

Employee Profile

Name:	Bore shekappa		
Age :	58	Date of Birth:	01/01/1966
Present Address:	parvath nagar, Molhi Nagar, Bonabanda, Rangareddy.		
Emergency Contact:	6304941303	Mobile No:	9989833977
Automobile:	—	Make:	
Vehicle EMI:		Year:	
Date of joining:			

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	B. shanthamma.				
Spouse works at:	House wife				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	4				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:	Own House.				
Monthly Rent or EMI:	—				
Type of House:	Independent.				

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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:	driver	Division:	driver. (Admin)
Qualification / Education:	7 th class		
Years of Experience in relevant field:	24 years		
Expected Percentage	35%,		
Justification for increase:			
As I working since so many years in this company I justify 100% towards my work. Minimum basic needs prices are increase so much, considering that and increase my salary.			
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature:

Date: 29/04/24

Division: AdminSALARY REVISION FORM (2023-2024)

Name:	B. Shekappa		
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.....

Division: _____

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Signature: _____ Date: _____

For office use only:

1.	Item	Existing	Revised
2.	Shekappa G		
3.	C.T. C. Salary	23000	
4.	Gross Salary including ESI & PF	21698	
5.	Basic	10849	
6.	DA	2169	
7.	HRA	8679	
8.	PF (Employer + Employee)	2604	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	20196	
11.	Mobile Allowance	399	
12.	monthly conveyance	0	
13.	Loan with company		
14.	Loan repayment per month		
15.	Medical insurance provided	Yes	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	18	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	Driver	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

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Division: Admin.

SALARY REVISION FORM (2021-2022)

Name:	<u>B. Shekappa</u>		
Age :		Date of Birth:	
Present Address:	<u>M-1-21/624/2 Parvath Nagar</u>		
	<u>Borabanda, Hyd - 500018</u>		
Phone ®:		Mobile:	<u>9502166755</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	<u>Unicorn</u>
Vehicle EMI:	<u>3,700 /-</u>	Year:	<u>24 months</u>
Salary at the time of joining:	<u>2,000 /-</u>	Date of joining:	<u>02/05/2000</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>B. Shanthamma</u>				
Spouse works at:	<u>Housewife</u>				
Spouse's designation:	<u>-</u>				
Spouse's Gross Salary:	<u>-</u>				
Number of Children:	<u>04</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>Anshika</u>	<u>28</u>	<u>female</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Jyothi</u>	<u>27</u>	<u>female</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Shivarand</u>	<u>25</u>	<u>Male</u>	<u>PRD</u>	<u>2nd year</u>	<u>80,000/-</u>
<u>Sai Kumar</u>	<u>20</u>	<u>Male</u>	<u>Pragathi Degree</u>	<u>final year</u>	<u>70,000 /-</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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Signature: 

Date: 06/04/2021

Appraisal by Manager (Confidential report to HR)

Name of Employee.	B Shekappa		
Project:	Head Office	Company:	SLLP Logistics
Overall performance	Good		
Attitude towards colleagues	Good		
Team player	Average		
Personal appearance	Good		
Interest / Enthusiasm in work	Average		
Knowledge of work	Good		
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:

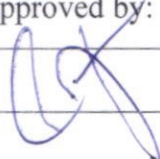
How can we get more from the employee?

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	B Shekappa	
3.	C.T. C. Salary	19,348	
4.	Gross Salary including ESI & PF	17,710	
5.	Basic	8,855	
6.	DA	1,771	
7.	HRA	7,084	
8.	PF (Employer + Employee)	2,126	
9.	ESI (Employer + Employee)	708	
10.	Net Salary after ESI & PF deduction	13,364	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	3600	
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	15	
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>Shelappa.</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.....

Division: _____

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Signature: _____

Date: _____

Appraisal by Manager (Confidential report to Admin)

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

Petrol conveyance to be increased

What are the precautions to be taken?

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Prepared By:

Date:

Jai Kumar

20.06.20

For office use only:

Division: Admn

1.	Item	Existing	Revised
2.	B Shekappa		
3.	C.T. C. Salary	10000	
4.	Gross Salary including ESI & PF	10000	
5.	Basic	5000	
6.	DA	1000	
7.	HRA	4000	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	10655	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	40000	
14.	Loan repayment per month	2000	
15.	Medical insurance provided	YES	
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	13	
18.	Company	SLLP Log	
19.	Division	Admn	
20.	Designation	Driver	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20