

Division: Revenue Admin

SALARY REVISION FORM (2023-2024)

Name:	P. Narendar		
Age :	49 years	Date of Birth:	17/4/1974
Present Address:	3-13-95/1C		
	Mallikarjuna Nagar, mallapur, uppala		
	K.V. Rangareddy.		
Phone @:		Mobile:	9290536300
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	passion
Vehicle EMI:		Year:	
Salary at the time of joining:	18,000/-	Date of joining:	2020

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	P. Devika				
Spouse works at:	House wife				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	3 members				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
P. Nikitha	25	F			
P. Manisha	25	F			
P. Harish Babu	24	M			
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	Housing loan (8,550/month)				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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For office use only:

1.	Item	Existing	Revised
2.	Narendar. P		
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	15701	
11.	Mobile Allowance	399	
12.	monthly conveyance	0	
13.	Loan with company	80587	
14.	Loan repayment per month	2500	
15.	Medical insurance provided		
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	14	
18.	Company	SLLP Log	
19.	Division	Admin.	
20.	Designation	Driver	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Driver

Division: Admin

SALARY REVISION FORM (2022-2023)

Name:	P. NARENDER.		
Age:	48	Date of Birth:	
Present Address:	Mallapur, near Mallikarjun Nagar, Hyderabad.		
Phone @:	9032 111 976	Mobile:	9290536300
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Activa.
Vehicle EMI:	2550/-	Year:	2020
Salary at the time of joining:	14500/-	Date of joining:	2018

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	P. DEVIKA.				
Spouse works at:	House wife				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	3 Normal				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
1) NIKITHA	26	F	-		
2) MANISHA	25	F	-		
3) HARISH BABU	24	M	-		
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

Qualification / Education:	6 th Discontinue
Years of Experience in relevant field:	28
Expected gross salary:	25000/-
Justification for increase:	Leaving Life very High
1) Recently 1 year Back my daughter Marriage 2) Now 2nd. daughter marriage present	
Complaints & suggestions:	
Present Designation:	Driver.
Preferred Designation:	Head of The Driver (The)

Signature: P. M.

Date: 13-04-2022

For office use only:

	Item	Existing	Revised
1.	Narendar. P		
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)	821	
9.	Net Salary after ESI & PF deduction	19155	
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	18	
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: SSLP

SALARY REVISION FORM (2021-2022)

Name:	P. Narendra (Driver)		
Age:	48	Date of Birth:	17/04/1971
Present Address:	Mallapur, (Mallikarjuna nagar)		
	HNO 3-13-95/1C		
Phone @:	9290536300	Mobile:	9290536300
Automobile:	☒ Car ☒ Bike ☒ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	13,000	Date of joining:	2018

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	P. Devaki				
Spouse works at:	Home wife				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	3				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
P. Nikhitha	23	f	—	—	—
P. Maricha	22	f	—	—	—
P. Harish babu	20	m	—	—	—
Residence:	☒ Own ☒ Parents ☒ Rented ☒ Other _____				
Monthly Rent or EMI:					
Type of House:	☒ Independent house ☒ Flat ☒ House in a basti				

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Division: SSLP

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Signature: P. NG

Date: 07/04/21

Appraisal by Manager (Confidential report to HR)

Name of Employee.	Narender		
Project:	GV sites	Company:	SSLLP Logistics
Overall performance	Good		
Attitude towards colleagues	Good		
Team player	average		
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:

Shortcomings or weaknesses:

How can we get more from the employee?

What are the precautions to be taken?

Prepared By:

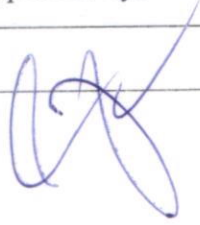
Date:

Jai Kumar

05.04.2021

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	Name	P. Narendar	
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	13,130	
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	27	
18.	Company	SLLP LOGISTICS	
19.	Division	Admin.	
20.	Designation	Driver	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Division: Admin

SALARY REVISION FORM (2020-2021)

Name:	<u>P. Narendar</u>		
Age :		Date of Birth:	
Present Address:			
Phone ®:		Mobile:	
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:		Date of joining:	

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.....

Signature: _____ Date: _____

Date: _____

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	P. Narendar		
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)	1662	
9.	ESI (Employer + Employee)	571	
10.	Net Salary after ESI & PF deduction	12852	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	3689	
14.	Loan repayment per month	500	
15.	Medical insurance provided		
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	18	
18.	Company	SLLP Log	
19.	Division	Admin.	
20.	Designation	Driver	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	15.06.20	G. Jai Kumar 16.06.20

Division: Admin

SALARY REVISION FORM (2019-2020)

Name:	P. Narendra.		
Age :	48	Date of Birth:	April 1971
Present Address:	3-13-95/1C, Mallikajuna Nagar, Mallapur, uppal, Ramga Roddy Telangana. PIN - 500076		
Phone @:	9032 11976	Mobile:	92905 36300
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	persion.
Vehicle EMI:	—	Year:	1995
Salary at the time of joining:	13000/-	Date of joining:	December-2017

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	P. Devika.				
Spouse works at:	Home wife.				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	3 members				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
P. Nikhitha	22	F	Degree - IV	D-IV	15000/-
P. Manisha	21	F.	Degree - II	D-II	15000/-
P. Harish Babu	20	M	Intermediate - II	Inter-II	20000/-
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: 12-04-2019

Appraisal by Manager (Confidential report to HR)

Name of Employee:	P. Narendar
Division	Admin
Project:	Head office
Overall performance:	Average
Attitude towards colleagues:	Good
Team player:	Average
Personal appearance:	Good
Interest / Enthusiasm in work:	Good
Knowledge of work:	Average
Attendance / punctuality:	Good
Communication skills – oral – in English	Poor
Communication skills – oral – in Telugu	Good

Note: Rate as good, average or poor.

Key strengths:

Shortcomings or weaknesses:

How can we get more from the employee?

By providing Good Increment

What are the precautions to be taken?

Prepared by:

Jai Kumar

Date:

15.04.2019

For office use only:

	Item	Existing	Revised
1.	P. Narender		
2.	C.T. C. Salary	13500	
3.	Gross Salary including ESI & PF	12323	
4.	Basic	3696	
5.	DA	1232	
6.	HRA	4929	
7.	CCA	1232	
8.	TA	616	
9.	EA	616	
10.	PF (Employer + Employee)	1222	
11.	ESI (Employer + Employee)	932	
12.	P.T.	0	
13.	Net Salary after ESI & PF deduction	13481	
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	16	
21.	Company	SSLLP Logistics	
22.	Division	Admin	
23.	Designation	Driver	
24.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.19	