

Employee Profile

Name:	LINGAMPALLY VINAY CHARY		
Age :	29	Date of Birth:	06.09.1994
Present Address:	12-7-98/C, NEW METTUGUDA, SECUNDERABAD-17.		
Emergency Contact:	9291307859	Mobile No:	9100934345
Automobile:		Make:	
Vehicle EMI:		Year:	
Date of joining:	26.05.2016		

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:					
Monthly Rent or EMI:					
Type of House:					

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APPRAISAL FORM 2024-2025

Designation:	ACCOUNTANT	Division:	ACCOUNTS
Qualification / Education:	B.COM		
Years of Experience in relevant field:	8 YEARS		
Expected Percentage	40%		
Justification for increase:	I have been working with your organization for the last Eight years as Accountant with dedication at work and I have completed all the assignments with in deadline, Iam receiving low salary and i got my last increment one year ago,I have requested for salary increment a lot of times but there was no response from your side, I am requesting you to hike my salary as my present salary is very low to maintain my family expenses and household expenses. Please look into this request and resolve my problem as early as possible. Thank you and hoping for a positive response from you.		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: _____ VINAY CHARY.L _____ Date: _____ 02.04.2024 _____

Division: Accounts

SALARY REVISION FORM (2023-2024)

Name:	VINAY CHARY . L		
Age :	29	Date of Birth:	06-09-1994
Present Address:	12-7-98/c, METTUGUDA, NEAR SMR VINAY ELEGENCE EXIT GATE OPP. LANE, METTUGUDA SECUNDERABAD, TELANGANA - 17.		
Phone @:	-	Mobile:	9100934345
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	ACTIVA 4G
Vehicle EMI:		Year:	2017
Salary at the time of joining:	8,500/-	Date of joining:	26-05-2016

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:	12,000/-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: Accounts.

Qualification / Education :	B.COM (COMPUTERS)
Years of Experience in relevant field:	08 Years
Expected gross salary:	25,000/-
Justification for increase:	HR Sir, I would like to present MY request for a Salary Increment. I have been working in Your organisation for the last 08 years. And I have Always. Performed MY duty wholeheartedly. and never given cause for complaint. In the Present Economic Circumstances. MY Salary is Insufficient to Support MYSELF and MY family. and I Sincerely hope that You will favorably Consider MY request for a Salary Increment. Thank You Very Much for Your time and consideration.
Complaints & suggestions:	
Preferred Designation:	

Signature: L. Vengchay

Date: 25/04/2023

For office use only:

1.	Item	Existing	Revised
2.	L Vinay Chary		
3.	C.T. C. Salary	16500	
4.	Gross Salary including ESI & PF	15102	
5.	Basic	7551	
6.	DA	1510	
7.	HRA	6041	
8.	PF (Employer + Employee)	1812	
9.	ESI (Employer + Employee)	604	
10.	Net Salary after ESI & PF deduction	13933	
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	14	
18.	Company	MPPL	
19.	Division	Accounts	
20.	Designation	Accounts Assistant	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Accounts

SALARY REVISION FORM (2022-2023)

Name:	LINGAMPALLY . VINAY CHARY		
Age:	27	Date of Birth:	06-09-1994
Present Address:	12-7-98/c, METTUGUDA, SECUNDERABAD. - 17		
Phone ®:	—	Mobile:	91009 34345
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	ACTIVE 4G
Vehicle EMI:	—	Year:	2017
Salary at the time of joining:	8,500/-	Date of joining:	26-05-2016

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:	7,500/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: Accounts

Qualification / Education:	B.COM COMPUTERS
Years of Experience in relevant field:	06 Years
Expected gross salary:	20,000/-
Justification for increase:	So, I would like to Request a Minimum of 35% Increment in My Salary. I would be Very obliged. if the Company could give Me back as Much as I have given MY time and dedication to it. Should the need for further discussion occur. Day available.
Complaints & suggestions:	
Present Designation:	Accounts Assistant
Preferred Designation:	ASST. ACCOUNTANT

Signature: L. Vinodh

Date: 14/04/2022.

For office use only:

	Item	Existing	Revised
1.	L Vinay Chary		
2.	C.T. C. Salary	15000	
3.	Gross Salary including ESI & PF	13729	
4.	Basic	6864	
5.	DA	1372	
6.	HRA	5491	
7.	PF (Employer + Employee)	1756	
8. s	ESI (Employer + Employee)	585	
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	14	
17.	Company	SLLP LOG	
18.	Division	Accounts	
19.	Designation	Accounts Assistant	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22