

Employee Profile

Name:	ALLAMSETTY SAMBASIVA RAO		
Age :	54	Date of Birth:	08/06/1970
Present Address:	GULMOHAR GARDENS, BLOCK C, FLAT NO.108, SURYA NAGAR, MALLAPUR, HYDERABAD - 500 076.		
Emergency Contact:	8978056223	Mobile No:	9502200911
Automobile:	Car & Bike ☐	Make:	2013
Vehicle EMI:	NA	Year:	NA
Date of joining:	05-10-2005		

Personal Information (Optional)

Marital Status:	☒ Married ☐ Single				
Name of spouse:	NA				
Spouse works at:	NA				
Spouse's designation:	NA				
Spouse's Gross Salary:	NA				
Number of Children:	2				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
GAYATHRI-MARRII	25	F	NA	NA	NA
JAYASREE	23	F	INDIAN BUSINES	MBA	10 LACS
Residence:	Own ☐				
Monthly Rent or EMI:	NA				
Type of House:	Flat ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:	NA	EMI:	NA
	Personal Loan	NA	EMI:	NA
	Gold Loan	NA	EMI:	NA
	Chit Fund:	NA	EMI:	NA
	Others:	NA	EMI:	NA
Insurance Policy	Medical Insurance:	330000	Premium:	22000
	Life Insurance:	NA	Premium:	NA
	Term Insurance:	NA	Premium:	NA
	Other Insurance:	NA	Premium:	NA
Type of savings	Mutual Funds:	NA	☐	NA
	Stock bonds:	NA	☐	NA
	Fixed Deposit:	NA	☐	NA
	Other Savings:	NA	☐	NA

APPRAISAL FORM 2024-2025

Designation:	AGM ACCOUNTS	Division:	ACCOUNTS
Qualification / Education:	B.COM		
Years of Experience in relevant field:	31		
Expected Percentage %	25%		
Justification for increase:	1. I AM WORKING LAST 19 YEARS HONESTLY WITH EFFICIENTLY. 2. I AM HANDLING 30 MEMBERS ACCOUNTS TEAM. IN MY UNDERS SO MAY EMPLOYEES ARE TRAINED AND THEY BECOME MANAGERS NOW. 3. THESE 19 YEAR I AM NOT GETTING ANY INCENTIVE FROM THE COMPANY. MAXIMUM EMPLOYEES ARE GETTING INCENTIVES. WE ALSO PART OF THE PROJECTS BUT WE NOT GETTING ANY INCENTIVES. 4. MY DAUGHTER IS TAKEN EDUCATION LOAN OF 20 LACS FOR MBA COURSE. I AM CO-BORROWER FOR THE SAME LOAN. IN HAVE TO PAY		
Justification for Promotion:			
Preferred Designation:			
Complaints:	1. IN ACCOUNTS TEAM SOME EMPLOYEES ARE ON THE CALL MOST OF THE TIME AT OFFICE HOURS. 2. TEAM LEADERS ARE NOT TAKING RESPONSIBILITY TO THEIR TEAM MEMBERS WORKS.		
Suggestions:	1. DONT EMPLOYEE UNDER GRADUTES IN ACCOUNTS TEAM. 2. DONT EMPLOYEE FOR COLLEGE GOING STUDENTS E.G. MBA 3. WE HAVE TO REDUCE ACCOUNTS TEAM AND GIVE MORE WORK TO SENIORS ATLEAST TWO RUNNING PROJECTS. IN COMMERCIAL PROJECTS WE DONT HAVE MUCH MORE WORK. 4. Please Dont entertain Regined employees to resign		

Signature: A. Sambasirao Date: 08/04/24

Division: Accounts

SALARY REVISION FORM (2023-2024)

Name:	A. SAMBASIVARAO		
Age :	63 YEARS	Date of Birth:	08-06-1970
Present Address:	GULMOHAR GARDENS C BLOCK, FLAT NO.108, MALLAPUR, FCI ROAD, HYDERABAD.		
Phone @:		Mobile:	9502200911
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	—	Year:	—
Salary at the time of joining:	9,000/-	Date of joining:	5-10-2005

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	A. LAXMI SIVASHA.				
Spouse works at:	N.A.				
Spouse's designation:	N.A.				
Spouse's Gross Salary:	N.A.				
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
A. Gayathri,	24	F	—	—	—
A. Jaya Sree,	22	F	ICAI	CA Inter.	1 Lakh
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	—				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

MARRIED.

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For office use only:

1.	Item	Existing	Revised
2.	Samba Siva Rao. A		
3.	C.T. C. Salary	66012	
4.	Gross Salary including ESI & PF	64212	
5.	Basic	32106	
6.	DA	6421	
7.	HRA	25685	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	62212	
11.	Mobile Allowance	399	
12.	monthly conveyance	742	
13.	Loan with company	221415	
14.	Loan repayment per month	5000	
15.	Medical insurance provided	Yes	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	16	
18.	Company	MPPL	
19.	Division	Accounts	
20.	Designation	AGM - Accounts	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

Accounts
Manager

Division: ACCOUNTS

SALARY REVISION FORM (2022-2023)

Name:	ALLAMSETTY SAMBASIVARAO		
Age:	52	Date of Birth:	08-06-1970
Present Address:	C-108, GULMOHAR GARDENS		
	MALLAPUR		
	HYDERABAD - 500 076.		
Phone @:		Mobile:	9502200911
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	2013
Vehicle EMI:	—	Year:	—
Salary at the time of joining:	9,000/-	Date of joining:	5-10-2005

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	A. LAXMI SUSATHA				
Spouse works at:	HOUSE WIFE.				
Spouse's designation:	NA				
Spouse's Gross Salary:	NA.				
Number of Children:	TWO				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
A. GAYATHRI	23	F	MALLAREDDY COLLEGE	MBA	55
A. JAYASRI	21	F	AVINASHI COLLEGE	BBA	90
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	—				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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	Item	Existing	Revised
1.	Samba Siva Rao. A		
2.	C.T. C. Salary	61898	
3.	Gross Salary including ESI & PF	60098	
4.	Basic	30049	
5.	DA	6009	
6.	HRA	24039	
7.	PF (Employer + Employee)	3600	
8. s	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	64010	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	1818	
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	8	
17.	Company	MPPL	
18.	Division	Accounts	
19.	Designation	AGM- 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:	A. SAMBASIVARAO		
Age :	51	Date of Birth:	08-06-1970
Present Address:	GIULMOHAR GARDENS		
	C BLOCK, FLAT NO.108,		
	MALLAPUR,		
	HYDERABAD		
Phone @:	9866671123	Mobile:	9502200911
Automobile:	☒ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	6,000/-	Year:	
Salary at the time of joining:	Rs. 9000/-	Date of joining:	5-10-2005

Personal Information (Optional)

Marital Status:	☒ Married / ☐ Single				
Name of spouse:	A. LAXMI SUSHATHA				
Spouse works at:	NA				
Spouse's designation:	NA.				
Spouse's Gross Salary:	NA.				
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
A. GAYATHRI	22	F	MALLAREEY	MBA	50,000
A. JAYASREE	20	F	AVINASH COLLEGE	BBA	80,000
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	6000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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For office use only:

Division: Accounts

1.	Item	Existing	Revised
2.	Name	A Samba Siva Rao	
3.	C.T. C. Salary	58,017	
4.	Gross Salary including ESI & PF	56,217	
5.	Basic	28,108	
6.	DA	5,621	
7.	HRA	22,487	
8.	PF (Employer + Employee)	3,600	
9.	ESI (Employer + Employee)		
10.	Net Salary after ESI & PF deduction	54,217	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	1628	
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	22	
18.	Company	MPPL	
19.	Division	Accounts	
20.	Designation	Sr. Accounts Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Division: AccountsSALARY REVISION FORM (2020-2021)

Name:	A. SAMBASIVARAO		
Age :	50	Date of Birth:	08-06-1970
Present Address:	C-108, GULMOHAR GARDENS		
	SHAKTI SAI NAGAR		
	MALLAPUR		
	HYDERABAD		
Phone @:	9866671123	Mobile:	9502200911
Automobile:	☒ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:	6000/-	Year:	-
Salary at the time of joining:	9000/-	Date of joining:	OCT 2005

Personal Information (Optional) ☒

Marital Status:	Married / Single				
Name of spouse:	A. LAXMI SUJATHA				
Spouse works at:	NA.				
Spouse's designation:	NA				
Spouse's Gross Salary:	NA				
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
A. GAYATHRI	21	F	OMEGA BUSINESS SCHOOL	BBA	40,000/-
A. JAYASRI	19	F	AVINASH COLLEGE OF COMMERCE	BBA 2 nd yr	1,00,000/-
				BBA 1 st yr	
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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For office use only:

Division: Accounts

1.	Item	Existing	Revised
2.	A Samba Siva Rao		
3.	C.T. C. Salary	55255	
4.	Gross Salary including ESI & PF	53455	
5.	Basic	26727	
6.	DA	5345	
7.	HRA	21382	
8.	PF (Employer + Employee)	3600	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	54960	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	1440	
13.	Loan with company	6000	
14.	Loan repayment per month	3000	
15.	Medical insurance provided	YES	
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	8	
18.	Company	MPPL	
19.	Division	Accounts	
20.	Designation	Sr. Accounts Manager	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	15.06.20	G. Jai Kumar 16.06.20

Division: Alcandy

SALARY REVISION FORM (2019-2020)

Name:	ALLAMSETTY SAMBASIVARAO		
Age :	48 YEARS	Date of Birth:	08-06-1970
Present Address:	C-108, GULMOHAR GARDENS, MALLAPUR HYDERABAD-500 076.		
Phone ®:	—	Mobile:	9502200911
Automobile:	☒ Car ☒ Bike ☐ Nil	Make:	2015
Vehicle EMI:	6,000/-	Year:	2015
Salary at the time of joining:	9,000/-	Date of joining:	5-10-2005

Personal Information (Optional)

Marital Status:	Married / Single				
Name of spouse:	A. LAXMI SUTATHA				
Spouse works at:	NOT APPLICABLE / HOUSE WIFE				
Spouse's designation:	—do—				
Spouse's Gross Salary:	—do—				
Number of Children:					
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
A. GAYATHRI	19	F	OMEGA BUSINESS SCHOOL	BBA	40,000/-
A. JAYASRI	17	F	NARAYANA JUNIOR COLLEGE	MPC	35,000/-
Residence:	☒ Own ☐ Parents ☐ Rented ☐ Other _____				
Monthly Rent or EMI:	5600/-				
Type of House:	☐ Independent house ☐ Flat ☐ House in a basti				

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For office use only:

	Item	Existing	Revised
1.	A Samba Siva Rao		
2.	C.T. C. Salary	52267	
3.	Gross Salary including ESI & PF	50467	
4.	Basic	15140	
5.	DA	5046	
6.	HRA	20186	
7.	CCA	5046	
8.	TA	2523	
9.	EA	2523	
10.	PF (Employer + Employee)	3600	
11.	ESI (Employer + Employee)	0	
12.	P.T.	200	
13.	Net Salary after ESI & PF deduction	42467	
14.	Mobile Allowance	399	
15.	Avg. monthly conveyance for last 3 months	1497.5999999999999	
16.	Loan with company	139427	
17.	Loan repayment per month	1000	
18.	Medical insurance provided	YES	
19.	Accidental insurance provided	YES	
20.	No. of leaves taken in 2018-19	6	
21.	Company	SOVLLP	
22.	Division	Accounts	
23.	Designation	Sr. Accounts Manager	
24.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	12.04.19	