

Employee Profile

Name:	M. Sangeev Kumar		
Age :	48	Date of Birth:	10-08-1976
Present Address:	pbt no: 1 Rangapal Enclave old Boreyphly Seebad - 500011		
Emergency Contact:	1 9398098226	Mobile No:	1 9502516262
Automobile:	Splendor	Make:	Hero
Vehicle EMI:	—	Year:	2012
Date of joining:	2013		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	M. Veeramani				
Spouse works at:	—				
Spouse's designation:	House wife				
Spouse's Gross Salary:	—				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
M. Kavya	14	F	C.M.R	VI	38,000/-
M. Harshini	12	M	C.M.R	IX	48,000/-
Residence:	pbt				
Monthly Rent or EMI:	—				
Type of House:	slab				

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Employee Profile

Date of Birth		Date of Joining	
Present Address		Permanent Address	
Emergency Contact		Emergency Contact	
Vehicle No.		Vehicle No.	
Make		Year	

Personal Information (Optional)			
Marital Status		☐ Married ☒ Single	
Name of Spouse		Spouse's Designation	
Spouse's Gross Salary		Number of Children	
Name	Age	Gender	Name of School
Class		Admission Fee	
Monthly Rent of Flat		Remarks	
Type of House			

Continued

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:	<u>Purchase Insp</u>	Division:	<u>Purchase</u>
Qualification / Education:	<u>Intermediate</u>		
Years of Experience in relevant field:	<u>10 years</u>		
Expected Percentage	<u>30%</u>		
Justification for increase:			
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: _____

JL. S. Jure

Date: _____

26/04/24

Division: ADMINSALARY REVISION FORM (2023-2024)

Name:	M. Sanjeev Kumar		
Age :	47	Date of Birth:	10-08-1976
Present Address:	Plot no:- 1 Ramgopal Enclave, Mahatma nagar old Bowenpally Sec-bad - 1 500011		
Phone @:	—	Mobile:	9502516262
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2012
Vehicle EMI:	—	Year:	Splendor
Salary at the time of joining:	7000/-	Date of joining:	13-12-2013

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	M. Veeramani				
Spouse works at:	House wife.				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
M. KAUYA	11	F	CMR	VIII	35000/-
M. HARSHIT R	09	M	CMR	V	30000/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	—				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: ADMIN

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Signature: _____

Date:

21/04/2023

For office use only:

1.	Item	Existing	Revised
2.	Sanjeev Kumar M		
3.	C.T. C. Salary	17678	
4.	Gross Salary including ESI & PF	16181	
5.	Basic	8090	
6.	DA	1618	
7.	HRA	6472	
8.	PF (Employer + Employee)	1942	
9.	ESI (Employer + Employee)	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 month		
15.	Medical insurance provided		
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:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: ADMIN-AUDIT

SALARY REVISION FORM (2022-2023)

Name:	M. SANJEEV KUMAR		
Age:	46	Date of Birth:	10-08-1976
Present Address:	plot no :-1, Ramgopal Enclave Mahatma Nagar. old Bowengally Sec-bad.		
Phone ®:		Mobile:	9502516262
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Splendor
Vehicle EMI:	2000/-	Year:	2018
Salary at the time of joining:	7000/-	Date of joining:	2013

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	M. VEERAMANI				
Spouse works at:	House Wife.				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
M. KAVYA	12	F	C.M.R.School	7 th	30,000/-
M. HARSHIT	09	M	C.M.R.School	4 th	26,000/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other				
Monthly Rent or EMI:	—				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Division: ADMIN-AUDIT

Qualification / Education:	<u>INTERMEDIATE PASS</u>
Years of Experience in relevant field:	<u>8½ years</u>
Expected gross salary:	<u>20,000/-</u>
Justification for increase:	<u>Due to cost of living is very high so please hike my salary in this present situation. All rates are very high. School fees also very high now a days. I am requesting to the management do the needful hike.</u>
Complaints & suggestions:	<u>Nil.</u>
Present Designation:	<u>Audit. Assistant.</u>
Preferred Designation:	<u>As Management decide.</u>

Signature: J. S. S.

Date: 12-04-2022.

