

Employee Profile

Name:	A.Janaki		
Age :	25	Date of Birth:	13/09/1998
Present Address:	Vijayapuri Colony,Phase-2,Road no-17,Plat no-198-Hayathnager,Hyderabad.		
Emergency Contact:	7337496229	Mobile No:	7337496221
Automobile:	Bike ☐	Make:	
Vehicle EMI:		Year:	
Date of joining:			

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:					
Monthly Rent or EMI:					
Type of House:					

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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:	Assistant Engineer	Division:	Admin
Qualification / Education:	B.Tech-Civil		
Years of Experience in relevant field:	2.5 years		
Expected Percentage	40%		
Justification for increase:	Coordinating with procurement, MEP, and purchasing teams. Engaging with suppliers to obtain technical specifications, pricing, brochures, and other product details. Utilizing M-codex for online purchase order approval and ACS closure. Collaborating with the IT department for peripheral acquisitions. Facilitating stock verification and replenishment coordination between sites. Working with the accounts department to ensure timely payment to suppliers. Communicating with sites to address queries regarding material delivery. Conducting zoom meetings for giving training on ACS, POs & work orders.		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: A. Janaki

Date: 02-04-24

Division: Construction / Admin.
CMR.

SALARY REVISION FORM (2022-2023)

Name:	A. Janake		
Age:	23	Date of Birth:	08/07/1998
Present Address:	Vijayapuri colony (NGO's), phase-II, Road no-17, plot no-196. Hyderabad.		
Phone ®:	-	Mobile:	7337496221
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	Honda.
Vehicle EMI:	4,027/-	Year:	
Salary at the time of joining:	15,000	Date of joining:	04/10/21

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:	5,500				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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For office use only:

	Item	Existing	Revised
1.	A. Janaki		
2.	C.T. C. Salary	15000	
3.	Gross Salary including ESI & PF	13729	
4.	Basic	6864	
5.	DA	1372	
6.	HRA	5491	
7.	PF (Employer + Employee)	1756	
8.	ESI (Employer + Employee)	648	
9.	Net Salary after ESI & PF deduction	15206	
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		
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	14	
17.	Company	GMR	
18.	Division	Const.	
19.	Designation	Asst. Engineer	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22