

Employee Profile

Name:	NAGULA RAJ KUMAR		
Age :	44	Date of Birth:	28-12-1979
Present Address:	HOUSE NO:- 12/11/749; BESIDE GANGPUTRA SOCIETY; WARASIGUDA; SECUNDERABAD - 500061.		
Emergency Contact:	7995197987	Mobile No:	9502177600
Automobile:	Bike ☐	Make:	2011
Vehicle EMI:	NIL	Year:	NIL
Date of joining:	14-04-2008.		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	NAGULA MEENA				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
NAGULA AKSHITHA	12	F	SHANTHI NIKETAN	7	30, 000
NAGULA LIKITHA	9	F	SHANTHI	4	20, 400
Residence:	Parents ☐				
Monthly Rent or EMI:					
Type of House:	House in Basti ☐				

Continued.....

FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan	2, 00, 000	EMI:	4525
	Gold Loan		EMI:	
	Chit Fund:	2, 00, 000	EMI:	10, 000
	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:	POST OFFICE	SIP ☐	400

APPRAISAL FORM 2024-2025

Designation:	SR. ACCOUNTANT	Division:	ACCOUNTS
Qualification / Education:	B. COM		
Years of Experience in relevant field:	7YRS		
Expected Percentage	16%		
Justification for increase:	I have been dedicated and have never missed any deadlines. I have worked meticulously to promote the growth of the company. I believe that a review of my track record, achievements and my commitment to your company will justify the reasons for a raise in my salary.		
Justification for Promotion:	MANAGEMENT DECISION		
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: _____

Date: _____

26/4/24.

SALARY REVISION FORM (2023-2024)

Name:	Nagula. Raj Kumar.		
Age :	43 yrs.	Date of Birth:	28-12-1979.
Present Address:	12-11-749, Beside Gangaputra Society Warasiguda; Secunderabad-500061.		
	9441262737.		
Phone @:	7995197987.	Mobile:	950217760.
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	-	Year:	2010.
Salary at the time of joining:	4,500/-	Date of joining:	14-04-2008.

Personal Information (Optional) ✓

Marital Status:	Married / Single				
Name of spouse:	N. Meera.				
Spouse works at:	.				
Spouse's designation:	Degree B.COM.				
Spouse's Gross Salary:	-				
Number of Children:	2.				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Akshilbā . N.	11	F	Shanti Niketan High school	6 th	30,000/-
Likhibā . N.	7.	F.	" "	3 rd	18,000/-
Residence:	☐ Own ☒ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	7,000/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

Qualification / Education :	Graduate - Bachelor of Commerce.
Years of Experience in relevant field:	15 Years.
Expected gross salary:	34,000/-
Justification for increase:	Honesty in work. In company working 15 years and As a Accountant. 7 years. I request to give me a minimum of 25% increment. I would be obliged if company could provide me.
Complaints & suggestions:	-
Preferred Designation:	As per Management Decision;

Signature: Date: 21.04.2023

For office use only:

1.	Item	Existing	Revised
2.	Raj Kumar.N		
3.	C.T. C. Salary	27000	
4.	Gross Salary including ESI & PF	25471	
5.	Basic	12735	
6.	DA	2547	
7.	HRA	10188	
8.	PF (Employer + Employee)	3056	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	18243	
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	14	
18.	Company	SSLLP Log	
19.	Division	Accounts	
20.	Designation	Sr. Accountant	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Accounts

SALARY REVISION FORM (2022-2023)

Name:	N. Raj Kumar.		
Age:	42 years.	Date of Birth:	28.12.1979.
Present Address:	H.No:-12-11-749;		
	Near Gangaputra Society;		
	Warangal;		
	Secunderabad - 500 061.		
Phone @:	7995197987	Mobile:	9502177600.
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2011.
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	4.250/-	Date of joining:	20.04.2008.

Personal Information (Optional)

Marital Status:	Married / Single
Name of spouse:	N. Meena.
Spouse works at:	House wife.
Spouse's designation:	B. ... -
Spouse's Gross Salary:	-
Number of Children:	2.

Name	Age	Gender	Name of School	Class	Approx. Annual Fees
N. Akshitha	10	F	Shanti Niketan High School.	5th	48,000/-
N. Likhitha	6	F	" "	2nd.	24,000/-
Residence:	☐ Own ☒ Parents ☐ Rented ☐ Other				
Monthly Rent or EMI:	4.525/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

Division: Accounts

Qualification / Education:	B. Com.
Years of Experience in relevant field:	4 to 5 Years.
Expected gross salary:	31,500/- to 32,000/-
Justification for increase:	Successful achieved my accounts (which are harder targets) assigned by Manager's; Management & Team Member has been a long time for Salary increment. My Current Salary is not according my work's; Experienced low achievement as well. I shall be Thankful to you if you revise & increase my Salary at least Senior Accountant as per company norm. It has become very difficult to me to support my family and I will be Thankful to you.
Complaints & suggestions:	
Present Designation:	Sr. Accountant.
Preferred Designation:	As per Management Decision

Signature _____

Date: 15.04.2022.

For office use only:

	Item	Existing	Revised
1.	Raj Kumar.N		
2.	C.T. C. Salary	22500	
3.	Gross Salary including ESI & PF	21226	
4.	Basic	10613	
5.	DA	2122	
6.	HRA	8490	
7.	PF (Employer + Employee)	2630	
8. s	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	19299	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	0	
12.	Loan with company	43804	
13.	Loan repayment per month	500	
14.	Medical insurance provided	Yes	
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	14	
17.	Company	SSLLP LOG	
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

Division: Accounts

SALARY REVISION FORM (2021-2022)

Name:	Nagula. Raj Kumar.		
Age :	41.	Date of Birth:	28/12/1979.
Present Address:	Ap. No :- 12-11-749		
	Beside Gangubai Society;		
	Warasiguda; Secunderabad.		
Phone @:	Wife - 7995197987.	Mobile:	9502177600.
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2010.
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	4,200/-	Date of joining:	04/04/2008.

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Nagula. Meena.				
Spouse works at:	Home - House wife				
Spouse's designation:	Degree - B. Com.				
Spouse's Gross Salary:	-				
Number of Children:	2.				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
D. Akshitha	9	F	Shanti Niketan High School.	4 th	
D. Likhitha	5	F.	" "	1 st	
/					
/					
/					
Residence:	☐ Own ☒ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	NIL				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

Division: Accounts

Qualification / Education :	B. com.
Years of Experience in relevant field:	14 th Years.
Expected gross salary:	27,500/- to 28,000/-
Justification for increase:	
Sir, Since I am working in your Esteemed organization from 14 years, Moreover I am working in accounts from past 7 years till as on date. I am facing a lot of financial crunch and I couldn't manage my family with current Package & Cost of Expenditure is drastically increased in market. My Sincere request you look into my issues as I completely focus on my works & I am confidence that organization will look my performance, Sincerence & dedication. My humble request you consider my Experience & Enthusiably need an appraisal this year. Thanks.	
Complaints & suggestions:	
Preferred Designation:	As per Management Decision.

Signature: _____

[Signature]

Date: 31.03.2021.

Appraisal by Manager (Confidential report to HR)

Name of Employee:	RAJKUMAR N
Project:	SSLLP LOG/COMM
Overall performance:	
Attitude towards colleagues:	GOOD
Team player:	AVERAGE
Personal appearance:	GOOD
Interest / Enthusiasm in work:	GOOD
Knowledge of work:	GOOD
Attendance / punctuality:	GOOD
Communication skills – oral – in English	AVERAGE
Communication skills – oral – in Telugu	GOOD

Note: Rate as good, average or poor.

Key strengths:

HARD WORKING & HONESTY

Shortcomings or weaknesses:

NA

How can we get more from the employee?

To give more work, responsibility & promotion

What are the precautions to be taken?

NA

Prepared by:

A SAMBASIVARAO

Date:

10-04-2021

For office use only:

Division: Accounts

1.	Item	Existing	Revised
2.	Name	N. Raj Kumar	
3.	C.T. C. Salary	18,098	
4.	Gross Salary including ESI & PF	16,566	
5.	Basic	8,283	
6.	DA	1,656	
7.	HRA	6,626	
8.	PF (Employer + Employee)	1,988	
9.	ESI (Employer + Employee)	662	
10.	Net Salary after ESI & PF deduction	9,798	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	40,843	
14.	Loan repayment per month	500	
15.	Medical insurance provided	No	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2018-19	21	
18.	Company	SSLLP LOGISTICS	
19.	Division	Accounts	
20.	Designation	Accountant	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

SALARY REVISION FORM (2020-2021)

Name:	N. Raj Kumar.		
Age :	40 yrs	Date of Birth:	28.12.1979.
Present Address:	12-11-749: Warasiguda, Beside Gangaputra Sangan Sec'-bad. 500061.		
Phone ®:	8309857579.	Mobile:	9502177600.
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2010.
Vehicle EMI:	Nil	Year:	-
Salary at the time of joining:	4,300/-	Date of joining:	20.04.2008.

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	N. Meena.				
Spouse works at:	House wife				
Spouse's designation:	-				
Spouse's Gross Salary:	-				
Number of Children:	Two.				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
N. Akshitha	8yrs	F	Shanti Nektan	4th	18,000/-
N. Lakshitha	5yrs	F	— " —	1st	15,000/-
Residence:	☐ Own ☒ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:					
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

Division: Accounts

Qualification / Education :	B.COM.
Years of Experience in relevant field:	5yrs.
Expected gross salary:	28,500/-
Justification for increase:	Sir, I am grateful to get an opportunity working in accounts with your support. Past from 5yrs I am working with accounts; As a Cashier also. Recently have been declared as Senior Accountant Designation. My Salary is as equivalent to an Asst. Accountant. Kindly consider my request and Justify my salary.
Complaints & suggestions:	
Preferred Designation:	

Signature:

Date: 16.06.2020 .

For office use only:

Division: Accounts

1.	Item	Existing	Revised
2.	N. Raj Kumar		
3.	C.T. C. Salary	17237	
4.	Gross Salary including ESI & PF	15778	
5.	Basic	7889	
6.	DA	1577	
7.	HRA	6311	
8.	PF (Employer + Employee)	1956	
9.	ESI (Employer + Employee)	651	
10.	Net Salary after ESI & PF deduction	14045	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	60049	
14.	Loan repayment per month	500	
15.	Medical insurance provided		
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	12	
18.	Company	SSLLP Log	
19.	Division	Accounts	
20.	Designation	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:	Nagula. Raj Kumar.		
Age :	39 yrs	Date of Birth:	28.12.1979.
Present Address:	# 12-11-749; Beside Ganga Putra Society; Warasiguda; Secunderabad. 500 061.		
Phone @:	8309857579.	Mobile:	9502577600.
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2011.
Vehicle EMI:		Year:	
Salary at the time of joining:	4,000/-	Date of joining:	24.04.2008.

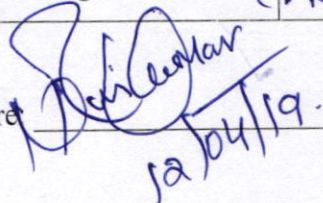
Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Meena.				
Spouse works at:	House wife.				
Spouse's designation:	Degree - B com.				
Spouse's Gross Salary:	Nil.				
Number of Children:	02.				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Akshitha	6 yrs	F	Shanti Niketan High school	3 rd .	12,000/-
Lilchitha	3 yrs	F	" "	L.K.G	5,000/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other				
Monthly Rent or EMI:					
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

Qualification / Education :	Degree - B Com.
Years of Experience in relevant field:	11 yrs.
Expected gross salary:	Rs:- 22,000/-
Justification for increase:	I have been taking up all the tasks assigned by Management and completed them on time. I also feel that compare to other Accountant I am underpaid, I am working with company since 11 years.
Complaints & suggestions:	To Management - requesting give Second Saturday as a holiday. Three Saturday's full working day.
Preferred Designation:	As per Management Decision / Sr. Accountant

Signature


12/04/19.

Date:

12-04-19.

Appraisal by Manager (Confidential report to HR)

Name of Employee:	N Raj Kumar
Division	Accounts
Project:	
Overall performance:	Good
Attitude towards colleagues:	Good
Team player:	Average
Personal appearance:	Good
Interest / Enthusiasm in work:	Good
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:
Honestly Working

Shortcomings or weaknesses:
to improve the subject knowledge.

How can we get more from the employee?
By time management

What are the precautions to be taken?
Need to observe day to day work

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

For office use only:

	Item	Existing	Revised
1.	N. Raj Kumar		
2.	C.T. C. Salary	15000	
3.	Gross Salary including ESI & PF	13692	
4.	Basic	4107	
5.	DA	1369	
6.	HRA	5476	
7.	CCA	1369	
8.	TA	684	
9.	EA	684	
10.	PF (Employer + Employee)	1314	
11.	ESI (Employer + Employee)	919	
12.	P.T.	0	
13.	Net Salary after ESI & PF deduction	2736	
14.	Mobile Allowance	399	
15.	Avg. monthly conveyance for last 3 months	0	
16.	Loan with company	10500	
17.	Loan repayment per month	500	
18.	Medical insurance provided		
19.	Accidental insurance provided	YES	
20.	No. of leaves taken in 2018-19	9	
21.	Company	SLLP Logistics	
22.	Division	Accounts	
23.	Designation	Accountant	
24.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.19	