

Employee Profile

Name:	THOTA SAIKRISHNA		
Age :	29	Date of Birth:	10-08-1995
Present Address:	3-6-41 BAGAWATHGUDA , BUDWEL, RAJENDRANAGAR.		
	500030.		
Emergency Contact:	9059004126	Mobile No:	9966674740
Automobile:		Make:	
Vehicle EMI:		Year:	
Date of joining:	10-09-2017		

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		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:	ENGINEER	Division:	CONSTRUCTION
Qualification / Education:	B. TECH		
Years of Experience in relevant field:	6 YEARS 6 MONTHS		
Expected Percentage	20%		
Justification for increase:			
Justification for Promotion:			
Preferred Designation:	SENIOR ENGINEER		
Complaints:			
Suggestions:			

Signature: _____

Date: _____

SALARY REVISION FORM (2022-2023)

Name:	Thota Saikrishna		
Age:	27	Date of Birth:	10-08-1995
Present Address:	3-6-41 bagawathguda budwel rajendranagar hyd 500030		
Phone ®:	9059004126	Mobile:	9966674740
Automobile:	☐ Car ☒ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	10,500 /-	Date of joining:	17-11-2017

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:	8,500/-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

Continued.....

For office use only:

1.	Item	Existing	Revised
2.	Sai Krishna. T		
3.	C.T. C. Salary	22660	
4.	Gross Salary including ESI & PF	22660	
5.	Basic	11330	
6.	DA	2266	
7.	HRA	9064	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	22660	
11.	Mobile Allowance	399	
12.	monthly conveyance	1500	
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	8	
18.	Company	TIMMAPUR	
19.	Division	Const.	
20.	Designation	Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	14-04-2023	18-04-2023

Division: construction

SALARY REVISION FORM (2022-2023)

Name:	THOTA SAIKRISHNA		
Age:	27	Date of Birth:	10-08-1995
Present Address:	3-6-41 BAGAWATHGUDA		
	BUDWEL RAJENDRANAGAR		
	HYD 500030		
Phone ®:		Mobile:	9059004126
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	10800/-	Date of joining:	13-09-2017

Personal Information (Optional)

Marital Status:	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:	7000/-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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For office use only:

	Item	Existing	Revised
1.	T. Sai Krishna		
2.	C.T. C. Salary	21000	
3.	Gross Salary including ESI & PF	21000	
4.	Basic	10500	
5.	DA	2100	
6.	HRA	8400	
7.	PF (Employer + Employee)	0	
8. s	ESI (Employer + Employee)	0	
9.	Net Salary after ESI & PF deduction	22177	
10.	Mobile Allowance	399	
11.	Avg. monthly conveyance for last 3 months	4500	
12.	Loan with company		
13.	Loan repayment per month	0	
14.	Medical insurance provided	Yes	
15.	Accidental insurance provided	Yes	
16.	No. of leaves taken in 2021-22	15	
17.	Company	Timmapur	
18.	Division	Const.	
19.	Designation	Engineer	
20.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	12.04.22	G. Jai Kumar
			Date:
			15.04.22

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Division: Construction.

SALARY REVISION FORM (2021-2022)

Name:	THOTA SAIKRISHNA		
Age :	26	Date of Birth:	10/08/1995
Present Address:	3-6-41 Bagawath guda, Budwel		
	Rajendrapuram Nagar Hyd 500030		
Phone ®:		Mobile:	9059004126
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	8,500/-	Date of joining:	17/9/17

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:	7000/-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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For office use only:

Division: Const.

1.	Item	Existing	Revised
2.	Name	T. Sai Krishna	
3.	C.T. C. Salary	18,375	
4.	Gross Salary including ESI & PF	16,819	
5.	Basic	8,409	
6.	DA	1,681	
7.	HRA	6,727	
8.	PF (Employer + Employee)	2,018	
9.	ESI (Employer + Employee)	672	
10.	Net Salary after ESI & PF deduction	15,534	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	3600	
13.	Loan with company		
14.	Loan repayment per month		
15.	Medical insurance provided	No	
16.	Accidental insurance provided	Yes	
17.	No. of leaves taken in 2018-19	19	
18.	Company	MPPL	
19.	Division	Const.	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by:
	Iqra Khatoon	05-04-2021	

Division: Construction/-

SALARY REVISION FORM (2020-2021)

Name:	THOTA SAI KRISHNA		
Age :	24 years	Date of Birth:	10/08/1995
Present Address:	3-6-41, Bagawath guda, Budweel Rajendra Nagar, Hyd 500030		
Phone @:	9059004126	Mobile:	
Automobile:	☐ Car ☐ Bike ☐ Nil	Make:	
Vehicle EMI:		Year:	
Salary at the time of joining:	10,500/-	Date of joining:	11/08/2017

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:	6000/-				
Type of House:	☒ Independent house ☐ Flat ☐ House in a basti				

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Division: Construction

Appraisal by Manager (Confidential report to HR)

Name of Employee:	Sai Krishna
Project:	Seenu farm
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	Average
Communication skills - oral - in Telugu	Good

Note: Rate as good, average or poor.

Key strengths:

Good Brethead knowledge of Construction.

Shortcomings or weaknesses:

Sometime lack Confidence

How can we get more from the employee?

Giving more responsibilities.

What are the precautions to be taken?

Proper Instruction with guideline.

Prepared by:

Syed Jaleel Sarwar

Date:

11-06-20

For office use only:

Division: Construction

1.	Item	Existing	Revised
2.	T. Sai Krishna		
3.	C.T. C. Salary	17500	
4.	Gross Salary including ESI & PF	17500	
5.	Basic	8750	
6.	DA	1750	
7.	HRA	7000	
8.	PF (Employer + Employee)	0	
9.	ESI (Employer + Employee)	0	
10.	Net Salary after ESI & PF deduction	18497	
11.	Mobile Allowance	399	
12.	Avg. monthly conveyance for last 3 months	0	
13.	Loan with company	0	
14.	Loan repayment per month	0	
15.	Medical insurance provided	YES	
16.	Accidental insurance provided	YES	
17.	No. of leaves taken in 2019-20	17	
18.	Company	Serene	
19.	Division	Construction	
20.	Designation	Asst. Engineer	
21.	Remarks:		
	Prepared by:	Date:	Approved by: Date:
	Iqra Khatoon	15.06.20	G. Jai Kumar 16.06.20