

Employee Profile

Name:	N. Divya Jyothi		
Age :	24	Date of Birth:	06/07/1999
Present Address:	H.No- 8-106/1, B.B Conoly , Ghatkesar V &M, Medchal Malkajgiri Dist. Pin code-501301		
Emergency Contact:	9032687949	Mobile No:	9848839708
Automobile:	Nil ☐	Make:	
Vehicle EMI:		Year:	
Date of joining:	05/07/2022		

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:	Parents ☐				
Monthly Rent or EMI:					
Type of House:	Independent House ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan		EMI:	
	Gold Loan	300000	EMI:	8000
	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:	Jr Engineer	Division:	Construction
Qualification / Education:	B.Tech		
Years of Experience in relevant field:	04		
Expected Percentage	45%		
Justification for increase:	I am facing alots of issues in monthly maintenance and previous 2 years maintenance & Corpuss fund issues are clarified. Previous maintenance & Payment errors updateded in M-Codex and All maintenance complaints are attend regularly.		
Justification for Promotion:	 		
Preferred Designation:	 		
Complaints:	 		
Suggestions:	 		

Signature: _____ Date: _____

Division: Construction

SALARY REVISION FORM (2023-2024)

Name:	<u>N. Durga Jayothi</u>		
Age :	<u>23</u>	Date of Birth:	<u>6-6-1998</u>
Present Address:	<u>H.No:- 8-106/1 BB Colony</u>		
	<u>Near Govt. Hospital Ehatkera (V.M)</u>		
	<u>Medchal Dist. Pin:- 501301</u>		
Phone @:		Mobile:	<u>984839708</u>
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	<u>15,000/-</u>	Date of joining:	<u>1/7/23</u>

Personal Information (Optional)

Marital Status:	<u>Married / Single</u> ✓				
Name of spouse:	<u>-</u>				
Spouse works at:	<u>-</u>				
Spouse's designation:	<u>-</u>				
Spouse's Gross Salary:	<u>-</u>				
Number of Children:	<u>-</u>				
Name	Age	Gender	Name of School	Class	Approx. Annual Fees
Residence:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	<u>7500/-</u>				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

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For office use only:

1.	Item	Existing	Revised
2.	Divya Jyothi		
3.	C.T. C. Salary	18000	
4.	Gross Salary including ESI & PF	16475	
5.	Basic	8237	
6.	DA	1647	
7.	HRA	6590	
8.	PF (Employer + Employee)	1978	
9.	ESI (Employer + Employee)	659	
10.	Net Salary after ESI & PF deduction	15213	
11.	Mobile Allowance	399	
12.	monthly conveyance	0	
13.	Loan with company		
14.	Loan repayment per month		
15.	Medical insurance provided		
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2022-23	12	
18.	Company	MPL	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023