

Employee Profile

Name:	G. Sangeetha		
Age :	39	Date of Birth:	21-11-1984
Present Address:	H.No 1-11-2, Chinna Thokkata, New Bowenpally, Secunderabad -500011		
Emergency Contact:	9666593972	Mobile No:	
Automobile:	Bike ☐	Make:	Scooty Pep
Vehicle EMI:		Year:	2019
Date of joining:	01-04-2013		

Personal Information (Optional)

Marital Status:	☐ Married ☒ Single				
Name of spouse:					
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Sai Rishika	7	F	Little Lilly	1	40,000
Sister Daughter					
Residence:	Rented ☐				
Monthly Rent or EMI:	9500				
Type of House:	House in Basti ☐				

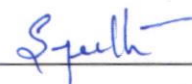
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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	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:	B.Com		
Years of Experience in relevant field:	15yrs		
Expected Percentage	30%		
Justification for increase:	1. I have kept my complete efforts & hardwork for accounting and reconciliation at the time of GVDC handover to RXP 2. Learnt IT provisionals 3. Assisting to Sambasiva Rao sir for IT Scrutiny works 4. Interesting in learning more finalising works with senior manager team.		
Justification for Promotion:			
① GVDC - Due Deligence ② IT Relimi ③ Scrutiny works 			
Preferred Designation:			
Complaints:			
Suggestions:			
Training for TDS and IT and GST filing with latest software to increase the productivity			

Signature: 

Date: 4-4-2024

Division: AccountsSALARY REVISION FORM (2023-2024)

Name:	<u>Gr. Sangeetha</u>		
Age :	<u>38yrs</u>	Date of Birth:	<u>21-11-1984</u>
Present Address:	<u>H.NO - 1-11-2</u>		
	<u>Chinna Thottkala</u>		
	<u>New Bowenpally</u>		
	<u>Secundrabad - 500011</u>		
Phone ®:	<u>-</u>	Mobile:	<u>9666593972</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	<u>-</u>	Year:	<u>-</u>
Salary at the time of joining:	<u>12890/-</u>	Date of joining:	<u>01-04-2013</u>

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:					
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:	☐ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>6500/-</u>				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: accounts

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Signature: Speltz

Date: 17-04-2023

For office use only:

1.	Item	Existing	Revised
2.	Sangeetha. G		
3.	C.T. C. Salary	37500	
4.	Gross Salary including ESI & PF	37500	
5.	Basic	18750	
6.	DA	3750	
7.	HRA	15000	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	36000	
11.	Mobile Allowance	399	
12.	monthly conveyance	0	
13.	Loan with company	42341	
14.	Loan repayment per month	5000	
15.	Medical insurance provided	Yes	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	8	
18.	Company	PMR I	
19.	Division	Accounts	
20.	Designation	Manager - Accounts	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Accounts.

SALARY REVISION FORM (2022-2023)

Name:	G. Sangeetha		
Age:	37yrs	Date of Birth:	21-11-1984
Present Address:	1-11-2		
	Chinna Thokkata		
	New Bowenpally		
	Secunderabad		
Phone ®:	—	Mobile:	9666593972
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Scooty pep
Vehicle EMI:	3084/-	Year:	2020
Salary at the time of joining:	12872/-	Date of joining:	01-04-2013

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	—				
Spouse works at:	—				
Spouse's designation:	—				
Spouse's Gross Salary:	—				
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	6500/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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Division: Accounts

Qualification / Education:	B. Com
Years of Experience in relevant field:	12yrs.
Expected gross salary:	45000/-
Justification for increase:	Whatever assignments have given I'm completing in time without errors. I expect company to consider my sincere efforts and appraise accordingly. I'm sole responsible to take care of my family. As my brother-in-law expired. I have to take care of my sister's daughter education.
Complaints & suggestions:	
Present Designation:	Accounts Manager
Preferred Designation:	—

Signature: Speth

Date: 14/4/2022

For office use only:

	Item	Existing	Revised
1.	Sangeetha. G		
2.	C.T. C. Salary	35000	
3.	Gross Salary including ESI & PF	35000	
4.	Basic	17500	
5.	DA	3500	
6.	HRA	14000	
7.	PF (Employer + Employee)	0	
8. s	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	39590	
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	6	
17.	Company	PMR I	
18.	Division	Accounts	
19.	Designation	Manager - Accounts	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

For office use only:

	Item	Existing	Revised
1.	G. Sangeetha		
2.	C.T. C. Salary	21165	
3.	Gross Salary including ESI & PF	21165	
4.	Basic	6349	
5.	DA	2116	
6.	HRA	8466	
7.	CCA	2116	
8.	TA	1058	
9.	EA	1058	
10.	PF (Employer + Employee)	0	
11.	ESI (Employer + Employee)	0	
12.	P.T.	200	
13.	Net Salary after ESI & PF deduction	19658	
14.	Mobile Allowance	399	
15.	Avg. monthly conveyance for last 3 months	0	
16.	Loan with company	29400	
17.	Loan repayment per month	2000	
18.	Medical insurance provided	NO	
19.	Accidental insurance provided	YES	
20.	No. of leaves taken in 2018-19	6	
21.	Company	MFHLLP	
22.	Division	Accounts	
23.	Designation	Sr. Accountant	
24.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.19	
			Date: