

Employee Profile

Name:	Raja Reddy.B		
Age :	33 Yrs	Date of Birth:	14/08/1989
Present Address:	H no 3-13-125/43, Bank colony, Mallapur, Hyderabad. 76		
Emergency Contact:	9502188699	Mobile No:	9502188699
Automobile:	Car	Make:	Alto
Vehicle EMI:	4,000	Year:	2019
Date of joining:	08/07/2007		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	Ashwini.B				
Spouse works at:	-				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	-				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
-		-		-	-
-		-		-	-
-					
-					
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-					
Residence:	Rented				
Monthly Rent or EMI:	6,000				
Type of House:	Flat				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	-	EMI:	-
	Personal Loan	3,000,00	EMI:	1,500
	Gold Loan	1,00,000	EMI:	1,200
	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:	Electrical super	Division:	Construction
Qualification / Education:	ITI- Diploma		
Years of Experience in relevant field:	17		
Expected Percentage	100		
Justification for increase:	All MEP working doing with mep team members and helping to them. i am doing in support to construction electrical works		
Justification for Promotion:	-		
Preferred Designation:	As per management		
Complaints:	-		
Suggestions:			

Signature: _____

[Signature]

Date: _____

04/04/2024

Division: _____

SALARY REVISION FORM (2023-2024)

Name:	B. Raja Peddy.		
Age :		Date of Birth:	
Present Address:			
Phone ®:		Mobile:	
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:		Date of joining:	

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				

Continued.....

For office use only:

1.	Item	Existing	Revised
2.	Raja Reddy.B		
3.	C.T. C. Salary	18109	
4.	Gross Salary including ESI & PF	16575	
5.	Basic	8287	
6.	DA	1657	
7.	HRA	6630	
8.	PF (Employer + Employee)	1990	
9.	ESI (Employer + Employee)	663	
10.	Net Salary after ESI & PF deduction	15306	
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	19	
18.	Company	GVDC	
19.	Division	MEP	
20.	Designation	Electrician	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Constable

SALARY REVISION FORM (2022-2023)

Name:	B. Raja Reddy		
Age:	35 years	Date of Birth:	14/08/1987
Present Address:	H.O. No. 1-3-13-125/43 Banta Colony		
	Malla pur Surya Nagar. 520076		
Phone ®:	9848721508	Mobile:	9502188699
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Hero Honda
Vehicle EMI:	3000/-	Year:	2021
Salary at the time of joining:	7000/-	Date of joining:	07/03/2008

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	ASWINI				
Spouse works at:	—				
Spouse's designation:	Dy. Secy.				
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:	6,500/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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For office use only:

	Item	Existing	Revised
1.	Raja Reddy.B		
2.	C.T. C. Salary	16706	
3.	Gross Salary including ESI & PF	15292	
4.	Basic	7646	
5.	DA	1529	
6.	HRA	6116	
7.	PF (Employer + Employee)	1774	
8.	ESI (Employer + Employee)	591	
9.	Net Salary after ESI & PF deduction	13642	
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		
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	12	
17.	Company	GMR	
18.	Division	Const.	
19.	Designation	Electrician	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: Construction

SALARY REVISION FORM (2021-2022)

Name:	B RAGAREDDY (Raju)		
Age :	36 years.	Date of Birth:	14/08/1985
Present Address:	Ho no. 3-13-125/43		
	Surya Nagar Bankalmy		
	Mallapur		
Phone @:	9848721508	Mobile:	9502188699
Automobile:	☒ Car ☒ Bike ☒ Nil	Make:	Hero Honda
Vehicle EMI:	1800/-	Year:	2020
Salary at the time of joining:	7800	Date of joining:	07/06/2008

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	ASHWINI				
Spouse works at:	House wife				
Spouse's designation:	Hr. Sec. (Integ.)				
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:	5,500				
Type of House:	☒ Independent house ☒ Flat ☒ House in a basti				

Continued.....

Appraisal by Manager (Confidential report to HR)

Name of Employee.	B Raja Reddy		
Project:	Head Office	Company:	MPPL
Overall performance	Good		
Attitude towards colleagues	Average		
Team player	Good		
Personal appearance	Good		
Interest / Enthusiasm in work	Average		
Knowledge of work	Good		
Attendance / punctuality	Poor		
Communication skills – oral – in English	Poor		
Communication skills – oral – in Telugu	Good		

Note: Rate as good, average or poor.

