Employee Profile

Name:	S.Nagamalleswara Rao					
Age:	43			Date of Birth:	05	/03/1981
Present Address:		o.4,Venka ajgiri,HYD		nilayam,Gauthor 47.	n nagar,	
Emergency Contact:				Mobile No:	9,5	553,345,372
Automobile:	Bike		-	Make:	Но	onda
Vehicle EMI:				Year:		
Date of joining:	12/12	/2019				
Personal Information (O Marital Status:	ptional) • Ma		Os	Single		
Name of spouse:	S.Dee	epika				
Spouse works at:	House	ewife				
Spouse's designation:						
Spouse's Gross Salary:						
Number of Children:						
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees
S.Josnica	8	F	Sara	aswathi Scho	2	32000
S.Ruthwik	6	M	Sara	aswathi Scho	UKG	28000
Residence:	Own					
Monthly Rent or EMI:	19750	0				
Type of House:	Flat					

Continued.....

FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	2300000	EMI:	19750
	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:	Accounts Manager	Division:	Accounts
Qualification / Education:	M.Com		
Years of Experience in relevant field:	17		
Expected Percentage	30		
Justification for increase:			
17 Years experience in Accas Team Leader since 1.5 y Only.	counts,I joined as Sr.Accourear's present my CTC.35,2	intant in 2019 160/-	9 & I has been doing
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Date: _

Signature: ___

Division: Accom/3

SALARY REVISION FORM (2023-2024)

Name:	Sad	a.X	lago	mallesway	a Rao	
Age:	41		9	Date of Birth:		131981
Present Address:	New	roudlo	- (no) Inkoller(m		
				1-523190.		
						- A
Phone ®:				Mobile:	97	05337842
Automobile:	□ Car	Bike [Nil	Make:	Her	
Vehicle EMI:	N	rif		Year:	200	
Salary at the time of joining:	25,0	00/-		Date of joining:	12-1	2-2019
Personal Information (C	ptional)				
Marital Status:	1	ed / Single	e			
Name of spouse:	Sad	a. De	epte	- 0	. 50.000	
Spouse works at:		he w				
Spouse's designation:		-				
Spouse's Gross Salary:						
Number of Children:	2					
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees
Sada Josnica	7	F	Savo	quatti schoo	131	28,000/
Sada Ruthwik	2	M	Sar	swater Scho	ol exp	1 24,000/
	1					
2 11	/	-		1 - 0.1		
Residence:		1	its \square R	ented Other		-
Monthly Rent or EMI:	197	25/-				
Type of House:	□ Inde	ependent !	house t	Flat □ House in	a basti	

Continued.....

Qualification / Education :	M. COM
Years of Experience in relevant field:	M. com 17 years 43,000/-
Expected gross salary:	43,000/-
Justification for increase:	and the second s
65790FF	
0 v 344	
and siet	
Complaints & suggestions:	
	Wildowski da is a spiral plant
with the same of	Laufares M. Z. Janutras, past
Preferred Designation:	1/2/6/21

Signature: S. aryalleyur

Date: 21-04-202]

For office use only:

1.	Item	k.	Existing		Revised
2.	Nagamalleswara Rao. S				
3.	C.T. C. Salary		33260		
4.	Gross Salary including E	ESI & PF	31460		
5.	Basic	1	15730		
6.	DA		3146		
7.	HRA		12584		
8.	PF (Employer + Employ	3600			
9.	ESI (Employer + Employer	yee)	0		
10.	Net Salary after ESI & PF deduction		29460		
11.	Mobile Allowance	399			
12.	monthly conveyance		1500		
13.	Loan with company				
14.	Loan repayment per mor	nth			
15.	Medical insurance provi	ded	Yes		
16.	Accidental insurance pro	ovided	Yes		
17.	No. of leaves taken in 20)22-23	15		
18.	Company		GHT		
19.	Division		Accounts		
20.	Designation		Sr. Accountant		
21.	Remarks:				
		1			
	Prepared by:	Date:	Approved b	y:	Date:
	Iqra Khatoon	14-04-2023			18-04-2023

Call Tre

SALARY REVISION FORM (2022-2023)

Name:	5.N	lagima	Mas	wa va Ros				
Age:	ui	7.	eary	Date of Birth:	05-0	03-1981		
Present Address:		62. fr	yeh	temple ph	ah 11.	Variatalipur		
	Hyd		wo sy	,		, , , ,		
Phone ®:				Mobile:	970	5327842		
Automobile:	□ Car	Bike □	Nil	Make:		ero		
Vehicle EMI:				Year:		007		
Salary at the time of joining:	25,0	25,000 Date of joining		Date of joining:		12-2019		
Personal Information (C	Optional)						
Marital Status:	Marri	ed / Single	•					
Name of spouse:	3.1	S. Deeplka						
Spouse works at:		Se W						
Spouse's designation:								
Spouse's Gross Salary:								
Number of Children:	2			- X				
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees		
S. Josnica	6	F	Lai	whow primery	UKg	18,000/-		
s. Rutwik	4	M	Ros	in doow or imary	Newsa	y 16000}		
				- /		/ /		
					+			
				1 p				
Residence:	□ Ow	n 🗆 Paren	ts 🗷 Re	ented Other		_		
Monthly Rent or EMI:				1 2 1	mat all of the			
Type of House:	□ Inde	ependent l	nouse [Flat House in	a basti			
1						ontinued		

Qualification / Education:	M. Com
Years of Experience in relevant field:	M. COM 16 years 40,000/- 16 years Experience in Accounts.
Expected gross salary:	400001-
Justification for increase:	16 years Experience in Accounts.
37.4.17	
	The second secon
Complaints & suggestions:	
The state of the state of	all countries (March 1997) and the Constitution of the Constitutio
Present Designation:	Sr. Accountant
Preferred Designation:	

Signature: 1. x youlle Date: 12/ou/2022

For office use only:

	Item		Existing	Revised
1.	Nagamalleswara Rao. S			
2.	C.T. C. Salary		31000	
3.	Gross Salary including ESI	& PF	29245	
4.	Basic		14622	
5.	DA		2924	
6.	HRA	-	1-1698-	
7.	PF (Employer + Employee)	3600	
8. s	ESI (Employer + Employee	e)	0	
9.	Net Salary after ESI & PF	deduction	28204	
10.	Mobile Allowance		399	
11.	Avg. monthly conveyance for last 3 months		4500	
12.	Loan with company			
13.	Loan repayment per month		0	
14.	Medical insurance provided		Yes	
15.	Accidental insurance provi	ded	Yes	
16.	No. of leaves taken in 2021	1-22	11	
17.	Company		GHT	
18.	Division		Accounts	
19.	Designation		Sr. Accountant	
20.	Remarks:		I	
	Prepared by:	Date:	Approved by:	Date:
	Iqra Khatoon 12	.04.22	G. Jai Kumar	15.04.22

SALARY REVISION FORM (2021-2022)

Name:	5.1	Lagamo	alles	wara kao			
Age:	you	ears	Lynn	Date of Birth:	05-0	7-1987	
Present Address:	13-51	13, Ph	ase i	1, Gandy Ter			
	Hyd-	3		1.4	1	J'	
War to the second	Materia	AXY Z	515	They my	Land 1		
Charlift of Ballion	10000		1002	Segul Cic	1		
Phone ®:		,		Mobile:	970	5237842	
Automobile:	⊠ Ca Nil	r 🗷 Bike	e 🖂	Make:	Hond		
Vehicle EMI:	140	EZ-Day	3.0	Year:	2007	-1316	
Salary at the time of joining:	25,0	00/-		Date of joining:		12-2019	
Personal Information (C	Optional)/					
Marital Status:	Marrie	ed / Singl	e			2 L 12 X 1	
Name of spouse:	5.0	S. Derpita					
Spouse works at:	Hou	erpika su wite					
Spouse's designation:							
Spouse's Gross Salary:							
Number of Children:							
Name	Age	Gender	N	ame of School	Class	Approx. Annual Fees	
S. Joshica	5	F	Pain	ow primarry scho	1 LKG	16,000 -	
1. Rutwik	3	M			,		
Residence:	⊠ Ov	vn ⊠ Par	rents 🗵	Rented M Other			
Monthly Rent or EMI:	60001	1-					
Type of House:	7		t house	E⊠ Flat ⊠ House	in a basti		
Type of frouse.			- 110 0150	11111 - 110450		ontinued	

Qualification / Education:	M.com
Years of Experience in relevant field:	14 years
Expected gross salary:	35,000/-
Justification for increase:	All expenses incressed.
Before joined here	
but here offered o	My previous company CTC 28,000/ P.M., CTC 25,000/ Only P.M. after 16 relived my promises
conpay.	
Now I has been hour	dding projects (GAT, voc 4 GWE) Since
dust one year.	
Please Correct my	Salary at least Mow.
	La La Saltra Arail
Complaints & suggestions:	
I AND WALLERS	et the light of th
Preferred Designation:	

Signature: J. Ngarallen Date: 6/4/2,

For office use only:

Division: Accounts

1.	Item		Existing	Revised
2.	Name		Nagamalleswara Rao. S	
3.	C.T. C. Salary	- 12	26,250	
4.	Gross Salary including	ESI & PF	24,764	
5.	Basic		. 12,382	
6.	DA		2,476	
7.	HRA		9,905	
8.	PF (Employer + Emplo	oyee)	2,972	
9.	ESI (Employer + Emp	loyee)		
10.	Net Salary after ESI & PF deduction		23,078	
11.	Mobile Allowance		399	
12.	Avg. monthly conveyance for last 3 months		3600	
13.	Loan with company			
14.	Loan repayment per m	onth		
15.	Medical insurance provided		Yes	
16.	Accidental insurance p	rovided	Yes	
17.	No. of leaves taken in 2	2018-19	14	
18.	Company		GHT	
19.	Division		Accounts	
20.	Designation		Sr. Accountant	
21.	Remarks:			•
	Prepared by:	Date:	Approved by:	Date:
	Iqra Khatoon	05-04-2021		

Appraisal by Manager (Confidential report to HR)

Name of Employee:	NAGAMALLESWAR
Project:	VOC/GHT
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	POOR
Communication skills - oral - in Telugu	GOOD

Note: Rate as good, average or poor.

Key strengths:	
OVER ALL GOOD KNOWLEDGE IN ACCOUNTS	
Shortcomings or weaknesses:	

NA			
Uow oon we get	more from the employee	.0	

How can we get more from the employee?	
Already he is giving 100%	

What are the precautions to be taken?	ı.
NA	

Prepared by:	Date:
A SAMBASIVARAO	10-04-2021

Accounts Division: 11-06-2020

SALARY REVISION FORM (2020-2021)

Name:	S.N	caamo	alles	Date of Birth:		4
Age: *	39	J	40337	Date of Birth:	05-	1891-50
Present Address:	5/0	5.7	Lager	rdyonus		
	u ri m		7	lagos	Mark of Control	
			9	(mp)	E. P. D	Transfer F.C.
	V10.5 14			houndar A	P	general .
Phone ®:				Mobile:		05327892
Automobile:	□ Car	Bike 🗆	Nil	Make:		nda
Vehicle EMI:				Year:	20	007
Salary at the time of joining:	25,0	-100		Date of joining:	12	-12-2019
Personal Information (C	ptional)	· ·				
Marital Status:	Marrie	ed / Single	e			
Name of spouse:	S.	Deep11	ca			
Spouse works at:		-		100		
Spouse's designation:						
Spouse's Gross Salary:						
Number of Children:	. Wl +		i sana		Tank Company	
Name	Age	Gender	Na	ame of School	Class	Approx. Annual Fees
S. Tosnica	4	F	Rain	bow prinarysel	nool wours	avy 16000
S. Poethiwk	2	•^			-	
Residence:	□ Ow	n □ Pare	nts 1	Rented Other		
Monthly Rent or EMI:	600	ol-				166
Type of House:	A STATE OF THE PARTY OF THE PAR	THE RESERVE OF THE PARTY OF THE	house	☐ Flat ★ House in	a basti	
Patracian and the		THE STATE OF	Made a	AT BUILDING TO THE STATE		Continued

Qualification / Education:	M.Com
Years of Experience in relevant field:	A STATE OF THE PROPERTY OF THE
Expected gross salary:	13 years
Justification for increase:	3000
	S: 1, I have & 13 years Experience in Acrow
24/40US Ctc 28,000/-	there oftened only 25000 by
I have to mailein	barnaly (sepend upon me).
	3
0.4	
Programme and the second	
	Experience of the second secon
	The state of the s
	441 2 Miles
Complaints & suggestions:	
and the state of t	raint and station in the American
Preferred Designation:	
P	
Signature:	Date: 11-06-2020

For office use only:

Division: Accounts

1.	Item		Existing	Revised
2.	Nagamalleswara Rao. S			4
3.	C.T. C. Salary		25000	
4.	Gross Salary including E	SI & PF	23584	
5.	Basic		11792	
6.	DA		2358	
7.	HRA		9433	
8.	PF (Employer + Employer	ee)	3016	
9.	ESI (Employer + Employee)		0	
10.	Net Salary after ESI & PF deduction		23423	× ×
11.	Mobile Allowance		399	
12.	Avg. monthly conveyance for last 3 months		0	
13.			0	
14.	Loan repayment per month		0	
15.	Medical insurance provided		YES	
16.	Accidental insurance provided		YES	
17.	No. of leaves taken in 2019-20		8	
18.	Company		GHT	
19.	Division		Accounts	
20.	Designation		Sr.Accountant	
21.	Remarks:			
	Prepared by:	Date:	Approved by:	Date:
	Iqra Khatoon	5.06.20	G. Jai Kumar	16.06.20