

## Employee Profile

|                    |                                                                                |                |                      |
|--------------------|--------------------------------------------------------------------------------|----------------|----------------------|
| Name:              | J.Kiran Kumar                                                                  |                |                      |
| Age :              | 48                                                                             | Date of Birth: | 16/06/1976           |
| Present Address:   | H.NO:18-413/4/1, Mallikarjuna Nagar, Malkajgiri, Medchal Malkajgiri Dt.500047. |                |                      |
| Emergency Contact: | 9550575438                                                                     | Mobile No:     | 7989746665           |
| Automobile:        | <input type="text"/>                                                           | Make:          | <input type="text"/> |
| Vehicle EMI:       | <input type="text"/>                                                           | Year:          | <input type="text"/> |
| Date of joining:   | 01/02/2019                                                                     |                |                      |

### Personal Information (Optional)

| Marital Status:        | <input checked="" type="radio"/> Married <input type="radio"/> Single |        |                |         |                     |
|------------------------|-----------------------------------------------------------------------|--------|----------------|---------|---------------------|
| Name of spouse:        | J.Manjula                                                             |        |                |         |                     |
| Spouse works at:       | Home Maker                                                            |        |                |         |                     |
| Spouse's designation:  | Nill                                                                  |        |                |         |                     |
| Spouse's Gross Salary: | Nill                                                                  |        |                |         |                     |
| Number of Children:    | 02                                                                    |        |                |         |                     |
| Name                   | Age                                                                   | Gender | Name of School | Class   | Approx. Annual Fees |
| J.Harshika             | 18                                                                    | F      | RIA-Mysoor     | Degree- | 50,000/-            |
| J.Abhinav Kumar        | 15                                                                    | M      | KV picaet      | 10th    | 18,000/-            |
|                        |                                                                       |        |                |         |                     |
|                        |                                                                       |        |                |         |                     |
|                        |                                                                       |        |                |         |                     |
|                        |                                                                       |        |                |         |                     |
|                        |                                                                       |        |                |         |                     |
| Residence:             | Own <input type="text"/>                                              |        |                |         |                     |
| Monthly Rent or EMI:   | 12,000/-                                                              |        |                |         |                     |
| Type of House:         | Independent House                                                     |        |                |         |                     |

Continued.....

# FINANCIAL COMMITMENT (Optional)

|                  |                    |                      |                        |                      |
|------------------|--------------------|----------------------|------------------------|----------------------|
| Loans:           | Home Loan:         | <input type="text"/> | EMI:                   | <input type="text"/> |
|                  | Personal Loan      | 5,00,000             | EMI:                   | 13,500               |
|                  | Gold Loan          | <input type="text"/> | EMI:                   | <input type="text"/> |
|                  | Chit Fund:         | <input type="text"/> | EMI:                   | <input type="text"/> |
|                  | Others:            | <input type="text"/> | EMI:                   | <input type="text"/> |
|                  |                    |                      |                        |                      |
| Insurance Policy | Medical Insurance: | 10,000,00            | Premium:               | 35,000               |
|                  | Life Insurance:    | <input type="text"/> | Premium:               | <input type="text"/> |
|                  | Term Insurance:    | 50,000,00            | Premium:               | 15,000               |
|                  | Other Insurance:   | <input type="text"/> | Premium:               | <input type="text"/> |
|                  |                    |                      |                        |                      |
| Type of savings  | Mutual Funds:      | <input type="text"/> | <input type="text"/> ▼ | <input type="text"/> |
|                  | Stock bonds:       | <input type="text"/> | <input type="text"/> ▼ | <input type="text"/> |
|                  | Fixed Deposit:     | <input type="text"/> | <input type="text"/> ▼ | <input type="text"/> |
|                  | Other Savings:     | <input type="text"/> | <input type="text"/> ▼ | <input type="text"/> |

