

Employee Profile

Name:	P. Raghu		
Age :	59 years	Date of Birth:	10/10/1964
Present Address:	2-1-164/c Nallakunta Hyd-44		
Emergency Contact:	1032288607	Mobile No:	8919278620
Automobile:	☐	Make:	
Vehicle EMI:		Year:	
Date of joining:	Nov - 2008		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	P. Sunilka				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Sanjana Priya	27	F	-		
Kruthika	25	F	-		
Residence:	Own House ☐				
Monthly Rent or EMI:	-				
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:	Pur. Assistant	Division:	Purchase
Qualification / Education:	ITI		
Years of Experience in relevant field:	30 years		
Expected Percentage	35%		
Justification for increase:			
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: P. Ryker Date: 01/04/24

Division: purchase

SALARY REVISION FORM (2023-2024)

Name:	<u>P. Raghu</u>		
Age :	<u>58</u>	Date of Birth:	<u>10-10-64</u>
Present Address:	<u>2-2-1163 / A / 1</u>		
	<u>Tilak nagar, Nallakunta</u>		
	<u>Hyderabad - 44</u>		
Phone ®:		Mobile:	<u>8919278620</u>
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	<u>6500</u>	Date of joining:	<u>1998</u>

Personal Information (Optional) ✓

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>P. Sunita</u>				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	<u>2</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>Sanjana priya</u>	<u>26</u>	<u>f</u>			
<u>Kruthika</u>	<u>24</u>	<u>f</u>			
Residence:	☐ Own ☒ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:					
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

Division: _____

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Signature: F. Kuyuk

Date: 14/4/23

For office use only:

1.	Item	Existing	Revised
2.	Raghu. P		
3.	C.T. C. Salary	18109	
4.	Gross Salary including ESI & PF	16576	
5.	Basic	8288	
6.	DA	1657	
7.	HRA	6630	
8.	PF (Employer + Employee)	1990	
9.	ESI (Employer + Employee)	663	
10.	Net Salary after ESI & PF deduction	15306	
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	SSLLP Log	
19.	Division	Purchase	
20.	Designation	Purchase Exececutive	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Purchase

SALARY REVISION FORM (2022-2023)

Name:	<u>P. Raghu</u>		
Age:	<u>58</u>	Date of Birth:	<u>10-10-1964</u>
Present Address:	<u>2-1-164/C</u>		
	<u>Old Nallakurthi</u>		
	<u>Hyd. 44</u>		
Phone @:		Mobile:	<u>8919278620</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	<u>Bajaj</u>
Vehicle EMI:	<u>—</u>	Year:	<u>—</u>
Salary at the time of joining:	<u>6500/-</u>	Date of joining:	<u>2012</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>P. Sunitha</u>				
Spouse works at:	<u>House wife</u>				
Spouse's designation:	<u>—</u>				
Spouse's Gross Salary:	<u>—</u>				
Number of Children:	<u>2</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>P. Sanjan Priya</u>	<u>26</u>	<u>F</u>	<u>—</u>	<u>—</u>	<u>—</u>
<u>P. Kruthika</u>	<u>24</u>	<u>F</u>	<u>College</u>	<u>MBA</u>	<u>—</u>
Residence:	☐ Own ☒ Parents ☐ Rented ☐ Other <u>—</u>				
Monthly Rent or EMI:	<u>—</u>				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: _____

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Signature: P. Key/ln

Date: 11/4/22

For office use only:

	Item	Existing	Revised
1.	Raghu. P		
2.	C.T. C. Salary	16706	
3.	Gross Salary including ESI & PF	15292	
4.	Basic	7646	
5.	DA	1529	
6.	HRA	6116	
7.	PF (Employer + Employee)	1956	
8.	ESI (Employer + Employee)	691	
9.	Net Salary after ESI & PF deduction	16039	
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	8	
17.	Company	SSLLP LOG	
18.	Division	Purchase	
19.	Designation	Purchase Assistant	
20.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	12.04.22	G. Jai Kumar 15.04.22

Division: Purchase.

SALARY REVISION FORM (2021-2022)

Name:	<u>Pochampalle Raghur</u>		
Age :	<u>55 yrs</u>	Date of Birth:	<u>10-10-1964</u>
Present Address:	<u>2-2-1163 1a/1, Tilak nagar, Wallakunt</u>		
	<u>Hydara bad. - 500004</u>		
Phone @:	<u>-</u>	Mobile:	<u>89192 78620</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	<u>2017 Bajaj</u>
Vehicle EMI:	<u>-</u>	Year:	<u>2017</u>
Salary at the time of joining:	<u>R. 6,000/-</u>	Date of joining:	<u>Nov-2012</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>P. Suresh</u>				
Spouse works at:	<u>House wife</u>				
Spouse's designation:	<u>-</u>				
Spouse's Gross Salary:	<u>-</u>				
Number of Children:	<u>Two daughters.</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>P. Sanjana Priya</u>	<u>25</u>	<u>F</u>	<u>TKR Eng. College</u>	<u>B-Tech</u>	<u>50,000/-</u>
<u>P. Kuntika</u>	<u>23</u>	<u>F</u>	<u>IPE</u>	<u>MBA</u>	<u>65,000/-</u>
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>-</u>				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: Purchase

