# Employee Profile

Name:	S.SUJATHA						
Age:	37	37 Date of Birth: 30/11/1985					
Present Address:		inth Nagar ' rabad	Yousfguda				
Emergency Contact:	9908	110539	Mobile No:	9908	110539		
Automobile:	Bike		Make:				
Vehicle EMI:			Year:				
Date of joining:	09/09	/2018					
Personal Information (O Marital Status:	ptional)  Ma		O Single				
Name of spouse:		S.Sujatha					
Spouse works at:							
Spouse's designation:							
Spouse's Gross Salary:							
Number of Children:							
Name	Age	Gender	Name of School	Class	Approx. Annual Fees		
J.Ramya	13	F	Sri Chaitanya	8	50,000		
J.Hema Sree	12	F	Sri Chaitanya	7	45,000		
					95,000		
Residence:	Rent	ed					
Monthly Rent or EMI:							
Type of House:	Hou	se in Basti					

Continued.....

# FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan	400000	EMI:	8000
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:		ЕМІ:	
Insurance Policy	Medical		Premium:	
	Insurance:			
	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:	Asst.Accountant	Division:	Admini
Qualification / Education:	B.com		
Years of Experience in relevant field:	5+		
Expected Percentage	15%		
Justification for increase:			
I Learn so many works Purch M-Codex Works. Maintainin			
Justification for Promotion:			
Preferred Designation:	Asst.Accountant		
Complaints:			
Suggestions:			

Date: \_\_\_\_\_

Signature:

Division:	

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

Name:	8.0	Swat	ha	N. J.		
Age:	34	0	h ju	Date of Birth:	30 11	1988
Present Address:	8-3	-228	1280/	368/A	<u> </u>	
	Jawk		,	Yous of Goda	Į,	5
		HYD.	0 1		70.5-01	478
Phone ®:	-			Mobile:	9908	5110539
Automobile:	□ Car	Bike	Nil	Make:		
Vehicle EMI:	500			Year:	201	8
Salary at the time of	9.5	m 1	1 Sub	Date of joining	- 10.1	9/2018
joining:	9,5	00 1-	6, 117.11	1,	- Bit	11
Personal Information (O						
Marital Status:	Marrie	d / Single	e			
Name of spouse:						
Spouse works at:						
Spouse's designation:						
Spouse's Gross Salary:						
Number of Children:						
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees
J. Hemo Sree	10		Tech	School	th	36000}
	į.			1 11 110		,
1. Ramya	12		Jec.	chaitanya School	Th	38,000/-
						, ,
Residence:	□ Ow	n 🗆 Pare	nts 🖳	ented  Other		
Monthly Rent or EMI:	9	1,000/				
Type of House:			house	Plat □ House in	n a basti	
				14 .	(	Continued

Division: Admin

## For office use only:

1.	Item		Existing	Revised
2.	S Sujatha	,		
3.	C.T. C. Salary	*	17360	
4.	Gross Salary including	ESI & PF	15890	
5.	Basic		7945	
6.	DA		1589	
7.	HRA		6356	
8.	PF (Employer + Employer)	yee)	1906	
9.	ESI (Employer + Employer	oyee)	635	
10.	Net Salary after ESI &	PF deduction	14167	
11.	Mobile Allowance		399	
12.	monthly conveyance		0	
13.	Loan with company			
14.	Loan repayment per mo	nth		
15.	Medical insurance prov	ided		
16.	Accidental insurance pr	ovided	Yes	
17.	No. of leaves taken in 2	022-23	19	
18.	Company		MPPL	
19.	Division		Admin	
20.	Designation		Data Entry Operator	
21.	Remarks:	f		
	Prepared by:	Date:	Approved by	: Date:
	Iqra Khatoon	14-04-2023		18-04-2023

Division: Account

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

Name:	03.	Kuis	tha				
Age:	30	30 Date of Birth: Nov 30					
Present Address:	8-3	-228	1128	0/368/A			
(	100	shar	rho	1 1	30 Paul	da	
	7	CLYH	(		<u> </u>		
4.5							
Phone ®:	990	20118	39	Mobile:	3 1	C. March	
Automobile:	□ Car	Bike [	Nil	Make:		17 54.50	
Vehicle EMI:	5	000		Year:		17.00	
Salary at the time of joining:	8	,500	_	Date of joining:	Les	2018	
Personal Information (C	ptional						
Marital Status:	Marrie	ed / Singl	e				
Name of spouse:							
Spouse works at:						The state of the s	
Spouse's designation:						9 (8)	
Spouse's Gross Salary:					7		
Number of Children:	2						
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees	
Danyo	12_	£	200	chaitanya	SI	45,000	
Turne   a		1	Tech			1	
11	0			U	(I)	35,000	
Hema Sree	1	F				30,000	
9							
<u> </u>			1	/			
Residence:	□ Ow	n 🗅 Pare	nts OR	ented 🗆 Other			
Monthly Rent or EMI:	1	10,000					
Type of House:	□ Ind	lependent	house	☐ Flat ☐ House in	n a basti	Continued	

Division: Accounts

## For office use only:

	Item		Existing	Revised			
1.	S Sujatha						
2.	C.T. C. Salary		16000				
3.	Gross Salary including	ESI & PF	14645				
4.	Basic		7322				
5.	DA		1464				
6.	HRA		5858				
7.	PF (Employer + Employer	yee)	1786				
8. s	ESI (Employer + Emplo	oyee)	595				
9.	Net Salary after ESI &	PF deduction	13380				
10.	Mobile Allowance		399				
11.	Avg. monthly conveyar months	ace for last 3	0				
12.	Loan with company		15678				
13.	Loan repayment per mo	onth	500				
14.	Medical insurance prov	ided					
15.	Accidental insurance pr	rovided	Yes				
16.	No. of leaves taken in 2	021-22	15				
17.	Company		MPPL				
18.	Division		Accounts				
19.	Designation		Data Entry Operator				
20.	Remarks:						
	Prepared by:	Date:	Approved by	Date:			
	Iqra Khatoon	12.04.22	G. Jai Kumar	15.04.22			

