence:  Own □ Parents ☑ Rented □ Other (Room Rent - 6,300/- pm)  Monthly Rent or EMI:  Osweta Kumari  Uotus Lap Public School  Class Approx. Annual Fees  Approx. Annual Fees  Approx. Annual Fees  School  Class Approx. Annual Fees  Approx. Annual Fees  School  Class Approx. Annual Fees  Class Annual Fees  Approx. Annual Fees  School  U Ramya  Residence:  Own □ Parents ☑ Rented □ Other (Room Rent - 6,300/- pm)	Vehicle EMI:	0			Year:	20	017			
Marital Status: Married   Name of spouse: Sweta Kumari   Spouse works at: Lotus Lap Public School   Spouse's designation: Teacher   Spouse's Gross Salary: 9000/-   Number of Children: 02   Name Age Gender Name of School Class Approx. Annual Fees   U Soumya 10 F Lotus Lap Public School 4 35,500/-   U Ramya 08 F Lotus Lap Public School 3 30,500/-   U Ramya 08 F School 3 30,500/-    Residence:  □ Own □ Parents ☑ Rented □ Other (Room Rent - 6,300/- pm)  Monthly Rent or EMI:  6,300/-		16,500	)/-		Date of joining	g: 01	1-08-2017			
Name of spouse: Sweta Kumari   Spouse works at: Lotus Lap Public School   Spouse's designation: Teacher   Spouse's Gross Salary: 9000/-   Number of Children: 02   Name Age Gender Name of School Class Annual Fees   U Soumya 10 F Lotus Lap Public School 4 35,500/-   U Ramya 08 F Lotus Lap Public School 3 30,500/-   U Ramya 08 F Residence: □ Own □ Parents ☑ Rented □ Other (Room Rent - 6,300/- pm)   Monthly Rent or EMI: 6,300/-	Personal Information (O	ptional	)							
Spouse works at:  Lotus Lap Public School  Spouse's designation:  Teacher  Spouse's Gross Salary:  Number of Children:  Name  Age Gender Name of School  U Soumya  10 F Lotus Lap Public School  U Ramya  08 F Lotus Lap Public School  U Ramya  Residence:  Own Parents Rented Other (Room Rent - 6,300/- pm)  Monthly Rent or EMI:  6,300/-	Marital Status:	Marrie	ed							
Spouse's Gross Salary: 9000/-   Number of Children: 02   Name Age Gender Name of School Class Approx. Annual Fees   U Soumya 10 F Lotus Lap Public School 4 35,500/-   U Ramya 08 F Lotus Lap Public School 3 30,500/-    Residence:    □ Own □ Parents ☑ Rented □ Other (Room Rent - 6,300/- pm)   Monthly Rent or EMI: 6,300/-	Name of spouse:	Sweta	Sweta Kumari							
Spouse's Gross Salary: 9000/-   Number of Children: 02   Name Age Gender Name of School Class Approx. Annual Fees   U Soumya 10 F Lotus Lap Public School 4 35,500/-   U Ramya 08 F Lotus Lap Public School 3 30,500/-   School 3 30,500/-    Residence:  □ Own □ Parents ☑ Rented □ Other (Room Rent - 6,300/- pm)  Monthly Rent or EMI:  6,300/-	Spouse works at:	Lotus Lap Public School								
Number of Children:    Name   Age   Gender   Name of School   Class   Approx. Annual Fees	Spouse's designation:	Teacher								
Name Age Gender Name of School Class Annual Fees  U Soumya 10 F Lotus Lap Public School 4 35,500/-  U Ramya 08 F Lotus Lap Public 3 30,500/-  School 3 30,500/-  Residence: □ Own □ Parents ☑ Rented □ Other (Room Rent - 6,300/- pm)  Monthly Rent or EMI: 6,300/-	Spouse's Gross Salary:	9000/-								
Name Age Gender Name of School Class Annual Fees  U Soumya 10 F Lotus Lap Public School 35,500/-  U Ramya 08 F Lotus Lap Public 3 30,500/-  School 3 30,500/-  Residence: □ Own □ Parents ☑ Rented □ Other (Room Rent - 6,300/- pm)  Monthly Rent or EMI: 6,300/-	Number of Children:	02								
U Ramya  O8  F  School  Lotus Lap Public School  3  30,500/-  School  Residence:  □ Own □ Parents ☑ Rented □ Other (Room Rent - 6,300/- pm)  Monthly Rent or EMI:  6,300/-	Name	Age	Gender	Na	me of School	Clas	Approx. Annual Fees			
Residence:  Own Parents Rented Other (Room Rent - 6,300/- pm)  Monthly Rent or EMI: 6,300/-	U Soumya	10	F			4	35,500/-			
Monthly Rent or EMI: 6,300/-	U Ramya	08	F			3	30,500/-			
Monthly Rent or EMI: 6,300/-										
Monthly Rent or EMI: 6,300/-										
Monthly Rent or EMI: 6,300/-				-						
The File File II was in a booti	Residence:	□ Ow	n 🗆 Parei	nts 🗹 R	Rented  Other (	Room R	Rent - 6,300/- pm)			
Type of House: □ Independent house □ Flat ☑ House in a basti	Monthly Rent or EMI:	6,300	/-				12.1.2			
	Type of House:	□ Ind	ependent	house	□ Flat ☑ House	in a bast	Continued			

Division: Admin.

## For office use only:

	Item		Existing	Revised
1.	Ashaiya			
2.	C.T. C. Salary		22500	
3.	Gross Salary including E	ESI & PF	21226	
4.	Basic		10613	
5.	DA		2122	
6.	HRA		8490	
7.	PF (Employer + Employ	ree)	2714	
8. s	ESI (Employer + Emplo	yee)	0	
9.	Net Salary after ESI & F	F deduction	14064	
10.	Mobile Allowance		399	
11.	Avg. monthly conveyance for last 3 months		0	
12.	Loan with company		236876	
13.	Loan repayment per month		5000	
14.	Medical insurance provi	ded	Yes	
15.	Accidental insurance pro	ovided	Yes	
16.	No. of leaves taken in 20	021-22	8	
17.	Company		MPPL	
18.	Division		Admin.	
19.	Designation		P.A. To MD	
20.	Remarks:			
	Prepared by:	Date:	Approved by	: Date
	I I Upui vu Uj.		T I	Marie Delice

Division: Admin

## SALARY REVISION FORM (2021-2022)

Name:	U. Ashaiya						
Age:	42			Date of Birth:	23-0	1-78	
Present Address:	1-112	A, 1st flo	or		•		
	Anan	d Nagar C	Colony		V, V		
	Near	Water tan	ık		Zana na re	131	
	Bodu	ppal Hyde	erabad	13 - 117		1. 1. %	
Phone ®:	200	Mobile: 7995816326					
Automobile:	□ Car	☑ Bike	□ Nil	Make:	2017	7	
Vehicle EMI:	1983/-	-		Year:	2017	7	
Salary at the time of joining:	16,50	0/-		Date of joining	g: 01 <b>-</b> 0	8-2017	
Personal Information (C	ptional	)					
Marital Status:	Marri	ed			= 1930 2 5		
Name of spouse:	Sweta Kumar						
Spouse works at:	House wife (lost job due to lockdown)						
Spouse's designation:	-						
Spouse's Gross Salary:	Nil						
Number of Children:	02						
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees	
U Soumya	10	F	Rank	ers school	5	21,500/-	
U Ramya	08	Ē	Ranke	ers school	3	19,500/-	
						)	
* .						II a reg	
Residence:	□ Ow	n   Parer	nts 🗹 R	ented   Other (	Room Ren	t - 6,300/- pm)	
Monthly Rent or EMI:	5,600	/-					
Type of House:	☐ Independent house ☐ Flat ☑ House in a basti						

Continued.....

# Appraisal by Manager (Confidential report to HR)

Name of Employee.	Ashaiya			
Project:	Head Office	Company:	MPPL	
Overall performance		Good		
Attitude towards colle	agues	Good		
Team player	nga an	Average		
Personal appearance		Good		
Interest / Enthusiasm	in work	Good		
Knowledge of work		Average	×	
Attendance / punctuality		Average		
Communication skills – oral – in English		Average		
Communication skills – oral – in Telugu		Good		
Note: Rate as good as	100000 00 0000			

Note: Rate as good, average or poor.

Key strengths:	9	-

Shortcomings or weaknesses:

Depending on single income, due to financial stress sometimes not concentrating on work

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		Ashaiya		
3.	C.T. C. Salary		19,857		
4.	Gross Salary including I	ESI & PF	18,176		
5.	Basic	B 9	9,088		
6.	DA	*	1,817		
7.	HRA		7,270		
8.	PF (Employer + Employ	/ee)	2,182		
9.	ESI (Employer + Emplo	yee)	727		
10.	Net Salary after ESI & I	PF deduction	6,798		
11.	Mobile Allowance		399		
12.	Avg. monthly conveyan	ce for last 3	0		
13.	Loan with company		20,000		
14.	Loan repayment per mo	nth	1,000		
15.	Medical insurance provi	ided	No		
16.	Accidental insurance pr	ovided	Yes		
17.			32		
18.			MPPL		
19.			Admin.		
20.			P.A. To MD		
21.					
	Prepared by:	Date:	Approved by:	Date:	
(8)	Iqra Khatoon	05-04-2021			

Division: Admin P.A to M.D.

#### SALARY REVISION FORM (2020-2021)

Name:	U.	Ach	aiv	G					
Age:		42	J	Date of Birth:		23	-01-1978	}	
Present Address:	1-1	12/A	129	flaor.	Qr	d	One		
	An	and t	Jaar	0 1	1	(e)	ra fed	du	
	M	usal	J	Baduppe	al l			7	
		of the	dera	had	,				
Phone ®:		, ((		Mobile:	10	49	9581632	6	
Automobile:	□ Car	Bike	Nil	Make:		2	017		
Vehicle EMI:	1,0	727/-	-	Year:		0	3		
Salary at the time of joining:	16	,500	-	Date of joining:		Alg	tust 2017		
Personal Information (Op	tional)								
Marital Status:	Marrie	ed / <del>Single</del>	e	_					
Name of spouse:	Su	apta	Kw	man					
Spouse works at:	Pros	Presently not hearlying Terminated due to							
Spouse's designation:					-				
Spouse's Gross Salary:	-	-							
Number of Children:	C	)2							
Name	Age	Gender	Na	me of School	Cl	ass	Approx. Annual Fees		
1. Solemya	8	F	Ran	Kor School	•	3	23,700	1-	
U. Ramya	Ŧ	F	Ran	er School		2	23,300		
O									
D. 11	- 0		. 6						
Residence:			1	ented 🗆 Other					
Monthly Rent or EMI:				Rent)					
Type of House:	□ Ind	ependent	house [	Flat House in	a bas				
						CC	ontinued		

Qualification / Education :	B- Com(P)
Years of Experience in relevant field:	Po- Com(P) 03 years. 26,000/
Expected gross salary:	26,0001
Justification for increase:	
Complaints & suggestions:	
Preferred Designation:	

Signature: Sciyu-

Date: 22 66 2020

### For office use only:

#### Division: Admin.

1.	Item		Existing	Revised
2.	Ashaiya			
3.	C.T. C. Salary		18912	
4.	Gross Salary including l	ESI & PF	17310	
5.	Basic		8655	
6.	DA		1731	
7.	HRA		6924	
8.	PF (Employer + Employ	yee)	2214	
9.	ESI (Employer + Emplo	oyee)	737	
10.	Net Salary after ESI & l	PF deduction	17050	
11.	Mobile Allowance		399	
12.	Avg. monthly conveyance for last 3 months		0	
13.	Loan with company		25000	
14.	Loan repayment per mo	onth	1000	
15.	Medical insurance provided			
16.	Accidental insurance provided		YES	
17.	No. of leaves taken in 2	019-20	5	
18.	Company		MPPL	
19.	Division		Admin.	
20.	Designation		P.A. To MD	
21.	Remarks:			
	Prepared by: Date:		Approved by	7: Date:
	Iqra Khatoon	15.06.20	G. Jai Kumar	16.06.20