

Employee Profile

Name:	M. shekar		
Age :	37 yrs	Date of Birth:	11-04-1987
Present Address:	c/o: Maddevoenollu mahankali, plot no. 5 & 6, shubadhaya colony, kushaiguda, kapia, medchal, Secunderabad. Hydr.		
Emergency Contact:	1 (8790241987)	Mobile No:	1 (9000978917)
Automobile:	Bike ☒	Make:	2015
Vehicle EMI:	NIL	Year:	-
Date of joining:	1-oct-2014		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	M. Nagarani				
Spouse works at:	Housewife				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Saurnya	6yrs	Fm	Akshara school	1st	25,000
Akshay	5yrs	M	Akshara school	UKG	20,000
Residence:	Rented ☒				
Monthly Rent or EMI:	5,000				
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:		v	
	Stock bonds:		v	
	Fixed Deposit:		v	
	Other Savings:		v	

APPRAISAL FORM 2024-2025

Designation:	Driver	Division:	Admin
Qualification / Education:	10 th		
Years of Experience in relevant field:	15 years		
Expected Percentage	27,500		
Justification for increase:			
In the absence of martand, I am taking over all the emergency timing including md sir duty and attending all the works. I went to airport from on Sunday night to Monday			
Justification for Promotion:	NIL Early morning 4:00 am (Banklock trip)		
Preferred Designation:	NIL		
Complaints:	NIL		
Suggestions:	NIL		

Signature: H. Shalwar

Date: 01/04/2024

Division: AdminSALARY REVISION FORM (2023-2024)

Name:	<u>M. Shekar.</u>		
Age :	<u>36</u>	Date of Birth:	<u>11-04-87</u>
Present Address:	<u>plot no. 516/2 Shubadaya colony</u>		
	<u>khushaiguda.</u>		
Phone ®:		Mobile:	<u>900097897</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	<u>-</u>	Year:	<u>-</u>
Salary at the time of joining:	<u>10,000</u>	Date of joining:	<u>1-9-2014</u>

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	<u>Nagarani</u>				
Spouse works at:	<u>housewife</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>Soumya</u>	<u>5</u>	<u>Fm</u>	<u>Akshara high school</u>	<u>UKG</u>	<u>23,000/-</u>
<u>Akshay</u>	<u>4</u>	<u>m</u>	<u>Akshara high school</u>	<u>Nursey</u>	<u>20,000/-</u>
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>5,500/-</u>				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

Division: _____

Qualification / Education :	10 th
Years of Experience in relevant field:	8 years
Expected gross salary:	26,500/-
Justification for increase:	
In the absence of marthad no other drivers are showing interest to go for MD Sir duty. Every time me and Krishna are attending the MD Sir duty.	
Complaints & suggestions:	
Preferred Designation:	

Signature: M. J. [Signature]

Date: 14/04/23

For office use only:

1.	Item	Existing	Revised
2.	Shekar M		
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	16	
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:	M. Shekar		
Age:		Date of Birth:	11/4/1987
Present Address:	Plot no - 596, Shubodaya Colony, Kushaiguda, Medchal.		
Phone @:		Mobile:	9000978917
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	10,000/-	Date of joining:	10/09/2014

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	M. Nagarani				
Spouse works at:	House wife.				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
M. Sowmya	4	F	Akshara high school	LKG	15,000/-
M. Akshay	3	M	-	-	-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	4500/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: _____

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Signature: M. Shaker

Date: 11/04/2022

For office use only:

	Item	Existing	Revised
1.	Shekar M		
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)	2032	
8. s	ESI (Employer + Employee)	855	
9.	Net Salary after ESI & PF deduction	19048	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	0	
12.	Loan with company	6682	
13.	Loan repayment per month	1000	
14.	Medical insurance provided		
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	15	
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: Admi

SALARY REVISION FORM (2021-2022)

Name:	M. SHEKAR		
Age :	33 YEARS	Date of Birth:	11/04/1987
Present Address:	H.No. 586, Shubodaya Colony, Khusai Joda, Hyderabad, 500062		
Phone @:		Mobile:	9000978917
Automobile:	☒ Car ☒ Bike ☐ Nil	Make:	Hero
Vehicle EMI:	NA	Year:	2015
Salary at the time of joining:	10,000/-	Date of joining:	2014 - Sep.

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Nagarani				
Spouse works at:	House wife				
Spouse's designation:	NA				
Spouse's Gross Salary:	NA				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Sowmya	2	F	—	—	—
Akshay kumar	1	M	—	—	—
Residence:	☒ Own ☒ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	4000/-				
Type of House:	☒ Independent house ☐ Flat ☒ House in a basti				

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Division: _____

Qualification / Education :	SSC.
Years of Experience in relevant field:	6 YEARS.
Expected gross salary:	18000/-
Justification for increase:	I am working in our company from past 6 years, but am getting salary very low. All market values hiked on every year. I am unable to maintain with this salary to my family. please consider my request and do the needful minimum increase salary 15% to be hiked at least. Thanking you.
Complaints & suggestions:	
Preferred Designation:	

Signature: M. Shekar

Date: 25/03/2021

Appraisal by Manager (Confidential report to HR)

Name of Employee.	M Shekar		
Project:	MPL & GMR	Company:	SLLP Logistics
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:

Shortcomings or weaknesses:

How can we get more from the employee?
Pay Hike

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	M Shekar	
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	12,954	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	23,962	
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	26	
18.	Company	SLLP LOGISTICS	
19.	Division	Admin.	
20.	Designation	Driver	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	
			Date:

Division: AdminSALARY REVISION FORM (2020-2021)

Name:	M. SHEKHAR.		
Age :	32	Date of Birth:	11-04-1987
Present Address:	Plot No: 586, Subodhaya Colony, Kushaiguda, BB & Medchal dist.		
Phone @:	8790241987	Mobile:	9000978917
Automobile:	☒ Car ☒ Bike ☐ Nil	Make:	Passion Pro
Vehicle EMI:	—	Year:	2015
Salary at the time of joining:	Rs. 10,000/-	Date of joining:	August-2014

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	M. NAGARANI				
Spouse works at:	House wife				
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
1) Soumya	03	F	—	—	—
2) Akshay	01	M	—	—	—
Residence:	☒ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	Rs. 4000/-				
Type of House:	☒ Independent house ☐ Flat ☒ House in a basti				

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Division: Admin.

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Signature: M. Shukla

Date: 11/06/2020.

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	M Shekar		
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	3705	
14.	Loan repayment per month	1000	
15.	Medical insurance provided		
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	27	
18.	Company	SSLLP Log	
19.	Division	Admin.	
20.	Designation	Driver	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoun	15.06.20	G. Jai Kumar 16.06.20

Appraisal by Manager (Confidential report to Admin)

Name of Employee.	M Shekar		
Project:	Head Office	Company:	SSLLP - Logistics
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:

Shortcomings or weaknesses:

Rumour creator as per his team members

How can we get more from the employee?

What are the precautions to be taken?

Prepared By:	Date:
Jai Kumar	20.06.20