Division: Accounts

#### SALARY REVISION FORM (2021-2022)

Name:	8-0	Rejortho	1 100		2	
Age:	30		, 1	Date of Birth:	80	
Present Address:	8-3	-228	1280	1368 Jd	W 0	=
	Jawl	,		yousef (	ovda.	HYD
	3		0	, , , , ,	7	
	1	TIAN LA	C to the	ew. There	* * * * * * * * * * * * * * * * * * *	
Phone ®:	9908	311053	7	Mobile:	9908	5110539
Automobile:	□ Car	□ Bike C	Nil	Make:		,
Vehicle EMI:		0		Year:		
Salary at the time of joining:	10,0	00/-		Date of joining	: Sep	- 2018
Personal Information (O		,			2 2	
Marital Status:	Marrie	ed / Single	e	^		
Name of spouse:	0:	Rambo	bu	(jate)		
Spouse works at:						
Spouse's designation:	_					
Spouse's Gross Salary:	-					
Number of Children:	2					
Name	Age	Gender	Nan	ne of School	Class	Approx. Annual Fees
J. Ramya	10		8t-Q	Uphons High	1	30,000
			Scho	10		
J. Hema Sie	7			U	Mud	25,000/
	•			4		, ,
				17 E		1
					7	
Residence:	□ Ow	n 🗆 Parer	nts Re	nted 🗆 Other		
Monthly Rent or EMI:	8	,000/-				
Type of House:	□ Ind	ependent	house $\square$	Flat House in		an
					C	Continued

## For office use only:

Division: Accounts

1.	Item		Existing	Revised
2.	Name		S Sujatha	
3.	C.T. C. Salary		. 14,297	
4.	Gross Salary including F	ESI & PF	13,087	
5.	Basic		6,543	
6.	DA		1,308	
7.	HRA	x 2	5,234	
8.	PF (Employer + Employ	ree)	1,570	
9.	ESI (Employer + Emplo	yee)	523	
10.	Net Salary after ESI & F	PF deduction	12,204	, ,
11.	Mobile Allowance		399	
12.	Avg. monthly conveyand months	ce for last 3	0	
13.	Loan with company			
14.	Loan repayment per mor	nth		
15.	Medical insurance provi	ded	No	
16.	Accidental insurance pro	ovided	Yes	
17.	No. of leaves taken in 20	018-19	24	
18.	Company		MPPL	
19.	Division	1921	Accounts	
20.	Designation		Data Entry Operator	
21.	Remarks:			
	Prepared by:	Date:	Approved by:	Date:
	1 .	05-04-2021		
	Iqra Khatoon	03-04-2021		

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

Name:	d.	Buja	tha				
Age:	31	-		Date of Birth:		30	11989
Present Address:	8-3	-228/1	2801	368/A	150	100 11	1113
	Tawk		Jaga	0.4	f (	juda	
gvisor o	H	CIV					7.1
		. Nas		e or of p		Ē. c	
Phone ®:			ia .	Mobile:		990	8110539
Automobile:	□ Car	□ Bike □	Nil	Make:			0 ,
Vehicle EMI:	-			Year:	1		- 1 J.S 1
Salary at the time of joining:	11	,000/-	s l	Date of joining	<u>;</u> :	Sei	of 2018
Personal Information (C		,				,	
Marital Status:	Marrie	ed / Singl	e				
Name of spouse:	9	Ramb	abu	( Late )	10-17		-
Spouse works at:	1 (						
Spouse's designation:	-						
Spouse's Gross Salary:	_						
Number of Children:	2						
Name	Age	Gender	Nai	me of School		Class	Approx. Annual Fees
J. Ramya	9		1	on's High	4	th	25,000 -
J. Hema Sree	7		Al pha	on's High	00	nd	25,000
Residence:	□ Ow	n 🗆 Parei	nts 🗆 Re	ented  Other			
Monthly Rent or EMI:		7,000	1-				
Type of House:	□ Inde			Flat House in	n a b	asti	
				1 32	100	(	Continued

# For office use only:

Division: Accounts

1.	Item		Existing	g	Revised
2.	S Sujatha	,			
3.	C.T. C. Salary		13617		
4.	Gross Salary including E	SI & PF	12464		
5.	Basic		6232		
6.	DA		1246		
7.	HRA		4985		
8.	PF (Employer + Employer	ee)	1446		
9.	ESI (Employer + Employ	vee)	482		
10.	Net Salary after ESI & P	F deduction	11242		
11.	Mobile Allowance		399		
12.	Avg. monthly conveyance for last 3 months		0		
13.	Loan with company		0		
14.	Loan repayment per mor	nth	0		
15.	Medical insurance provide	ded	e		
16.	Accidental insurance pro	vided	YES		
17.	No. of leaves taken in 20	19-20	19		
18.	Company		MPPL		
19.	Division		Accounts		
20.	Designation		Asst. Accoun	ntant	
21.	Remarks:				
	Prepared by:	Date:	Appr	oved by:	Date:
	Iqra Khatoon	15.06.20	G. Jai Ku	mar	16.06.20