Employee Profile

Name:	RAJYALAKSHMI				
Age:	45 Y	EARS	Date of Birth:	24/0	04/1978
Present Address:			lock, Vista Homes Bha derabad-500062.	aratnagar C	Colony,
Emergency Contact:	7,38	6,093,048	Mobile No:	9,50	02,211,611
Automobile:	Bike ▼		Make:	TV	S
Vehicle EMI:			Year:		
Date of joining:					
Personal Information (C	ptional)			
Marital Status:		arried	O Single	X-	
Name of spouse:	N Ve	enkat Kaun	dinya		
Spouse works at:					
Spouse's designation:					
Spouse's Gross Salary:					
Number of Children:	Two		8		
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:	2300	0/-			
Type of House:					V

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 g	iven by maganement		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			
2nd Saturday of the month to	be holiday instead of ever	ry saturday l	half day

Signature: Rajyalakshmi Date: 15-04-2024

Division:	Accounts
Division: _	

Name:	Ra	jyala	KSV	(M)			
Age:		45 y	75	Date of	Birth:	24	-04-1978
Present Address:	FI	at- 20.	001,	7-B	lock	, Wick	a Homus
	ku	rhe	jad	Lat .	Hydr	nekas	J
				57)			
	In its	300/		Late			
Phone ®:	73	86093	048	Mobile		950	02211611
Automobile:	□ Car	Bike [Nil	Make:	7	T	VS
Vehicle EMI:	Year:			2	014		
Salary at the time of joining:	16,000 -			Date of	joining:	9	1-07-2012
Personal Information (C	Optional)					
Marital Status:	1	ed / Single				14	
Name of spouse:	N.	Venk	ert 1	cau	ding	el	of Ctol
Spouse works at:	cl	remne	da	life 9	scien	cus Ai	of chal
Spouse's designation:			1R				
Spouse's Gross Salary:			_				
Number of Children:		Tw	0	0 = 0 =		42	
Name	Age	Gender	Na	me of Sch	nool	Class	Approx. Annual Fees
Shanmulha	15	M	Reso	nance	or	XI	2 lous
Abhiz y an	13	14	Ca	1 Publi	ic School	VIII	60,000/
Residence:	₩ Ow	n □ Paren	ts □ Re	nted 🗆 O	ther		_
Monthly Rent or EMI:		2500	001	-			
Type of House:	□ Inde	ependent l	nouse [Flat □ H	Iouse 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 ES	SI & 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		Žesa.
12.	monthly conveyance		0		
13.	Loan with company				
14.	Loan repayment per mont	th			
15.	Medical insurance provid	ed	Yes		
16.	Accidental insurance prov	vided	Yes		
17.	No. of leaves taken in 202	22-23	18		
18.	Company		GMR		
19.	Division		Accounts		
20.	Designation		Manager - Accounts		
21.	Remarks:		Tree dants		
	Prepared by:	Date:	Approved	by:	Date:
	Iqra Khatoon 1	4-04-2023			18-04-2023

Standard

SALARY REVISION FORM (2022-2023)

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prox. al Fees
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For office use only:

	Item		Existing	Revised
1.	Rajya Lakshmi.N			
2.	C.T. C. Salary		37500	
3.	Gross Salary including E	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 conveyand months	ce for last 3	0	
12.	Loan with company			-
13.	Loan repayment per mon	nth	0	
14.	Medical insurance provide	ded	Yes	
15.	Accidental insurance pro	vided	Yes	
16.	No. of leaves taken in 20	21-22	12	
17.	Company		GMR	
18.	Division		Accounts	
19.	Designation		Manager - Accounts	
20.	Remarks:			
				i.
	Prepared by:	Date:	Approved by	: Date:
		12.04.22	G. Jai Kumar	15.04.22

Division: Accounts Dept

SALARY REVISION FORM (2021-2022)

Name:	Kay	yalak	Shm	21		
Age:	1	12 yea	ors	Date of Birth:	22	3-04-1978
Present Address:	Flat	No.	001.	I-Block	Vis	ta Home
		shaigu				
		0				
			7.46	1		. 18310
Phone ®:	TO SHOULD		- (= - × 1)	Mobile:	95	02211611
Automobile:	□ Car	☑Bike □	Nil	Make:	7	15
Vehicle EMI:		-	1	Year:	28	14
Salary at the time of joining:	28.16,	000 /	0 /- Date of joining: 20-07-20			-07-2012
Personal Information (C	ptional)_				
Marital Status:		ed / Single				
Name of spouse:	Ve	nkert	Kou	indinya life Sciev		
Spouse works at:	ch	em Ve	La	life Scier	ues	
Spouse's designation:		HR				
Spouse's Gross Salary:	634	-1-	4-2	0	الحسا	
Number of Children:		100	150	010	60 600	
Name	Age	Gender	Na	me of School	Class	Approx. Annual Fees
Shanmukha	13	14	Cal	Public School	IX	60,000
Abhigyan	11	M	Cal	Public School	VII	55,000
U						
Residence:		n 🗆 Parar	te \Box P	ented Other		
		,		onted - Other		
Monthly Rent or EMI:	70 A 15 C	000 (-	house	☐ Flat ☐ House in	a hasti	
Type of House:	L Ind	ependent	nouse	In lat House III		Continued

For office use only:

Division: Accounts

1.	Item		Existing	Revised
2.	Name		N. Rajya Lakshmi	7
3.	C.T. C. Salary		35,000	
4.	Gross Salary including ESI & PF		33,200	19
5.	Basic		16,600	
6.	DA		3,320	
7.	HRA		13,280	- e
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.				
14.	Loan repayment per month			
15.	Medical insurance pro	vided	Yes	-
16.	Accidental insurance p	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:	Date:
	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-ordi	nation

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	

Continued.....

SALARY REVISION FORM (2020-2021)

Name:	KH	OTAL	-1+ K	SHMI			
Age:	48	2 485		Date of Birth:		24	-04-1978
Present Address:	Flat No. OOI, I- Block,						
				nes, ki			
11/42				1-500			
	Market S			a ar tau ting			
Phone ®:	949	12199:	26	Mobile:	for	950	12211611
Automobile:	□ Car J	3ike □ 1	Nil	Make:		TV	
Vehicle EMI:	-	-11-1		Year:	12	2	017
Salary at the time of joining:	16,	,000/	-	Date of joining		Jul	y 2012
Personal Information (C	ptional)						
Marital Status:		d/Single					
Name of spouse:	Ve	Venkat koundinger					
Spouse works at:	ch	em Ve	da	life S.	cie	nce	9
Spouse's designation:		HR	A SOUTH AND			10	
Spouse's Gross Salary:		-					
Number of Children:		TWE)				1.015-2-1
Narie	Age	Gender	Na	ame of School		Class	Approx. Annual Fees
Shanwuich	12	M	Co	ulps	1	Til	37 500
Abhigyan	10	M	Co	ups		VI_	32,500
La company to the company of the com					-		
Residence:	₩ Ow	n 🗆 Paren	ts 🗆 R	Rented Other			
Monthly Rent or EMI:	1143.490	24.00	01.				
Type of clause:	D Inc	□ Line particent liquise □ First □ House in a basti					

For office use only:

Division: Accounts

1.	Item		Existing	Revised		
2.	N. Rajya Lakshmi					
3.	C.T. C. Salary		28713			
4.	Gross Salary including	ng ESI & PF	27088			
5.	Basic		13544			
6.	DA		2708			
7.	HRA		10835			
8.	PF (Employer + Emp	oloyee)	3144			
9.	ESI (Employer + Em	ployee)	0			
10.	Net Salary after ESI	& PF deduction	24428			
11.	Mobile Allowance		399			
12.	Avg. monthly convey	yance for last 3	0			
13.	Loan with company		0			
14.	Loan repayment per	month	0			
15.	Medical insurance pr	ovided	YES			
16.	Accidental insurance	provided	YES			
17.	No. of leaves taken in	n 2019-20	17			
18.	Company		GMR			
19.	Division		Accounts			
20.	Designation	Designation				
21.	Remarks:					
	Prepared by:	Date:	Approved b	y: Dat		
	Iqra Khatoon	15.06.20	G. Jai Kumar	16.06.2		

SALARY REVISION FORM (2019-2020)

Name:	N	· KAJ	YAL	AKSHM	1		
Age:		40	-	Date of Birth:		2	4-04-1978
Present Address:	FI	at-No	. 00	1 5-1	3100	K.	Vista
				agorjurar			
	k	Shain	vola	Hyder	abo	20	- 500 103.
		0	441		-	1 -	=
Phone ®:	12:		Jan 3	Mobile:	-24	9:	502211611
Automobile:	□ Car	Bike [Nil	Make:	Asal	7	TVS
Vehicle EMI:				Year:		;	2014
Salary at the time of joining:	16,000/- Date of joining: 20-07-						-07-2012
Personal Information (C	Optional)_					
Marital Status:	Marri	ed / Single	e				
Name of spouse:	N.	VEN	KAT	KAUNDI	N) Y	A	
Spouse works at:		Chen	u Veo	la		- W	
Spouse's designation:		HR	He	and			
Spouse's Gross Salary:				4			
Number of Children:		TWO					
Name	Age	Gender	Nar	ne of School	Cl	ass	Approx. Annual Fees
N. Shanmurha	11	M	Cal	Public	VI	J	35,000/
N. Abhigyan	9	M		do	11	/	35,000
0,							N J
						-	
						6 1	
Residence:	Ow	n □ Paren	ts 🗆 Re	nted Other			
Monthly Rent or EMI:		24,00	1				
Type of House:				Flat □ House in	a bas	ti	

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	

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

For office use only:

	Item		Existing	R	evised
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 + Emplo	yee)	2412		
11.	ESI (Employer + Empl	0			
12.	P.T.	200		_	
13.	Net Salary after ESI &	23710			
14.	Mobile Allowance	399			
15.	Avg. monthly conveyance for last 3 months		0		
16.	Loan with company		0		
17.	Loan repayment per me	onth	0		
18.	Medical insurance prov	vided	YES		
19.	Accidental insurance p	rovided	YES		
20.	No. of leaves taken in 2	2018-19	22		
21.	Company		Vista Homes		
22.	Division		Accounts		
23.	Designation	Designation			
24.	Remarks:		I		
	Prepared by:	Date:	Approved by	y:	Date:
	Iqra Khatoon	12.04.19			