

Employee Profile

Name:	R Vinod Kumar		
Age :	45 Years	Date of Birth:	06-02-1979
Present Address:	H. No. 2-3-603/49/1/7, Near Hanuman Temple, New Patel Nagar, Amberpet, Hyderabad - 500 013.		
Emergency Contact:	7013406873	Mobile No:	9394163862
Automobile:	Bike ☐	Make:	Hero Honda
Vehicle EMI:	NIL	Year:	NIL
Date of joining:	01-08-2022		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	R Prasanna				
Spouse works at:	Home Engineer				
Spouse's designation:	NA				
Spouse's Gross Salary:	NA				
Number of Children:	Two				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
R Vighnesh	15	Male	St. Joseph's	' X' th	72,000
R Karunesh	12	Male	St. Joseph's	' VII' th	66,000
Residence:	Rented ☐				
Monthly Rent or EMI:	Rs. 6,500/-				
Type of House:	Independent House ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	NA	EMI:	NA
	Personal Loan	NA	EMI:	NA
	Gold Loan	NA	EMI:	NA
	Chit Fund:	NA	EMI:	NA
	Others:	NA	EMI:	NA
Insurance Policy	Medical Insurance:	NA	Premium:	NA
	Life Insurance:	Reliance	Premium:	29,500
	Term Insurance:	NA	Premium:	NA
	Other Insurance:	NA	Premium:	NA
Type of savings	Mutual Funds:	NA	☐	NA
	Stock bonds:	NA	☐	NA
	Fixed Deposit:	NA	☐	NA
	Other Savings:	NA	☐	NA

APPRAISAL FORM 2024-2025

Designation:	SR. Accountant	Division:	Accounts
Qualification / Education:	B. Com Degree		
Years of Experience in relevant field:	9 Year's		
Expected Percentage	15 %		
Justification for increase:			
During the past year, I have been dedicated to my role and have undertaken to my role and have undertaken additional responsibilities willingly. I have completed works on time, contributed to team initiatives and have consistently strived to exceed the expectations of my position. I am passionate about my work and committed to the success of team and the company. Request you to please consider the cost of living is constantly increasing due to which I am not able to cover up expenses with my current salary.			
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: _____

Date: _____

Employee Profile

Name:	S.Umar Farooq		
Age :	22	Date of Birth:	18.03.2001
Present Address:	11-4-106/A, Red hills, Lakdi-ka-pul. Hyderabad, Telagana-500004		
Emergency Contact:	7396032038	Mobile No:	73960302038
Automobile:	Nil ☐	Make:	
Vehicle EMI:		Year:	
Date of joining:	15.09.2023		

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:	Rented ☐				
Monthly Rent or EMI:	6000				
Type of House:	House in Basti ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan		EMI:	
	Gold Loan		EMI:	
	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:	Assistant Accountant	Division:	Accounts
Qualification / Education:	B.com(CA)		
Years of Experience in relevant field:	7 Months		
Expected Percentage	30%		
Justification for increase:	1. I have added value to the company by working on Sundays. 2.Appreciation by Senior Colleague on Performing Tasks. 3. I perform tasks which is Given by Senior Colleague 4. and also I want to study MBA 5.family financial Problems		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: Umar Farooq

Date: 02.03.2024

SALARY REVISION FORM (2023-2024)

Name:	Rasamolla Vinod Kumar		
Age :	43 years	Date of Birth:	06.02.1979
Present Address:	H.No: 2-3-603/49/1/7, Near Hanuman Temple, Patel Nagar, Amberpet, Hyderabad - 500013.		
Phone ®:		Mobile:	9394163862
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Hero Honda
Vehicle EMI:	NIL	Year:	-
Salary at the time of joining:	36,500/-	Date of joining:	01.08.2022

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Rasamolla Prasanna				
Spouse works at:	NA				
Spouse's designation:	NA				
Spouse's Gross Salary:	NA				
Number of Children:	Two				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
R. UIGHNESH	15	Male	St. Joseph Ramanthapur	X	60,000
R. KARUNESH	11	Male	" "	UI	57,600
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	Rs. 5,500/-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Qualification / Education :	Degree, B.com
Years of Experience in relevant field:	6 years +
Expected gross salary:	42,000/=
Justification for increase:	
I would like to express my delight of being part of this wonderful team. To return the favour, I have always given the best of my abilities in this position and I always worked hard to make sure my performance stays rising. I believe my performance has been on par with the demands of my position. I would like to kindly ask you to consider my request due to my steady performance and the customary increase in cost of living.	
Complaints & suggestions:	
Preferred Designation:	SR. ACCOUNTANT

Signature: RivendellumaDate: 20.04.2023

For office use only:

1.	Item	Existing	Revised
2.	R. Vinod Kumar		
3.	C.T. C. Salary	36500	
4.	Gross Salary including ESI & PF	34700	
5.	Basic	17350	
6.	DA	3470	
7.	HRA	13880	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	32700	
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	12	
18.	Company	MPPL	
19.	Division	Accounts	
20.	Designation	Sr. Accountant	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023