

Employee Profile

Name:	K. Gopi Krishna		
Age :	50	Date of Birth:	05/05/74
Present Address:	H.NO: 1-7-176/A opp: Pochamma Temple BAKARAM MUSHEERABAD HYDERABAD 500 020		
Emergency Contact:	9291669599	Mobile No:	
Automobile:	BAJAJ	Make:	CT 100
Vehicle EMI:	—	Year:	2005
Date of joining:	2012		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	K. UMA Devi				
Spouse works at:	Home wife				
Spouse's designation:	Inter				
Spouse's Gross Salary:	—				
Number of Children:	Three (3)				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Bindu	27	F	MARRIED		
K. MANISH	23	M	Methodist Engineering College Abids		84,000/-
K. VISHWESH	19	M	Degree IIMC		72,000/-
Residence:	Own				
Monthly Rent or EMI:	—				
Type of House:	Basti				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan		EMI:	
	Gold Loan	1,24,000	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:	Assurance	Division:	Accounts
Qualification / Education:	Julev		
Years of Experience in relevant field:	12 years		
Expected Percentage	as per company norms		
Justification for increase:			
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: K. Gopi

Date: 02/04/24

Division: AccountsSALARY REVISION FORM (2023-2024)

Name:	K. Gopi KRISHNA		
Age :	49	Date of Birth:	05-05-1974
Present Address:	1-7-176/A 1 st Floor BAKKAM MUSHEERABAD HYDERABAD		
Phone @:		Mobile:	9502211711
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Bajaj CT-100
Vehicle EMI:	—	Year:	2006
Salary at the time of joining:	7,250/-	Date of joining:	18-8-2012

Personal Information (Optional)

Marital Status:	Married / Single MARRIED				
Name of spouse:	K.UMA DEVI				
Spouse works at:	—				
Spouse's designation:	INTER				
Spouse's Gross Salary:	—				
Number of Children:	3 Nos				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Bindu	26	F	MARRIED	—	—
K. MANISH	22	M	METHODIST College of Engineering & Technology	II nd year	74,000/-
K. VISHWESH	19	M	IIMC College	1 st year	58,000/-
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

[illegible]

Signature: _____

W. P. W. W. W.

Date:

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For office use only:

1.	Item	Existing	Revised
2.	Gopi Krishna. K		
3.	C.T. C. Salary	16592	
4.	Gross Salary including ESI & PF	15187	
5.	Basic	7593	
6.	DA	1518	
7.	HRA	6075	
8.	PF (Employer + Employee)	1822	
9.	ESI (Employer + Employee)	607	
10.	Net Salary after ESI & PF deduction	13012	
11.	Mobile Allowance	399	
12.	monthly conveyance	0	
13.	Loan with company	7000	
14.	Loan repayment per month	1000	
15.	Medical insurance provided		
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	14	
18.	Company	MPPL	
19.	Division	Accounts	
20.	Designation	Accounts Assistant	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: AccountsSALARY REVISION FORM (2022-2023)

Name:	K. Gopi KRISHNA		
Age:	48	Date of Birth:	5-5-1974
Present Address:	1-7-176/A OPP: POCHAMMA Temple BAKARAM MUSHEERABAD HYDERABAD		
Phone @:		Mobile:	9502211711
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	BAJAJ CT100
Vehicle EMI:	—	Year:	2006
Salary at the time of joining:	6750/-	Date of joining:	12-4-2011

Personal Information (Optional)

Marital Status:	Married / Single <u>MARRIED</u>				
Name of spouse:	K. UMA DEVI				
Spouse works at:	—				
Spouse's designation:	Inter				
Spouse's Gross Salary:	—				
Number of Children:	(3) Three				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
M. Bindu	25	F	MARRIED		
K. MANISH	21	M	MAHAVeer Degree College	III rd Year	Per Annum 32,000/-
K. VISHWESH	16	M	Shree AKSHARA Junior College	I st	26,500/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other <u>OWN</u>				
Monthly Rent or EMI:					
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: Accounts

Qualification / Education:	<u>Inter</u>
Years of Experience in relevant field:	<u>11 Year's</u>
Expected gross salary:	<u>19,500/-</u>
Justification for increase:	<u>I AM completing All</u> <u>BANK Work In Time & PARTNERS</u> <u>Signatures.</u>
Complaints & suggestions:	
Present Designation:	<u>Accounts Assistant</u>
Preferred Designation:	

Signature: R. Gopi Date: 14/4/22

For office use only:

	Item	Existing	Revised
1.	Gopi Krishna. K		
2.	C.T. C. Salary	15276	
3.	Gross Salary including ESI & PF	13982	
4.	Basic	6991	
5.	DA	1398	
6.	HRA	5593	
7.	PF (Employer + Employee)	1788	
8. s	ESI (Employer + Employee)	678	
9.	Net Salary after ESI & PF deduction	13941	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	0	
12.	Loan with company	29780	
13.	Loan repayment per month	500	
14.	Medical insurance provided		
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	8	
17.	Company	MCS	
18.	Division	Accounts	
19.	Designation	Accounts Assistant	
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:	K. Gopi KRISHNA		
Age :	49 Year's	Date of Birth:	23/3/1972
Present Address:	H.NO: 1-7-176/A OPP: POLHAMMA TEMPLE, Bakaram MUSHEERABAD HYDERABAD - 500 020		
Phone ®:		Mobile:	9502211711
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	BAJAJ
Vehicle EMI:	—	Year:	2006
Salary at the time of joining:	7,250/-	Date of joining:	2012

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	K. UMA DEVI				
Spouse works at:	HOUSE WIFE				
Spouse's designation:	Jr. Ter				
Spouse's Gross Salary:	—				
Number of Children:	3 No's				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Bindu	24	F	MARRIED	—	—
K. MANISH	19	M	POLYTECHNIC	Final year	31,500/-
K. VISHWESH	15	M	Jr. Ter 1 st year		23,750/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:					
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: _____

Qualification / Education :	Jute
Years of Experience in relevant field:	9 years on Banks
Expected gross salary:	19,250/-
Justification for increase:	Working from last 14 years
Complaints & suggestions:	
Preferred Designation:	As Company Suggest

Signature: H. Gopi Krishna

Date: 2/4/21

For office use only:

Division: Accounts

1.	Item	Existing	Revised
2.	Name	K. Gopi Krishna	
3.	C.T. C. Salary	14,034	
4.	Gross Salary including ESI & PF	12,845	
5.	Basic	6,422	
6.	DA	1,284	
7.	HRA	5,138	
8.	PF (Employer + Employee)	1,542	
9.	ESI (Employer + Employee)	513	
10.	Net Salary after ESI & PF deduction	8,978	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	5,930	
14.	Loan repayment per month	500	
15.	Medical insurance provided	No	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2018-19	26	
18.	Company	MCS	
19.	Division	Accounts	
20.	Designation	Accounts Assistant	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Division: AccountsSALARY REVISION FORM (2020-2021)

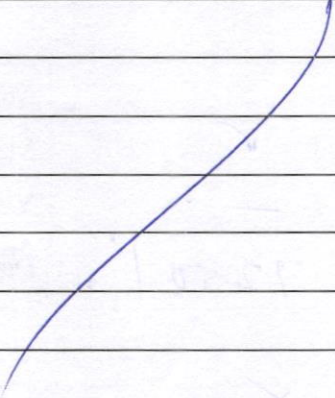
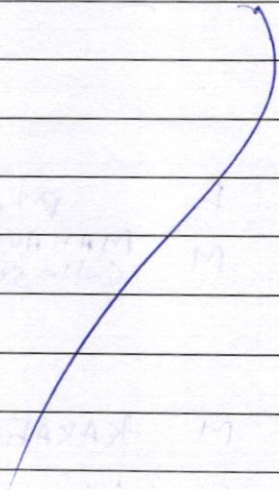
Name:	K. Gopi KRISHNA		
Age :	46 years	Date of Birth:	05-05-1974
Present Address:	1-7-176/A BAKARAM MUSHEERABAD Hyd - 500 020		
Phone ®:		Mobile:	9502211711
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	BAJAJ CT 100
Vehicle EMI:	—	Year:	2005
Salary at the time of joining:	7250 / -	Date of joining:	2012

Personal Information (Optional)

Marital Status:	☒ Married / Single Married				
Name of spouse:	K. UMA DEVI				
Spouse works at:	—				
Spouse's designation:	Inter				
Spouse's Gross Salary:	—				
Number of Children:	3				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Bindu	23	F	Married	—	—
K. MANISH	18	M	MAHAVEER Engineering College	III rd year	29,200/-
K. VISHWESH	15	M	KAKATIYA School	X th	33,600/-
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

Qualification / Education :	Inter
Years of Experience in relevant field:	8 Years
Expected gross salary:	15,800/-
Justification for increase:	
	
Complaints & suggestions:	
	
Preferred Designation:	Licensing officer

Signature: W. Papi Chastine

Date: 15/6/20

For office use only:

Division: Accounts

1.	Item	Existing	Revised
2.	K Gopi Krishna		
3.	C.T. C. Salary	13366	
4.	Gross Salary including ESI & PF	12234	
5.	Basic	6117	
6.	DA	1223	
7.	HRA	4893	
8.	PF (Employer + Employee)	1564	
9.	ESI (Employer + Employee)	521	
10.	Net Salary after ESI & PF deduction	12157	
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		
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	12	
18.	Company	MPPL	
19.	Division	Accounts	
20.	Designation	Accounts Assistant	
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:	J. Gopi KRISHNA		
Age :	47	Date of Birth:	05/05/1972
Present Address:	H.NO: 1-7-176/A opp: BOCHAMMA Temple, Bekaram MUSHEERABAD HYDERABAD, TELANGANA 500 020		
Phone ®:		Mobile:	9502211711
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	BAJAJ
Vehicle EMI:	—	Year:	2005
Salary at the time of joining:	6,750/-	Date of joining:	2012

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single MARRIED				
Name of spouse:	K. UMA DEVI				
Spouse works at:	—				
Spouse's designation:	Inter				
Spouse's Gross Salary:	—				
Number of Children:	3				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Bindu	22	F	MARRIED	—	—
K. MANISH	17-6	M	Diploma 2 nd year	Mehar College	38,000/-
K. VISHWESH	14	M	IX th class	Keketiya School	33,000/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other <u>Own</u>				
Monthly Rent or EMI:	—				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: Accounts

Qualification / Education :	Inter
Years of Experience in relevant field:	12 Year's
Expected gross salary:	13,000/-
Justification for increase:	Enter family Depends on My Salary only I am Hard working person
Complaints & suggestions:	
Preferred Designation:	

Signature: Q. Gopi Date: 17/4/19

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Gopi Krishna
Division	Accounts
Project:	
Overall performance:	Average
Attitude towards colleagues:	Average
Team player:	Good
Personal appearance:	Good
Interest / Enthusiasm in work:	Average
Knowledge of work:	Average
Attendance / punctuality:	Average
Communication skills – oral – in English	Poor
Communication skills – oral – in Telugu	Good

Note: Rate as good, average or poor.

Key strengths:
Honesty / Bank Liasning wrok

Shortcomings or weaknesses:
Lack of information

How can we get more from the employee?
Maintain Loog book & monitor by manager / management

What are the precautions to be taken?
Monitor by Manager / Management

Prepared by:	Date:
Sambasivarao / Srinivas Sharma	19-04-2019

For office use only:

	Item	Existing	Revised
1.	K Gopi Krishna		
2.	C.T. C. Salary	12257	
3.	Gross Salary including ESI & PF	11188	
4.	Basic	3356	
5.	DA	1118	
6.	HRA	4475	
7.	CCA	1118	
8.	TA	559	
9.	EA	559	
10.	PF (Employer + Employee)	1074	
11.	ESI (Employer + Employee)	727	
12.	P.T.	0	
13.	Net Salary after ESI & PF deduction	9955	
14.	Mobile Allowance	399	
15.	Avg. monthly conveyance for last 3 months	0	
16.	Loan with company	6645	
17.	Loan repayment per month	500	
18.	Medical insurance provided		
19.	Accidental insurance provided	YES	
20.	No. of leaves taken in 2018-19	18	
21.	Company	MPPL	
22.	Division	Accounts	
23.	Designation	Accounts Assistant	
24.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.19	