

Employee Profile

Name:	S.SUJATHA		
Age :	37	Date of Birth:	30/11/1985
Present Address:	Ramanth Nagar Yousfguda Hyderabad		
Emergency Contact:	9908110539	Mobile No:	9908110539
Automobile:	Bike	Make:	
Vehicle EMI:		Year:	
Date of joining:	09/09/2018		

Personal Information (Optional)

Marital Status:	☒ Married ☐ 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:	Rented				
Monthly Rent or EMI:					
Type of House:	House in Basti				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan	400000	EMI:	8000
	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:	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 Purchase works & CS Works & All Departments Scanning M-Codex Works. Maintaining the filing & Correspondence Bank Files etc.		
Justification for Promotion:	 		
Preferred Designation:	Asst.Accountant		
Complaints:	 		
Suggestions:	 		

Signature: _____

Date: _____

Division: _____

SALARY REVISION FORM (2023-2024)

Name:	S. Sujatha		
Age :	34	Date of Birth:	30/11/1988
Present Address:	8-3-228/1280/368/A Jawahar Nagar Yousuf Guda, HYD		
Phone ®:	-	Mobile:	9908110539
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	-
Vehicle EMI:	500	Year:	2018
Salary at the time of joining:	9,500 /-	Date of joining:	14/9/2018

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
S. Hema Sree	10		Sri chaitanya Tech School	6 th	36,000/-
S. Ramya	12		Sri chaitanya Tech School	7 th	38,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	9,000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

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 + Employee)	1906	
9.	ESI (Employer + Employee)	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 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	Data Entry Operator	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Accounts

SALARY REVISION FORM (2022-2023)

Name:	<u>S. Suprtha</u>		
Age:	<u>30</u>	Date of Birth:	<u>Nov 30</u>
Present Address:	<u>8-3-228/1280/368/A</u> <u>Jawahar Nagar Yousuf Guda</u> <u>HYD</u>		
Phone @:	<u>9908110539</u>	Mobile:	
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	<u>500/-</u>	Year:	
Salary at the time of joining:	<u>8,500/-</u>	Date of joining:	<u>Sep 2018</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:	<u>2</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>Ramya</u>	<u>12</u>	<u>F</u>	<u>Sri chaitanya Techno School</u>	<u>VI</u>	<u>45,000/-</u>
<u>Hema Sree</u>	<u>9</u>	<u>F</u>	<u>"</u>	<u>V</u>	<u>35,000/-</u>
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>10,000/-</u>				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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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 + Employee)	1786	
8. s	ESI (Employer + Employee)	595	
9.	Net Salary after ESI & PF deduction	13380	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	0	
12.	Loan with company	15678	
13.	Loan repayment per month	500	
14.	Medical insurance provided		
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	15	
17.	Company	MPPL	
18.	Division	Accounts	
19.	Designation	Data Entry Operator	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: Accounts

SALARY REVISION FORM (2021-2022)

Name:	<u>S. Sujatha</u>		
Age :	<u>30</u>	Date of Birth:	
Present Address:	<u>8-3-228/1280/368/1A</u>		
	<u>Jawhar Nagar, Yousaf Guda HYD</u>		
Phone @:	<u>9908110539</u>	Mobile:	<u>9908110539</u>
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	<u>-</u>
Vehicle EMI:	<u>-</u>	Year:	<u>-</u>
Salary at the time of joining:	<u>10,000/-</u>	Date of joining:	<u>Sept - 2018</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>D. Rambabu (late)</u>				
Spouse works at:	<u>-</u>				
Spouse's designation:	<u>-</u>				
Spouse's Gross Salary:	<u>-</u>				
Number of Children:	<u>2</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>D. Ramya</u>	<u>10</u>		<u>St. Alphons High School</u>	<u>7</u>	<u>30,000/-</u>
<u>D. Hema Sree</u>	<u>7</u>		<u>"</u>	<u>11th</u>	<u>25,000/-</u>
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>8,000/-</u>				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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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 ESI & PF	13,087	
5.	Basic	6,543	
6.	DA	1,308	
7.	HRA	5,234	
8.	PF (Employer + Employee)	1,570	
9.	ESI (Employer + Employee)	523	
10.	Net Salary after ESI & PF deduction	12,204	
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	24	
18.	Company	MPPL	
19.	Division	Accounts	
20.	Designation	Data Entry Operator	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Division: AccountsSALARY REVISION FORM (2020-2021)

Name:	<u>S. Sujatha</u>		
Age :	<u>31</u>	Date of Birth:	<u>30/11/1989</u>
Present Address:	<u>8-3-228/1280/368/A</u>		
	<u>Jawahar Nagar Yousuf Guda</u>		
	<u>HYD</u>		
Phone ®:		Mobile:	<u>9908110539</u>
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:	<u>-</u>	Year:	
Salary at the time of joining:	<u>11,000/-</u>	Date of joining:	<u>Sept 2018</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>J. Rambabu (Late)</u>				
Spouse works at:	<u>-</u>				
Spouse's designation:	<u>-</u>				
Spouse's Gross Salary:	<u>-</u>				
Number of Children:	<u>2</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>J. Ramya</u>	<u>9</u>		<u>Alphon's High School</u>	<u>4th</u>	<u>25,000/-</u>
<u>J. Hema Sree</u>	<u>7</u>		<u>Alphon's High School</u>	<u>2nd</u>	<u>25,000/-</u>
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>7,000/-</u>				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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For office use only:

Division: Accounts

1.	Item	Existing	Revised
2.	S Sujatha		
3.	C.T. C. Salary	13617	
4.	Gross Salary including ESI & PF	12464	
5.	Basic	6232	
6.	DA	1246	
7.	HRA	4985	
8.	PF (Employer + Employee)	1446	
9.	ESI (Employer + Employee)	482	
10.	Net Salary after ESI & PF deduction	11242	
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	19	
18.	Company	MPPL	
19.	Division	Accounts	
20.	Designation	Asst. Accountant	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20