

Division: _____

SALARY REVISION FORM (2023-2024)

Name:	Madhu Babu.		
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				

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For office use only:

1.	Item	Existing	Revised
2.	Madhu Babu M		
3.	C.T. C. Salary	20000	
4.	Gross Salary including ESI & PF	18306	
5.	Basic	9153	
6.	DA	1830	
7.	HRA	7322	
8.	PF (Employer + Employee)	2196	
9.	ESI (Employer + Employee)	732	
10.	Net Salary after ESI & PF deduction	16921	
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	SSLLP Log	
19.	Division	Admin.	
20.	Designation	Driver	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Drivers

Division: Admin

SALARY REVISION FORM (2022-2023)

Name:	M. MADHU BABU.		
Age:	39 years.	Date of Birth:	13/01/1984
Present Address:	8-10. Chinthal Basthi, MALKAJHRI		
Phone @:		Mobile:	7337528678
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	HONDA
Vehicle EMI:	3860-00.	Year:	2020.
Salary at the time of joining:	13500/-	Date of joining:	2019.

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	M. SHABANA.				
Spouse works at:	House Hold.				
Spouse's designation:	Nil				
Spouse's Gross Salary:	Nil				
Number of Children:	Two.				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
M. GREESHA	12	F	Sidhartha High School	7 th	14400-
M. Goushik	9	M	" "	5 th	14000-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other				
Monthly Rent or EMI:	5500-				
Type of House:	☐ Independent house ☐ Flat ☐ House in a basti				

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For office use only:

	Item	Existing	Revised
1.	Madhu Babu M		
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)	2106	
8. s	ESI (Employer + Employee)	777	
9.	Net Salary after ESI & PF deduction	17098	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	0	
12.	Loan with company	10041	
13.	Loan repayment per month	1000	
14.	Medical insurance provided		
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	14	
17.	Company	SLLP LOG	
18.	Division	Admin.	
19.	Designation	Driver	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: AdminySALARY REVISION FORM (2020-2021) ✓

Name:	M. Madhu Babu		
Age :	35	Date of Birth:	13.01.1984
Present Address:	H.No.:- 8-10		
	Chinthal Basthi		
	Malkaj giri		
Phone ®:	-	Mobile:	
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	HONDA
Vehicle EMI:	-	Year:	2018
Salary at the time of joining:	15,700 /-	Date of joining:	Jan'2020

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	MD. Shabana				
Spouse works at:	House Wife.				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Gresha	10	F	Siddhartha	5th	60,000/-
Goshik	8	M	RD -	2st	48,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	5,500 /-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	M Madhu Babu		
3.	C.T. C. Salary	15700	
4.	Gross Salary including ESI & PF	14370	
5.	Basic	7185	
6.	DA	1437	
7.	HRA	5748	
8.	PF (Employer + Employee)	1782	
9.	ESI (Employer + Employee)	612	
10.	Net Salary after ESI & PF deduction	14307	
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	5	
18.	Company	SSLLP Log	
19.	Division	Admin.	
20.	Designation	Driver	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			16.06.20

Appraisal by Manager (Confidential report to HR)

Name of Employee.	Madhu Babu		
Project:	SOV	Company:	SSLLP Logistics
Overall performance	Good		
Attitude towards colleagues	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: 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	05.04.2021