

Employee Profile

Name:	S.Nagamalleswara Rao		
Age :	43	Date of Birth:	05/03/1981
Present Address:	Flat no.4,Venkata sai nilayam,Gauthom nagar, Malkajigiri,HYD-500047.		
Emergency Contact:		Mobile No:	9,553,345,372
Automobile:	Bike ☐	Make:	Honda
Vehicle EMI:		Year:	
Date of joining:	12/12/2019		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	S.Deepika				
Spouse works at:	Housewife				
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
S.Josnica	8	F	Saraswathi Scho	2	32000
S.Ruthwik	6	M	Saraswathi Scho	UKG	28000
Residence:	Own ☐				
Monthly Rent or EMI:	19750				
Type of House:	Flat ☐				

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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 Accounts,I joined as Sr.Accountant in 2019 & I has been doing as Team Leader since 1.5 year's present my CTC.35,260/- Only.		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: _____

Date: _____

SALARY REVISION FORM (2023-2024)

Name:	<u>Sada. Naganalle Swara Rao</u>		
Age :	<u>41</u>	Date of Birth:	<u>05-03-1981</u>
Present Address:	<u>Nagandla (PO) Inkodlu (MO) Draksham (dist) Andhrapradesh - 523190 - India -</u>		
Phone ®:		Mobile:	<u>9705337842</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	<u>Hero</u>
Vehicle EMI:	<u>Nil</u>	Year:	<u>2007</u>
Salary at the time of joining:	<u>25,000/-</u>	Date of joining:	<u>12-12-2019</u>

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	<u>Sada. Deepika</u>				
Spouse works at:	<u>House wife</u>				
Spouse's designation:	<u>-</u>				
Spouse's Gross Salary:	<u>-</u>				
Number of Children:	<u>2</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>Sada Josnica</u>	<u>7</u>	<u>F</u>	<u>Saraswathi school</u>	<u>1st</u>	<u>28,000/-</u>
<u>Sada Rutwik</u>	<u>5</u>	<u>M</u>	<u>Saraswathi school</u>	<u>1st</u>	<u>24,000/-</u>
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>19,725/-</u>				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: Accounts

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Signature: S. Rajalingam

Date: 21-04-2023

For office use only:

1.	Item	Existing	Revised
2.	Nagamalleswara Rao. S		
3.	C.T. C. Salary	33260	
4.	Gross Salary including ESI & PF	31460	
5.	Basic	15730	
6.	DA	3146	
7.	HRA	12584	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	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 month		
15.	Medical insurance provided	Yes	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	15	
18.	Company	GHT	
19.	Division	Accounts	
20.	Designation	Sr. Accountant	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Accounts

SALARY REVISION FORM (2022-2023)

Name:	S. Nagamallu Siva Rao		
Age:	41	Date of Birth:	05-03-1981
Present Address:	B-562, Ganga Temple Phase II, Vanastalipuram Hyd-70		
Phone @:		Mobile:	9705327842
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Hero
Vehicle EMI:		Year:	2007
Salary at the time of joining:	25,000/-	Date of joining:	12-12-2019

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	S. Deepika				
Spouse works at:	House wife				
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
S. Josnica	6	F	Rainbow primary school	UKG	18,000/-
S. Rutwik	4	M	Rainbow primary school	Nursery	16,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other				
Monthly Rent or EMI:					
Type of House:	☐ Independent house ☐ Flat ☐ House in a basti				

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Division: Accounts

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Signature: S. X. [Signature]

Date: 13/04/2022

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	11698	
7.	PF (Employer + Employee)	3600	
8. s	ESI (Employer + Employee)	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 provided	Yes	
16.	No. of leaves taken in 2021-22	11	
17.	Company	GHT	
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: AccountsSALARY REVISION FORM (2021-2022)

Name:	<u>S. Nagamalleswara Rao</u>		
Age :	<u>40 years</u>	Date of Birth:	<u>05-03-1981</u>
Present Address:	<u>B-563, Phase II, Ganesh Temple, Vanastalipuram</u> <u>Hyd-70.</u>		
Phone ®:		Mobile:	<u>9705237842</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	<u>Honda</u>
Vehicle EMI:		Year:	<u>2007</u>
Salary at the time of joining:	<u>25,000/-</u>	Date of joining:	<u>12-12-2019</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>S. Deepika</u>				
Spouse works at:	<u>House wife</u>				
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>S. Josnica</u>	<u>5</u>	<u>F</u>	<u>Rainbow primary school</u>	<u>LKG</u>	<u>16,000/-</u>
<u>S. Rutwik</u>	<u>3</u>	<u>M</u>			
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>6,000/-</u>				
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:	14 Years
Expected gross salary:	35,000/-
Justification for increase:	All expenses increased.
Before joined here my previous company CTC 28,000/- P.M., but here offered CTC 25,000/- Only P.M. after re joined my previous company.	
Now I has been handling projects (GAT, ROC & GWE) Since last one year.	
Please correct my Salary at least now.	
Complaints & suggestions:	—
Preferred Designation:	

Signature: S. Nagaraj

Date: 6/4/21

For office use only:

Division: Accounts

1.	Item	Existing	Revised
2.	Name	Nagamalleswara Rao. S	
3.	C.T. C. Salary	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 + Employee)	2,972	
9.	ESI (Employer + Employee)		
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 month		
15.	Medical insurance provided	Yes	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2018-19	14	
18.	Company	GHT	
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:	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

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

What are the precautions to be taken?
NA

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

SALARY REVISION FORM (2020-2021)

Name:	S. Nagamalleswara Rao		
Age :	39	Date of Birth:	05-03-1981
Present Address:	S/o S. Nageswaram Nagardla (PO) Inkollu (MD) Prakasham (dr) AP		
Phone @:		Mobile:	9705337812
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Honda
Vehicle EMI:		Year:	2007
Salary at the time of joining:	25,000/-	Date of joining:	12-12-2019

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	S. Deepika				
Spouse works at:	—				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
S. Josnica	4	F	Rainbow primary school	Nursery	16000
S. Pothuik	2	M	—	—	—
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other				
Monthly Rent or EMI:	6000/-				
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:	13 years
Expected gross salary:	30,000/-
Justification for increase:	Sir, I have 13 years Experience in Accounts previous CTC 28,000/- Hear offered only 25,000/- by I have to maintain family (depend upon me).
Complaints & suggestions:	
Preferred Designation:	

Signature: _____

Date: 11-06-2020

For office use only:

Division: Accounts

1.	Item	Existing	Revised
2.	Nagamalleswara Rao. S		
3.	C.T. C. Salary	25000	
4.	Gross Salary including ESI & PF	23584	
5.	Basic	11792	
6.	DA	2358	
7.	HRA	9433	
8.	PF (Employer + Employee)	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.	Loan with company	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:
	Iqra Khatoon	15.06.20	G. Jai Kumar
			Date:
			16.06.20