

Employee Profile

Name:	Bathini Sadhana		
Age :	26	Date of Birth:	12/10/1997
Present Address:	H.NO 5-14, Kundhanpally Village , Keesara Mandal , Medchal - Malkajgiri Dist , Telangana, Hyderabad 501301.		
Emergency Contact:	9949986798	Mobile No:	7981932891
Automobile:	Nil	Make:	
Vehicle EMI:		Year:	
Date of joining:	07/08/2023		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	Satish Goud				
Spouse works at:	Genpact				
Spouse's designation:	Management Trainer				
Spouse's Gross Salary:					
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:	Rented				
Monthly Rent or EMI:	6000				
Type of House:	Independent House				

Continued.....

FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan		EMI:	
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:	100000	EMI:	5000
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:	Purchase Officer	Division:	Purchase
Qualification / Education:	B.Tech in Civil Engineer.		
Years of Experience in relevant field:	8 Months		
Expected Percentage	35%		
Justification for increase:	Recently I got Married , I want to stand my self Independently , Don't want to dependent on anyone .And Also i want to help my parents .When i Joined Purchase My Salary Was 18000/- Looking after 5 to 6 Sites Like NGH, GHT, MPL, SJK,AGH,Vivopolis .		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: Sadhana. Date: 01/04/24.

Division: Construction

SALARY REVISION FORM (2022-2023)

Name:	B. Sadhana		
Age:	24	Date of Birth:	12-Oct-1997
Present Address:	Ganesh nagar colony, Plot no:-52 Kushaiguda, ECH.		
Phone @:	-	Mobile:	7981932891
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	14,500/-	Date of joining:	21-11-2020

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:					
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Division: Construction.

[illegible]

Signature: Sadhana Date: 13/04/22

For office use only:

	Item	Existing	Revised
1.	Sadhana. B		
2.	C.T. C. Salary	15770	
3.	Gross Salary including ESI & PF	14434	
4.	Basic	7217	
5.	DA	1443	
6.	HRA	5773	
7.	PF (Employer + Employee)	1846	
8.	ESI (Employer + Employee)	615	
9.	Net Salary after ESI & PF deduction	14342	
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	13	
17.	Company	NE	
18.	Division	Const.	
19.	Designation	Asst. Engineer	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

NE

Division: Construction

SALARY REVISION FORM (2021-2022)

Name:	B. Sadhana		
Age :	23	Date of Birth:	12-10-1997
Present Address:	Plot NO:- 52, Ganesha nagar colony, kushaiguda.		
Phone @:	—	Mobile:	7981932891
Automobile:	☒ Car ☒ Bike ☒ Nil	Make:	—
Vehicle EMI:	—	Year:	—
Salary at the time of joining:	14,500/-	Date of joining:	21-Nov-2020.

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:	7,000/-				
Type of House:	☒ Independent house ☒ Flat ☒ House in a basti				

Continued.....

Division: _____

[illegible]

Signature: Sadhana Date: 03/04/21

For office use only:

Division: Const.

1.	Item	Existing	Revised
2.	Name	Sadhana	
3.	C.T. C. Salary	14,500	
4.	Gross Salary including ESI & PF	13,272	
5.	Basic	6,636	
6.	DA	1,327	
7.	HRA	5,308	
8.	PF (Employer + Employee)	1,592	
9.	ESI (Employer + Employee)	530	
10.	Net Salary after ESI & PF deduction	12,376	
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	6	
18.	Company	NE	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Sadhana, P (PO)
Project:	MHTR
Overall performance:	Good ☐
Attitude towards colleagues:	Good ☐
Team player:	Good ☐
Personal appearance:	Good ☐
Interest / Enthusiasm in work:	Good ☐
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:

Hardworking, Good Learner

Shortcomings or weaknesses:

How can we get more from the employee?

What are the precautions to be taken?

Prepared by:

Date:

