

## Employee Profile

|                    |                                          |                |                      |
|--------------------|------------------------------------------|----------------|----------------------|
| Name:              | Salpala. Nagamani yadav                  |                |                      |
| Age :              | 24                                       | Date of Birth: | 05. 04. 2000         |
| Present Address:   | Morning glory apartments, muraharipally. |                |                      |
| Emergency Contact: | 7981951035                               | Mobile No:     | 7981951035           |
| Automobile:        | <input type="text"/>                     | Make:          | <input type="text"/> |
| Vehicle EMI:       | <input type="text"/>                     | Year:          | <input type="text"/> |
| Date of joining:   | 08. 10. 2021                             |                |                      |

### Personal Information (Optional)

| Marital Status:        | <input type="radio"/> Married <input checked="" type="radio"/> Single |                      |                      |                      |                      |
|------------------------|-----------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|
| Name of spouse:        | <input type="text"/>                                                  |                      |                      |                      |                      |
| Spouse works at:       | <input type="text"/>                                                  |                      |                      |                      |                      |
| Spouse's designation:  | <input type="text"/>                                                  |                      |                      |                      |                      |
| Spouse's Gross Salary: | <input type="text"/>                                                  |                      |                      |                      |                      |
| Number of Children:    | <input type="text"/>                                                  |                      |                      |                      |                      |
| Name                   | Age                                                                   | Gender               | Name of School       | Class                | Approx. Annual Fees  |
| <input type="text"/>   | <input type="text"/>                                                  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/>   | <input type="text"/>                                                  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/>   | <input type="text"/>                                                  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/>   | <input type="text"/>                                                  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/>   | <input type="text"/>                                                  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/>   | <input type="text"/>                                                  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Residence:             | <input type="text"/>                                                  |                      |                      |                      |                      |
| Monthly Rent or EMI:   | <input type="text"/>                                                  |                      |                      |                      |                      |
| Type of House:         | <input type="text"/>                                                  |                      |                      |                      |                      |

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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:    | LIC,        | Premium:                     | 36,000 Annua |
|                  | Term Insurance:    |             | Premium:                     |              |
|                  | Other Insurance:   |             | Premium:                     |              |
|                  |                    |             |                              |              |
| Type of savings  | Mutual Funds:      |             | <input type="checkbox"/>     |              |
|                  | Stock bonds:       |             | <input type="checkbox"/>     |              |
|                  | Fixed Deposit:     |             | <input type="checkbox"/>     |              |
|                  | Other Savings:     | post office | SIP <input type="checkbox"/> | 4000/m       |



APPRAISAL FORM 2024-2025

|                                        |                                                                                            |           |              |
|----------------------------------------|--------------------------------------------------------------------------------------------|-----------|--------------|
| Designation:                           | Asst, Engineer                                                                             | Division: | Consturction |
| Qualification / Education:             | B. Tech (Civil)                                                                            |           |              |
| Years of Experience in relevant field: | 02 years 6 months                                                                          |           |              |
| Expected Percentage                    | 25%                                                                                        |           |              |
| Justification for increase:            | <p>Fulfilling organisational goals and taking initiative in achieving them succinctly.</p> |           |              |
| Justification for Promotion:           |                                                                                            |           |              |
| Preferred Designation:                 |                                                                                            |           |              |
| Complaints:                            |                                                                                            |           |              |
| Suggestions:                           |                                                                                            |           |              |

Signature:

Date: 01.04.2024

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Division: Construction

**SALARY REVISION FORM (2023-2024)**

|                                |                                                                                                    |                  |            |
|--------------------------------|----------------------------------------------------------------------------------------------------|------------------|------------|
| Name:                          | S. Nagamani yadav                                                                                  |                  |            |
| Age :                          | 23                                                                                                 | Date of Birth:   | 05/04/1999 |
| Present Address:               | H. No: 7-6316, Vishwakarma colony,<br>New busstand, Chennai. Dist: March<br>- erial.               |                  |            |
| Phone @:                       | 7981951035                                                                                         | Mobile:          |            |
| Automobile:                    | <input type="checkbox"/> Car <input type="checkbox"/> Bike <input checked="" type="checkbox"/> Nil | Make:            | -          |
| Vehicle EMI:                   | -                                                                                                  | Year:            | -          |
| Salary at the time of joining: | 15,000/-                                                                                           | Date of joining: | 06/10/21   |

**Personal Information (Optional)**

|                        |                                                                                                                                               |        |                |       |                     |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|-------|---------------------|
| Marital Status:        | Married / Single <input checked="" type="checkbox"/>                                                                                          |        |                |       |                     |
| 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:             | <input type="checkbox"/> Own <input checked="" type="checkbox"/> Parents <input type="checkbox"/> Rented <input type="checkbox"/> Other _____ |        |                |       |                     |
| Monthly Rent or EMI:   |                                                                                                                                               |        |                |       |                     |
| Type of House:         | <input checked="" type="checkbox"/> Independent house <input type="checkbox"/> Flat <input type="checkbox"/> House in a basti                 |        |                |       |                     |

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Division: Construction

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualification / Education :            | Btech (Civil Engineering)                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Years of Experience in relevant field: | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Expected gross salary:                 | 25000/-                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Justification for increase:            | Since i have joined here and iam always grateful for becoming part of this organization. Iam giving my best abilities to full fill my job responsibilities, and i would like to continue same in the future. Due to less salary financially facing problems. I will be dedicated to my work at all times. However, the current cost of living in the city, most of time, Iam falling short of money in keeping up with such high costs. Increment of my salary can help me to out for |
| Complaints & suggestions:              | my savings and i will be used for my M-tech(SE) studies. (which iam currently pursuing) with our mangement support.                                                                                                                                                                                                                                                                                                                                                                   |
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Preferred Designation:                 | Asst. engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

Signature: \_\_\_\_\_

Ngammil

Date: \_\_\_\_\_

17/04/23.

For office use only:

| 1.  | Item                                | Existing       | Revised      |
|-----|-------------------------------------|----------------|--------------|
| 2.  | S. Nagamani                         |                |              |
| 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                             | GVRC           |              |
| 19. | Division                            | Const.         |              |
| 20. | Designation                         | Asst. Engineer |              |
| 21. | Remarks:                            |                |              |
|     |                                     |                |              |
|     |                                     |                |              |
|     | Prepared by:                        | Date:          | Approved by: |
|     | Iqra Khatoon                        | 14-04-2023     | 18-04-2023   |



Division: construction

SALARY REVISION FORM (2022-2023)

|                                |                                                                                                 |                  |                   |
|--------------------------------|-------------------------------------------------------------------------------------------------|------------------|-------------------|
| Name:                          | <u>S. Nagamani</u>                                                                              |                  |                   |
| Age:                           | <u>22</u>                                                                                       | Date of Birth:   | <u>05/04/2000</u> |
| Present Address:               | <u>Morning Glory Apartments, vil: Mutharipally,</u><br><u>mdl: shankarpet pin: code: 50075.</u> |                  |                   |
| Phone @:                       |                                                                                                 | Mobile:          | <u>7981951035</u> |
| Automobile:                    | <input type="checkbox"/> Car <input type="checkbox"/> Bike <input type="checkbox"/> Nil         |                  | Make:             |
| Vehicle EMI:                   |                                                                                                 |                  | Year:             |
| Salary at the time of joining: | <u>15000/-</u>                                                                                  | Date of joining: | <u>6/08/21</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:             | <input type="checkbox"/> Own <input type="checkbox"/> Parents <input checked="" type="checkbox"/> Rented <input type="checkbox"/> Other _____ |        |                |       |                     |
| Monthly Rent or EMI:   | <u>5000/-</u>                                                                                                                                 |        |                |       |                     |
| Type of House:         | <input type="checkbox"/> Independent house <input type="checkbox"/> Flat <input type="checkbox"/> House in a basti                            |        |                |       |                     |

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Division: construction

|                                        |                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualification / Education:             | Btech [civil]                                                                                                                                                                                                                                                                                                                                                          |
| Years of Experience in relevant field: | 6 months                                                                                                                                                                                                                                                                                                                                                               |
| Expected gross salary:                 | 20,000/-                                                                                                                                                                                                                                                                                                                                                               |
| Justification for increase:            | I have been working as a Assistant engineer for 6 months with our company. I have always dedicated my self to my works and i would do the same for coming years as well. Apart from job responsibilities, i have been taken additional works. As i improved my efficiencies with an excellent team of my superiors. so, I formally request you to review of my salary. |
| Complaints & suggestions:              | A Kindly provide one superior to guide or train us for store maintenance. Due to more materials storage. we are failed to give stock reports clearly. And there are more materials doesn't have rates, due to this we are not receiving salaries monthly. kindly look after it and provide with an appropriate solution for it.                                        |
| Present Designation:                   | Assistant Engineer                                                                                                                                                                                                                                                                                                                                                     |
| Preferred Designation:                 | Site Engineer                                                                                                                                                                                                                                                                                                                                                          |

Signature: M. Ganesh

Date: 11/04/22



For office use only:

|     | Item                                      | Existing       | Revised      |
|-----|-------------------------------------------|----------------|--------------|
| 1.  | S. Nagamani                               |                |              |
| 2.  | C.T. C. Salary                            | 15000          |              |
| 3.  | Gross Salary including ESI & PF           | 13729          |              |
| 4.  | Basic                                     | 6864           |              |
| 5.  | DA                                        | 1372           |              |
| 6.  | HRA                                       | 5491           |              |
| 7.  | PF (Employer + Employee)                  | 1756           |              |
| 8.  | ESI (Employer + Employee)                 | 585            |              |
| 9.  | Net Salary after ESI & PF deduction       | 12642          |              |
| 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            | 8              |              |
| 17. | Company                                   | GVRC           |              |
| 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     |