

Employee Profile

Name:	Kolluru Praveen		
Age :	28	Date of Birth:	20/05/1996
Present Address:	vil-Bogaram,Mdl-Keesara,Dist-Medchal-Maljigiri, H-No-2-80		
Emergency Contact:	9666778143	Mobile No:	9908079299
Automobile:		Make:	
Vehicle EMI:		Year:	
Date of joining:	25/05/2021		

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:	Rented				
Monthly Rent or EMI:	6200/-				
Type of House:	House in Basti				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan		EMI:	
	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:	Engineer	Division:	construction
Qualification / Education:	B.Tech(civil engineering)		
Years of Experience in relevant field:	6 years		
Expected Percentage	30%		
Justification for increase:	It's a privilege being a part of this esteemed organisation since 3 years,I have put my best efforts in my performance.Since I joined which can be really felt I have given my best in completing all the assigned works of 4545 all rcc,Atrium all slabs south,west cc roads and 3600 footing and plinth beams 4545 terrace,upper lower,upper basement vdf flooring and after that iam suffle to BRGV site in this site with in 10 months i willcompled part-III 3rd to 5th floor(60 flas) brickwork and plastering qc and rcc works and east,west and south flooring and cellar 50% vdf		
Justification for Promotion:	I have on experience of commercial and residential projects		
Preferred Designation:	Sr Engineer		
Complaints:	-		
Suggestions:			

Signature: K.Praven

Date: 01.04.2024

Division: Construction

SALARY REVISION FORM (2023-2024)

Name:	<u>Kolluru Praveen</u>		
Age :	<u>26</u>	Date of Birth:	<u>20/05/1996</u>
Present Address:	<u>(vill) cheeryal, (nd) Keersara</u>		
	<u>(Dist) : - Medchal Malkajgiri</u>		
	<u>H-No: - 2-B, 501301.</u>		
Phone ®:		Mobile:	<u>9908079299</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	<u>—</u>	Year:	<u>—</u>
Salary at the time of joining:	<u>21,000</u>	Date of joining:	<u>25-05-2021</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>—</u>				
Spouse works at:	<u>—</u>				
Spouse's designation:	<u>—</u>				
Spouse's Gross Salary:	<u>—</u>				
Number of Children:	<u>—</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>		
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other <u>—</u>				
Monthly Rent or EMI:	<u>4,200</u>				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: Construction

Qualification / Education :	B.Tech - Civil Engineering
Years of Experience in relevant field:	5- Years.
Expected gross salary:	35000 / —
Justification for increase:	It's a privilege being a part of this esteemed organisation since 2 years, I have put my best efforts in my performance. Since I joined which can be really felt ^{great} . I have given my best in completing all the assigned works of ASARCC works, Abrium all slabs, South, west cc roads, 3600 footings (2 meters), 4545 upper, lower basement VDF Flooring, 4545 Terrace flooring, 4500 Pump footings in time. Also with increased cost of living i am unable to meet my family expenses. This increase is result of my hardwork and my commitment to the task given to me.
Complaints & suggestions:	
Preferred Designation:	Senior - Engineer

Signature: Reem Date: 17/04/23

For office use only:

1.	Item	Existing	Revised
2.	Kolluru Praveen		
3.	C.T. C. Salary	23500	
4.	Gross Salary including ESI & PF	22169	
5.	Basic	11084	
6.	DA	2216	
7.	HRA	8867	
8.	PF (Employer + Employee)	2660	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	20639	
11.	Mobile Allowance	399	
12.	monthly conveyance	1800	
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 2022-23	18	
18.	Company	MRGV	
19.	Division	Const.	
20.	Designation	Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Construction

SALARY REVISION FORM (2022-2023)

Name:	K. Praveen		
Age:	26	Date of Birth:	20-05-1996
Present Address:	(vill) - cheexyal.		
	(nd) - Keesara.		
	(dist) - Medchal - Malkajgiri		
	H-No - 2-80, Pin - 501301		
Phone @:		Mobile:	9908079299
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	21,000 / -	Date of joining:	25/05/2021.

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:	5,000 / -				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: Construction

Qualification / Education:	B.Tech CIVIL Engineering
Years of Experience in relevant field:	4 years 2 months.
Expected gross salary:	30,000 / —
Justification for increase:	It has been a pleasure working with our organisation for the last 11 months at GVRCL site from that time to I am completing the works of Cable Vault (from starting to ending), East North roads And RCC Works of 3600H Sump, Pump room And I am Involving the RCC works of 2727 4545 Abium with the coordination of my team members. I have given my best in completing all the assigned works in time And I am perfectly comfortable facing new challenges and ready to step in to handle new activities at any moment.
Complaints & suggestions:	—
Present Designation:	Engineer
Preferred Designation:	Senior Engineer.

Signature:

Reen

Date:

11/09/2022.

For office use only:

	Item	Existing	Revised
1.	Kolluru Praveen		
2.	C.T. C. Salary	21000	
3.	Gross Salary including ESI & PF	19221	
4.	Basic	9610	
5.	DA	1922	
6.	HRA	7688	
7.	PF (Employer + Employee)	2458	
8.	ESI (Employer + Employee)	945	
9.	Net Salary after ESI & PF deduction	22077	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	4326.8400000000001	
12.	Loan with company		
13.	Loan repayment per month	0	
14.	Medical insurance provided		
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	8	
17.	Company	GVRC	
18.	Division	Const.	
19.	Designation	Engineer	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22