

Employee Profile

Name:	Doolla Devi		
Age :	23	Date of Birth:	20-08-2001
Present Address:	Near Shree maha laxmi mobiles shop, Kowkoo bus stop, secunderabad		
Emergency Contact:	7702423792	Mobile No:	7661867607
Automobile:	Nil ☐	Make:	
Vehicle EMI:		Year:	
Date of joining:	09-06-2022		

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:	☐				
Monthly Rent or 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:	Assistant Engineer	Division: Admin
Qualification / Education:	B. Tech	
Years of Experience in relevant field:	nearly 2 yrs appraoching in this company	
Expected Percentage	25%	
Justification for increase:	1. Gives an Encouragement towards our work in company. 2. Managing 3 projects works without a word is difficult but this incre ment gives an relief of appreciation.	
Justification for Promotion:		
Preferred Designation:		
Complaints:		
Suggestions:		

Signature: D. D. C.

Date: 01/04/24

Division: Content

SALARY REVISION FORM (2023-2024)

Name:	Doodla Devi		
Age :	23	Date of Birth:	20-08-2001
Present Address:	near water tank, Bollaram Alwal, Secunderabad.		
Phone @:		Mobile:	7661867607
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	14,500	Date of joining:	13-06-22

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:	Monthly Rent 3000/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

For office use only:

1.	Item	Existing	Revised
2.	Devi. D		
3.	C.T. C. Salary	16000	
4.	Gross Salary including ESI & PF	14645	
5.	Basic	7322	
6.	DA	1464	
7.	HRA	5858	
8.	PF (Employer + Employee)	1758	
9.	ESI (Employer + Employee)	585	
10.	Net Salary after ESI & PF deduction	13656	
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	16	
18.	Company	GHT	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: Lowst

SALARY REVISION FORM (2023-2024)

Name:	Shaikh Asma Nabi		
Age :	23	Date of Birth:	10-07-1999
Present Address:	Near water tank Bollatam Alwal Secunderabad		
Phone @:		Mobile:	8411080954
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	14,500	Date of joining:	08-06-2022

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:	☐ Own ☐ Parents ☒ Rented ☐ Other _____				
Monthly Rent or EMI:	monthly rent 3000/-				
Type of House:	☐ Independent house ☐ Flat ☒ House in a basti				

Continued.....

For office use only:

1.	Item	Existing	Revised
2.	Shaik Asma		
3.	C.T. C. Salary	16000	
4.	Gross Salary including ESI & PF	14645	
5.	Basic	7322	
6.	DA	1464	
7.	HRA	5858	
8.	PF (Employer + Employee)	1758	
9.	ESI (Employer + Employee)	585	
10.	Net Salary after ESI & PF deduction	13656	
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	24	
18.	Company	GHT	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023