

Employee Profile

Name:	T. Jeevana		
Age :	22	Date of Birth:	02-04-2002
Present Address:	Thurkapally, murharipally morning glory appartment n ear shameerpel mandal		
Emergency Contact:	9603050813	Mobile No:	7416677655
Automobile:		Make:	
Vehicle EMI:		Year:	
Date of joining:	01-11-2022		

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:	Rented ☐				
Monthly Rent or EMI:	1600/-				
Type of House:	Flat ☐				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan		EMI:	
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:	1	EMI:	8000/-
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:	Asst. Engineer	Division:	construction
Qualification / Education:	Diploma civil engineering		
Years of Experience in relevant field:	2 years		
Expected Percentage	29%		
Justification for increase:	Increase of 29% is appropriate for my job titile in this area, considering my time duration here, my experince and my skill set. from my last salary adjustment, i have worked with more afforts i.e maintance, admin work and also site work and also i attendend customer complaints in MGA. At the same time present I am working in BRGV and here also i will give my level best for completing this project after that i will work with maintance and handover the flats to customers.		
Justification for Promotion:			
Preferred Designation:			
Complaints:			
Suggestions:			

Signature: Teevara

Date: 2/4/2024

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Jeevana Thalla
Project:	Bloomdale Residency at Genomevalley
Overall performance:	Good v
Attitude towards colleagues:	Good v
Team player:	Good v
Personal appearance:	Good v
Interest / Enthusiasm in work:	Good v
Knowledge of work:	Good v
Attendance / punctuality:	Good v
Communication skills – oral – in English	Good v
Communication skills – oral – in Telugu	Good v

Note: Rate as good, average or poor.

Key strengths:
Punctuality on work.

Shortcomings or weaknesses:
No

How can we get more from the employee?
By giving good training.

What are the precautions to be taken?
Proper training and giving more responsibility

Prepared by: Sarwar	Date: 14-04-24
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BRN
good

Division: Construction

SALARY REVISION FORM (2023-2024)

Name:	Thalla Teelana		
Age :	21	Date of Birth:	2-04-2001
Present Address:	Morning Glory Apartments (MGA) near Thirukopalli, Mutharipally Shamepet mandal.		
Phone @:	-	Mobile:	9603050813
Automobile:	☐ Car ☐ Bike ☒ Nil	Make:	-
Vehicle EMI:	-	Year:	-
Salary at the time of joining:	12K	Date of joining:	1/11/2022

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:	2500/- without maintenance				
Type of House:	☐ Independent house ☒ Flat ☐ House in a basti				

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For office use only:

1.	Item	Existing	Revised
2.	Jeevana		
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	12	
18.	Company	BRGV	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023