# APPRAISAL FORM 2024-2025

|                                        |                                                                                                                                                                                                                                                       |           |             |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|
| Designation:                           | Sr.Engineer                                                                                                                                                                                                                                           | Division: | Costruction |
| Qualification / Education:             | B-Tech Civil Engineering                                                                                                                                                                                                                              |           |             |
| Years of Experience in relevant field: | 20                                                                                                                                                                                                                                                    |           |             |
| Expected Percentage                    | 25%                                                                                                                                                                                                                                                   |           |             |
| Justification for increase:            | <p>I Completed Management Allocated works intimely.<br/> Im Facing lot of Financial Struggles since last 3 years,Becose of Covidtreatment and childrens higher Education.Present Salary is very low to maintain my Family expenses in these days.</p> |           |             |
| Justification for Promotion:           |                                                                                                                                                                                                                                                       |           |             |
|                                        |                                                                                                                                                                                                                                                       |           |             |
| Preferred Designation:                 |                                                                                                                                                                                                                                                       |           |             |
| Complaints:                            |                                                                                                                                                                                                                                                       |           |             |
|                                        |                                                                                                                                                                                                                                                       |           |             |
| Suggestions:                           |                                                                                                                                                                                                                                                       |           |             |
|                                        |                                                                                                                                                                                                                                                       |           |             |

Signature: J.Kiran Kumar

Date: 30-03-24

SALARY REVISION FORM (2023-2024)

|                                |                                                                                                    |                  |              |
|--------------------------------|----------------------------------------------------------------------------------------------------|------------------|--------------|
| Name:                          | J. Kiran Kumar                                                                                     |                  |              |
| Age :                          | 47 years                                                                                           | Date of Birth:   | 16-06-1976   |
| Present Address:               | HNo 18-413/4/1<br>Mallikarjuna nagar<br>Malakajgi, Hyderabad                                       |                  |              |
| Phone ®:                       | 7989746665                                                                                         | Mobile:          | 7989746665   |
| Automobile:                    | <input type="checkbox"/> Car <input checked="" type="checkbox"/> Bike <input type="checkbox"/> Nil | Make:            | Hero passion |
| Vehicle EMI:                   | -                                                                                                  | Year:            | 2021         |
| Salary at the time of joining: | 28000/-                                                                                            | Date of joining: | 01-02-2019   |

## Personal Information (Optional)

| Marital Status:        | Married / Single                                                                                                                              |        |                |            |                     |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|------------|---------------------|
| Name of spouse:        | Manjula                                                                                                                                       |        |                |            |                     |
| Spouse works at:       | NO                                                                                                                                            |        |                |            |                     |
| Spouse's designation:  | NO                                                                                                                                            |        |                |            |                     |
| Spouse's Gross Salary: | NO                                                                                                                                            |        |                |            |                     |
| Number of Children:    | 02                                                                                                                                            |        |                |            |                     |
| Name                   | Age                                                                                                                                           | Gender | Name of School | Class      | Approx. Annual Fees |
| J. Harshika            | 18                                                                                                                                            | FM     | RIE, Musoor    | Degree     | 60,000/-            |
| J. Abhnav              | 15                                                                                                                                            | M      | K.V. Picket    | 10th class | 30,000/-            |
|                        |                                                                                                                                               |        |                |            |                     |
|                        |                                                                                                                                               |        |                |            |                     |
|                        |                                                                                                                                               |        |                |            |                     |
|                        |                                                                                                                                               |        |                |            |                     |
| Residence:             | <input checked="" type="checkbox"/> Own <input type="checkbox"/> Parents <input type="checkbox"/> Rented <input type="checkbox"/> Other _____ |        |                |            |                     |
| Monthly Rent or EMI:   |                                                                                                                                               |        |                |            |                     |
| Type of House:         | <input checked="" type="checkbox"/> Independent house <input type="checkbox"/> Flat <input type="checkbox"/> House in a basti                 |        |                |            |                     |

Continued.....



For office use only:

| 1.  | Item                                | Existing     | Revised            |
|-----|-------------------------------------|--------------|--------------------|
| 2.  | Kiran Kumar J                       |              |                    |
| 3.  | C.T. C. Salary                      | 34094        |                    |
| 4.  | Gross Salary including ESI & PF     | 32294        |                    |
| 5.  | Basic                               | 16147        |                    |
| 6.  | DA                                  | 3229         |                    |
| 7.  | HRA                                 | 12917        |                    |
| 8.  | PF (Employer + Employee)            | 3600         |                    |
| 9.  | ESI (Employer + Employee)           | 0            |                    |
| 10. | Net Salary after ESI & PF deduction | 25294        |                    |
| 11. | Mobile Allowance                    | 399          |                    |
| 12. | monthly conveyance                  | 0            |                    |
| 13. | Loan with company                   | 83299        |                    |
| 14. | Loan repayment per month            | 5000         |                    |
| 15. | Medical insurance provided          | Yes          |                    |
| 16. | Accidental insurance provided       | Yes          |                    |
| 17. | No. of leaves taken in 2022-23      | 12           |                    |
| 18. | Company                             | SOV III      |                    |
| 19. | Division                            | Const.       |                    |
| 20. | Designation                         | Sr. Engineer |                    |
| 21. | Remarks:                            |              |                    |
|     |                                     |              |                    |
|     |                                     |              |                    |
|     | Prepared by:                        | Date:        | Approved by: Date: |
|     | Iqra Khatoon                        | 14-04-2023   | 18-04-2023         |

Division: Construction

SALARY REVISION FORM (2022-2023)

|                                |                                                                                                    |                  |            |
|--------------------------------|----------------------------------------------------------------------------------------------------|------------------|------------|
| Name:                          | J. Kiran Kumar                                                                                     |                  |            |
| Age:                           | 46 yrs                                                                                             | Date of Birth:   | 16-06-1976 |
| Present Address:               | HNo 18-413/4/1<br>Mallikarjunagar<br>Malakajgiri<br>Hyderabad                                      |                  |            |
| Phone ®:                       | 7989746665                                                                                         | Mobile:          | 7989746665 |
| Automobile:                    | <input type="checkbox"/> Car <input checked="" type="checkbox"/> Bike <input type="checkbox"/> Nil | Make:            | Hero Honda |
| Vehicle EMI:                   | —                                                                                                  | Year:            | 2021       |
| Salary at the time of joining: | 27K                                                                                                | Date of joining: | 2019       |

Personal Information (Optional)

| Marital Status:        | Married / Single                                                                                                                              |        |                |       |                     |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|-------|---------------------|
| Name of spouse:        | Manjula                                                                                                                                       |        |                |       |                     |
| Spouse works at:       | —                                                                                                                                             |        |                |       |                     |
| Spouse's designation:  | —                                                                                                                                             |        |                |       |                     |
| Spouse's Gross Salary: | —                                                                                                                                             |        |                |       |                     |
| Number of Children:    | 2 No                                                                                                                                          |        |                |       |                     |
| Name                   | Age                                                                                                                                           | Gender | Name of School | Class | Approx. Annual Fees |
| J. Harishtha           | 17                                                                                                                                            | F/m    | K.V picket     | 12th  | 20,000/-            |
| J. Abhinav             | 13                                                                                                                                            | M      | K.V picket     | 9th   | 15,000/-            |
|                        |                                                                                                                                               |        |                |       |                     |
|                        |                                                                                                                                               |        |                |       |                     |
|                        |                                                                                                                                               |        |                |       |                     |
|                        |                                                                                                                                               |        |                |       |                     |
|                        |                                                                                                                                               |        |                |       |                     |
| Residence:             | <input checked="" type="checkbox"/> Own <input type="checkbox"/> Parents <input type="checkbox"/> Rented <input type="checkbox"/> Other _____ |        |                |       |                     |
| Monthly Rent or EMI:   | EMI 15000/- month                                                                                                                             |        |                |       |                     |
| Type of House:         | <input checked="" type="checkbox"/> Independent house <input type="checkbox"/> Flat <input type="checkbox"/> House in a basti                 |        |                |       |                     |

Continued.....