Key strengths:
Can able to any kind of electrical works either it is major or minor

Shortcomings or weaknesses:
Moan lighting with help of Project Mangers

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	B Raja Reddy	
3.	C.T. C. Salary	15,383	
4.	Gross Salary including ESI & PF	14,081	
5.	Basic	7,040	
6.	DA	1,408	
7.	HRA	5,632	
8.	PF (Employer + Employee)	1,690	
9.	ESI (Employer + Employee)	563	
10.	Net Salary after ESI & PF deduction	13,130	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
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	26	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	Electrician	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Division: Construction

SALARY REVISION FORM (2020-2021)

Name:	B. Rajas Reddy		
Age :	32	Date of Birth:	14-08-1988
Present Address:	3-13-125/43, Bank Colony, Malleshwari Road no-3, Secy Nagar, Hyd 500076		
Phone @:		Mobile:	9502188699
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2017
Vehicle EMI:	3000/-	Year:	2017
Salary at the time of joining:	8000/-	Date of joining:	7-7-2008

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	B. Ashwini				
Spouse works at:	—				
Spouse's designation:	Sr. Inter - 2nd Year				
Spouse's Gross Salary:	—				
Number of Children:	—				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
1	1	1	1	1	1
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other				
Monthly Rent or EMI:	8000/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

Division: _____

Qualification / Education :	ITI electrical
Years of Experience in relevant field:	15 Years
Expected gross salary:	30,000/-
Justification for increase:	→ I am travelling to No of Sps for maintenance work & off work → office work & other work → I am heavily to all Sps with out hesitation → I got married last year, My salary is not enough to maintain my Self family → getting lot of stress to survive for less salary
Complaints & suggestions:	→ Sir kindly appoint one electrical Engineer.
Preferred Designation:	Sr-Electrician

Signature: 

Date: 19-06-2020

Appraisal by Manager (Confidential report to HR)

Name of Employee:	R. Raja Reddy
Project:	BNC
Overall performance:	Good
Attitude towards colleagues:	Good
Team player:	Good
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:
Initiative, problem solving, Decision Making

Shortcomings or weaknesses:
-

How can we get more from the employee?
Guidance from Senior persons before starting the work

What are the precautions to be taken?
-

Prepared by:	Date:
G. Vijay Raj	11/06/20

For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	B Raja Reddy		
3.	C.T. C. Salary	14651	
4.	Gross Salary including ESI & PF	13411	
5.	Basic	6705	
6.	DA	1341	
7.	HRA	5364	
8.	PF (Employer + Employee)	1714	
9.	ESI (Employer + Employee)	598	
10.	Net Salary after ESI & PF deduction	13981	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	0	
14.	Loan repayment per month	0	
15.	Medical insurance provided		
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	9	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	Electrician	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20

Division: Construction

SALARY REVISION FORM (2019-2020)

Name:	<u>B. Raja Reddy</u>		
Age :	<u>32</u>	Date of Birth:	<u>14/08/1985</u>
Present Address:	<u>Mallapur Hyderabad</u>		
	<u>Back side Road A.P.H.</u>		
Phone ®:		Mobile:	<u>9502188699</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	<u>Hero</u>
Vehicle EMI:	<u>2500/-</u>	Year:	<u>2015</u>
Salary at the time of joining:	<u>3800/-</u>	Date of joining:	<u>17/07/2008</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>Aswini</u>				
Spouse works at:	<u>—</u>				
Spouse's designation:	<u>—</u>				
Spouse's Gross Salary:	<u>—</u>				
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>		
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other <u>—</u>				
Monthly Rent or EMI:	<u>4000/-</u>				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

Appraisal by Manager (Confidential report to Admin)

Name of Employee.	B. Raja Reddy		
Project:	Head Office	Company:	SSLLP Logistics
Overall performance	Good		
Attitude towards colleagues	Good		
Team player	Good		
Personal appearance	Good		
Interest / Enthusiasm in work	Average		
Knowledge of work	Average		
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	23.04.19

For office use only:

	Item	Existing	Revised
1.	B Raja Reddy		
2.	C.T. C. Salary	13500	
3.	Gross Salary including ESI & PF	12323	
4.	Basic	3696	
5.	DA	1232	
6.	HRA	4929	
7.	CCA	1232	
8.	TA	616	
9.	EA	616	
10.	PF (Employer + Employee)	1184	
11.	ESI (Employer + Employee)	801	
12.	P.T.	0	
13.	Net Salary after ESI & PF deduction	11515	
14.	Mobile Allowance	399	
15.	Avg. monthly conveyance for last 3 months	0	
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	26	
21.	Company	MPPL	
22.	Division	Admin	
23.	Designation	Electrician	
24.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.19	
			Date: