

Division: Admin

SALARY REVISION FORM (2023-2024)

Name:	Y. Somanna		
Age :	33	Date of Birth:	03/07/1989
Present Address:	Khusaiguda		
Phone ®:		Mobile:	89 77633106
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Splenderplus
Vehicle EMI:	2500.	Year:	2021
Salary at the time of joining:	10000	Date of joining:	01/06/2014

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Y. Balamani				
Spouse works at:	-				
Spouse's designation:	House wife				
Spouse's Gross Salary:	-				
Number of Children:	1				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Y. Trivedh	4 yrs	Male	MRR	LKG	25000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other				
Monthly Rent or EMI:	5,600/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

Division: _____

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Signature: Y. Somanu

Date: 15-4-2023

For office use only:

1.	Item	Existing	Revised
2.	Somanna. Y		
3.	C.T. C. Salary	21500	
4.	Gross Salary including ESI & PF	19679	
5.	Basic	9839	
6.	DA	1967	
7.	HRA	7871	
8.	PF (Employer + Employee)	2362	
9.	ESI (Employer + Employee)	787	
10.	Net Salary after ESI & PF deduction	18201	
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	Admin.	
20.	Designation	Driver	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

Drivers

Division: Admin

SALARY REVISION FORM (2022-2023)

Name:	Y. Sumanma		
Age:	32	Date of Birth:	3-7-1989
Present Address:	Kushaiguda, Sonia Gandhi Nagar Phase I, Hyderabad		
Phone @:		Mobile:	8977633106
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Hao
Vehicle EMI:	2200/-	Year:	2021
Salary at the time of joining:	10,000/-	Date of joining:	10/6/2014

Personal Information (Optional)

Marital Status:	☒ Married / Single <u>Married</u>				
Name of spouse:	Balaram				
Spouse works at:	—				
Spouse's designation:	House Wife				
Spouse's Gross Salary:	—				
Number of Children:	01				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Trivedh	2	m	—	—	—
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	5,500/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: _____

Qualification / Education:	10 th Std
Years of Experience in relevant field:	13 years
Expected gross salary:	23,000/-
Justification for increase:	cost of living is very high staying in rented house All family are dependended on me
Complaints & suggestions:	
Present Designation:	Driver
Preferred Designation:	

Signature: P. Sonane

Date: 14/4/2022

For office use only:

	Item	Existing	Revised
1.	Somanna. Y		
2.	C.T. C. Salary	18500	
3.	Gross Salary including ESI & PF	16933	
4.	Basic	8466	
5.	DA	1693	
6.	HRA	6773	
7.	PF (Employer + Employee)	2166	
8. s	ESI (Employer + Employee)	810	
9.	Net Salary after ESI & PF deduction	17879	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	0	
12.	Loan with company	7100	
13.	Loan repayment per month	1000	
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	Driver	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: AdminSALARY REVISION FORM (2021-2022)

Name:	Y. Somantha		
Age :	31	Date of Birth:	03/07/1989
Present Address:	Near Hanuman Temple New Narasimha Nagar Mallapur		
Phone ®:	-	Mobile:	8977633106
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Hero
Vehicle EMI:	2000/-	Year:	2015
Salary at the time of joining:	10,000/-	Date of joining:	2014

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Y. Balaram				
Spouse works at:	-				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	01				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Y. Prasad	01	-	-	-	-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other				
Monthly Rent or EMI:					
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: _____

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Signature: P. Soman

Date: 25/03/2021

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	Name	Y. Somanna	
3.	C.T. C. Salary	16,523	
4.	Gross Salary including ESI & PF	15,124	
5.	Basic	7,562	
6.	DA	1,512	
7.	HRA	6,049	
8.	PF (Employer + Employee)	1,814	
9.	ESI (Employer + Employee)	604	
10.	Net Salary after ESI & PF deduction	8,454	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	9,708	
14.	Loan repayment per month	500	
15.	Medical insurance provided	No	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2018-19	28	
18.	Company	SSLLP LOGISTICS	
19.	Division	Admin.	
20.	Designation	Driver	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	
			Date:

Division: ADMIN[SALARY REVISION FORM (2020-2021)]

Name:	Y. SOMANNA		
Age :	30 Y	Date of Birth:	03-07-1989
Present Address:	Near Rameswaram Temple New Nagarimha Nagar, Mallapur - 500076 H.No: 3-4-98/1/14B.		
Phone @:		Mobile:	8977633106
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Hero Honda
Vehicle EMI:	RS. 2100/-	Year:	2015
Salary at the time of joining:	RS. 9000/-	Date of joining:	04-06-2013

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Y. BALAMANI				
Spouse works at:	HOUSE WIFE				
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:	RS. 3500/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: _____

Qualification / Education :	S. S. C
Years of Experience in relevant field:	10 Years.
Expected gross salary:	Rs. 18000/-
Justification for increase:	cost of living is too high.
As per Management instructions all work are doing in all times. As per relevant work experience request to increase my salary for above mentioned amount.	
Complaints & suggestions:	Nil
Preferred Designation:	

Signature: P. Somene

Date: 12-06-2020

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	Y. Somanna		
3.	C.T. C. Salary	15737	
4.	Gross Salary including ESI & PF	14405	
5.	Basic	7202	
6.	DA	1440	
7.	HRA	5762	
8.	PF (Employer + Employee)	1842	
9.	ESI (Employer + Employee)	632	
10.	Net Salary after ESI & PF deduction	13782	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	13660	
14.	Loan repayment per month	500	
15.	Medical insurance provided		
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	19	
18.	Company	SSLLP Log	
19.	Division	Admin.	
20.	Designation	Driver	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20

Division: Admin

SALARY REVISION FORM (2019-2020)

Name:	Y. Somaning		
Age :	30 Age	Date of Birth:	03/03/1989
Present Address:	New Narasimha Nagar Mallapur.		
Phone ®:	—	Mobile:	8977633106
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Hero Honda
Vehicle EMI:	2,000	Year:	2015
Salary at the time of joining:	1,0000	Date of joining:	Feb - 2014

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Balamani				
Spouse works at:	House wife				
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:	Rs. 5,000/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: _____

Qualification / Education :	10th class
Years of Experience in relevant field:	10 years. (Ten years)
Expected gross salary:	Rs. 20,000
Justification for increase:	for cost of living is too high and since 05 years I am working in this organization without any increment. compare to my experience management has to increase my salary.
Complaints & suggestions:	Nil
Preferred Designation:	Sr. Driver & purchase Assistant.

Signature: Y. Suman

Date: _____

Appraisal by Manager (Confidential report to Admin)

Name of Employee.	Y. Somanna		
Project:	Head Office	Company:	SSLLP Logistics
Overall performance	Good		
Attitude towards colleagues	Good		
Team player	Good		
Personal appearance	Good		
Interest / Enthusiasm in work	Average		
Knowledge of work	Average		
Attendance / punctuality	Good		
Communication skills – oral – in English	Average		
Communication skills – oral – in Telugu	Good		

Note: Rate as good, average or poor.

Key strengths:

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Shortcomings or weaknesses:

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How can we get more from the employee?

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What are the precautions to be taken?

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Prepared By:	Date:
Jai Kumar	23.04.19

For office use only:

	Item	Existing	Revised
1.	Y. Somanna		
2.	C.T. C. Salary	14550	
3.	Gross Salary including ESI & PF	13281	
4.	Basic	3984	
5.	DA	1328	
6.	HRA	5312	
7.	CCA	1328	
8.	TA	664	
9.	EA	664	
10.	PF (Employer + Employee)	1276	
11.	ESI (Employer + Employee)	1075	
12.	P.T.	0	
13.	Net Salary after ESI & PF deduction	15619	
14.	Mobile Allowance	399	
15.	Avg. monthly conveyance for last 3 months	0	
16.	Loan with company	0	
17.	Loan repayment per month	0	
18.	Medical insurance provided		
19.	Accidental insurance provided	YES	
20.	No. of leaves taken in 2018-19	9	
21.	Company	SSLLP Logistics	
22.	Division	Admin	
23.	Designation	Driver	
24.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.19	