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Signature: P. Kishu

Date: 1/4/21

Appraisal by Manager (Confidential report to HR)

Name of Employee:	D. RAGHU
Project:	CELLP
Overall performance:	— Good —
Attitude towards colleagues:	— Good —
Team player:	— Good —
Personal appearance:	— Good —
Interest / Enthusiasm in work:	— Average —
Knowledge of work:	— Good —
Attendance / punctuality:	— Good —
Communication skills – oral – in English	— NIL —
Communication skills – oral – in Telugu	— Good —

Note: Rate as good, average or poor.

Key strengths:	Punctuality, hardwork

Shortcomings or weaknesses:	Don't have much burden — of work —

How can we get more from the employee?	By assigning new tasks.

What are the precautions to be taken?	— NIL —

Prepared by: Prabhakar	Date: 6/4/21

For office use only:

Division: Purchase

1.	Item	Existing	Revised
2.	Name	P Raghu	
3.	C.T. C. Salary	15,383	
4.	Gross Salary including ESI & PF	14,081	
5.	Basic	7,040	
6.	DA	1,408	
7.	HRA	5,632	
8.	PF (Employer + Employee)	1,690	
9.	ESI (Employer + Employee)	563	
10.	Net Salary after ESI & PF deduction	11,967	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	3,150	
14.	Loan repayment per month	1,000	
15.	Medical insurance provided	No	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2018-19	28	
18.	Company	SLLP LOGISTICS	
19.	Division	Purchase	
20.	Designation	Purchase Assistant	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	05-04-2021	

Division: PurchaseSALARY REVISION FORM (2020-2021)

Name:	<u>P. Raghu</u>		
Age :	<u>52</u>	Date of Birth:	<u>10-10-1964</u>
Present Address:	<u>2-2-1163/A/1</u>		
	<u>Tillaknagar Nallakurichi</u>		
	<u>Hyd. 44</u>		
Phone ®:	<u>8919278620</u>	Mobile:	<u>8919278620</u>
Automobile:	☒ Car ☐ Bike ☐ Nil	Make:	<u>BMW</u>
Vehicle EMI:	<u>—</u>	Year:	<u>—</u>
Salary at the time of joining:	<u>6000/2</u>	Date of joining:	

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>P. Sunitha</u>				
Spouse works at:	<u>House wife</u>				
Spouse's designation:	<u>I.T.I</u>				
Spouse's Gross Salary:	<u>—</u>				
Number of Children:	<u>Two</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>P. Sanjana Priya</u>	<u>23</u>	<u>F</u>	<u>TKR. Eng College</u>	<u>Bach</u>	<u>60,000</u>
<u>P. Kothika</u>	<u>21</u>	<u>F</u>	<u>TAPASYA Degree</u>	<u>Degree</u>	<u>45000</u>
Residence:	☐ Own ☒ Parents ☐ Rented ☐ Other <u>—</u>				
Monthly Rent or EMI:	<u>—</u>				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division:

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Signature: _____

P. Rayhu

Date:

12/6/20

Division: Purchase

Appraisal by Manager (Confidential report to HR)

Name of Employee:	D. Raghu .
Project:	SSLP
Overall performance:	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	Average
Communication skills – oral – in Telugu	Good .

Note: Rate as good, average or poor.

Key strengths:	Hardworks, TeamPlayer

Shortcomings or weaknesses:	NIL

How can we get more from the employee?	Good Hardworks, any kind of work he will do

What are the precautions to be taken?	
	NIL

Prepared by: <u>[Signature]</u>	Date: <u>12/6</u>

For office use only:

Division: Purchase

1.	Item	Existing	Revised
2.	P Raghu		
3.	C.T. C. Salary	14651	
4.	Gross Salary including ESI & PF	13411	
5.	Basic	6705	
6.	DA	1341	
7.	HRA	5364	
8.	PF (Employer + Employee)	1714	
9.	ESI (Employer + Employee)	571	
10.	Net Salary after ESI & PF deduction	13326	
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		
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	8	
18.	Company	SSLLP Log	
19.	Division	Purchase	
20.	Designation	Purchase Assistant	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Raghu. P (Purchase Asst)
Project:	MITR
Overall performance:	Good v
Attitude towards colleagues:	Good v
Team player:	Good v
Personal appearance:	Good v
Interest / Enthusiasm in work:	Good v
Knowledge of work:	Good v
Attendance / punctuality:	Good v
Communication skills – oral – in English	Average v
Communication skills – oral – in Telugu	Good v

Note: Rate as good, average or poor.

Key strengths:

Coordination with Vendor is good and Hardworking

Shortcomings or weaknesses:

How can we get more from the employee?

What are the precautions to be taken?

Prepared by:

Date:

