

Employee Profile

Name:	K. Marjand		
Age :	40.	Date of Birth:	01-06-1980
Present Address:	Indranagar, Phase-II, Borabanda Hyderabad		
Emergency Contact:		Mobile No:	9666376994
Automobile:	Bike	Make:	2015
Vehicle EMI:	N.A.	Year:	
Date of joining:	08-08-2006.		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	K. Indu.				
Spouse works at:					
Spouse's designation:	Home maker				
Spouse's Gross Salary:					
Number of Children:	1				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Mohit	17	M	Nalanda high school	7 th	80,000/-
Residence:	1				
Monthly Rent or EMI:	7,000/-				
Type of House:	Basti				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan	2,00,000/-	EMI:	8,000/-
	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:	Admin
Qualification / Education:	10 th class		
Years of Experience in relevant field:	30 years.		
Expected Percentage	15%		
Justification for increase:	→ As on today's the expenses are high and the daily needs have become more expensive → children school fees are also high.		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: 18025

Date: 29.04.24

Division: AdminSALARY REVISION FORM (2023-2024)

Name:	K. MARTAND.		
Age :	42.	Date of Birth:	01-06-1980.
Present Address:	Indiranagar, Borabanda, Hyderabad		
Phone @:		Mobile:	9666376994
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Bajaj
Vehicle EMI:	2,000/-	Year:	2018
Salary at the time of joining:	4,500/-	Date of joining:	08-08-2006

Personal Information (Optional)

Marital Status:	Married Single				
Name of spouse:	K. Indu.				
Spouse works at:	Home maker				
Spouse's designation:	Home maker				
Spouse's Gross Salary:	-				
Number of Children:	One				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Mohit	11	M.	Nalanda School	6 th Std	70,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	8,000/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division:

Qualification / Education :	10 th class
Years of Experience in relevant field:	25 Years
Expected gross salary:	30,000/-
Justification for increase:	To bare the expences as all the rates have increased, so, I expect this as a genuine.
Complaints & suggestions:	
Preferred Designation:	

Signature: M. 025

Date: 21/4/23

For office use only:

1.	Item	Existing	Revised
2.	Martand.K		
3.	C.T. C. Salary	23000	
4.	Gross Salary including ESI & PF	23000	
5.	Basic	11500	
6.	DA	2300	
7.	HRA	9200	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	23000	
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	14	
18.	Company	MHPL- SOV	
19.	Division	Admin.	
20.	Designation	Driver	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: ADMIN

Qualification / Education:	10 th passed
Years of Experience in relevant field:	16 years
Expected gross salary:	27000/-
Justification for increase:	Due to cost of living is hike. So Do the justification in his regards.
Complaints & suggestions:	
Present Designation:	DRIVER
Preferred Designation:	—

Signature: N. K. Rao

Date: 11/04/2022

For office use only:

	Item	Existing	Revised
1.	Martand.K		
2.	C.T. C. Salary	21000	
3.	Gross Salary including ESI & PF	21000	
4.	Basic	10500	
5.	DA	2100	
6.	HRA	8400	
7.	PF (Employer + Employee)	0	
8. s	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	28573	
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	Yes	
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	18	
17.	Company	MHPL- SOV	
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: _____

SALARY REVISION FORM (2021-2022)

Name:	K. Martand		
Age :	40	Date of Birth:	01/06/1980
Present Address:	Indira Nagar, Phase - D, Borabanda.		
Phone ®:		Mobile:	9666376994
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	4,500/-	Date of joining:	08/08/2006

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	K. Endu				
Spouse works at:	-				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	01				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Mohith	09	Male	Naranda High School	2 nd	40,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	7000/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: _____

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Signature: MKOR

Date: 5/4/21

Appraisal by Manager (Confidential report to HR)

Name of Employee.	K Martand		
Project:	Head Office	Company:	SOVLLP
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:

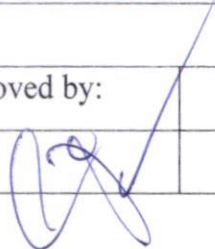
How can we get more from the employee?

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	K Martand	
3.	C.T. C. Salary	19,347	
4.	Gross Salary including ESI & PF	17,709	
5.	Basic	8,854	
6.	DA	1,770	
7.	HRA	7,083	
8.	PF (Employer + Employee)	2,126	
9.	ESI (Employer + Employee)	708	
10.	Net Salary after ESI & PF deduction	16,363	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	271	
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	29	
18.	Company	SOV	
19.	Division	Admin.	
20.	Designation	Driver	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Division: driverSALARY REVISION FORM (2020-2021)

Name:	K. Martand		
Age :	40 year	Date of Birth:	1/6/1980
Present Address:	8-3-169/60/35 Indara Nagar		
	Bora band Hyd		
Phone ®:		Mobile:	9666376994
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2015
Vehicle EMI:	2000	Year:	10,
Salary at the time of joining:	4,500	Date of joining:	9/8/2006

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	K. INDU				
Spouse works at:	HOUSE WIFE				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	01				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. MOHIT	08	M	NALANDA HIGH SCHOOL	3rd	80,000/-
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: M. J. J.

Date: 15/6/2020

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	K Martand		
3.	C.T. C. Salary	18426	
4.	Gross Salary including ESI & PF	17383	
5.	Basic	8691	
6.	DA	1738	
7.	HRA	6953	
8.	PF (Employer + Employee)	2222	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	17832	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	240	
13.	Loan with company	0	
14.	Loan repayment per month	0	
15.	Medical insurance provided	YES	
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	6	
18.	Company	SOV	
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

Appraisal by Manager (Confidential report to Admin)

Name of Employee.	K Martand		
Project:	Head Office	Company:	SOVLLP
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:

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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	20.06.20

Division:

Admin

SALARY REVISION FORM (2019-2020)

Name:	K. Mantand.		
Age :	38	Date of Birth:	01-06-1980
Present Address:	8-3-169/60/35, Indira Nagar phase-II, Borabandi, Hyderabad pin:- 500018		
Phone ®:	96666376994	Mobile:	9502266044
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	pulsar.
Vehicle EMI:	1800/-	Year:	2017
Salary at the time of joining:	4500/-	Date of joining:	8-9-2006

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	K. Indu				
Spouse works at:	House Made				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:	1. One				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Mohit	07	M	Naland High	now 2nd.	70,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	5500/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: Admin.

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Signature: M. J. J.

Date: 12-04-2019

Appraisal by Manager (Confidential report to Admin)

Name of Employee.	K Martand		
Project:	Head Office	Company:	SOVLLP
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:
NOTHING IN PARTICULAR

Shortcomings or weaknesses:
SOMETIMES INFORMATION LAPSSES FROM HIS SIDE

How can we get more from the employee?
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What are the precautions to be taken?

Prepared By:	Date:
Jai Kumar	23.04.19

For office use only:

	Item	Existing	Revised
1.	K Martand		
2.	C.T. C. Salary	17030	
3.	Gross Salary including ESI & PF	15545	
4.	Basic	4663	
5.	DA	1554	
6.	HRA	6218	
7.	CCA	1554	
8.	TA	777	
9.	EA	777	
10.	PF (Employer + Employee)	1492	
11.	ESI (Employer + Employee)	1192	
12.	P.T.	150	
13.	Net Salary after ESI & PF deduction	17132	
14.	Mobile Allowance	399	
15.	Avg. monthly conveyance for last 3 months	249.60000000000002	
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	28	
21.	Company	SOVLLP	
22.	Division	Admin	
23.	Designation	Driver	
24.	Remarks:		
Prepared by:		Date:	Approved by:
Iqra Khatoon		12.04.19	
			Date: