

Employee Profile

Name:	CHAVVA CHANDRASHEKAREDDY		
Age :	26	Date of Birth:	08/04/2024
Present Address:	FLAT NO 165,SAPTHAGIRI,AGRICULTURE COLONY,HASTHINAPURAM,PINCODE 500070		
Emergency Contact:	9,100,705,090	Mobile No:	9,100,705,090
Automobile:	Bike ☐	Make:	
Vehicle EMI:		Year:	
Date of joining:	12/07/2022		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	PRATHYUSHA				
Spouse works at:					
Spouse's designation:	STUDENT				
Spouse's Gross Salary:					
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:	Rented				
Monthly Rent or EMI:	8500				
Type of House:	Flat ☐				

Continued.....

FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan	150000	EMI:	4000
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:		EMI:	
Insurance Policy	Medical Insurance:	CARE	Premium:	14000
	Life Insurance:		Premium:	
	Term Insurance:		Premium:	
	Other Insurance:		Premium:	
Type of savings	Mutual Funds:	NO	☐	
	Stock bonds:	NO	☐	
	Fixed Deposit:	NO	☐	
	Other Savings:	NO	☐	

APPRAISAL FORM 2024-2025

Designation:	ASST ENGINEER	Division:	CONSTRUCTION
Qualification / Education:	B TECH CIVIL		
Years of Experience in relevant field:	3 YEARS		
Expected Percentage	40%		
Justification for increase:	Considering my performance and contributions to the company, i belive thay my current salery of [20,000] does not accurately reflect my worthTherefore, i would like to request a salery increase of [40%].This increase willnot only recognize my contributions,but also serve as a motivation to continue to perform at a high level. i am committed to the growth of the company and look forward to contributing more to the team in the future.		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: _____ Date: _____

Division: Const

SALARY REVISION FORM (2023-2024)

Name:	CH. CHANDRA SHEKAR REDDY		
Age :	26	Date of Birth:	08/04/1997
Present Address:	LB, Nagar.		
	RTC Colony		
	Road no: 03		
Phone ®:	9100705090	Mobile:	
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	18000/-	Date of joining:	12/07/2022

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:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	RENT 7000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

Division: _____

Qualification / Education :	B.TECH (CIVIL)
Years of Experience in relevant field:	2.5 years
Expected gross salary:	30500 /-
Justification for increase:	I have been Looking at the Site Since the last 1 year 2. Even though I don't have the proper facilities to stay here, I enjoy the whole Site without any complaints. 3. No one Showed Interest in coming This far to work here, I made various efforts to call be call them to work 4. Sir If the company Gives me the Salary I want. I will work well and bring Good Name to the company.
Complaints & suggestions:	
Preferred Designation:	Senior Engineer

Signature: Ch. CS Reddy Date: 21/04/2023

For office use only:

1.	Item	Existing	Revised
2.	Ch. Chandrashekar Reddy		
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	15850	
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	9	
18.	Company	SERENE	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023