

Employee Profile

Name:	RAJYALAKSHMI		
Age :	45 YEARS	Date of Birth:	24/04/1978
Present Address:	Flat.no.001, I-block, Vista Homes Bharatnagar Colony, Kushaiguda, Hyderabad-500062.		
Emergency Contact:	7,386,093,048	Mobile No:	9,502,211,611
Automobile:	Bike ☐	Make:	TVS
Vehicle EMI:		Year:	
Date of joining:			

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	N Venkat Kaundinya				
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	Two				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
N Shanmukha	16	M	Resonance Jr Co	XII	185000
N Abhigyan	14	M	Cal Public Scho	X	90000
Residence:	Own ☐				
Monthly Rent or EMI:	23000/-				
Type of House:	☐				

Continued.....

FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	2300000	EMI:	23000
	Personal Loan	250000	EMI:	8000
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:		EMI:	
Insurance Policy	Medical Insurance:		Premium:	
	Life Insurance:	250000	Premium:	60000
	Term Insurance:		Premium:	
	Other Insurance:		Premium:	
Type of savings	Mutual Funds:		☐	
	Stock bonds:		☐	
	Fixed Deposit:		☐	
	Other Savings:		☐	

APPRAISAL FORM 2024-2025

Designation:	Manager	Division:	Accounts
Qualification / Education:	M.com		
Years of Experience in relevant field:	20 years		
Expected Percentage	30%		
Justification for increase:	Capable of doing all works given by maganement		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:	2nd Saturday of the month to be holiday instead of every saturday half day		

Signature: Rajyalakshmi

Date: 15-04-2024

Division: Accounts

SALARY REVISION FORM (2023-2024)

Name:	Rajyalakshmi		
Age :	45 yrs	Date of Birth:	24-04-1978
Present Address:	Flat No. 001, D-Block, Visha Homes, Kurhaniguda, Hyderabad		
Phone @:	9386093048	Mobile:	9502211611
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	TVS
Vehicle EMI:	—	Year:	2014
Salary at the time of joining:	16,000/-	Date of joining:	21-07-2012

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	N. Venkatesh Reddy				
Spouse works at:	Chemveda Life Sciences Pvt Ltd				
Spouse's designation:	HR				
Spouse's Gross Salary:	—				
Number of Children:	Two				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Shanmukha	15	M	Resonance Jr college	XI	2 lacs
Abhigyan	13	M	Cal Public School	VIII	60,000/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	25000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

For office use only:

1.	Item	Existing	Revised
2.	Rajya Lakshmi.N		
3.	C.T. C. Salary	40150	
4.	Gross Salary including ESI & PF	38350	
5.	Basic	19175	
6.	DA	3835	
7.	HRA	15340	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	36350	
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	18	
18.	Company	GMR	
19.	Division	Accounts	
20.	Designation	Manager - Accounts	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

*Sr. Accountant
Mangam*

Division: Accounts

SALARY REVISION FORM (2022-2023)

Name:	N. Rajyalakshmi		
Age:	43 yrs	Date of Birth:	24-04-1978
Present Address:	Flat No. 001, T-Block, Vista Homes Kushaiguda, Hyderabad - 62		
Phone @:	—	Mobile:	9502211611
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	TVS
Vehicle EMI:	—	Year:	2014
Salary at the time of joining:	16,000/-	Date of joining:	July-2012

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	N. Venkat Kaundinya				
Spouse works at:	Cham Veda Life Sciences				
Spouse's designation:	HR				
Spouse's Gross Salary:	—				
Number of Children:	Two				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
N. Shanmukh	14	M	Cal. Public School	X	96,000/-
N. Abhigyan	12	M	— do —	VIII	50,000/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other				
Monthly Rent or EMI:	24000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

For office use only:

	Item	Existing	Revised
1.	Rajya Lakshmi.N		
2.	C.T. C. Salary	37500	
3.	Gross Salary including ESI & PF	35700	
4.	Basic	17850	
5.	DA	3570	
6.	HRA	14280	
7.	PF (Employer + Employee)	3600	
8. s	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	33700	
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	12	
17.	Company	GMR	
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

Division: Accounts Dept

SALARY REVISION FORM (2021-2022)

Name:	Rajyalakshmi		
Age :	42 years	Date of Birth:	28-04-1978
Present Address:	Flat No. 004, I-Block, Vista Homes Kushaiguda, Hyderabad - 500062		
Phone @:	—	Mobile:	9502211611
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	TVS
Vehicle EMI:	—	Year:	2014
Salary at the time of joining:	Rs. 16,000/-	Date of joining:	20-07-2012

