

Employee Profile

Name:	K.Mounika		
Age :	21	Date of Birth:	17/06/2003
Present Address:	Villa no.399E Silveroak Bundlows, Cherlapally, Kapra, Medchal Malkajgiri.		
Emergency Contact:	9515546784	Mobile No:	9392840912
Automobile:		Make:	
Vehicle EMI:		Year:	
Date of joining:	20/10/2022		

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:	1000+1300 Maintanance=2300				
Type of House:	Flat				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan		EMI:	
	Gold Loan		EMI:	
	Chit Fund:	1,00000	EMI:	6000
	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:	Asst.Engineer	Division:	Purchase
Qualification / Education:	Diploma in Civil engineering		
Years of Experience in relevant field:	-		
Expected Percentage	28		
Justification for increase:			
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: K.Mounika

Date: 01/04/2024

Division: purchase

SALARY REVISION FORM (2023-2024)

Name:	<u>K. Mounika</u>		
Age :	<u>20</u>	Date of Birth:	<u>17/06/2003</u>
Present Address:	<u>Silver oak bungalows, villa no. 399E, 1st floor.</u>		
	<u>Charlapally.</u>		
Phone ®:	<u>9392840912</u>	Mobile:	
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	<u>16000.</u>	Date of joining:	<u>18/10/2022</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
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:	<u>2000</u>				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: purchase

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Signature: Heip

Date: 13/04/2023

For office use only:

1.	Item	Existing	Revised
2.	K. Mounika		
3.	C.T. C. Salary	16000	
4.	Gross Salary including ESI & PF	14645	
5.	Basic	7322	
6.	DA	1464	
7.	HRA	5858	
8.	PF (Employer + Employee)	1758	
9.	ESI (Employer + Employee)	585	
10.	Net Salary after ESI & PF deduction	13656	
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	8	
18.	Company	SSLLP Log	
19.	Division	Purchase	
20.	Designation	Purchase Officer	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: PurchaseSALARY REVISION FORM (2023-2024)

Name:	M. Asha Jyothi		
Age :	23 years	Date of Birth:	07/04/1999
Present Address:	Silver Oak Bungalows		
	Villa no: 399 E, 1 st floor.		
	cheelapally.		
Phone ®:		Mobile:	9392010522
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	—
Vehicle EMI:	—	Year:	—
Salary at the time of joining:	16,000 /—	Date of joining:	20/10/2022

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:	2,000 /—				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: Purchase.

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Signature: Asha Jyothi . M

Date: 13/04/23.

For office use only:

1.	Item	Existing	Revised
2.	Asha Jyothi .M		
3.	C.T. C. Salary	16000	
4.	Gross Salary including ESI & PF	14645	
5.	Basic	7322	
6.	DA	1464	
7.	HRA	5858	
8.	PF (Employer + Employee)	1758	
9.	ESI (Employer + Employee)	585	
10.	Net Salary after ESI & PF deduction	13656	
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	9	
18.	Company	SSLLP Log	
19.	Division	Purchase	
20.	Designation	Purchase Officer	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Mounika. K (PO)
Project:	MHTR
Overall performance:	Good ☐
Attitude towards colleagues:	Good ☐
Team player:	Good ☐
Personal appearance:	Good ☐
Interest / Enthusiasm in work:	Good ☐
Knowledge of work:	Good ☐
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: