Employee Profile

Name:	P	1. Sa	njeer Kon	non		
Age:		48	Date of Birth:		10	-08-1976
Present Address:	1	lot no	` /			
	K	angaj	al England	2		
	0	ld Ben	eorphy See	260	d-	-500011
Emergency Contact:	1 9	3980982	Mobile No:		195	02516262
Automobile:		Splendo	Make:			Hero
Vehicle EMI:		1_	Year:			2012
Date of joining:		2013				
Personal Information (O	ptional)	L				
Marital Status:	Q M	arried	Single			
Name of spouse:	M	. Veero	mani			
Spouse works at:						
Spouse's designation:	16	use w	ifo			
Spouse's Gross Salary:						
Number of Children:	0	2				
Name	Age	Gender	Name of School	C	lass	Approx. Annual Fees
M. Kavya	14	F	C-M-R	1	丌	38000/
M. Hershire	12	M	C.M.R	T	X.	48,000/
Residence:		plet				
Monthly Rent or EMI:		1_				

Type of House:

Continued.....

Finniosec Profile

	Date of joining

			ma J.	
1 3.		3. 1. 1.		
	71			

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:		

PARAMETER COVERTMENT CONGRESS

APPRAISAL FORM 2024-2025

Designation:	poochers Ist I	Division:	pus chose.
Qualification / Education:	Intromediate	٤ ,	V
Years of Experience in relevant field:	prochar My I Intermediate		
Expected Percentage	30%		
Justification for increase:			
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			
00 8	And	00	[21,12/

APPROVINCE TOREM 2024-2025

Division: ADMIN

SALARY REVISION FORM (2023-2024)

Name:	M	M. Sanjeev Kumar					
Age:	375	47	J	Date of Birth:		-08-1976	
Present Address:	O	ot no	01-	1 .97	d gross sala	altrigu II	
	1R	amgopa	2	Enclave,	Make	tma nagor	
		1 1 1		npally		J	
		Sec-bad - 500011					
Phone ®:		-		Mobile:		02516262	
Automobile:	□ Car	□ Bike □	Nil	Make:	2	012	
Vehicle EMI:		•		Year:	S	plendor	
Salary at the time of joining:	7	7000/ Date of joining:			: 13	-12-2013	
Personal Information (O	ptional)						
Marital Status:		d / Single					
Name of spouse:	M	1. Vee	ras	nani			
Spouse works at:		buse			e ans she see	oma, z	
Spouse's designation:	-	-		0.			
Spouse's Gross Salary:							
Number of Children:		02-					
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees	
M. KAUYA	11	F		CMR	7111	35000/	
M. HARShitkij	09	M	(MR	V	30000/	
Residence:	Ow	n Parent	s 🗆 R	ented Other	L		
Monthly Rent or EMI:	11/2		-				
Type of House:	Inde	ependent h	ouse	☐ Flat ☐ House is		ontinued	

Qualification / Education :	meermediate. Dass
Years of Experience in	Intermediate. Pars
relevant field:	
Expected gross salary:	25000/1
Justification for increase:	
45-	grand Library
110055	The second second
112 (2 0) = 1 did	Modern Land Company of the Company o
Class Sa	Antomoleis Care Blue Civil Man
Dev Colonia	
ar a commonto s	Salary 1 the time of Salary 1 the time of
	Personal lytter region (Opingal)
	STATE STATES OF THE STATES OF
	POLY 18 7 3 7 - 1 7 A
Complaints & suggestions:	
Complaints & suggestions:	Nil.
Complaints & suggestions:	
Complaints & suggestions:	
Complaints & suggestions:	
	Nil.
Schools App.	19 Mil.
Schools Cast App	Demonstration of the second of
Schools Class Appa	Demonstration of the second of
Schools App.	Demonstration of the second of
Schools App.	Demonstration of the second of
Schools App.	Demonstration of the second of
Schools App.	Demonstration of the second of
Schools App.	Demonstration of the second of

Division: Admin.

