

Employee Profile

Name:	Rukmini DP		
Age :	42	Date of Birth:	12/06/1981
Present Address:	18-4-256/9, Kalvagadda, Back Side: Sharada College, Aliabad, Hyderabad - 500053		
Emergency Contact:	9000303337	Mobile No:	9182853313
Automobile:	Bike ☐	Make:	Hero Honda
Vehicle EMI:	Nil	Year:	2010
Date of joining:	07.08.2022		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	Shiva Kumar DP				
Spouse works at:	Own Business (Trading)				
Spouse's designation:	Proprietor				
Spouse's Gross Salary:	Nil				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Ajay Kumar DP	22	Male	Srinidhi (SNIIT	B Tech	2,00,000
Chakresh DP	12	Male	AHPS	8th Clas	1,00,000
Residence:	Rented ☐				
Monthly Rent or EMI:	8,500				
Type of House:	Flat ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	-	EMI:	-
	Personal Loan	-	EMI:	-
	Gold Loan	-	EMI:	-
	Chit Fund:	7,00,000	EMI:	39,000
	Others:	20,000	EMI:	-
Insurance Policy	Medical Insurance:	-	Premium:	-
	Life Insurance:	-	Premium:	-
	Term Insurance:	-	Premium:	-
	Other Insurance:	-	Premium:	-
Type of savings	Mutual Funds:	1000	SIP ☐	
	Stock bonds:	-	☐	
	Fixed Deposit:	-	☐	
	Other Savings:	-	☐	

APPRAISAL FORM 2024-2025

Designation:	Sr Accountant	Division:	Accounts
Qualification / Education:	M.Com & M B A		
Years of Experience in relevant field:	18		
Expected Percentage	As per Company Norms		
Justification for increase:			
Justification for Promotion:			
Preferred Designation:	As per Company Norms		
Complaints:			
-			
Suggestions:			
-			

Signature: Rukmini DP Date: 01.04.2024

Division: AccountsSALARY REVISION FORM (2023-2024)

Name:	D.P. Rukmini		
Age :	41 years	Date of Birth:	12-06-1981
Present Address:	18-4-256/9, Kalvagadda, Back side : Sharada College, Ahiabad, Hyderabad - 500053		
Phone @:	-	Mobile:	9182853313
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Honda Pleasure
Vehicle EMI:	-	Year:	2010
Salary at the time of joining:	38,000/-	Date of joining:	08/08/2022

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	D.P. Shiva Kumar				
Spouse works at:	Small Trading Company				
Spouse's designation:	Proprietor				
Spouse's Gross Salary:	-				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
D.P. Naga Ajay Kumar	21	Male	Sreenidhi Institute of Engg-Techno	B.Tech III rd year	1,60,000/-
D.P. Chakresh	11	Male	Academic Heights Public School	7 th class	80,000/-
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	7,500/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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For office use only:

1.	Item	Existing	Revised
2.	Rukmini		
3.	C.T. C. Salary	38000	
4.	Gross Salary including ESI & PF	38000	
5.	Basic	19000	
6.	DA	3800	
7.	HRA	15200	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	38000	
11.	Mobile Allowance	399	
12.	monthly conveyance	1800	
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	8	
18.	Company	GVSH	
19.	Division	Accounts	
20.	Designation	Sr. Accountant	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: AccountsSALARY REVISION FORM (2023-2024)

Name:	<u>B. Govinda</u>		
Age :	<u>43 years</u>	Date of Birth:	<u>01-07-1979</u>
Present Address:	<u>S/o B. Gangaraju Late.</u>		
	<u>OPP- Municipality Court, Belagum.</u>		
	<u>Parvathipuram.</u>		
Phone @:		Mobile:	<u>9966/98123</u>
Automobile:	☐ Car ☒ Bike ☐ Nil	Make: <u>2021</u>	<u>SUZUKI Access 125</u>
Vehicle EMI:		Year:	<u>2021</u>
Salary at the time of joining:	<u>38000/- Gross.</u>	Date of joining:	<u>21-10-2022</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
Name of spouse:	<u>B. Swathi</u>				
Spouse works at:	<u>Grenixis School.</u>				
Spouse's designation:	<u>Teacher</u>				
Spouse's Gross Salary:	<u>13000/-</u>				
Number of Children:	<u>1</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
<u>B. Yashwanth</u>	<u>13</u>	<u>M</u>	<u>Sri Chaitanya School.</u>	<u>8th</u>	<u>70,000/-</u>
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>10,000/-</u>				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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For office use only:

1.	Item	Existing	Revised
2.	Govinda. B		
3.	C.T. C. Salary	38000	
4.	Gross Salary including ESI & PF	38000	
5.	Basic	19000	
6.	DA	3800	
7.	HRA	15200	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	38000	
11.	Mobile Allowance	399	
12.	monthly conveyance	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 2022-23	9	
18.	Company	AMTZ	
19.	Division	Accounts	
20.	Designation	Sr. Accountant	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023