

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 (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	SWETA KUMARI				
Spouse works at:	Academic Heights Public School				
Spouse's designation:	Teacher				
Spouse's Gross Salary:	15,000/-				
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:	Rented				
Monthly Rent or EMI:	7,000/-				
Type of House:	Flat				

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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/-
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 Sir, I have been with the company for seven years and have never requested a raise before. However, I am now requesting a 6,000/- salary increase to cover essential living expenses, my children's education costs, and unexpected medical expenses. I would greatly appreciate your understanding and consideration of this request. Regards Ashaiya Uppally		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: _____

Date: _____

Division: _____

SALARY REVISION FORM (2023-2024)

Name:	Ashaiya		
Age :		Date of Birth:	
Present Address:			
Phone ®:		Mobile:	
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:		Date of joining:	

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:					
Type of House:	☐ Independent house ☐ Flat ☐ House in a basti				

Continued.....

For office use only:

1.	Item	Existing	Revised
2.	Ashaiya		
3.	C.T. C. Salary	26000	
4.	Gross Salary including ESI & PF	24528	
5.	Basic	12264	
6.	DA	2452	
7.	HRA	9811	
8.	PF (Employer + Employee)	2944	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	12856	
11.	Mobile Allowance	399	
12.	monthly conveyance	0	
13.	Loan with company	391986	
14.	Loan repayment per month	10000	
15.	Medical insurance provided	Yes	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	16	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	PA to MD	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

SALARY REVISION FORM (2022-2023)

Name:	U. Ashaiya		
Age :	42	Date of Birth:	23-01-78
Present Address:	1-112 A, 1 st floor		
	Anand Nagar Colony		
	Near Water tank		
	Boduppall Hyderabad		
Phone ®:		Mobile:	7995816326
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2017
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 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/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other (Room Rent - 6,300/- pm)				
Monthly Rent or EMI:	6,300/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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For office use only:

	Item	Existing	Revised
1.	Ashaiya		
2.	C.T. C. Salary	22500	
3.	Gross Salary including ESI & PF	21226	
4.	Basic	10613	
5.	DA	2122	
6.	HRA	8490	
7.	PF (Employer + Employee)	2714	
8. s	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF 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 provided	Yes	
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	8	
17.	Company	MPPL	
18.	Division	Admin.	
19.	Designation	P.A. To MD	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

SALARY REVISION FORM (2021-2022)

Name:	U. Ashaiya		
Age :	42	Date of Birth:	23-01-78
Present Address:	1-112 A, 1 st floor		
	Anand Nagar Colony		
	Near Water tank		
	Boduppall Hyderabad		
Phone ®:		Mobile:	7995816326
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2017
Vehicle EMI:	1983/-	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 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	Name of School	Class	Approx. Annual Fees
U Soumya	10	F	Rankers school	5	21,500/-
U Ramya	08	F	Rankers school	3	19,500/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other (Room Rent - 6,300/- pm)				
Monthly Rent or EMI:	5,600/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Appraisal by Manager (Confidential report to HR)

Name of Employee.	Ashaiya		
Project:	Head Office	Company:	MPPL
Overall performance	Good		
Attitude towards colleagues	Good		
Team player	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, average or poor.

Key strengths:

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 ESI & PF	18,176	
5.	Basic	9,088	
6.	DA	1,817	
7.	HRA	7,270	
8.	PF (Employer + Employee)	2,182	
9.	ESI (Employer + Employee)	727	
10.	Net Salary after ESI & PF deduction	6,798	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	20,000	
14.	Loan repayment per month	1,000	
15.	Medical insurance provided	No	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2018-19	32	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	P.A. To MD	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Division: Admin
P.A to M.D.

SALARY REVISION FORM (2020-2021)

Name:	U. Ashaiya		
Age :	42	Date of Birth:	23-01-1978
Present Address:	1-112/A, 1st Floor, 2nd one, Anand Nagar Colony, Veera Reddy Nagar, Boduppal, Hyderabad		
Phone ®:		Mobile:	7995816326
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2017
Vehicle EMI:	1,927/-	Year:	03
Salary at the time of joining:	16,500/-	Date of joining:	August 2017

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Sweeta Kumari				
Spouse works at:	Presently not working (Terminated due to Covid-19)				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
U. Solemya	8	F	Ranker School	3	23,700/-
U. Ramya	7	F	Ranker School	2	23,300/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	5,800/- (Rent)				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	Ashaiya		
3.	C.T. C. Salary	18912	
4.	Gross Salary including ESI & PF	17310	
5.	Basic	8655	
6.	DA	1731	
7.	HRA	6924	
8.	PF (Employer + Employee)	2214	
9.	ESI (Employer + Employee)	737	
10.	Net Salary after ESI & 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 month	1000	
15.	Medical insurance provided		
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	5	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	P.A. To MD	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20