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	Venkat Kaundinya				
Spouse works at:	Chemveda Life Sciences				
Spouse's designation:	HR Manager				
Spouse's Gross Salary:	—				
Number of Children:	Two				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Shanmukha	13	M	Cal Public School	IX	60,000
Abhigyan	11	M	Cal Public School	VII	55,000
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other				
Monthly Rent or EMI:	23,000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

For office use only:

Division: Accounts

1.	Item	Existing	Revised
2.	Name	N. Rajya Lakshmi	
3.	C.T. C. Salary	35,000	
4.	Gross Salary including ESI & PF	33,200	
5.	Basic	16,600	
6.	DA	3,320	
7.	HRA	13,280	
8.	PF (Employer + Employee)	3,600	
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	31,200	
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	18	
18.	Company	GMR	
19.	Division	Accounts	
20.	Designation	Accounts Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Appraisal by Manager (Confidential report to HR)

Name of Employee:	RAJYALAKXMI
Project:	VISTA HOMES/GMR
Overall performance:	
Attitude towards colleagues:	GOOD
Team player:	GOOD
Personal appearance:	GOOD
Interest / Enthusiasm in work:	GOOD
Knowledge of work:	GOOD
Attendance / punctuality:	GOOD
Communication skills – oral – in English	GOOD
Communication skills – oral – in Telugu	GOOD

Note: Rate as good, average or poor.

Key strengths:
GST Returns, Income tax returns, TDS Returns & Team Co-ordination

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

Division: AccountsSALARY REVISION FORM (2020-2021)

Name:	RAJYALAKSHMI		
Age :	42 yrs	Date of Birth:	24-04-1978
Present Address:	Flat No. 001, I-Block, Vista Homes, kushaiguda Hyderabad - 500067		
Phone @:	9491219926	Mobile:	9502211611
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	TVS
Vehicle EMI:	—	Year:	2012
Salary at the time of joining:	16,000/-	Date of joining:	July 2012

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	Venkat Kaundliger				
Spouse works at:	Chem Veda Life Sciences				
Spouse's designation:	HR Head				
Spouse's Gross Salary:	—				
Number of Children:	Two				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Shanmukh	12	M	Calps	VIII	37,500
Abhigyan	10	M	Calps	VI	32,500
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other				
Monthly Rent or EMI:	24,000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

For office use only:

Division: Accounts

1.	Item	Existing	Revised
2.	N. Rajya Lakshmi		
3.	C.T. C. Salary	28713	
4.	Gross Salary including ESI & PF	27088	
5.	Basic	13544	
6.	DA	2708	
7.	HRA	10835	
8.	PF (Employer + Employee)	3144	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	24428	
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	17	
18.	Company	GMR	
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

Division: Accounts

SALARY REVISION FORM (2019-2020)

Name:	N. RAJYALAKSHMI		
Age :	40	Date of Birth:	24-04-1978
Present Address:	Flat-No. 001, I-Block, Vista Homes, Nagarjunanagar Colony, Kushaiguda, Hyderabad - 500103.		
Phone ®:	—	Mobile:	9502211611
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	TVS
Vehicle EMI:	—	Year:	2014
Salary at the time of joining:	16,000/-	Date of joining:	20-07-2012

Personal Information (Optional)

Marital Status:	Married /Single				
Name of spouse:	N. VENKAT KAUNDINIA				
Spouse works at:	Chemveda				
Spouse's designation:	HR Head				
Spouse's Gross Salary:	—				
Number of Children:	Two				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
N. Shanmukha	11	M	Cal Public	VII	35,000/-
N. Abhigyan	9	M	— do —	IV	35,000/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other				
Monthly Rent or EMI:	24,000 /-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

Continued.....

Appraisal by Manager (Confidential report to HR)

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

Note: Rate as good, average or poor.

Key strengths:
Hard working

Shortcomings or weaknesses:
Immediate argument

How can we get more from the employee?
Keeping busy and making to work

What are the precautions to be taken?
Make the employee busy

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

For office use only:

	Item	Existing	Revised
1.	N. Rajya Lakshmi		
2.	C.T. C. Salary	26322	
3.	Gross Salary including ESI & PF	25116	
4.	Basic	7535	
5.	DA	2511	
6.	HRA	10046	
7.	CCA	2511	
8.	TA	1255	
9.	EA	1255	
10.	PF (Employer + Employee)	2412	
11.	ESI (Employer + Employee)	0	
12.	P.T.	200	
13.	Net Salary after ESI & PF deduction	23710	
14.	Mobile Allowance	399	
15.	Avg. monthly conveyance for last 3 months	0	
16.	Loan with company	0	
17.	Loan repayment per month	0	
18.	Medical insurance provided	YES	
19.	Accidental insurance provided	YES	
20.	No. of leaves taken in 2018-19	22	
21.	Company	Vista Homes	
22.	Division	Accounts	
23.	Designation	Sr. Accountant	
24.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.19	