For office use only:

|     | Item                                      | Existing     | Revised      |
|-----|-------------------------------------------|--------------|--------------|
| 1.  | Kiran Kumar J                             |              |              |
| 2.  | C.T. C. Salary                            | 31786        |              |
| 3.  | Gross Salary including ESI & PF           | 29986        |              |
| 4.  | Basic                                     | 14993        |              |
| 5.  | DA                                        | 2998         |              |
| 6.  | HRA                                       | 11994        |              |
| 7.  | PF (Employer + Employee)                  | 3600         |              |
| 8.  | ESI (Employer + Employee)                 | 0            |              |
| 9.  | Net Salary after ESI & PF deduction       | 29461        |              |
| 10. | Mobile Allowance                          | 399          |              |
| 11. | Avg. monthly conveyance for last 3 months | 0            |              |
| 12. | Loan with company                         |              |              |
| 13. | Loan repayment per month                  | 0            |              |
| 14. | Medical insurance provided                | Yes          |              |
| 15. | Accidental insurance provided             | Yes          |              |
| 16. | No. of leaves taken in 2021-22            | 8            |              |
| 17. | Company                                   | SOV III      |              |
| 18. | Division                                  | Const.       |              |
| 19. | Designation                               | Sr. Engineer |              |
| 20. | Remarks:                                  |              |              |
|     |                                           |              |              |
|     |                                           |              |              |
|     | Prepared by:                              | Date:        | Approved by: |
|     | Iqra Khatoon                              | 12.04.22     | G. Jai Kumar |
|     |                                           |              | Date:        |
|     |                                           |              | 15.04.22     |

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Division: ConstructionSALARY REVISION FORM (2021-2022)

|                                |                                                                                                                          |                  |            |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------|------------|
| Name:                          | J. Kiran Kumar                                                                                                           |                  |            |
| Age :                          | 45 years                                                                                                                 | Date of Birth:   | 16-06-1976 |
| Present Address:               | H/No: 18-413/4/1,<br>Mallikarjunagar, Malakajgiri<br>Medchal - HALKATGIRY (DT)<br>500047                                 |                  |            |
| Phone @:                       | —                                                                                                                        | Mobile:          | 7989746665 |
| Automobile:                    | <input checked="" type="checkbox"/> Car <input checked="" type="checkbox"/> Bike <input checked="" type="checkbox"/> Nil | Make:            | Hero-Honda |
| Vehicle EMI:                   | —                                                                                                                        | Year:            | 2003       |
| Salary at the time of joining: | 27,500/-                                                                                                                 | Date of joining: | 03-03-2019 |

## Personal Information (Optional)

| Marital Status:        | Married / Single                                                                                                                              |        |                  |       |                     |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------|-------|---------------------|
| Name of spouse:        | Manjula                                                                                                                                       |        |                  |       |                     |
| Spouse works at:       | —                                                                                                                                             |        |                  |       |                     |
| Spouse's designation:  | —                                                                                                                                             |        |                  |       |                     |
| Spouse's Gross Salary: | —                                                                                                                                             |        |                  |       |                     |
| Number of Children:    | 2                                                                                                                                             |        |                  |       |                     |
| Name                   | Age                                                                                                                                           | Gender | Name of School   | Class | Approx. Annual Fees |
| 1) Harshika .J         | 16y                                                                                                                                           | FM     | Gitan model sang | XI    | 50,000/-            |
| 2) Abhinav .J          | 13y                                                                                                                                           | M      | K.V.S picket     | VII   | 35,000/-            |
|                        |                                                                                                                                               |        |                  |       |                     |
|                        |                                                                                                                                               |        |                  |       |                     |
|                        |                                                                                                                                               |        |                  |       |                     |
|                        |                                                                                                                                               |        |                  |       |                     |
| Residence:             | <input checked="" type="checkbox"/> Own <input type="checkbox"/> Parents <input type="checkbox"/> Rented <input type="checkbox"/> Other _____ |        |                  |       |                     |
| Monthly Rent or EMI:   | 15000 / month EMI                                                                                                                             |        |                  |       |                     |
| Type of House:         | <input checked="" type="checkbox"/> Independent house <input type="checkbox"/> Flat <input type="checkbox"/> House in a basti                 |        |                  |       |                     |

Continued.....



Appraisal by Manager (Confidential report to HR)

|                                          |                                                             |
|------------------------------------------|-------------------------------------------------------------|
| Name of Employee:                        | J.Kiran Kumar                                               |
| Project:                                 | Silver Oak Villas-Part-III                                  |
| <b>Overall performance:</b>              | V.Good                                                      |
| Attitude towards colleagues:             | Excellent                                                   |
| Team player:                             | Yes                                                         |
| Personal appearance:                     | Good                                                        |
| Interest / Enthusiasm in work:           | Shows Good interest in work & Motivate other staff to work. |
| Knowledge of work:                       | Good                                                        |
| Attendance / punctuality:                | Good                                                        |
| Communication skills – oral – in English | Average                                                     |
| Communication skills – oral – in Telugu  | Good                                                        |

Note: Rate as good, average or poor.

Key strengths:

Having a good experience in civil work and can handle site works.

Shortcomings or weaknesses:

Nothing

How can we get more from the employee?

Requesting to appraise salary

What are the precautions to be taken?

Nothing

Prepared by:

K.Purshotham

Date:

06-04-2021

For office use only:

Division: Const.

|     |                                           |                |              |
|-----|-------------------------------------------|----------------|--------------|
| 1.  | Item                                      | Existing       | Revised      |
| 2.  | Name                                      | J. Kiran Kumar |              |
| 3.  | C.T. C. Salary                            | 29,610         |              |
| 4.  | Gross Salary including ESI & PF           | 27,933         |              |
| 5.  | Basic                                     | 13,966         |              |
| 6.  | DA                                        | 2,793          |              |
| 7.  | HRA                                       | 11,173         |              |
| 8.  | PF (Employer + Employee)                  | 3,352          |              |
| 9.  | ESI (Employer + Employee)                 |                |              |
| 10. | Net Salary after ESI & PF deduction       | 26,057         |              |
| 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                | Yes            |              |
| 16. | Accidental insurance provided             | Yes            |              |
| 17. | No. of leaves taken in 2018-19            | 26             |              |
| 18. | Company                                   | SOV            |              |
| 19. | Division                                  | Const.         |              |
| 20. | Designation                               | Sr. Engineer   |              |
| 21. | Remarks:                                  |                |              |
|     |                                           |                |              |
|     |                                           |                |              |
|     | Prepared by:                              | Date:          | Approved by: |
|     | Iqra Khatoon                              | 05-04-2021     |              |

Division: Confidential

SALARY REVISION FORM (2020-2021)

|                                |                                                                                                    |                  |              |
|--------------------------------|----------------------------------------------------------------------------------------------------|------------------|--------------|
| Name:                          | JAKKULA KIRAN KUMAR                                                                                |                  |              |
| Age :                          | 43 years                                                                                           | Date of Birth:   | 16-06-1976   |
| Present Address:               | HNO: 18-413/4/1                                                                                    |                  |              |
|                                | MALLIKARJUNA NAGAR                                                                                 |                  |              |
|                                | MALKAJ GERY                                                                                        |                  |              |
|                                | HYDERABAD                                                                                          |                  |              |
| Phone @:                       | -                                                                                                  | Mobile:          | 7989746665   |
| Automobile:                    | <input type="checkbox"/> Car <input type="checkbox"/> Bike <input checked="" type="checkbox"/> Nil | Make:            | Hero passion |
| Vehicle EMI:                   | -                                                                                                  | Year:            | 2003         |
| Salary at the time of joining: | 27000/-                                                                                            | Date of joining: | March 2019   |

Personal Information (Optional)

|                        |                                                                                                                                         |        |                    |       |                     |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------|-------|---------------------|
| Marital Status:        | Married / Single                                                                                                                        |        |                    |       |                     |
| Name of spouse:        | J. MANJULA                                                                                                                              |        |                    |       |                     |
| Spouse works at:       | -                                                                                                                                       |        |                    |       |                     |
| Spouse's designation:  | -                                                                                                                                       |        |                    |       |                     |
| Spouse's Gross Salary: | -                                                                                                                                       |        |                    |       |                     |
| Number of Children:    | ②                                                                                                                                       |        |                    |       |                     |
| Name                   | Age                                                                                                                                     | Gender | Name of School     | Class | Approx. Annual Fees |
| J. Harshika            | 15                                                                                                                                      | FM     | Lilly model school | 10th  | 30,000 ₹            |
| J. Abhinav             | 13                                                                                                                                      | M      | K.V. pickat        | 7th   | 20,000 ₹            |
|                        |                                                                                                                                         |        |                    |       |                     |
|                        |                                                                                                                                         |        |                    |       |                     |
|                        |                                                                                                                                         |        |                    |       |                     |
|                        |                                                                                                                                         |        |                    |       |                     |
| Residence:             | <input checked="" type="checkbox"/> Own <input type="checkbox"/> Parents <input type="checkbox"/> Rented <input type="checkbox"/> Other |        |                    |       |                     |
| Monthly Rent or EMI:   | 13000/-                                                                                                                                 |        |                    |       |                     |
| Type of House:         | <input checked="" type="checkbox"/> Independent house <input type="checkbox"/> Flat <input type="checkbox"/> House in a basti           |        |                    |       |                     |

Continued.....

Appraisal by Manager (Confidential report to HR)

|                                          |                   |
|------------------------------------------|-------------------|
| Name of Employee:                        | Kiran -Sr. Engg   |
| Project:                                 | Silver Oak Villas |
| <b>Overall performance:</b>              | Good              |
| Attitude towards colleagues:             | Good              |
| Team player:                             | Good              |
| Personal appearance:                     | Good              |
| Interest / Enthusiasm in work:           | Good              |
| Knowledge of work:                       | Good              |
| Attendance / punctuality:                | Good              |
| Communication skills – oral – in English | Avg               |
| Communication skills – oral – in Telugu  | Good              |

Note: Rate as good, average or poor.

|                                   |
|-----------------------------------|
| Key strengths:                    |
| As an excellent grip on his work. |

|                             |
|-----------------------------|
| Shortcomings or weaknesses: |
| Nothing                     |

|                                        |
|----------------------------------------|
| How can we get more from the employee? |
| Doing work as per their ability        |

|                                       |
|---------------------------------------|
| What are the precautions to be taken? |
| Nothing                               |

|              |            |
|--------------|------------|
| Prepared by: | Date:      |
| K.Purshotham | 12-06-2020 |



For office use only:

Division: Construction

| 1.  | Item                                      | Existing     | Revised      |
|-----|-------------------------------------------|--------------|--------------|
| 2.  | J. Kiran Kumar                            |              |              |
| 3.  | C.T. C. Salary                            | 28200        |              |
| 4.  | Gross Salary including ESI & PF           | 26603        |              |
| 5.  | Basic                                     | 13301        |              |
| 6.  | DA                                        | 2660         |              |
| 7.  | HRA                                       | 10641        |              |
| 8.  | PF (Employer + Employee)                  | 3402         |              |
| 9.  | ESI (Employer + Employee)                 | 0            |              |
| 10. | Net Salary after ESI & PF deduction       | 26447        |              |
| 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                | YES          |              |
| 16. | Accidental insurance provided             | YES          |              |
| 17. | No. of leaves taken in 2019-20            | 8            |              |
| 18. | Company                                   | SOV          |              |
| 19. | Division                                  | Construction |              |
| 20. | Designation                               | Sr. Engineer |              |
| 21. | Remarks:                                  |              |              |
|     |                                           |              |              |
|     |                                           |              |              |
|     | Prepared by:                              | Date:        | Approved by: |
|     | Iqra Khatoon                              | 15.06.20     | G. Jai Kumar |
|     |                                           |              | Date:        |
|     |                                           |              | 16.06.20     |

Division: Construction

**SALARY REVISION FORM (2019-2020)**

|                                |                                                                                                    |                  |                           |
|--------------------------------|----------------------------------------------------------------------------------------------------|------------------|---------------------------|
| Name:                          | <u>J. KIRAN KUMAR.</u>                                                                             |                  |                           |
| Age :                          | <u>42 years</u>                                                                                    | Date of Birth:   | <u>16-06-1976</u>         |
| Present Address:               | <u>HNO: 18-413/41</u>                                                                              |                  |                           |
|                                | <u>Mallikarjunanagar, Malkajgiri</u>                                                               |                  |                           |
|                                | <u>Secunderabad.</u>                                                                               |                  |                           |
| Phone ®:                       | <u>-</u>                                                                                           | Mobile:          | <u>7989746665</u>         |
| Automobile:                    | <input type="checkbox"/> Car <input type="checkbox"/> Bike <input checked="" type="checkbox"/> Nil | Make:            | <u>Hero Honda Passion</u> |
| Vehicle EMI:                   | <u>-</u>                                                                                           | Year:            | <u>2003</u>               |
| Salary at the time of joining: | <u>27,500/-</u>                                                                                    | Date of joining: | <u>24-01-2019</u>         |

