

Employee Profile

Name:	S.SHRAVYA		
Age :	25	Date of Birth:	08.06.1999
Present Address:	403,Murharpally,hyderabad,500078.		
Emergency Contact:	9396859585	Mobile No:	9676246895
Automobile:	Nil ☐	Make:	
Vehicle EMI:		Year:	
Date of joining:	18.08.2021		

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:	Rented ☐				
Monthly Rent or EMI:	EMI-3000/-				
Type of House:	House in Basti ☐				

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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:	Admin	Division:	Construction
Qualification / Education:	BTech Civil Engineering		
Years of Experience in relevant field:	2.8		
Expected Percentage	As per company		
Justification for increase:	It as been pleasure working for the company for the last 2.8 years.I have completed all my assignments with in the deadline.I am perfectly comfortable facing new challanges and ready to step in to handle new duties at any moment.I am the elder one in my family i do have more responsbilites to full fill my family needs.I hope this hike will be more helpfull to me.		
Justification for Promotion:	I have manage and learned lot of things from my experinces but now i need to go step ahead.I could like to get promotion at this point as i have always stood up in all your expectations and i fell that a promotion will help me again confidence and motivation to me.I would love to show my abilities to new bigger responsbilites.		
Preferred Designation:	Engineer		
Complaints:			
Suggestions:			

Signature: _____ Date: _____

Division: Construction

SALARY REVISION FORM (2022-2023)

Name:	<u>Ruphavya</u>		
Age:	<u>23</u>	Date of Birth:	<u>06/06/1999</u>
Present Address:	<u>Morning Glory - Apartment, Muralaripally</u> <u>Chamipet medical, 5000-18.</u>		
Phone @:		Mobile:	<u>9676246875</u>
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	<u>15000/-</u>	Date of joining:	<u>18/8/2022</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u>				
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:	<u>5000/- (loans)</u>				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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For office use only:

	Item	Existing	Revised
1.	Shravya Suda		
2.	C.T. C. Salary	15000	
3.	Gross Salary including ESI & PF	15000	
4.	Basic	7500	
5.	DA	1500	
6.	HRA	6000	
7.	PF (Employer + Employee)	0	
8.	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	13754	
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	NRK	
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

NK/OK

Division: Construction

SALARY REVISION FORM (2023-2024)

Name:	B. Shrivya		
Age :	24	Date of Birth:	08/06/1999
Present Address:	22/403, muraharipally, thurkapally, Shamipet M, medra, Hyderabad. Telangana 500078.		
Phone @:	9646246895	Mobile:	
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	15,000/-	Date of joining:	18/8/2021

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:	1000/-				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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For office use only:

1.	Item	Existing	Revised
2.	Shravya Suda		
3.	C.T. C. Salary	16500	
4.	Gross Salary including ESI & PF	16500	
5.	Basic	8250	
6.	DA	1650	
7.	HRA	6600	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	16500	
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	14	
18.	Company	NRK	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023