

Employee Profile

Name:	P.Rameshkumar		
Age :	36	Date of Birth:	01.06.1987
Present Address:	Ramapura village,Laddagiri Post,Kodumu Mandal,Kurnool.Dist, Andhra Pradesh.		
Emergency Contact:	8008795261	Mobile No:	9703939424
Automobile:	Bike ☐	Make:	Bajaj
Vehicle EMI:		Year:	2016
Date of joining:	08/12/2021		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	D Lavanya				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	Two children's				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
P Krushika	5	F	Hindu Public	LKG	40000
Baby boy	1				
Residence:	Rented ☐				
Monthly Rent or EMI:	11000				
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:		Premium:	
	Life Insurance:		Premium:	
	Term Insurance:		Premium:	
	Other Insurance:		Premium:	
Type of savings	Mutual Funds:	1000	SIP ☐	
	Stock bonds:		☐	
	Fixed Deposit:		☐	
	Other Savings:		☐	

APPRAISAL FORM 2024-2025

Designation:	Sr.Accountant	Division:	Accounts
Qualification / Education:	M.com		
Years of Experience in relevant field:	11		
Expected Percentage	15%		
Justification for increase:			
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: _____

Date: _____

SALARY REVISION FORM (2023-2024)

Name:	P. Ramesh Kumar		
Age :	34	Date of Birth:	01/06/1988
Present Address:	SRT - 681, Sanath Nagar		
	Hyderabad		
Phone @:	-	Mobile:	9703939424
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Bajaj
Vehicle EMI:	-	Year:	2016
Salary at the time of joining:	29,000/-	Date of joining:	08-12-2021

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	D. Lavanya				
Spouse works at:	-				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	1				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
P. Krushika	4	F	Hindu public school	LKG	35,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	11,500/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: Accounts

Qualification / Education :	M.com
Years of Experience in relevant field:	9 year's
Expected gross salary:	40,000/-
Justification for increase:	personal Expenses & Cost of living is increasing day by day and its really tough to manage since I am the only person earning in my family . Guiding assistance since her projects got increased I am handling all basic data entry part by myself.
Complaints & suggestions:	
Preferred Designation:	

Signature: P. Ramy Kumar

Date: 21/04/23

For office use only:

1.	Item	Existing	Revised
2.	P. Ramesh Kumar		
3.	C.T. C. Salary	31140	
4.	Gross Salary including ESI & PF	31140	
5.	Basic	15570	
6.	DA	3114	
7.	HRA	12456	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	31140	
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	MHPL- SOV	
19.	Division	Accounts	
20.	Designation	Sr. Accountant	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: AccountsSALARY REVISION FORM (2022-2023)

Name:	P. Rameshkumar		
Age:	34	Date of Birth:	01-06-1987
Present Address:	H.NO-7-4-307 FNO-306		
	Parnajyothi Apts, Subash Nagar		
	Sanath Nagar, Hyderabad - 500018		
Phone @:	9703939424	Mobile:	9703939424
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Bajaj Avenger
Vehicle EMI:	NO	Year:	2017
Salary at the time of joining:	29,000	Date of joining:	08/12/2021

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	D. Lavanya				
Spouse works at:	-				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	1				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
P. Krushika	3	F	Hindu Public School	NUR	31,500/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	₹ 10,000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: Accounts

Qualification / Education:	M.com (computer)
Years of Experience in relevant field:	7 years
Expected gross salary:	—
Justification for increase:	—
Complaints & suggestions:	
Present Designation:	Sr. Accountant
Preferred Designation:	—

Signature: P. Ramakrishna

Date: 13/04/22

For office use only:

	Item	Existing	Revised
1.	G. Paramesha		
2.	C.T. C. Salary	25000	
3.	Gross Salary including ESI & PF	25000	
4.	Basic	12500	
5.	DA	2500	
6.	HRA	10000	
7.	PF (Employer + Employee)	0	
8. s	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	25619	
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	Yes	
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	8	
17.	Company	BRGV	
18.	Division	Accounts	
19.	Designation	Sr. Accountant	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22