

Employee Profile

Name:	ADDEPALLI PRAVEENRAJU		
Age :	38	Date of Birth:	03/08/1986
Present Address:	Plot No-22, H No 1-30-494/22, 1st floor, Prudential Bank Colony Phase II Subash Nagar, Tirumalagery, Hyderabad PIN 500015.		
Emergency Contact:	9,948,535,225	Mobile No:	8,885,535,225
Automobile:	Bike ☐	Make:	2019
Vehicle EMI:	NA	Year:	NA
Date of joining:	26/04/2017		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	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 Andrews High	1	95400
A Nandhan	2	M	NA		
Residence:	Rented ☐				
Monthly Rent or EMI:	9000				
Type of House:	Flat ☐				

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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:	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		0
	Fixed Deposit:	0		0
	Other Savings:	0		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 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 7 years with same job. As well as good increment expecting as the cost of living has drastically increased and to I want to Give a better life to my Kids, I belong to a singly income family.		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: Asim Per

Date: 02-04-24

SALARY REVISION FORM (2023-2024)

Name:	A.Praveen Raju		
Age :	37	Date of Birth:	03-09-1986
Present Address:	Plot No-22, H No 1-30-494/22, 1st Floor PB Colony, Subash Nagar, Thirumalgery, Hyderabad-500015.		
Phone ®:		Mobile:	88855-35225
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2018
Vehicle EMI:	Nil	Year:	
Salary at the time of joining:	19,500/-	Date of joining:	26-04-2017

Personal Information (Optional)

Marital Status:	Married				
Name of spouse:	A Prema Latha				
Spouse works at:	Homemaker				
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. Andrews School	UKG	86,490/-
A Nandhan	1	(M)			
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	8,750/- (Rent)				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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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 management to give a good opportunity to lead Teamwork as a manager and I'm Doing Indefinitely 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 to my Kids, I belong to a singly income family.	
Complaints & suggestions:	
Present Designation:	Accounts Manager
Preferred Designation:	

Signature: A. Subash ReddyDate: 12-04-23

For office use only:

1.	Item	Existing	Revised
2.	Praveen Raju		
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 + Employee)	3600	
9.	ESI (Employer + Employee)	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 - Accounts	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Accounts

SALARY REVISION FORM (2022-2023)

Name:	A Praveen Raju		
Age :	36	Date of Birth:	03-09-1986
Present Address:	Plot No-14, H No-1-30-150, 2 nd Floor PB Colony, Subash Nagar		
	Hyderabad -500015		
Phone @:		Mobile:	88855-35225
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2018
Vehicle EMI:	Nil	Year:	
Salary at the time of joining:	19,500/-	Date of joining:	26-04-2017

Personal Information (Optional)

Marital Status:	Married				
Name of spouse:	A Prema Latha				
Spouse works at:	Homemaker				
Spouse's designation:	NA				
Spouse's Gross Salary:	NA				
Number of Children:	1				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
A Bhavya	4	(F)			
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	8,000/- (Rent)				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

Division: _____

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 management 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.	
2. As well as good increment expecting as the cost of living has drastically increased and Give a better life to my Kids, I belong to a singly income family.	
Complaints & suggestions:	
Present Designation:	Accounts Manager
Preferred Designation:	

Signature: A. Becker Prof
10-4-22

Date: 10-4-22

For office use only:

	Item	Existing	Revised
1.	Praveen Raju		
2.	C.T. C. Salary	34000	
3.	Gross Salary including ESI & PF	32200	
4.	Basic	16100	
5.	DA	3220	
6.	HRA	12880	
7.	PF (Employer + Employee)	3600	
8.	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	31811	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	0	
12.	Loan with company		
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:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

Division: AccountsSALARY REVISION FORM (2021-2022)

Name:	A Praveen Raju		
Age :	35	Date of Birth:	03-09-1986
Present Address:	Plot No-14, H No-1-30-150, 2 nd Floor PB Colony, Subash Nagar		
	Hyderabad -500015		
Phone ®:		Mobile:	88855-35225
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2018
Vehicle EMI:	Nil	Year:	
Salary at the time of joining:	19,500/-	Date of joining:	26-04-2017

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	A Prema Latha				
Spouse works at:	Homemaker				
Spouse's designation:	NA				
Spouse's Gross Salary:	NA				
Number of Children:	1				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
A Bhavya	3	(F)			
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	7,000/-				
Type of House:	☐ Independent house ☐ Flat ☐ House in a basti				

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Division: _____

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Signature: A. Balakrishna

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 including ESI & PF	25,471	
5.	Basic	12,735	
6.	DA	2,547	
7.	HRA	10,188	
8.	PF (Employer + Employee)	3,056	
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	23,243	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	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:		
	Prepared by:	Date:	Approved by:
	Iqra 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 poor.

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:
Sambasivarao	10-04-2021

SALARY REVISION FORM (2020-2021)

Name:	A. Bhavendra Raju.		
Age :	34 years	Date of Birth:	03-09-1986
Present Address:	1-10-510, 2nd Floor P.B. Colony, Subash Nagar, Thirumala Nagar		
Phone ®:		Mobile:	8885535225
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:	4000/-	Year:	
Salary at the time of joining:	19,500/-	Date of joining:	25-4-2017

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	A. Poorna Ratna				
Spouse works at:	House wife.				
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	1				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
A. Bhavya	3	(F)	-	-	-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	7,000/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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For office use only:

Division: Accounts

1.	Item	Existing	Revised
2.	Praveen Raju		
3.	C.T. C. Salary	23500	
4.	Gross Salary including ESI & PF	23500	
5.	Basic	11750	
6.	DA	2350	
7.	HRA	9400	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	23970	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	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:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20

Division: Accounts

SALARY REVISION FORM (2019-2020)

Name:	A. Praveen Raju.		
Age :	32	Date of Birth:	03-09-1986
Present Address:	H.NO-1-30-510, Plot NO-14.		
	P.B Colony Subash Nagar, Secunderabad.		
Phone ®:		Mobile:	9848535225
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	4,061/-	Year:	
Salary at the time of joining:	19,500/-	Date of joining:	26-4-2017

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	A. Prema Latha				
Spouse works at:	House wife.				
Spouse's designation:					
Spouse's Gross Salary:	Not working				
Number of Children:	(1) one daughter.				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
A. Bhavya	17y8	F	-	-	-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	8,000/-				
Type of House:	☐ Independent house ☐ Flat ☐ House in a basti				

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Qualification / Education :	M.COM
Years of Experience in relevant field:	11 Years
Expected gross salary:	28,000/-
Justification for increase:	1. I am handling 3 projects & working hard to accomplish all the tasks in time. 2. I expected more salary to meet my family needs also 3. (Comparative) I am paid less, my family depends only on my income,
Complaints & suggestions:	
Preferred Designation:	

Signature: A. Belal FarDate: 04-4-19

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Praveen Raju B
Division	Accounts
Project:	
Overall performance:	Average
Attitude towards colleagues:	Average
Team player:	Average
Personal appearance:	Good
Interest / Enthusiasm in work:	Average
Knowledge of work:	Average
Attendance / punctuality:	Good
Communication skills – oral – in English	Average
Communication skills – oral – in Telugu	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.	ESI (Employer + Employee)	0	
12.	P.T.	200	
13.	Net Salary after ESI & PF deduction	21517	
14.	Mobile Allowance	399	
15.	Avg. monthly conveyance for last 3 months	0	
16.	Loan with company	30248	
17.	Loan repayment per month	500	
18.	Medical insurance provided	YES	
19.	Accidental insurance provided	YES	
20.	No. of leaves taken in 2018-19	8	
21.	Company	KNM	
22.	Division	Accounts	
23.	Designation	Sr. Accountant	
24.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.19	
			Date: