

Employee Profile

Name:	K. SWATHI		
Age :	35	Date of Birth:	23/08/1987
Present Address:	Warasiguda , Secunderabad		
Emergency Contact:	8143169690	Mobile No:	
Automobile:	Bike ☐	Make:	Honda
Vehicle EMI:	5151	Year:	2023
Date of joining:			

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	K. HARI CHANDRA				
Spouse works at:	Hyundai				
Spouse's designation:	Work Shop manager				
Spouse's Gross Salary:	40,000				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. SRINIDHI	14	F	Sri Chaitanya	9th	45,000/-
K. Suryansh	6	M	Funskool	1st	25,000/-
Residence:	Own ☐				
Monthly Rent or EMI:	8000/-				
Type of House:	Flat ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	5,00,000	EMI:	8000/-
	Personal Loan	2,50,000	EMI:	6347/-
	Gold Loan	2,20,000	EMI:	Yearly
	Chit Fund:	1,00,000	EMI:	6000/-
	Others:	102,000	EMI:	5151/-
Insurance Policy	Medical Insurance:	0	Premium:	0
	Life Insurance:	0	Premium:	0
	Term Insurance:	0	Premium:	0
	Other Insurance:	0	Premium:	0
Type of savings	Mutual Funds:	0	☐	0
	Stock bonds:	0	☐	0
	Fixed Deposit:	0	☐	0
	Other Savings:	0	☐	0

APPRAISAL FORM 2024-2025

Designation:	Asst Accounts Manager	Division:	Accounts
Qualification / Education:	MBA Finance		
Years of Experience in relevant field:	12 Years		
Expected Percentage	25%		
Justification for increase:			
Honesty in work ,			
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: _____

Date: _____

Division: AccountsSALARY REVISION FORM (2023-2024)

Name:	K. Swathi		
Age :	36 yrs	Date of Birth:	23/08/1987
Present Address:	Seelhaalmandi		
Phone ®:	8143169690	Mobile:	-
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Access 125
Vehicle EMI:		Year:	
Salary at the time of joining:		Date of joining:	

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	K. Hari chandra				
Spouse works at:	KUN Hyundai				
Spouse's designation:	Body shop Incharge				
Spouse's Gross Salary:	30,000/-				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Srinidhi	13	F	Sri chaitanya	8th	40,000/-
K. Suryansh	6	M	Fanskool	UKG	24,000/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	9,000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: _____

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Signature: _____

Date: 20/04/2023

Division: AccountsSALARY REVISION FORM (2022-2023)

Name:	K. Swathi		
Age:	34 yrs	Date of Birth:	23/08/1987
Present Address:	Beside Arya Samaj Function Hall Medibavi, Seethaalmundi Sec-Bad		
Phone @:	8143169690	Mobile:	
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Access 125
Vehicle EMI:	2355/-	Year:	
Salary at the time of joining:	4500/-	Date of joining:	2008

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	K. Hari chandra				
Spouse works at:	Ashok Leyland				
Spouse's designation:	Body Shop Incharge				
Spouse's Gross Salary:	25,000/-				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Srihidhi	13	F	Krishnareni	VII	30,000
K. Suryansh	5	M	Talent School	UKG	18,000
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	EMI 11,000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: _____

Qualification / Education:	MBA Finance
Years of Experience in relevant field:	10 years
Expected gross salary:	40,000/-
Justification for increase:	
As per management opinion on my work.	
Complaints & suggestions:	
Present Designation:	Asst Accts Manager
Preferred Designation:	Management Decision

Signature: Swathi

Date: 13/04/2022

For office use only:

	Item	Existing	Revised
1.	K. Swathi		
2.	C.T. C. Salary	34000	
3.	Gross Salary including ESI & PF	32200	
4.	Basic	16100	
5.	DA	3220	
6.	HRA	12880	
7.	PF (Employer + Employee)	3600	
8. s	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	30200	
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	24	
17.	Company	MPPL	
18.	Division	Accounts	
19.	Designation	Asst. Manager Accounts	
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:	K. Swathi		
Age :	34	Date of Birth:	23-08-1987
Present Address:	T.R.T- 50		
	Seethalmandi		
Phone ®:	8148169690	Mobile:	
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:		Date of joining:	

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	K. Hari chandra				
Spouse works at:	Ashok leyland				
Spouse's designation:	Body shop Incharge				
Spouse's Gross Salary:	23,000/-				
Number of Children:	(2)				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Srinidhi	11	F	Krishnaveni	VI	40,000
K. Suryansh	3	M	-	-	
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	7000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division: _____

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Signature:

Date: _____

Appraisal by Manager (Confidential report to HR)

Name of Employee:	SWATHI K
Project:	MRMLLP
Overall performance:	
Attitude towards colleagues:	GOOD
Team player:	GOOD
Personal appearance:	GOOD
Interest / Enthusiasm in work:	GOOD
Knowledge of work:	GOOD
Attendance / punctuality:	AVERAGE
Communication skills – oral – in English	GOOD
Communication skills – oral – in Telugu	GOOD

Note: Rate as good, average or poor.

Key strengths:
Reconciliation, GST , TDS works

Shortcomings or weaknesses:
NA

How can we get more from the employee?
Already we getting 100%

What are the precautions to be taken?
Not Required

Prepared by:	Date:
Sambasivarao	10-04-2021

For office use only:

Division: Accounts

1.	Item	Existing	Revised
2.	Name	K. Swathi	
3.	C.T. C. Salary	27,000	
4.	Gross Salary including ESI & PF	25,471	
5.	Basic	12,735	
6.	DA	2,547	
7.	HRA	10,188	
8.	PF (Employer + Employee)	3,056	
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	23,743	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	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 2018-19	28	
18.	Company	Modi Realty Miryalaguda LLP	
19.	Division	Accounts	
20.	Designation	Asst. Accounts Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

SALARY REVISION FORM (2020-2021)

Name:	K. Swathi		
Age :	33yrs	Date of Birth:	23.08.1987
Present Address:	T.R.T - 50		
	Seethafalmandi, Sec-Bad		
Phone ®:		Mobile:	8143169690
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Access 125
Vehicle EMI:	2355/-	Year:	2018
Salary at the time of joining:		Date of joining:	

Personal Information (Optional) ✓

Marital Status:	Married / Single				
Name of spouse:	K. Hari chandra				
Spouse works at:	Pavan Motors				
Spouse's designation:	Body Shop Incharge				
Spouse's Gross Salary:	21,000/-				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Srinidhi	10	F	Krishnavenu Talent School	VI	25,000/-
K. Suryansh	2½	M	-	-	-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	5000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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Division:

Accounts

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Signature:

Date:

For office use only:

Division: Accounts

1.	Item	Existing	Revised
2.	K. Swathi		
3.	C.T. C. Salary	23525	
4.	Gross Salary including ESI & PF	22193	
5.	Basic	11096	
6.	DA	2219	
7.	HRA	8877	
8.	PF (Employer + Employee)	2838	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	21529	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	12000	
14.	Loan repayment per month	500	
15.	Medical insurance provided	YES	
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	32	
18.	Company	AGH	
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

SALARY REVISION FORM (2019-2020)

Name:	Swathi		
Age:	31 yrs	Date of Birth:	23/08/1987
Present Address:	T.R.T- 50		
	Seethapalmandi		
	Secunderabad		
Phone @:	8143169690	Mobile:	8143169690
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Access 125
Vehicle EMI:	2355/-	Year:	2017
Salary at the time of joining:	21,500/-	Date of joining:	10/05/18

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	K. Hari chandra				
Spouse works at:	Mahindra & Mahindra				
Spouse's designation:	Body shop Incharge				
Spouse's Gross Salary:	20,000/-				
Number of Children:	02				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Srinidhi	10	Female	Krishnaveni Talent School	V	25,000/-
K. Suryansh	18 months		Day care Centre		48,000/-
			(monthly 4,000/-)		
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other				
Monthly Rent or EMI:	7000/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

Qualification / Education :	M.B.A Finance
Years of Experience in relevant field:	8 years
Expected gross salary:	25,000/-
Justification for increase:	
Sir, I am paying Rs 4,000/- for my baby day care centre monthly and my elder child educational expenses I am efforting Rs 25,000 to Rs 30,000/- yearly and as I coming for under permission till 4.30 my 75% Salary is not sufficient to fullfill my needs My request is to please provide me an 100% Salary for 6 months	
Complaints & suggestions:	
Preferred Designation:	

Signature: _____

Swathi
12/04/19

Date: _____

12/04/2019

Appraisal by Manager (Confidential report to HR)

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

Note: Rate as good, average or poor.

Key strengths:
Ability to know and do hard work

Shortcomings or weaknesses:
Timings.(10 30 to 4.30)

How can we get more from the employee?
Giving Proper Training

What are the precautions to be taken?
Regular monitor

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

For office use only:

	Item	Existing	Revised
1.	S. Swathi		
2.	C.T. C. Salary	16125	
3.	Gross Salary including ESI & PF	14719	
4.	Basic	4415	
5.	DA	1471	
6.	HRA	5887	
7.	CCA	1471	
8.	TA	735	
9.	EA	735	
10.	PF (Employer + Employee)	1414	
11.	ESI (Employer + Employee)	1019	
12.	P.T.	0	
13.	Net Salary after ESI & PF deduction	14203	
14.	Mobile Allowance	399	
15.	Avg. monthly conveyance for last 3 months	0	
16.	Loan with company	17498	
17.	Loan repayment per month	500	
18.	Medical insurance provided		
19.	Accidental insurance provided	YES	
20.	No. of leaves taken in 2018-19	8	
21.	Company	AGH	
22.	Division	Accounts	
23.	Designation	Sr. Accountant	
24.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	12.04.19	

Division: Accounts

SALARY REVISION FORM (2023-2024)

Name:	K. Swathi		
Age :	35 yrs	Date of Birth:	23-8-1987
Present Address:	Om Apartments, Flat no. 101 Near Arya Samaj, Medibari, Marasiguda, Sec-Bad.		
Phone ®:	-	Mobile:	8143169690
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Access 125
Vehicle EMI:	2355/-	Year:	
Salary at the time of joining:	4000/-	Date of joining:	Aug' 2008

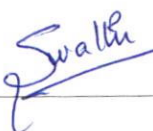
Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	K. Hari chandra				
Spouse works at:	KUN Hyundai - ECIL & Roads				
Spouse's designation:	Body shop - Manager				
Spouse's Gross Salary:	32,000/-				
Number of Children:	(2)				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
K. Srinidhi	13	F	Sri chaitanya	8 th	48,000/-
K. Suryanish	6	M	Krishnaveni	1 st	25,000/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	8,000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

Division: Accounts
R. Swathi

Qualification / Education :	MBA (Finance)
Years of Experience in relevant field:	10 Years
Expected gross salary:	45,000/-
Justification for increase:	Honesty in Work & My wish is to provide a good and professional education to my kids, as it is the only worthfull asset to the children. The cost and management of good education in reputed School is high. I would request and consider my justification for salary increase for The above reason.
Complaints & suggestions:	
Preferred Designation:	

Signature: 

Date: 13/04/2023

For office use only:

1.	Item	Existing	Revised
2.	Swathi K		
3.	C.T. C. Salary	37000	
4.	Gross Salary including ESI & PF	35200	
5.	Basic	17600	
6.	DA	3520	
7.	HRA	14080	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	31700	
11.	Mobile Allowance	399	
12.	monthly conveyance	0	
13.	Loan with company	79581	
14.	Loan repayment per month	5000	
15.	Medical insurance provided	Yes	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	28	
18.	Company	MPPL	
19.	Division	Accounts	
20.	Designation	Asst. Manager Accounts	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	
			Date:
			18-04-2023