For office use only:

1.	Item		Existing		Revised
2.	Sanjeev Kumar M				
3.	C.T. C. Salary		17678		
4.	Gross Salary includin	16181			
5.	Basic	8090			
6.	DA	1618			
7.	HRA		6472	-	
8.	PF (Employer + Emp	loyee)	1942		
9.	ESI (Employer + Emp	ployee)	647		
10.	Net Salary after ESI &	& PF deduction	14938		
11.	Mobile Allowance		399		
12.	monthly conveyance		0		
13.	Loan with company				
14.	Loan repayment per r	nonth			
15.	Medical insurance pro	ovided			
16.	Accidental insurance	provided	Yes		
17.	No. of leaves taken in	2022-23	14		
18.	Company		GVDC		
19.	Division		Admin.		
20.	Designation		Store Keeper		
21.	Remarks:				
	Prepared by:	Date:	Approved by	y:	Date:
	Iqra Khatoon	14-04-2023			18-04-2023

Division: ADMIN-AUDIT

SALARY REVISION FORM (2022-2023)

Titillio.	1	1. OF	MADE	CV KOME	1/	
Age:		46		Date of Birth:	10	0-08-1976
Present Address:	pl	at no	:-1	Ramgo		Enclave
	N	Tahat	ma	Nagar.		owengaly
		Bec-b	ad.	J		1 /
Phone ®:				Mobile:	950	2516262
Automobile:	□ Car	Bike 🗆	Nil	Make:		lendor
Vehicle EMI:	2	000/-		Year:		018
Salary at the time of joining:		1000/	_	Date of joining:	2	.013
Personal Information (O	ptional					
Marital Status:	Marrie	ed / Single	е			*
Name of spouse:	N	1. VE	ERF	+MAN!		
Spouse works at:		House				
Spouse's designation:				U		
Spouse's Gross Salary:		_				
Number of Children:		02				
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees
M. KAVYA	12	F	C.1	M. R. School	789	30,000/
M. HARSHIT	09	M		M.R. School	4 oh	26,000/-
Residence:	₽ Ow:	n Paren	its 🗆 Re	ented Other		
Monthly Rent or EMI:	,	700	- V			
Type of House:	Inde	ependent l	house [☐ Flat ☐ House in		
					C	ontinued

Division: ADMIN-AUDIT

Qualification / Education:	INTERMEDIATE PASS
Years of Experience in relevant field:	81/2 years
Expected gross salary:	20,000/1
Justification for increase:	Due to cost of
living is	Very high so please
hike my	Sabriey in This.
present Si	Julian Sell. Sates are
Very high	. School fees also.
very high	now a days. I am
reguesting .	to the management.
do shel r	reedful hike.
TAA:	SAN TO THE PROPERTY OF THE PRO
Complaints & suggestions:	
	XiX.
Present Designation:	Audit. Assitant.
Preferred Designation:	As Management decide.
Signature: \$\int \text{\text{\$\frac{1}{2}}}	Avdit. Assitant. As Management decide. Date: 12-04-2022.

Division: Admin.

For office use only:

	Item		Existing	Revised
1.	Sanjeev Kumar M			
2.	C.T. C. Salary		16300	
3.	Gross Salary including ES	I & PF	14919	
4.	Basic		7459	
5.	DA		1491	
6.	HRA		5967	
7.	PF (Employer + Employee	e)	1908	900
8. s	ESI (Employer + Employe	ee)	723	
9.	Net Salary after ESI & PF	deduction	10009	
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 provide	ed		
15.	Accidental insurance prov	ided	Yes	
16.	No. of leaves taken in 202	1-22	14	
17.	Company		SSLLP LOG	
18.	Division		Admin.	
19.	Designation		Audit Assistant	
20.	Remarks:			fu-fa ca
	Prepared by:	Date:	Approved by	: Date:
	Iqra Khatoon 12	2.04.22	G. Jai Kumar	15.04.22

Division: ADMIN/AUDIT

	SALARY REVISION	FORM (2021-2022)	
Name:	M. SANSEEV	KUMAR	roas anusantes
Age:	45	Date of Birth:	10-8-1976
Present Address:	plat no:- 1,	Mahatmana	908,
	old Bowen	pally	itti vor uo kulti Part
7 7 7	Sec-bad.	1	. Depris
A XXXX	F NOT OF		· 1000 0 15
Phone ®:	1. hr.d. 2	Mobile:	9502516262
Automobile:	⊠ Car ⊠ Bike ₩ Nil	Make:	HERO SPLENDOR
Vehicle EMI:		Year:	2012
Salary at the time of joining:	7500/_	Date of joining:	2013
Personal Information (Optional)		
Marital Status:	Married / Single		
Name of spouse:	M. VEERAM	PANI	
Spouse works at:	House wi	fe: know	and the state of t

Personal Information (O	ptional	/								
Marital Status:	Marrie	d / Single	e							
Name of spouse:	M.	M. VEERA MANI								
Spouse works at:	H	House wife.								
Spouse's designation:	1000									
Spouse's Gross Salary:	6		A Land	Vitar						
Number of Children:	(02	March 18	nin-	i.					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees					
M. Kavya.	11	F	C.M.R. School	06	35000/_					
U. HARSHIT Rage	07	M	C.M.R. School Generis School	04	30009-					
4, 1	1	1	100 Cm / m	1						
Residence:	₩ Ov	vn 🖂 Par	ents 🖾 Rented 🖾 Other	unangiz.	Had Neff					
Monthly Rent or EMI:										
Type of House:	☐ Independent house ☐ Flat ☐ House in a basti									

Continued.....

Division: Admin Saday

Qualification / Education :	Indermediate.
Years of Experience in	A A STATE OF THE S
relevant field:	7/2 years.
Expected gross salary:	27500/L
Justification for increase:	I am getting lot of
Struggle. be	came of this prosent
Salosy . Acc	ording to my works. please
consider al	sove Salary.
41.03.13.13.14.3.14	Automobile - Visit Street - Makes
	Vabiole FMI
	Suiter at the time of
2 1 Junior	
	Personal Intomation (Cap)
	, c. Marital Sums — Alarriody Single
	TARING OF STORES M. LEEKA MAKE
Complaints & suggestions:	We Expeding from
OUT OTJanis	
- 1 /	flospiful In the Name
d modi	and Also to provide flots
Jor Empl	byers. In low cost or
to give 50%.	Subsidy to LIG. Employers.
at least to	consider flots request.
This D my	personal opinion
Preferred Designation:	Liaring Officer.
Signature:	M. Date: $03-04-21$

Division: Admin Audit

Appraisal by Manager (Confidential report to HR)

Name of Employee:	M. Sanjeer Kumar.
Project:	SSUP.
Overall performance:	Alte much.
Attitude towards colleagues:	Good
Team player:	Average.
Personal appearance:	Aucrage.
Interest / Enthusiasm in work:	Averal.
Knowledge of work:	Avereno.
Attendance / punctuality:	Averagel:
Communication skills - oral - in English	Average.
Communication skills - oral - in Telugu	(Lend.
Note: Rate as good, average or poor.	
Key strengths: Handwork, Di	
Shortcomings or weaknesses: Harrica	als Eventling what he listens S
How can we get more from the employee?	
At present woning Goo	od, in audit feem.
What are the precautions to be taken?	
<u>-</u>	
Prepared by: PNASEEN . B	Date: 03/04/21

For office use only:

Division: Admin.

1.	Item		Existing	Revised
2.	Name		M Sanjeev Kumar	
3.	C.T. C. Salary		15,000	
4.	Gross Salary including E	SI & PF	13,729	
5.	Basic		6,864	
6.	DA		1,372	
7.	HRA		5,491	
8.	PF (Employer + Employe	ee)	1,648	
9.	ESI (Employer + Employ	ree)	549	
10.	Net Salary after ESI & PI	deduction	12,803	
11.	Mobile Allowance		399	
12.	Avg. monthly conveyance for last 3 months		5400	
13.	Loan with company			
14.	Loan repayment per mont	th		
15.	Medical insurance provided		No	
16.	Accidental insurance prov	vided	Yes	
17.	No. of leaves taken in 201	18-19	23	
18.	Company		SSLLP LOGISTICS	
19.	Division		Admin.	
20.	Designation		Admin Assistant - Audit	
21.	Remarks:			
	Prepared by:	Date:	Approved by:	Date:
	Igra Khatoon 0	5-04-2021		

