

Employee Profile

Name:	Ayila Sravani		
Age :	28	Date of Birth:	25/10/1996
Present Address:	Plot no 5 , road no 2 , venkat reddy colony , Nagole , Hyderabad , Ranga reddy , Telangana - 500088.		
Emergency Contact:	9398696964	Mobile No:	8790016078
Automobile:	Bike	Make:	pulser
Vehicle EMI:	6000	Year:	2023
Date of joining:	25/08/2022		

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:	8500				
Type of House:	Independent House				

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FINANCIAL COMMITMENT (Optional)

Loans:	Home Loan:		EMI:	
	Personal Loan		EMI:	
	Gold Loan		EMI:	
	Chit Fund:		EMI:	
	Others:	personal loan	EMI:	10,000
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 / Adr	Division:	Construction
Qualification / Education:	B. Tech (Civil engineer)		
Years of Experience in relevant field:	5 years		
Expected Percentage	25% to 30%		
Justification for increase:	As i have completed 4 years experience in this field . i have done proper Dealing with customers in tough times of project . i have completed the tasks with in time and there are no complaints regarding		
Justification for Promotion:	Since 5 years i am working in this company , i have refined my skills and grown in my role . i am ready to gain some more knowledge in this field . i also have good communication skills to coordinate with contractors , suppliers , customers .		
Preferred Designation:	Engineer / Admin		
Complaints:	Nil		
Suggestions:	Nil		

Signature: sravani A

Date: 02/04/2024

Appraisal by Manager (Confidential report to HR)

Name of Employee:	A. Sravani
Project:	NGH
Overall performance:	Good ☐
Attitude towards colleagues:	Good ☐
Team player:	Good ☐
Personal appearance:	Good ☐
Interest / Enthusiasm in work:	Good ☐
Knowledge of work:	Good ☐
Attendance / punctuality:	Good ☐
Communication skills – oral – in English	Good ☐
Communication skills – oral – in Telugu	Good ☐

Note: Rate as good, average or poor.

Key strengths:

active listener, a quick learner and Handling the Customers

Shortcomings or weaknesses:

Lack of Motivation

How can we get more from the employee?

By Motivation and Set clear expectations of what the responsibilities

What are the precautions to be taken?

Creating opportunities to employees to use and develop relevant skills

Prepared by: Vijay Raj

Date: 03/04/2024

SALARY REVISION FORM (2023-2024)

Name:	A. Sravani		
Age :	26	Date of Birth:	25/10/1996
Present Address:	Plot no-5, road no-2, Venkat reddy Colony, Nagole, Hydr. Ranga Reddy		
Phone @:		Mobile:	8790016078
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	13,500/-	Date of joining:	10/6/2019

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:	8000/-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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For office use only:

1.	Item	Existing	Revised
2.	A. Sravani		
3.	C.T. C. Salary	20000	
4.	Gross Salary including ESI & PF	20000	
5.	Basic	10000	
6.	DA	2000	
7.	HRA	8000	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	19800	
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	NGH	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

SALARY REVISION FORM (2022-2023)

Name:	Ayila Sravani		
Age:	25	Date of Birth:	25/10/1996
Present Address:	Plot no - 5, Venkat Reddy Colony, Nagole, Ranga Reddy.		
Phone @:		Mobile:	8790016078
Automobile:	☐ Car ☒ Bike ☒ Nil	Make:	—
Vehicle EMI:	—	Year:	—
Salary at the time of joining:	13,500/-	Date of joining:	10/7/2019

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:	6500/-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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For office use only:

	Item	Existing	Revised
1.	A. Sravani		
2.	C.T. C. Salary	17000	
3.	Gross Salary including ESI & PF	15560	
4.	Basic	7780	
5.	DA	1556	
6.	HRA	6224	
7.	PF (Employer + Employee)	1868	
8.	ESI (Employer + Employee)	642	
9.	Net Salary after ESI & PF deduction	14866	
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	15	
17.	Company	MPL	
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