

Ans

Employee Profile

Name:	A Dharma Teja		
Age :	23	Date of Birth:	21/12/2000
Present Address:	Near Bharath Petrol Bunk, Srikrishnadevaraya Nagar, Old Karnivanipalem, Pedagantyada, Gajuwaka, VSP - 530044.		
Emergency Contact:	9640241259	Mobile No:	9989461259
Automobile:	Nil	Make:	
Vehicle EMI:		Year:	
Date of joining:	05-12-2022		

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:	Rented ☐				
Monthly Rent or EMI:	10000				
Type of House:	Independent House ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	400000.00	EMI:	6000.00
	Personal Loan		EMI:	
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:	200000.00	EMI:	4300.00
Insurance Policy	Medical Insurance:		Premium:	
	Life Insurance:		Premium:	
	Term Insurance:		Premium:	
	Other Insurance:		Premium:	
Type of savings	Mutual Funds:		SIP ☒	1500.00
	Stock bonds:		☒	
	Fixed Deposit:		☒	
	Other Savings:		☒	

APPRAISAL FORM 2024-2025

Designation:	Asst. Engineer	Division:	Construction
Qualification / Education:	B Tech		
Years of Experience in relevant field:	2years		
Expected Percentage	20%		
Justification for increase:	This is to appraise that, my role has evolved a lot in transformation of day to day duties, which is spread over to multitude of various roles and responsibilities like material managment, storekeeper managment apart from project management since i joined. Along with my usual duties, I'm now taking care of billing and MRN, Item wise entries in Mcodex, Site admin works. I have always been there to take additional work and responsibility. I would like to ask you to acknowledge my efforts and dedication by considering a salary hike which will make me work with even more enthusiastically.		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: A. Dhanraj Date: 02-4-24

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Division: CONSTRUCTION

SALARY REVISION FORM (2023-2024)

Name:	A. DHARMA TEJA		
Age :	22	Date of Birth:	21-12-2000
Present Address:	D.No. 18-77-13, AP HB COLONY, PEDDAGANNA, VISAKHAPATNAM		
Phone @:		Mobile:	9989461259
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	18000	Date of joining:	05-12-22

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				

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Division: CONSTRUCTION

Qualification / Education :	B.TECH
Years of Experience in relevant field:	1 year 5 months
Expected gross salary:	20000 per month
Justification for increase:	As of now I am looking site admin works too. Doing my role at site and taking this admin responsibility. Cost saving By taking this responsibility leads to cost saving to company.
Complaints & suggestions:	
Preferred Designation:	AGST. ENGINEER

Signature: A. Balaji Date: 27-04-2023

For office use only:

1.	Item	Existing	Revised
2.	Darma Teja		
3.	C.T. C. Salary	16000	
4.	Gross Salary including ESI & PF	16000	
5.	Basic	8000	
6.	DA	1600	
7.	HRA	6400	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	16000	
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	7	
18.	Company	AMTZ	
19.	Division	Const	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023