

Employee Profile

Name:	Kona. Tulasi Rani		
Age :	29	Date of Birth:	08-10-1994
Present Address:	Plot No. 05, VR Colony Cherlaplly - Rampally - 501301		
Emergency Contact:	9703113197	Mobile No:	9618040827
Automobile:		Make:	
Vehicle EMI:		Year:	
Date of joining:	25-03-2022		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	Kona. Kishore Kumar				
Spouse works at:	MNR Educational Trust				
Spouse's designation:	Asst. Web Designer				
Spouse's Gross Salary:	35, 000/-				
Number of Children:	01				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Kona. Srija	04	Female	SriVidya techno	UKG	22, 000/-
Residence:	Rented				
Monthly Rcnt or EMI:	8, 000/- Joint family				
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:		▼	
	Stock bonds:		▼	
	Fixed Deposit:		▼	
	Other Savings:		▼	

APPRAISAL FORM 2024-2025

Designation:	Asst. Engineer	Division:	Construction
Qualification / Education:	B-Tech Civil Engineering		
Years of Experience in relevant field:	05		
Expected Percentage	40%		
Justification for increase:	Im working here since 2years,during this time I have dedicated and have never missed any deadlines.Im doing all admin works here and attending customer complaints, and in this period i have learn lot of things from my colleagues as well as our customers.And im doing Maintainance works at Sob Unsaled Bunglows & maintaining all company registers and issued to requested sites within the time period.This salary is not sufficient to me,so please consider my request.		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: K.Tulasi rani

Date: 30-03-24

SALARY REVISION FORM (2023-2024)

Name:	K. Tulasi Rani		
Age :	28 years	Date of Birth:	08/10/1994
Present Address:	plot no. 136, Sri Ganesh nagar colony, RL nagar, Rampally - 501301.		
Phone ®:		Mobile:	9618040827
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	14,000/-	Date of joining:	25/03/2022

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	K. Kishore Kumar				
Spouse works at:	MNR TRUST				
Spouse's designation:	Web Designer				
Spouse's Gross Salary:	30,000/- per month				
Number of Children:	01				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Srija	04	F	St. Joseph Navareem vidhaya	Nursery	18,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	9,000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: _____

Qualification / Education :	B.Tech (CIVIL)
Years of Experience in relevant field:	2 years
Expected gross salary:	20,000/-
Justification for increase:	I'm Handling Welfare Association maintainance works and weekly & monthly reports and also site construction works, SSLP material & Gov stock checking works. My salary is not sufficient to me Sir. So please Increase my salary as per my request. Thanking you Sir.
Complaints & suggestions:	
Preferred Designation:	

Signature:  K. Tulasi Rani Date: 15/4/23

For office use only:

1.	Item	Existing	Revised
2.	Tulasi Rani		
3.	C.T. C. Salary	14000	
4.	Gross Salary including ESI & PF	12814	
5.	Basic	6407	
6.	DA	1281	
7.	HRA	5125	
8.	PF (Employer + Employee)	1538	
9.	ESI (Employer + Employee)	512	
10.	Net Salary after ESI & PF deduction	11949	
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	SOV III	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Construction.

SALARY REVISION FORM (2022-2023)

Name:	K. Tulasi Rani		
Age:	27	Date of Birth:	08/10/1994
Present Address:	D.No 1-136, Sri Ganesh Nagar Colony R.L. Nagar, Vaipai Road - 501301, Hyderabad.		
Phone ®:		Mobile:	9618040827
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	-
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	12,500	Date of joining:	25/03/22

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	K. Kishore Kumar				
Spouse works at:	MNR Educational Trust				
Spouse's designation:	Web Designer				
Spouse's Gross Salary:	30,000/-				
Number of Children:	01				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Srija	3	F	play school st. Joseph's Navareen Van Vidyalaya	-	18,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	8000/-				
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 1/2 years
Expected gross salary:	17000/-
Justification for increase:	Baby Educational Fee and phone EMI & House Rent & Because of Husband parent's having Health Issues. so he's Income is not sufficient. And my transportation charges 3000/- per month
Complaints & suggestions:	
Present Designation:	ASST. Engineer
Preferred Designation:	—

Signature: K. Tulasī Rani

Date: 11/4/22

For office use only:

	Item	Existing	Revised
1.	Tulasi		
2.	C.T. C. Salary	18000	
3.	Gross Salary including ESI & PF	16475	
4.	Basic	8237	
5.	DA	1647	
6.	HRA	6590	
7.	PF (Employer + Employee)	2042	
8.	ESI (Employer + Employee)	680	
9.	Net Salary after ESI & PF deduction	15717	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	3600	
12.	Loan with company		
13.	Loan repayment per month	0	
14.	Medical insurance provided		
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	15	
17.	Company	SOV III	
18.	Division	Const.	
19.	Designation	Asst. Engineer	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22