For office use only:

	Item	Existing	Revised
1.	Sanjeev Kumar M		
2.	C.T. C. Salary	16300	
3.	Gross Salary including ESI & PF	14919	
4.	Basic	7459	
5.	DA	1491	
6.	HRA	5967	
7.	PF (Employer + Employee)	1908	
8. s	ESI (Employer + Employee)	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 provided		
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	14	
17.	Company	SLLP LOG	
18.	Division	Admin.	
19.	Designation	Audit Assistant	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: ADMIN/AUDIT

SALARY REVISION FORM (2021-2022)

Name:	M. SANSEEV KUMAR		
Age :	45	Date of Birth:	10-8-1976
Present Address:	plat no:- 1, Mahatma nagar, old Bowenpally Sec- bad.		
Phone ®:		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. VEERA MANI				
Spouse works at:	House wife.				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
M. Kavya	11	F	C.M.R. School	06	35000/-
M. HARSHITH R	07	M	Genesis School	04	30000/-
/	/	/	/	/	/
/	/	/	/	/	/
/	/	/	/	/	/
/	/	/	/	/	/
/	/	/	/	/	/
/	/	/	/	/	/
/	/	/	/	/	/
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	—				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: Attorney/Adviser

Qualification / Education :	Intermediate.
Years of Experience in relevant field:	7½ years.
Expected gross salary:	27500/-
Justification for increase:	I am getting lot of Struggle. because of. this present Salary. According to my works. please consider above Salary.
Complaints & suggestions:	we Expecting from our organisation to launch. the. Schools, Hospital In the Name of MODI and also to provide flats for Employees. In low cost or to give 50% Subsidy to LIG. Employees at least to consider flats request. This is my personal opinion
Preferred Designation:	Liasine Officer.

Signature:

M. S. S.

Date:

03-04-21

Appraisal by Manager (Confidential report to HR)

Name of Employee:	M. Sanjeev Kumar.
Project:	SSUP.
Overall performance:	Average.
Attitude towards colleagues:	Good
Team player:	Average.
Personal appearance:	Average.
Interest / Enthusiasm in work:	Average.
Knowledge of work:	Average.
Attendance / punctuality:	Average.
Communication skills – oral – in English	Average.
Communication skills – oral – in Telugu	Good.

Note: Rate as good, average or poor.

Key strengths: Hardwork, Discipline.Shortcomings or weaknesses: Hardwork.Not keep secrets, Reveals everything what he listens/seen.

How can we get more from the employee?

At present working Good, in audit team.

What are the precautions to be taken?

Prepared by: PNAREEN. BDate: 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 ESI & PF	13,729	
5.	Basic	6,864	
6.	DA	1,372	
7.	HRA	5,491	
8.	PF (Employer + Employee)	1,648	
9.	ESI (Employer + Employee)	549	
10.	Net Salary after ESI & PF deduction	12,803	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	5400	
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	23	
18.	Company	SSLLP LOGISTICS	
19.	Division	Admin.	
20.	Designation	Admin Assistant - Audit	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

SALARY REVISION FORM (2020-2021)

Name:	M. SANJEEV KUMAR		
Age :	44	Date of Birth:	10-08-1976
Present Address:	plot no:- 1, Ramgopal Enclave, Mahatmanagar old Bowenpally, Sec-bad.		
Phone @:		Mobile:	9502516262
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2019 HONDA
Vehicle EMI:	2000/-	Year:	
Salary at the time of joining:	7500/-	Date of joining:	Dec-2013

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	M. VEERAMANI				
Spouse works at:	House Wife.				
Spouse's designation:	Nil.				
Spouse's Gross Salary:	Nil.				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
M. KAVYA	11	F	C.M.R.	6 th	30,000/-
M. HARSHITRAJ	7	M	Genesis.	2 nd	20,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other				
Monthly Rent or EMI:	4000/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division:

ADMIN/AUDIT

Qualification / Education :	INTERMEDIATE
Years of Experience in relevant field:	07 years.
Expected gross salary:	16,200/-
Justification for increase:	I am doing Hard work In Admin & Audit team. As per my manager Instructions. Attending duties & Completing the tasks & I am learning the Computer Skills. To Increase & give the better performance. To the Company due to Covid 19. all Essential goods & all standard of living is very high so please do the needfull.
Complaints & suggestions:	
Preferred Designation:	As per management.

Signature: _____

M. S. f.

Date:

11/06/2020

Appraisal by Manager (Confidential report to HR)

Name of Employee:	M.Sanjeev Kumar
Project:	SLLP
Overall performance:	Good
Attitude towards colleagues:	Good
Team player:	Average
Personal appearance:	Average
Interest / Enthusiasm in work:	Average
Knowledge of work:	Average
Attendance / punctuality:	Average
Communication skills – oral – in English	Average
Communication skills – oral – in Telugu	Good

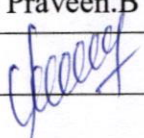
Note: Rate as good, average or poor.

Key strengths:
Technical Job Knowledge to learn in computers

Shortcomings or weaknesses:
Being honest

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
	

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	M Sanjeev Kumar		
3.	C.T. C. Salary	14029	
4.	Gross Salary including ESI & 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		
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:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20