

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

Name	P. RAVI KUMAR.
Salary	Rs. 7,500/- + 4000/- OAFc Advance Inv.
Conveyance	<input type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 250/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input type="checkbox"/> Pay ESI & PF
Probation Period	<input checked="" type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input type="checkbox"/> Next April -12
Employee company	PMR / VCC
Designation	Sr. SALES EXECUTIVE
Site	Hagaram / Cherlapally
Date of joining	01.08.2011.
Report to	SALES MANAGER
Commitment	Committed to work for atleast <u>02.</u> yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificates <input checked="" type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Surety from <u>NAJAY SONWAL</u> <input type="checkbox"/> Surety from <u>Mr. Belvank</u> <input type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from <u>SAKET Engineering</u> <input checked="" type="checkbox"/> Reference letter from <u>PAIR INFRA (NAGARJUNA HOMES)</u> <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Referred by Mr Nagi Reddy

Approved by Shankar Reddy	Approved By MD <i>h</i>
Date: <u>19/08/11</u>	Date: _____
Sign: <i>[Signature]</i>	Sign: _____

Description of other courses or training	PG DCA

Computer Skills

MS Office	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Word	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Excel	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Auto CAD	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

Self knowledge

Two Wheeler / Car

Make	TVS VICTOR	Year	2003
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Family Details	Name	Age	Occupation	Company
Father	P. YELLAIATH	90	AYURVEDIC MEDICINE	OWN ✓
Mother	P. SUSHEELA	70	HOUSE WIFE	—
Wife / Husband	KAVITHA	26	EMPLOYEE	GENPART (UPPAL) ✓
Brother / Sister	P. RAMULU	55	CENTRAL GOVT	BSNL —
Brother / Sister	P. NARASAIAN	45	GOVT EMPLOYEE	SBI BANK (PATNY) ✓
Brother / Sister	LAKMI	60	HOUSE WIFE ✓	—
Son / daughter	AISHAN	02(4)	—	—
Son / daughter	—			
Son / daughter	—			

Salary Details

(Copy of 1 yr bank statement form salary account will have produced at time of employment)

Last Drawn Salary	11,900		
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Conveyance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	15,000		

Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name	AJAY SONWAL	Company	Saket engines
	Designation	Sales officer	Your Relation	Friend → 91032698235
Surety 2:	Name	Balwanth	Company	INDIA BULLS
	Designation	Team leader	Your Relation	Friend → 9246564658

Commitment

Can you commit to work for a minimum of 2 years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Experience & Employment Details

Years of experience in relevant field	
---------------------------------------	--

Name of Company	P NR INFRA INDIA PVT LTD.				
Duration of employment	yrs	From date:	JUNE 2010	To date:	FEB 2011
Location	BANJARA HILLS ROAD NO-2				
Designation	MARKETING EXEC				
Last drawn salary	9900 + 2000 CONVEYANCE.				
Number of employees in the company / branch?	Above 50 employe	Number of employees in your dept. or division?	06		
Brief description of work handled by you.	Generate the lead doing the data calling.				
	and conveyance about project and fixed				
	the appointment and show the project.				
Reason for leaving	Distance is the problem.				

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

Name of Company	SARVEY ENGINEERS PVT LTD.				
Duration of employment	yrs	From date:	FEB 2011	To date:	JUNE 2011
Location	KAPPA				
Designation	SALES OFFICER.				
Last drawn salary	11900,				
Number of employees in the company / branch?	Above 200, Bangalore	Number of employees in your dept. or division?	15		
Brief description of work handled by you.	Getting leads from managers.				
	and tele calling, fixed the appointment				
	and show the property and negotiation.				
Reason for leaving	Some miss understanding with manager.				

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

Name of Company	ICICI HOME SEARAH				
Duration of employment	yrs	From date:	2005	To date:	2007
Location	BFCUMPET				
Designation	HOME SEARAH CONSELLER.				
Last drawn salary	7000				
Number of employees in the company / branch?	1000 All over india	Number of employees in your dept. or division?	50 employees		
Brief description of work handled by you.	getting leads from manager				
	fixed the appointment and shown the				
	property, depend on there Budget and locality.				
Reason for leaving	NO SUPPORT FROM manager.				