Division: ADMIN AUDIT

SALARY REVISION FORM (2020-2021)

Name:	M. SANJEEV KUMAR						
Age:	44			Date of Birth:		08-1976	
Present Address:	Plo	f no:-1	R	ampopal Er		ned once.	
	esent Address: plot no:-1, Rangopal Enclave, Mahatma old Bowenpally, Sec-bad.						
Top Asia							
6 10 h 1200			5H	1 1 1 1 1 1 1		1 2	
Phone ®:	£ 638		201	Mobile:	950	2516262	
Automobile:	□ Car	Bike □	Nil	Make:	1 -	019 HONDA	
Vehicle EMI:	6	2000/_		Year:	ku s		
Salary at the time of joining:	7500/_		Date of joining	: De	c-2013		
Personal Information (O	ptional) /					
Marital Status:		ed / Single		1 1			
Name of spouse:	M. VEERAMANI					+ = =-	
Spouse works at:		use a			eseans X et	estame)	
Spouse's designation:	Nil.		0				
Spouse's Gross Salary:	Ni	ĺ.					
Number of Children:	02						
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees	
M. KAVYA	11	F	C.	M.R	6 oh	30,000/	
M. HARSHITRAT	7	M	a	enems.	2nd	20,000/	
Residence:	□ Own □ Parents □ Rented □ Other						
Monthly Rent or EMI:	4000/						
Type of House:	□ Independent house □ Flat □ House in a basti						

Division: ADMIN/AUDIT

Qualification / Education :	INTERMIATE
Years of Experience in relevant field:	org 07 years.
Expected gross salary:	16,200/-
Justification for increase:	I am daine Hard Work
In Admin G	Judit team As per my
	tructions. Afterding duties
& Completi	no the topes by Jam
learning the	I computer Skills, to Typique
& will the	better perpormance to
Ishel Comp	any
dip b. C	ovid 19. all Essutial grobies
l. all Sto	inded of loving is very high
1 80 plear	1. do he needfull.
Complaints & suggestions:	The state of the s
	Sponse's designation
	The state of the s
	- Withinst or Children
chool Class Annual	Name of September Name of S
	THE CANA
	RSAND DAY TO PARTITION OF
Preferred Designation:	As per man amont
0.0	per management.
Signature:	Date:
	Date. TI (US QUQU,

Division: Admin-Audit

Appraisal by Manager (Confidential report to HR)

M.Sanjeev Kumar
SSLLP
Good
Good
Average
Good

Note: Rate as good, average or poor.

Being honest

Key strengths:	
Technical Job Knowledge to learn in computers	P. Commence of the commence of
Shortcomings or weaknesses:	

How can we get more from the employee?	
At present doing good	

What are the precautions to be taken?	
He has to improve his Attendance and punctuality	

Prepared by: Praveen.B	Date:11.06.2020	
rheolog		

For office use only:

Division: Admin.

1.	Item		Existing	Revised	
2.	M Sanjeev Kumar				
3.	C.T. C. Salary		14029		
4.	Gross Salary including E	SI & PF	12841		
5.	Basic		6420		
6.	DA		1284		
7.	HRA		5136		
8.	PF (Employer + Employee)		1642		
9.	ESI (Employer + Employee)		547		
10.	Net Salary after ESI & PF deduction		11760		
11.	Mobile Allowance		399		
12.	Avg. monthly conveyance for last 3 months		5400		
13.	Loan with company		3844		
14.	Loan repayment per month		500		
15.	Medical insurance provided			1	
16.	Accidental insurance provided		YES		
17.	No. of leaves taken in 2019-20		24		
18.	Company		SSLLP Log		
19.	Division		Admin.		
20.	Designation		Audit Assistant		
21.	Remarks:				
	Prepared by:	Date:	Approved by	y: Date:	
		5.06.20	G. Jai Kumar	16.06.20	