Employee Profile

Name:	K.	Max to	ind		
Age:	1	10.	Date of Birth:	01-	06-1980
Present Address:	In	dranle	ger, Phase - II	, Toral	sande
		erabud		,	
Emergency Contact:			Mobile No:	966	6376994
Automobile:	Bi	ke	Make:		15
Vehicle EMI:	N	· A ·	Year:		
Date of joining:	08.	08-200	6.		
Personal Information (O	ptional				
Marital Status:	-	arried	Single		
Name of spouse:	K.	Indu.			
Spouse works at:					
Spouse's designation:	Ho	mema	nker		
Spouse's Gross Salary:					
Number of Children:	1				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Mohit	13	M	Natondahighelico 1	711	80,0001
			34400		
	+				
Residence:	, t				
Monthly Rent or EMI:	-	7,0001-	-		
Type of House:	Ba	sk			

Continued.....

FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan	2,00,0001-	EMI:	8,000 -
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
2	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:	10th class					
Years of Experience in relevant field:	30 Years.					
Expected Percentage	15%					
Justification for increase:						
-> As on today's -	the expense	are high and				
-> As on today's the expenses are light and the daily needs brane became more experience -> children School fee's are also high-						
Justification for Promotion:						
Preferred Designation:						
Complaints:						
Suggestions:						

Signature: Date: 29,04,24

Division: Admin

SALARY REVISION FORM (2023-2024)

Name:	K.r	MART	ANI)			1 to 1
Age:	1	2.	1))	Date of	Birth:	01-	06-1980.
Present Address:			agal	I Ro	xa bo	inda 1	dy devabab
			J	,			Jeriasas
N C	-						
Phone ®:				Mobile:	1	966	6376994
Automobile:	□ Ca	Bike I	□ Nil	Make:		Rai	
Vehicle EMI:	2,	0001-		Year:			18
Salary at the time of joining:	4,	500)		Date of j	oining:		08-2006
Personal Information (C	ptional)			2		
Marital Status:	Marri	ed / Singl	e				
Name of spouse:	K.	Indu					
Spouse works at:	4	mem					
Spouse's designation:	1	ne ma					
Spouse's Gross Salary:	1/0 0	- Ma					
Number of Children:	01	ne					
Name	Age	Gender	Nar	ne of Scho	ool	Class	Approx. Annual Fees
K. Mohit	11.	M.	Nala	da scl	loor	6th st	70,000/-
		88					
	,						
	,				-		
Residence:	□ Own □ Parents Rented □ Other						
Monthly Rent or EMI:		8,000/-					
Type of House:		☐ Independent house ☐ Flat House in a basti					

Continued.....

7	
1137101011	
Division:	

Qualification / Education:	10th clays		
Years of Experience in relevant field:	25 Years	0	
Expected gross salary:	30,0001-	115	
Justification for increase:		ž)	8
To ball the incressed, so I	espen les	of all the	Later have
incressed So T	expect this	01 02 0	(INC.
	er / an	9	a single i
		1	
Complaints & suggestions:		2.18.7	
		*	93.
71			
7 2 7 2 7			113 104 177 185
//			
		el .	
			*
Preferred Designation:			

Signature: Mores

Date: 21 4 23

Division: Admin.

For office use only:

1.	Item		Existing	Revised
2.	Martand.K			
3.	C.T. C. Salary		23000	
4.	Gross Salary including	ng ESI & PF	23000	
5.	Basic		11500	
6.	DA		2300	
7.	HRA		9200	
8.	PF (Employer + Emp	oloyee)	0	
9.	ESI (Employer + Em	ployee)	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 pr	ovided	Yes	
16.	Accidental insurance	provided	Yes	
17.	No. of leaves taken in	n 2022-23	14	
18.	Company		MHPL- SOV	
19.	Division	I.	Admin.	
20.	Designation		Driver	
21.	Remarks:			
	Prepared by:	Date:	Approved by	: Date:
	Igra Khatoon	14-04-2023		18-04-2023



Division: 11-04-2022

Continued.....

ADMIN

SALARY REVISION FORM (2022-2023)

Name:	1	/ · (,	IAK	MAND				
Age:	(42 Date of Birth: 01-06-1980						
Present Address:	H	H.No:-8-3-169/60/35						
		INDIRA NAGAR PHASE-II						
The second	J	BHORABANDA. HYDERABAD						
Phone ®:				Mobile:	966	6376994		
Automobile:	□ Car	Bike [Nil	Make:	1 3	JAJ PULSAI		
Vehicle EMI:	15	500/-		Year:		017		
Salary at the time of joining:	- 17	500/		Date of joining		006		
Personal Information (C	1	/						
Marital Status:	Marri	d / Single	e					
Name of spouse:	K	. IN	UDV					
Spouse works at:	Fl	OUSE	WI	FE				
Spouse's designation:	1	,	11	,				
Spouse's Gross Salary:		XA						
Number of Children:			Son					
Name	Age	Gender		me of School	Class	Approx. Annual Fees		
K-MOHIT	11	M	NAL	ANDAMigh	5th	55,000/		
/	,		,	School		, ,		
				/	/			
		1			l			
Residence:	□ Ow	n 🗆 Paren	its Re	ented Other				
Monthly Rent or EMI:	-	7000/-						
Type of House:		□ Independent house □ Flat ⋈ House in a basti						

Division: ADMIN

Qualification / Education:	10 de Darsed
Years of Experience in relevant field:	16 years
Expected gross salary:	27000/
Justification for increase:	Due to cost of living
is like. 8	
	regards.
•	
	•
*	
Complaints & suggestions:	
4	
\$× 14	
X	
8	*
¥	
Present Designation:	DRIVER
Preferred Designation:	
Signature: Nopes	Date: 11042022

Division: Admin.

For office use only:

	Item		Existing	Revised
1.	Martand.K			
2.	C.T. C. Salary		21000	
3.	Gross Salary including I	ESI & PF	21000	
4.	Basic		10500	
5.	DA		2100	
6.	HRA		8400	
7.	PF (Employer + Employ	/ee)	0	
8. s	ESI (Employer + Emplo	yee)	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 mo	nth	0	
14.	Medical insurance provi	ded	Yes	
15.	Accidental insurance pro	ovided	Yes	
16.	No. of leaves taken in 20	021-22	18	
17.	Company		MHPL- SOV	
18.	Division		Admin.	
19.	Designation		Driver	
20.	Remarks:			
	Prepared by:	Date:	Approved by:	Date:
	Iqra Khatoon	12.04.22	G. Jai Kumar	15.04.22

Division:	
-----------	--

SALARY REVISION FORM (2021-2022)

Name:	K.	Mar to	md			
Age:	100	0	2-17-1	Date of Birth:	0	106/1980
Present Address:		ndira	Nag	an, Phote -		orabouda.
			0			
Phone ®:				Mobile:	96	6637699
Automobile:	□ Car	∃ Bike □	Nil	Make:		
Vehicle EMI:				Year:		
Salary at the time of joining:	Ч,	500 -		Date of joining	: 0	8/08/2006
Personal Information (C	Optional					
Marital Status:	Marri	ed / Single	е			
Name of spouse:	K.	Endy				
Spouse works at:	_					12
Spouse's designation:	_					
Spouse's Gross Salary:	_					
Number of Children:	01					
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees
K-Mohith	09	Male	Now	anda High	Tr	40,000
				anda High School		
B		F		8		
3						
Residence:	□ Ow	n Paren	its Re	ented Other		
Monthly Rent or EMI:		1000 -	_			
Type of House:	+		house [Flat House in	a basti	
						Continued

Division:	(*)	
DIVIDIOII.		

Qualification / Education :	10+h
Years of Experience in relevant field:	25 years 25,000 -
Expected gross salary:	25,000 -
Justification for increase:	
	, i
	А.
3	
	e e e e e e e e e e e e e e e e e e e
Complaints & suggestions:	
*	
Preferred Designation:	

Signature: Moas

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 colle	eagues	Good					
Team player		average					
Personal appearance	al 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, a	verage or noor		V-46-2				

Jai Kumar

Key strengths:			
			7
Shortcomings or wea	knesses:		
		9	-1 0 1
How can we get more	e from the employee?		A 4.
What are the precauti	ions to be taken?		
*			_ ×
Prepared By:	Date:		5

05.04.2021

For office use only:

Division: Admin.

1.	Item		Existing	Revised
2.	Name		K Martand	
3.	C.T. C. Salary		19,3	347
4.	Gross Salary including	ESI & PF	17,	709
5.	Basic		8,8	854
6.	DA		1,	770
7.	HRA		7,0	083
8.	PF (Employer + Emplo	oyee)	2,	126
9.	ESI (Employer + Emp	loyee)	,	708
10.	Net Salary after ESI &	PF deduction	16,3	363
11.	Mobile Allowance	-		399
12.	Avg. monthly conveyance for last 3 months			271
13.	Loan with company			
14.	Loan repayment per m	onth		
15.	Medical insurance provided			No
16.	Accidental insurance p	rovided	,	Yes
17.	No. of leaves taken in	2018-19		29
18.	Company		SOV	
19.	Division		Admin.	
20.	Designation		Driver	
21.	Remarks:	a fo	,	
		1 8		
		· · · · · · · · · · · · · · · · · · ·		
	Prepared by:	Date:	Approved	l by: Date:
	Igra Khatoon	05-04-2021		A) /

Division: driver

SALARY REVISION FORM (2020-2021)

Name:	K	Ma	vta	nd		
Age:	40	year	-	Date of Birth:	1/6	11980
Present Address:	8-	3-160	7/601	35 Inda		
	800	ra b	and	35 Inda	6)
Phone ®:				Mobile:	966	6376994
Automobile:	□ Car	Bike [Nil	Make:		15
Vehicle EMI:	20	000		Year:		
Salary at the time of joining:	,	,500		Date of joining:		8/2006
Personal Information (O	ptional) /				
Marital Status:	Marrie	d / Single	2			
Name of spouse:	K.	IND	U			
Spouse works at:		DUSE		E		
Spouse's designation:	_					
Spouse's Gross Salary:		-				
Number of Children:	0	1				
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees
K. MOHIT	08	M	NAL	ANDA HIGH	380	80,000/
				CHOOL		/ /
Residence:	□ Ow	n 🗆 Paren	its Re	ented 🗆 Other		_
Monthly Rent or EMI:	_	_				
Type of House:	□ Inde	ependent	house [Flat House in	a basti	
y					C	Continued

Division: ADMIN

Qualification / Education :	100h.
Years of Experience in relevant field:	15 years. 20,000/-
Expected gross salary:	20,000/-
Justification for increase:	
	easy E
* Y Y 1*	
9-	
. A	
Complaints & suggestions:	
	* 50 ³ x
3 -	
Preferred Designation:	

Date: 15/6/2020

Signature: Wole-

For office use only:

Division: Admin.

1.	Item		Existing	Revised
2.	K Martand		-	
3.	C.T. C. Salary		18426	9, =
4.	Gross Salary including I	ESI & PF	17383	26
5.	Basic		8691	
6.	DA		1738	
7.	HRA		6953	
8.	PF (Employer + Employ	ree)	2222	
9.	ESI (Employer + Emplo	yee)	0	
10.	Net Salary after ESI & I	PF deduction	17832	
11.	Mobile Allowance		399	. C 52
12.	Avg. monthly conveyance for last 3 months		240	
13.	Loan with company		0	
14.	Loan repayment per mo	nth	0	
15.	Medical insurance provi	ded	YES	
16.	Accidental insurance pro	ovided	YES	
17.	No. of leaves taken in 20	019-20	6	
18.	Company		SOV	
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

Appraisal by Manager (Confidential report to Admin)

Name of Employee.	K Martand					
Project:	Head Office	Company:	SOVLLP			
Overall performance		Good				
Attitude towards colle	eagues	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: Date as good a						

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	20.06.20		

Division: Jamin

Continued.....

SALARY REVISION FORM (2019-2020)

Name:	ł	K. Ma	entar	d.				
Age:		38	V I P	Date	e of Birth:		01-1	6-1980
Present Address:	8	-3-16	9/60	135	Indin	ra i	Verga	r phase-11
	B	oraba	nds	H.	ydanat	ou	1	1
								00018
Phone ®:		\$ 637	-	Mot	oile:		950	22 66 044
Automobile:	□ Car	Bike [Nil	Mak	te:		pul	Sar.
Vehicle EMI:		1800 /-		Year	r:			17.
Salary at the time of joining:		4500	1-	Date	e of joining	:	8-	9-2006
Personal Information (O	ptional) /						
Marital Status:	Marri	ed / Single	e					
Name of spouse:	K	· Ind	u					
Spouse works at:	+	louse	Mac	de				
Spouse's designation:								
Spouse's Gross Salary:	_							
Number of Children:	1.0	ne.						
Name	Age	Gender	Nar	ne of	School	C	lass	Approx. Annual Fees
K. Mohit	07	M	Nale	and	High	NO	wnd.	70,000 -
Residence:	□ Own	n □ Paren	ts √ Re₁	nted [Other			
Monthly Rent or EMI:		5500						-
Type of House:	☐ Independent house ☐ Flat ☐ House in a basti							

Division: Admin.

Qualification / Education :	1012	<u> </u>
Years of Experience in relevant field:	21 years	; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;
Expected gross salary:	220001	
Justification for increase:	A STATE OF THE STA	3 P 3 P 3 P
Constant		e Y _{steed}
		a a management
υθ (19	Charles grace	
, alig	8	
1-1-1-2	- 5531	v v \$180. 21
	A sand	
		e ku g - glin (pagedo ^e - p
	×- 1	* ** * * ***
	. 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Complaints & suggestions:	polarit vi ani	S. S. San A. S. V.
Companie	4	2.5 (1.5)
	-11	
make that the	biolog 19 69	K. Melip
1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1	Algorithm of the second	
ν		
Preferred Designation:	Some	

Signature:

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 colle	eagues	Good		
Team player		average		
Personal appearance		Good		
Interest / Enthusiasm	in work	Good		
Knowledge of work		Good		
Attendance / punctual	ity	Good		
Communication skills	- oral – in English	average		
Communication skills	s – oral – in Telugu	Good		
Note: Rate as good, as	verage or poor.			

1 N	PARTICULAR	
	1 N	IN PARTICULAR

Shortcomings or v	veaknesses:					
SOMETIMES	INFORMATION	GAPSES	FROM	Hes	SIDE	

How can we get more from the employee?	

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	K Martand		Revised
2.	C.T. C. Salary		17030	
3.	Gross Salary incl	Gross Salary including ESI & PF		
4.	Basic	8-31611		
5.	DA		4663	
6.	HRA		1554	
7.	CCA		6218	
			1554	
8.	TA		777	
9.	EA		777	
10.	PF (Employer + Employee)		1492	
11.	ESI (Employer + Employee)		1192	
12.	P.T.			
13.	Net Salary after ES	I & PF deduction	150 n 17132	
14.	Mobile Allowance			
15.	Avg. monthly conv	Oviona - C 1 - 0	399	
	months		249.600000000000000	
	Loan with company	7	0	
17.	Loan repayment per	month	0	
8.	Medical insurance p	rovided		
_	Accidental insurance		YES	
_	No. of leaves taken i			
	Company		28	
	Division		SOVLLP	
			Admin	
	Designation		Driver	
T. K	Remarks:			
	Prepared by:	Date:	A more - 11	
Ic	ıra Khatoon	12.04.19	Approved by:	Date: