

Division: _____

SALARY REVISION FORM (2023-2024)

Name:	K. Agunna		
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.	Aruna. K		
3.	C.T. C. Salary	31056	
4.	Gross Salary including ESI & PF	29298	
5.	Basic	14649	
6.	DA	2929	
7.	HRA	11719	
8.	PF (Employer + Employee)	3516	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	27340	
11.	Mobile Allowance	399	
12.	monthly conveyance	1027	
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	6	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	PA to MD	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: AdminSALARY REVISION FORM (2022-2023)

Name:	<u>K. ARUNA</u>		
Age:	<u>48 Years</u>	Date of Birth:	
Present Address:	<u>VAPRAL</u>		
	<u>ECIL ROAD</u>		
Phone ®:	<u>—</u>	Mobile:	<u>9666 443289</u>
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:	<u>✓</u>	Year:	
Salary at the time of joining:	<u>13,500/-</u>	Date of joining:	

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>'</u>				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>1</u>					
<u>1</u>					
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>8,500/-</u>				
Type of House:	☐ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Division: Admin.SALARY REVISION FORM (2021-2022)

Name:	IC. ARUNA		
Age :	47 years	Date of Birth:	
Present Address:	YAPRAL ECIL X ROAD.		
Phone ®:	—	Mobile:	9666443289
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	—
Vehicle EMI:	—	Year:	—
Salary at the time of joining:	13,500/-	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:	8500/-				
Type of House:	☐ Independent house ☐ Flat ☐ House in a basti				

Continued.....

Appraisal by Manager (Confidential report to HR)

Name of Employee.	K. Aruna		
Project:	Head Office	Company:	MPPL
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	Good		
Communication skills – oral – in Telugu	Good		

Note: Rate as good, average or poor.

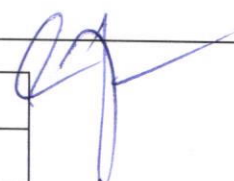
Key strengths:
Hard worker.

Shortcomings or weaknesses:
If Respect not given to her by an employee, Then there will be Earth quake.

How can we get more from the employee?
Some Rest / intervals for 10 mins for Relaxation.

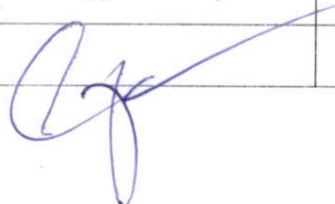
What are the precautions to be taken?
"

Prepared By:	Date:
Jai Kumar	05.04.2021



For office use only:

Division: Admin.

1.	Item	Existing	Revised
2.	Name	Aruna. K	
3.	C.T. C. Salary	26,906	
4.	Gross Salary including ESI & PF	25,383	
5.	Basic	12,691	
6.	DA	2,538	
7.	HRA	10,153	
8.	PF (Employer + Employee)	3,046	
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	23,660	
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	Yes	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2018-19	3	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	P.A. To MD	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	
			Date:

Division: Admin.

SALARY REVISION FORM (2020-2021)

Name:	<u>K. Aruna</u>		
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:

Division: Admin.

1.	Item	Existing	Revised
2.	Aruna. K		
3.	C.T. C. Salary	25625	
4.	Gross Salary including ESI & PF	24087	
5.	Basic	12043	
6.	DA	2408	
7.	HRA	9634	
8.	PF (Employer + Employee)	3080	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	23926	
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	YES	
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	3	
18.	Company	MPPL	
19.	Division	Admin.	
20.	Designation	P.A to MD	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20

For office use only:

K. ARUNA - Increase her Salary

	Item	Existing	Revised
1.	Aruna. K		
2.	C.T. C. Salary	23500	
3.	Gross Salary including ESI & PF	22423	
4.	Basic	6727	
5.	DA	2242	
6.	HRA	8969	
7.	CCA	2242	
8.	TA	1121	
9.	EA	1121	
10.	PF (Employer + Employee)	2152	
11.	ESI (Employer + Employee)	0	
12.	P.T.	200	
13.	Net Salary after ESI & PF deduction	21147	
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	YES	
19.	Accidental insurance provided	YES	
20.	No. of leaves taken in 2018-19	4	
21.	Company	MPPL	
22.	Division	Admin	
23.	Designation	Personal Assistant	
24.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.19	

Admin

For office use only

K. Aruna

1.	Item	Existing	Revised
2.	C.T. C. Salary	20862	
3.	Gross Salary including ESI & PF	19043	
4.	Basic	5713	
5.	DA	1904	
6.	HRA	7617	
7.	CCA	1904	
8.	TA	952	
9.	EA	952	
10.	Pay PF & ESI	PF & ESI	☐ None ☐ PF only ☐ PF & ESI
11.	PF (Employer + Employee)	1798	
12.	ESI (Employer + Employee)	1217	
13.	Net Salary after ESI & PF deduction	17846	
14.	Mobile Allowance	499	
15.	Avg. monthly conveyance for last 3 months		
16.	Loan with company		
17.	Loan repayment per month	0	
18.	Medical insurance provided		
19.	Accidental insurance provided	Yes	
20.	No. of leaves taken in 2017-18	10	
21.	Company	MPPL	
22.	Division	Admin	
23.	Designation	P.A. to M.D	
24.	Remarks		
	Prepared by:	Date:	Approved by:
	Iqra Khatoun	16.04.18	