**Personal Information (Optional)**

| Marital Status:         | <input checked="" type="checkbox"/> Married / <input type="checkbox"/> Single                                                                 |           |                           |           |                     |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------|-----------|---------------------|
| Name of spouse:         | <u>J. Manjula</u>                                                                                                                             |           |                           |           |                     |
| Spouse works at:        | <u>House Maker</u>                                                                                                                            |           |                           |           |                     |
| Spouse's designation:   | <u>-</u>                                                                                                                                      |           |                           |           |                     |
| Spouse's Gross Salary:  | <u>-</u>                                                                                                                                      |           |                           |           |                     |
| Number of Children:     | <u>02</u>                                                                                                                                     |           |                           |           |                     |
| Name                    | Age                                                                                                                                           | Gender    | Name of School            | Class     | Approx. Annual Fees |
| <u>J. Harshika</u>      | <u>14</u>                                                                                                                                     | <u>FM</u> | <u>Lilly Model School</u> | <u>X</u>  | <u>30,000 = 00</u>  |
| <u>J. Abhinav Kumar</u> | <u>11</u>                                                                                                                                     | <u>M</u>  | <u>"</u>                  | <u>VI</u> | <u>20,000 = 00</u>  |
|                         |                                                                                                                                               |           |                           |           |                     |
|                         |                                                                                                                                               |           |                           |           |                     |
|                         |                                                                                                                                               |           |                           |           |                     |
|                         |                                                                                                                                               |           |                           |           |                     |
| Residence:              | <input checked="" type="checkbox"/> Own <input type="checkbox"/> Parents <input type="checkbox"/> Rented <input type="checkbox"/> Other _____ |           |                           |           |                     |
| Monthly Rent or EMI:    | <u>EMI 15,000/-</u>                                                                                                                           |           |                           |           |                     |
| Type of House:          | <input checked="" type="checkbox"/> Independent house <input type="checkbox"/> Flat <input type="checkbox"/> House in a basti                 |           |                           |           |                     |

Continued.....

For office use only:

|              | Item                                      | Existing                    | Revised      |
|--------------|-------------------------------------------|-----------------------------|--------------|
| 1.           | J. Kiran Kumar                            |                             |              |
| 2.           | C.T. C. Salary                            | 27500                       |              |
| 3.           | Gross Salary including ESI & PF           | 27500                       |              |
| 4.           | Basic                                     | 8250                        |              |
| 5.           | DA                                        | 2750                        |              |
| 6.           | HRA                                       | 11000                       |              |
| 7.           | CCA                                       | 2750                        |              |
| 8.           | TA                                        | 1375                        |              |
| 9.           | EA                                        | 1375                        |              |
| 10.          | PF (Employer + Employee)                  | 0                           |              |
| 11.          | ESI (Employer + Employee)                 | 0                           |              |
| 12.          | P.T.                                      | 200                         |              |
| 13.          | Net Salary after ESI & PF deduction       | 27300                       |              |
| 14.          | Mobile Allowance                          | 399                         |              |
| 15.          | Avg. monthly conveyance for last 3 months | 0                           |              |
| 16.          | Loan with company                         | 0                           |              |
| 17.          | Loan repayment per month                  | 0                           |              |
| 18.          | Medical insurance provided                | YES                         |              |
| 19.          | Accidental insurance provided             | YES                         |              |
| 20.          | No. of leaves taken in 2018-19            | 3                           |              |
| 21.          | Company                                   | MODI REALTY<br>POCHARAM LLP |              |
| 22.          | Division                                  | Construction                |              |
| 23.          | Designation                               | Sr. Engineer                |              |
| 24.          | Remarks:                                  |                             |              |
|              |                                           |                             |              |
| Prepared by: |                                           | Date:                       | Approved by: |
| Iqra Khatoon |                                           | 12.04.19                    |              |
|              |                                           |                             | Date:        |
|              |                                           |                             |              |