# Employee Profile

Name:	ADDEPALLI PRAVEENRAJU							
Age:	38	38 Date of Birth: 03/08/1986				8/1986		
Present Address:	Colo			0-494/22,1st floo sh Nagar, Tiruma				
Emergency Contact:	9,948	3,535,225		Mobile No:	8,88	5,535,225		
Automobile:	Bike		~	Make:	2019	)		
Vehicle EMI:	NA			Year:	NA			
Date of joining:	26/04	1/2017						
Personal Information (O Marital Status:	ptional)		0.8	Single				
Name of spouse:	Prem	Prema Latha						
Spouse works at:	NA							
Spouse's designation:	NA							
Spouse's Gross Salary:	NA							
Number of Children:	2							
Name	Age	Gender	Name of School		Class	Approx. Annual Fees		
A Bhavya	6	F	St A	Andrews High	1	95400		
A Nandhan	2	M	NA					
Residence:	Rente	ed				•		
Monthly Rent or EMI:	9000							
Type of House:	Flat							

# FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:		
	Personal Loan		EMI:		
	Gold Loan		EMI:		
	Chit Fund:		EMI:		5
	Others:		EMI:		
Insurance Policy	Medical Insurance:	STAR	Premium:		20500
	Life Insurance:	0	Premium:		0
	Term Insurance:	0	Premium:		0
	Other Insurance:	0	Premium:		0
Type of savings	Mutual Funds:	3000	SIP	•	ICICI
	Stock bonds:	0		V	0
	Fixed Deposit:	0		~	0
	Other Savings:	0		V	0

#### APPRAISAL FORM 2024-2025

Designation:	Accounts Manager	Division:	Accounts			
Qualification / Education:	MCOM					
Years of Experience in relevant field:	18 Year					
Expected Percentage	30%					
Justification for increase:						
I'm Doing Indefinitely finalized request you good self to Revieworking with since past 7 years the cost of living has drastical I belong to a singly income for	ise my pay and equal it to ars with same job. As well ally increased and to I wan	other Managas good in	ger's whom I am			
Justification for Promotion:						
Preferred Designation:						
Complaints:						
Suggestions:						

Signature: Date: 02-04-24

# SALARY REVISION FORM (2023-2024)

A.Praveen Raju

Name:

Age:	37 Date of Birth: 03-09-1986				-1986			
Present Address:	Plot	Plot No-22, H No 1-30-494/22, 1st Floor PB Colony,						
	Suba	sh Nagar	, Thirun	nalgery,Hyderab	ad-50	0015.		
Phone ®:				Mobile:		88855	5-35225	
Automobile:	□ Car	r ☑ Bike	□ Nil	Make:		2018		
Vehicle EMI:	Nil			Year:				
Salary at the time of joining:	19,50	0/-		Date of joining	g:	26-04	-2017	
Personal Information (C	Optional	)						
Marital Status:	Marri	ed						
Name of spouse:	A Pre	A Prema Latha						
Spouse works at:	Home	Homemaker						
Spouse's designation:	NA	NA						
Spouse's Gross Salary:	NA							
Number of Children:	2							
Name	Age	Gender	Name of School		Cl	lass	Approx. Annual Fees	
A Bhavya	6	(F)	St. An	drews School	UK	G	86,490/-	
A Nandhan	1	(M)						
N .								
Residence:	□ Owi	n 🗆 Paren	ts ☑ Re	ented $\square$ Other	1			
Monthly Rent or EMI:	8,750/	-(Rent)						
Type of House:	□ Inde	ependent i	house ☑	☐ Flat □ House i	n a ba	sti		

Qualification / Education :	M Com
Years of Experience in relevant field:	15 Years
Expected gross salary:	46,000/-
Justification for increase:	
1. I wish to thank the manage	ment to give a good opportunity to lead Teamwork as a
manager and I'm Doing In	definitely finalization works, My self and I am helping
to my team, I request you	good self to Revise my pay and equal it to other Manager's
whom I am working with	since past 6 years with same job.
**	
2. As well as good increment	expecting as the cost of living has drastically increased and
I want to Give a better life t	o my Kids, I belong to a singly income family.
Complaints & suggestions:	
7	
· ·	
Present Designation:	Accounts Manager
Preferred Designation:	

Signature: A. Balle Pair Date: 12-04-23

# For office use only:

1.	Item		Existing	Revised
2.	Praveen Raju	2		
3.	C.T. C. Salary		37000	
4.	Gross Salary including	ESI & PF	35200	
5.	Basic		17600	
6.	DA		3520	
7.	HRA		14080	
8.	PF (Employer + Emplo	yee)	3600	
9.	ESI (Employer + Empl	oyee)	0	
10.	Net Salary after ESI &	PF deduction	32200	
11.	Mobile Allowance		399	
12.	monthly conveyance		0	
13.	Loan with company		45000	
14.	Loan repayment per month		1000	
15.	Medical insurance provided		Yes	
16.	Accidental insurance provided		Yes	
17.	No. of leaves taken in 2022-23		16	
18.	Company		GVRC	
19.	Division		Accounts	
20.	Designation		Manager -	
21.	Remarks:		Accounts	
		1		
	Prepared by:	Date:	Approved by	: Date:
	Iqra Khatoon	14-04-2023		18-04-2023

# SALARY REVISION FORM (2022-2023)

A Praveen Raju

Name:

Age:	36			Date of Birth:		03-09-1986	
Present Address:	Plot 1	No-14, H	No-1-30	-150,2 <sup>nd</sup> Floor	РВ С	olony,	Subash Nagar
	Hyde	erabad -50	00015				
Phone ®:				Mobile:		8885	5-35225
Automobile:	□ Car	r <b>⊠</b> Bike [	□Nil	Make:		2018	
Vehicle EMI:	Nil			Year:			
Salary at the time of joining:	19,50	0/-		Date of joining	ş:	26-04	-2017
Personal Information (C	Optional	)					
Marital Status:	Marri	ed					
Name of spouse:	A Pre	A Prema Latha					
Spouse works at:	Home	Homemaker					
Spouse's designation:	NA						
Spouse's Gross Salary:	NA						
Number of Children:	1						
Name	Age	Age Gender Name of School C		С	lass	Approx. Annual Fees	
A Bhavya	4	(F)					1 1111111111111111111111111111111111111
Residence:	□ Own	n   Parent	ts 🗹 Ren	ited   Other			
Monthly Rent or EMI:	8,000/-	-(Rent)					
Type of House:	□ Inde	pendent h	ouse 🗹	Flat □ House in	a bas	sti	

Qualification / Education :	M Com
Years of Experience in relevant field:	15 Years
Expected gross salary:	45,000/-
Justification for increase:	
1. I wish to thank the manag	ement for promoting me as a Manager, And also giving me a
opportunity to do finalization	works, and team lead work, I request you good self to Revise
and equal it to other Manager	's whom I am working with since past 5 years with same job.
	expecting as the cost of living has drastically increased and
Give a better life to my Kids,	I belong to a singly income family.
vi .	
Complaints & suggestions:	
Present Designation:	Accounts Manager
Preferred Designation:	

Division: \_\_\_\_\_

	2 5	
	A. Pocabal Par	
Signature:	40 14-4-50	Date: /Կ- Ա - 2 ጊ

### For office use only:

	Item		Existing	Revised
1.	Praveen Raju			8
2.	C.T. C. Salary		34000	
3.	Gross Salary including I	ESI & PF	32200	
4.	Basic		16100	
5.	DA		3220	
6.	HRA		12880	
7.	PF (Employer + Employ	ree)	3600	
8.	ESI (Employer + Emplo	yee)	0	
9.	Net Salary after ESI & F	F deduction	31811	
10.	Mobile Allowance		399	
11.	Avg. monthly conveyance for last 3		0	
12.				
13.	Loan repayment per month		500	
14.	Medical insurance provided		Yes	
15.	Accidental insurance provided		Yes	
16.	No. of leaves taken in 2021-22		8	
17.	Company		GVRC	
18.	Division		Accounts	
19.	Designation		Manager - Accounts	
20.	Remarks:		2 recounts	
	Prepared by:	Date:	Approved by:	Date:
	Iqra Khatoon	12.04.22	G. Jai Kumar	15.04.22

#### SALARY REVISION FORM (2021-2022)

Name:	A Praveen Raju						
Age:	35	35 Date of Birth: 03-09-1986					
Present Address:	Plot N	lo-14, H N	No-1-30	-150,2 <sup>nd</sup> Floor P	B Colony,	Subash Nagar	
	Hyde	rabad -50	0015				
Phone ®:				Mobile:	8885	5-35225	
Automobile:	□ Car	☑ Bike □	Nil	Make:	2018		
Vehicle EMI:	Nil			Year:			
Salary at the time of joining:	19,500	0/-		Date of joining:	26-04	-2017	
Personal Information (C	ptional	)					
Marital Status:	Marrie	ed / Single	e				
Name of spouse:	A Pres	A Prema Latha					
Spouse works at:	Homemaker						
Spouse's designation:	NA						
Spouse's Gross Salary:	NA						
Number of Children:	1						
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees	
A Bhavya	3	(F)	_		_		
Residence:	П Омл	1 - Parant	ts ¬A	nted □ Other			
Monthly Rent or EMI:	7,000/-		is w Ke	other		_	
Type of House:			01100 =	F1-4 = IX			
and the second H	_ IIIuc	pendent n	ouse $\square$	Flat □ House in	a basti		

Division:	
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Qualification / Education :	M Com			
Years of Experience in relevant field:	14 Years			
Expected gross salary:	35,000/-			
Justification for increase:	Firstly I wish to thank the management for promoting me,			
And also giving me opportunit	y to learn accounts finalization, I request you good self to			
Revise my pay and equal it to o	other staff whom iam working with since past 4years			
With same job.				
Se	condly I request you for good increment as the cost of living			
Has drastically increased and I	belong to a singly income family.			
16.				
	227 8			
Complaints & suggestions:				
5 - 0 - 3 -				
	the section of the se			
	2 4 2 3 4 1 km			
5 N 8 N				
	e e			
* * *				
* - P				
Preferred Designation:	Manager			

Signature: A. Power Pow Date: 6-2-21

### For office use only:

Division: Accounts

1.	Item		Existing	Revised
2.	Name		Praveen Raju	
3.	C.T. C. Salary		27,000	
4.	Gross Salary includin	g ESI & PF	25,471	
5.	Basic	8	12,735	
6.	DA	9	2,547	
7.	HRA		10,188	
8.	PF (Employer + Emp	loyee)	3,056	w = 100
9.	ESI (Employer + Em	ployee)		
10.	Net Salary after ESI	& PF deduction	23,243	
11.	Mobile Allowance		399	p = 41
12.	Avg. monthly convey months	rance for last 3	0	
13.	Loan with company		46,649	
14.	Loan repayment per month		500	
15.	Medical insurance provided		Yes	
16.	Accidental insurance provided		Yes	
17.	No. of leaves taken in	2018-19	25	
18.	Company		GVRC	
19.	Division		Accounts	
20.	Designation		Sr. Accountant	
21.	Remarks:		- A - B	
			2	
	and the same of th			
	Prepared by:	Date:	Approved by:	Date:
	Igra Khatoon	05-04-2021		

### Appraisal by Manager (Confidential report to HR)

Name of Employee:	PRAVEEN RAJ
Project:	GVRC/GVSH/AEDIS
Overall performance:	
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 moor	

Note: Rate as good, average or poor.

Sambasivarao

Key strengths:			
GOOD IN ACCOUNTING, GST & TDS	Works		
Shortcomings or weaknesses:			
NA			
How can we get more from the employee?			
Giving more work and training			
What are the precautions to be taken?			
Not Required			
Prepared by:	Date:		

10-04-2021

# SALARY REVISION FORM (2020-2021)

Name:	A.F	Saveen )	Rain			
Age:		leass		Date of Birth:	M2.	09-1986
Present Address:			9910	\$1000 P.		
				, thisom		/
		/ / /		, , , , , , , , , , , , , , , , , , , ,	ara goo	/
Phone ®:				Mobile:	025	35535225
Automobile:	□ Car	r 🗆 Bike 🗆	Nil	Make:	000	1337366
Vehicle EMI:	400	0/-		Year:		
Salary at the time of joining:	19,5	Date of joining:				4-2017
Personal Information (C	Optional					
Marital Status:		ed / Single				
Name of spouse:	A. 5	A. Poema latna				
Spouse works at:		HOUSE vise.				
Spouse's designation:	700	11000000136				
Spouse's Gross Salary:						
Number of Children:	1					
Name	Age	Gender	Nar	ne of School	Class	Approx. Annual Fees
A. Bhovya	3	(F)			_	_
		, , ,				
Residence:	□ Own	n   Parent	s Rei	nted  Other		
Monthly Rent or EMI:	700	01-				
Type of House:	/		ouse $\square$	Flat House in	a basti	
					C	ontinued

n			
Division:			

Qualification / Education :	M. (021
Years of Experience in	
relevant field:	13 10005
Expected gross salary:	32,000/
Justification for increase:	My Salary is relatively low,
guas Proxised a	bout hike this march, Mine
is a single incor	10 Sazily
	consider all the above along
	nce appraised.
Complaints & suggestions:	
	pr <sup>*</sup>
Preferred Designation:	
Signature: 4 Follow Par	Date:

### For office use only:

Division: Accounts

1.	Item		Existing	Revised
2.	Praveen Raju			
3.	C.T. C. Salary		23500	
4.	Gross Salary includin	g ESI & PF	23500	
5.	Basic		11750	
6.	DA		2350	
7.	HRA		9400	
8.	PF (Employer + Emp	loyee)	0	
9.	ESI (Employer + Emp	ployee)	0	
10.	Net Salary after ESI &	& PF deduction	23970	
11.	Mobile Allowance		399	
12.	Avg. monthly convey months	ance for last 3	0	· ·
13.	Loan with company		7000	
14.	Loan repayment per month		500	
15.	Medical insurance provided		YES	
16.	Accidental insurance provided		YES	
17.	No. of leaves taken in	2019-20	14	
18.	Company		KNM	
19.	Division		Accounts	
20.	Designation		Sr. Accountant	
21.	Remarks:			
	Prepared by:	Date:	Approved by:	Date:
	Iqra Khatoon	15.06.20	G. Jai Kumar	16.06.20

#### SALARY REVISION FORM (2019-2020)

Name:	A. Praveen Raju.						
Age:	32 Date of Birth:			03-	09-1986		
Present Address:	H.N.	0-1	30-5	10, 810+ NO	5-14,		
	1			bash Nag			
		-					
				· ·			
Phone ®:			~	Mobile:	984	8535725	
Automobile:	□ Car	☑ Bike □	Nil	Make:			
Vehicle EMI:	4.00	61/-		Year:		*	
Salary at the time of joining:		19,500/r Date of joining: 26-4-201			4-2017		
Personal Information (C	ptional	)					
Marital Status:	Marrie	Married / Single					
Name of spouse:	A.30	A. Poema latha					
Spouse works at:	100	House vise.					
Spouse's designation:							
Spouse's Gross Salary:	Nota	Not working					
Number of Children:		one		to.	=		
Name	Age	Gender		me of School	Class	Approx. Annual Fees	
A. Bhavya	1708	F		_	~	_	
	g a						
Residence:	□ Own □ Parents ☑ Rented □ Other						
Monthly Rent or EMI:	8,000	0/-					
Type of House:	□ Inde	pendent l	nouse $\square$	Flat □ House in	a basti		

Division:	
Division.	

Qualification / Education :	m.com
Years of Experience in	and the second s
relevant field:	11 Years
Expected gross salary:	28,000 1-
Justification for increase:	
1. Yan harding 3	Projects & working hard to accomplin
an the tasks in	Time.
La Parte & Smake So	pary to need my sanily needs also
2 4 - 10 - 11 - 12 - 12	1 Paid 1035, my Samily degendo only
	Jana 1830 ; Ty James to Janas
my in come,	
05	
	=-
Complaints & suggestions:	

Signature: A. Folk Par

Date: 04-4-19

# Appraisal by Manager (Confidential report to HR)

Praveen Raju B
Accounts
Average
Average
Average
Good
Average
Average
Good
Average
Good

Note: Rate as good, average or poor.

Key strengths:		
Working within the limites		

Shortcomings or weaknesses:

not sharing work with co employees

How can we get more from the employee?

rkobseration from the Manager Accounts/Management on day to day work

What are the precautions to be taken?	
Regular Monitor	

Prepared by:	Date:	
Sambasiva RAo	19/04/2019	

### For office use only:

	Item		Existing	Revised
1.	Praveen Raju			
2.	C.T. C. Salary		20850	
3.	. Gross Salary including ESI & PF		20850	
4.	. Basic		6255	
5.	DA		2085	
6.	HRA		8340	
7.	CCA		2085	
8.	TA		1042	
9.	EA		1042	
10.	PF (Employer + Employee)		0	
11.			0	
12.	P.T.		200	
13.	. Net Salary after ESI & PF deduction		21517	
14.			399	
15.	months		0	
16.			30248	
17.	Loan repayment per month		500	
8.	Medical insurance provided		YES	
9.	Accidental insurance p	provided	YES	
20.	No. of leaves taken in 2018-19		8	
1.	Company		KNM	
2.	Division		Accounts	
3.	Designation		Sr. Accountant	
4.	Remarks:		recountailt	
	Prepared by:	Date:	A	
1	qra Khatoon	12.04.19	Approved by:	Date: