

Details of Appointment: : (For office use only – Do not write on this page)

Salary	2750/- (2750/-)
Conveyance	☒ Included in salary ☐ Extra Rs. _____ per month
Mobile Allowance	☒ Nil ☐ Rs. _____ per month.
PF & ESI	☐ No PF & ESI ☒ Only after 3 months ☐ Pay ESI & PF
Probation Period	☒ 3 months ☐ Nil
Salary revision	☒ After 3 months ☐ Next April
Employee company	Modi Ventures
Designation	Site Supervisor
Site	GM4
Date of joining	20/3/06
Report to	A Ramesh.
Documents required	☒ 2 photographs ☒ Copy of school certificates ☐ Copy of degree certificates ☐ Copy of drivers license ☐ Copy of passport ☒ Fathers employment details / Copy of ID card. ☒ Reference letter from Sanjay Investment. ☒ Reference letter from Venkateshwar Enterprises. ☐ Reference letter from _____ ☐ Other _____ ☐ Other _____
Remarks	Father works for Dilpreet Dubey from last 6 years. as electrician.

Sign:

[Signature]

Date:

17/3/06

Ref: Mr. Chandra Raj Personnel Man
Delpred Pubi (Mr. Arund Mehta)

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Supervisor		
Date of application			
Personal Details	His father's Name - 16-3-06 K. Shraavan Kumar - 6 yrs.		
Name	K. Shraavan Kumar		
Age	18	Date of Birth	26-8-1987
Fathers Name	K. Mohan Rao		
Address for Correspondence	Housing Board Venkatwada Nagar Phase-I ECIL X Roads H No- 5-11-2		
Phone no. for correspondence	9393013815 - DVMcell		
Permanent Address	Native - Vijayawada		

Remarks: (For office use only - Do not write in this box)

communication
OK
20g. Su
Rendi - 2
Krupa

Education			
Degree			
Name of college			
Location			
Year			
	Medium of Instruction		
Degree			
Name of college			
Location			
Year			
	Medium of Instruction		
Name of Inter/ Jr. College	XITH grade		
Location	Koti Pvt. College - O. U.		
Year	2005		
	Medium of Instruction		
Name of school	VIGANANA BHARTHI High School		
Location	Mallapur ECIL X Roads		
Year	2004		
	Medium of Instruction		
- 10th Pass			

Experience & Employment Details

Years of experience in relevant field		12 years	
Name of Company	Sanjay Investments		
Duration of employment	2 1/2 yr	From date:	2/6/04 To date: 10-8
Location	Medchal		
Designation	Supervisor		
Last drawn salary	Rs 3000 + Rs 500 = Rs 3500		
Brief Description of work	checking & supervising of drums to be loaded on Lorry. weight + qty + chkg bills for		
Reason for leaving	It is so far from City		

Remarks: (For office use only - Do not write in this box)

Co - mfr's Carter oil - loads & supplies to

Name of Company	Venkateshwarra		
Duration of employment	5 months	From date:	5-9-05 To date: 15-2
Location	Mallapur		
Designation	Worker		
Last drawn salary	Rs 3,500 (Rs 3,000 + Rs 500)		
Brief Description of work	making paper bundles counting & then sending books to retail shop		
Reason for leaving	I didn't like work of company while day sitting job		

Remarks: (For office use only - Do not write in this box)

- mfr & packing of papers and in books, regist

APPLICATION FORM

To, MODI PROPERTIES &
INVESTMENTS PVT. LTD

Sir,

Sub : - Application for the post of Superviser

It is learnt that you are recruiting hands for the post of _____
and as such I submit this application for favour of your kind consideration.

I submit hereunder my detailed biographical particulars for favour of your kind perusal and consideration.

Bio - Data

1. Name in full (in block letters) : K. SRAVAN KUMAR
2. Father's Name : K. MOHAN RAO
3. Age and date of Birth : 26-8-1987
4. Caste and Religion : OC
5. Native Place : Vijayawada
6. Educational Qualifications :
 - a) Academic : TEN CLASS PASS : studying in Inter-I
 - b) Technical : _____
7. Experience : 2 years of Experience
8. Employment Registration No. : _____
9. Address :
 - 1) Permanent : _____
 - 2) Temporary / Correspondence : ECIL X Roads Housing Board Phase-I ver
Nagar colony H.NO: 5-11-2.
10. Extra curricular activities : _____
11. Languages known : Telugu, HINDI, English
12. Nationality : _____
13. Passport No. If any : _____

done
CF

Sharan Kumar,

Give loan of Rs. 20,000/-

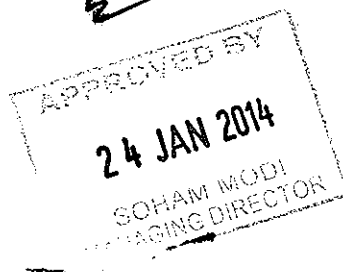
deduct @ 2,000/- per month.

Fine him Rs. 2,000/- for

violating company policy

of purchasing material from

our contractor.



Note

~~Copy~~
~~Adm~~

Date: 16/12/13

Sir,

Subj: - Loan request by K. Shrawan Kumar - Reg.
Syed Mehdli - Summit Builders

Mr. K. Shrawan Kumar requesting for
Personal, of Rs. 20,000/-, as he has to
pay to Mr. Narasing Rao, Contractor. He
borrowed material from him at the time
of House constructions at Cherlapally.

Mr. Narasing Rao given warning to him
and demanding him to pay within
a week.

for your info and kindly advise

Yr
Sd/-
16/12/13.

Outstanding loan
34131/-
Present deduction 2,000/-
allowing to deduct 5000/-
along with prev
Lg

Syed Mehdi - Musheerabad Construction A/c

5-4-187/3&4, IInd Flor,

M.G.Road

Secunderabad

K Sravan Kumar

Monthly Summary

1-Apr-2013 to 14-Dec-2013

Particulars	Transactions		Clos Bala
	Debit	Credit	
Opening Balance	3,602.00	12,951.00	4,9
April	18,411.00	12,872.00	4,3
May	39,725.00	22,629.00	1,1
June	19,629.00	19,748.00	18,2
July	27,748.00	19,237.00	18,
August	13,237.00		26,1
September	14,894.00	18,644.00	39,
October	9,017.00	30,162.00	36,
November	14,145.00		14,
December			29
Grand Total	1,60,408.00	1,36,243.00	29

291317 Saw = 34137

11/12/13

Date

16/12/2013

K.

Admin manager

Sub: Request for Emergency Payment to Supplier

Sir, I am K. Sivas Kumar - Asst. Engineer I am working in
our organisation. I have constructed a House in
Cherapally one year back. I have take meter
from K. Narsing Ltd in Credit I have payed 10,
Rs till now Bal amount 20,000/- Have ask me
Bal amount of (20,000/-) Rs with in one week.
I can able to pay 20,000 with in week.

So please kindly help 20,000/- Rs
pay him and out from my salary 3,000/- Rs for
every month.

Thank you.

Yours faithfully
K.



USHA KIRAN COMPLEX, GR FLOOR, PARADISE CIRCLE
SARJINI DEVI ROAD, SECUNDERABAD-500 003, ANDHRA PRADESH
RTGS / NEFT IFSC : HDFC0000042

Impedia
A/c Payee
Premium Bankbook

2 0 0 1 2 0
D D M M Y Y
Valid for 3 months

Pay K Sravan Kumar

Or
या

Rupees रुपये Twenty Thousand Only

अदा करें

₹

**20,000.00

A/c No.

खाता क्र.

00422000011309

CA

Payable at par through clearing/transfer at all branches of HDFC BANK LTD

[Signature]
SYE

Please sign above / कृपया यहाँ

⑈908134⑈ 500240003⑈ 134530⑈ 29

To,
The Manager- HR & Admin.,
MPIPL.
Secunderabad.

Date: 22.05.2013

Dear Sir,

Sub.: Request not to deduct loans – Reg.

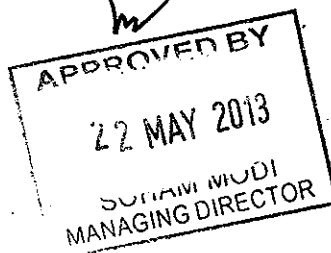
I, Sravan Kumar K working in our company request you to not deduct my salary advance and loans as I am going for bank loan for enhancement of housing loan. I humbly request you to not deduct because my net salary will become less and I am unable to get the loan. I will repay the outstanding amount in cash (instead of deduction in my salary) every month due to the company.

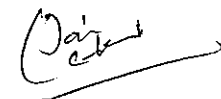
Please do the needful.

Thanking you,

Yours sincerely,


Sravan Kumar K



*Forward to me
for approval*


Note for approval

DT: 27/02/13

Sir,

Sub:- grant - for Educational loan Ref.

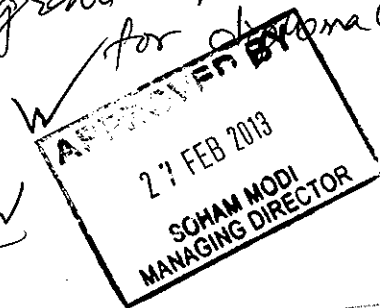
As per your instructions we have collected
Marks memo and paid Receipts of KASRAM KUMAR
- diploma in CIVIL Engineering.

Paid - 30,000/- (Three years Correspondence Course)

As per 109(C) Circular - 50% grant applicable for diploma

Kindly advise sir,

Chai



Accounts -

15,000/- approved towards educational grant adjust to loan
EP

ADMIN

Note

16/02/13

Recd
9/27/13
Cp

To,
The Managing Director
M.P.P.L

Sub: Requesting for Marriage loan.
Date of Joint = 20/03/2006

Dear Sir,

I K. Sraavan Kumar working as a Asst. (

At Syed metidi Site is going marry on 14/2/2013
For my marriage expences I am requesting you to
loan of Rs 20,000/- and deduct in Emi-3'

Hence I am requesting you to kindly
in the above request and do the needful as so
possible.

Thank R you.

Yours Sincerely

K. Sraavan

Statement of Marks

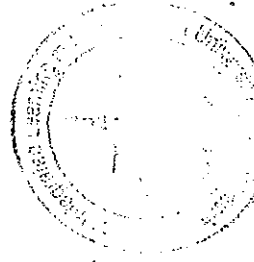
Candidate's Name : K SHRAVAN KUAMR
 Enrolment No. : EIL/MU/1/SL/2123798
 Father's / Husband's Name : K MOHAN RAO
 Roll No. : 352521
 Course : DIPLOMA IN CIVIL ENGINEERING
 Year : 3
 Session : JAN 11 - DEC 11

SUBJECT CODE & SUBJECT NAME	INTERNAL ASSESSMENT		EXTERNAL ASSESSMENT		GRAND TOTAL		REMARKS
	MM	MO	MM	MO	MM	MO	
CIVIL ENGINEERING DRAWING -II	40	34	60	40	100	74	P
ELEMENTS OF RCC DESIGN	40	32	60	38	100	70	P
TRANSPORTATION ENGINEERING	40	30	60	37	100	67	P
SOIL AND FOUNDATION ENGINEERING	40	34	60	35	100	69	P
SURVEYING II & CAMP	40	32	60	40	100	72	P
EARTHQUAKE RESISTENT BUILDING CONSTRUCTION	40	32	60	38	100	70	P
ELEMENTS OF STEEL STRUCTURAL DESIGN	40	34	60	35	100	69	P
ESTIMATING & COSTING	40	34	60	38	100	72	P
CIVIL ENGINEERING DRAWING -IV	40	30	60	37	100	67	P
MAJOR PROJECT WORK	40	32	60	45	100	77	P

YEAR	FIRST	SECOND	THIRD	GRAND TOTAL	RESULT : CLASS/DIVISION
MAX. MARKS	***	1100*	1000	1431 / 2100	PASS / FIRST
TOTAL MARKS OBTAINED	***	744*	707		

Not Lateral Entry on the basis of ITI

*Credit Transfer from UP Technical Board Lucknow



KRUSHI EDUCATIONAL ACADEMY

Ameerpet, Hyderabad.

Ph : 040-6555 4641

Bhagya - 9246873595

RECEIPT

Date : 16/2/2012

172

Received the sum of Rs. 20,000/- (in words) twenty

thousand rupees only

K. Sheavan Kumar Towards Gilm University

for Diploma in Civil Engg Feb batch

Cheque/D.D) vide No.: Cash Dated :

for Krushi Educational Academy

By 18
16/2/2012

KRUSHI EDUCATIONAL ACADEMY

Ameerpet, Hyderabad.
Ph : 040-6555 4641

No. : 132

RECEIPT

Date : 17/12/2011

Received the sum of Rs. 10,000/- (in words) Ten Thousand

rupees only /- Due Amt :- 20,000/-

From K. Shravan Kumar. Towards for Gilm University

Course :- Diploma in civil engg Jan batch 2012.

Cash/Cheque/D.D) vide No.: 17/12/11
Ch. no. :- 390034, Bank :- HDFC Bank.
Branch :- Sec bad.

Dated : 18/12/2011

for Krushi Educational Academy

[Signature]
18/12/11

Circular No. 109(a) – Admin Division

Date: 07.05.2007

Sub.: Policy for education subsidy/grant.

Loan shall be given to employees for further education as given below. The Loan shall be converted into a grant at the end of 3 years on successful completion of course and three years satisfactory service in the company from date of loan.

S. No.	Course	Loan / Grant
1.	Matriculation	100%
2.	Intermediate / upto 12 th class	75%
3.	Graduation like B.A., B. Com, B.E. or diploma courses	50%
4.	Vocational training like electrician, plumber, fitter, diploma in computer application, etc.	50%
5.	Post graduate like M.Tech., M.B.A., M.Com., etc.,	33%
6.	Computer courses	50%

Application for grant must be made before joining the respective course. Right of approval shall be solely at the discretion of the management. Courses not relevant to our line of activity may not be approved.

Managing Director.

Note

12/04/13

Sir,

Sub: details of K. S. Ravankumar.
loan - ~~reg.~~

Waived 20,000/- education loan → 18/12/2011.
Balance Running Balance 14,853/-

Sl. No.	Particulars	Amount
9-10	Bel	21,637/-
10-11	Bel	26,429/-
11-12	Bel	35,969/-

Present Outstanding

34,853/-

Salary advance 10,000/-

Kindly advise Sir

APPROVED BY

22 FEB 2013

CHAM MOO
MANAGING DIRECTOR

Give credit for
Edu. loan.

Give additional loan of
Rs. 10,000/-

Deduct loan @ 2,000/- p.m.

Modi & Modi Constructions

Pravan Kumar.K Ledger Account : 1-Apr-2012 to 16-Feb-2013

Date	Particulars	Cheque No	Vch Type	Vch No.	Narration	Debit
	Brought Forward					83,178.00
-9-2012	To HDFC A/C NO 00422000016924	806529	Bank Payment	BP\1	Ch. No. :806529 Being cheque issued to HDFC Bank towards staff salaries for the month of Aug-12.	497.00
-10-2012	By HDFC A/C NO 00422000016924	725453	Bank Receipt	BR\1	Ch. No. :725453 Being cheque received from Sravan Kumar K towards loan repayment.	
-11-2012	By HDFC A/C NO 00422000016924	725518	Bank Receipt	BR\1	Ch. No. :725518 Being cheque issued to Syed Mehdi on his behalf towards loan repayment.	
-11-2012	To HDFC A/C NO 00422000016924	858576	Bank Payment	BP\38	Ch. No. :858576 Being cheque issued towards bonus for F.Y.11-12	1,441.00
-11-2012	By BONUS PAYABLE		Journal	JV\1	Being staff bonus for financial year 2011-2012.	
12-2012	By HDFC A/C NO 00422000016924	908055	Bank Receipt	BR\1	Ch. No. :908055 Being cheque received from Syed Mehdi on behalf of K Sravan Kumar towards loan repayment.	
1-2013	By HDFC A/C NO 00422000016924	908085	Bank Receipt	BR\3	Ch. No. :908085 Being cheque received from Syed Mehdi on your behalf towards loan repayment	
	By Closing Balance					85,116.00
						85,116.00

12-13

Open Bal = 1485
Educational loan 2000

MMM 34853

Sy Mehdi 6000

Summit Bank ~~9000~~

44853

Salary advance

Salary advance

2 deducted next month salary.

LP