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

Name of Company	ACE MARKETING (credit cards) ICICI				
Duration of employment	yrs	From date:	2002 ^{March} FEB	To date:	2005 MAY
Location	MARRED PALY				
Designation	MARKETING EXECUTIVE				
Last drawn salary	5000				
Number of employees in the company / branch?	50	Number of employees in your dept. or division?	20		
Brief description of work handled by you.	direct marketing & corporate status				
	& events.				
Reason for leaving	looking better growth.				

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


Ask for additional sheets if required.

Experience & Employment Details

Years of experience in relevant field	
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Name of Company	Axis Sales Co. (credit card division)				
Duration of employment	yrs	From date:	2007 March	To date:	2008 Nov
Location	Rangoon				
Designation	SR. BUSINESS EXECUTIVE				
Last drawn salary	8500				
Number of employees in the company / branch?	100	Number of employees in your dept. or division?	30		
Brief description of work handled by you.	Sitting in a branch Job				
	To sell HBS, generate the leads and references from friends.				
Reason for leaving	under perform in last 2 months.				

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

Sir, Checked with ACE Marketing & ICICI Home Search received positive feedback, can be appointed.
 30/7/11

Name of Company					
Duration of employment	yrs	From date:		To date:	
Location					
Designation					
Last drawn salary					
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving					

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

Name of Company					
Duration of employment	yrs	From date:		To date:	
Location					
Designation					
Last drawn salary					
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving					

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

Name of Company					
Duration of employment	yrs	From date:		To date:	
Location					
Designation					
Last drawn salary					
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving					

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

Ask for additional sheets if required.

Remarks by Admin.: (For office use only – Do not write in this box)

Background – Personal	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	
→ He attended interview 15/10/14 Jaydels	

Remarks by Divisional Manager.: (For office use only – Do not write in this box)

Relevant experience	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

Remarks by MD (For office use only – Do not write in this box)

Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

Offer Details

Salary offered		Date of joining	
Remarks:			

Curriculum Vitae

P. RAVI KUMAR,
LIGB 211,
Dr A.S.Rao Nagar
ECIL Post
Hydrebad-500062

Phone No:-9000552717
Email ID:-parthi.ravi29@gmail.com

Career Objectives:-

To work with an organization where enthusiasm and professionalism is recognized

To acquire skill with emerging trends and achieve good position in an esteemed organization.

Academic Qualification:-

- Degree (B.Com) from Osmania University in 2002
- Intermediate (Civics, Economics, Commerce) from Govt. Junior College (secunderabad) in the year 1998 (second division).
- High School from Government Boys High School (Kalasiguda) in year 1995 with second division.

Technical Background:-

D.C.A, Typing

Experience:-

- *ACE Marketing (ICICI Cards) East Marredpally as sr.exe for 3years
- *AXIS SALES Ltd (AXIS Cards) Ranigunj as sr. business exe for 2 year
- *ICICI Home Finance Co. Ltd. as Home Search counselor for 2 year.
- *Artha Money (Financial Super Market) as a Relation Manager for 8 months
- *PNR India Pvt Ltd. as Marketing executive from June 2010 to Feb 2011.
- *Saket engineers Pvt Ltd. as a sales officer from Feb 2011 to till date

Strengths:-

Good Communication Skills
Friendly Nature
Leadership Quality
Quick Learner and Dedicated

HOBBIES:-

Playing Cricket, Watching all kind of Sports, Singing

Personal Details:-

Father's name	: P.Yellaiah (late)
Date of Birth	: 29 th October 1978
Sex	: Male
Marital status	: Married
Mother tongue	: Telugu
Religion	: Hindus
Nationality	: Indian
Languages known	: English, Hindi, and Telugu

DECLARATION

I do hereby declare that the information provided is true to the best of my knowledge and conscience.


Yours Truly,
P.Ravi Kumar

Hyderabad
Date:



L 0166169

DEE K. S.
R 1/94/11/312
3/7



SECONDARY SCHOOL CERTIFICATE

PC/03/0017589/4

CERTIFIED THAT **P RAVI KUMAR**
S/O **P YELLAIAH** Bearing

Roll No. **0045491** belongs to **GOVT HS BOYS KALASIGUDA, SEC' BAD**

has appeared and PASSED at the SSC EXAMINATION held in **MARCH, 1995** with

SECOND division and **ENGLISH** as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR			
29/10/1978	TWO	NINE	OCT	ONE	NINE	SEVEN EIGHT

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks secured (in Figures)	Marks secured (In Words)
FIRST LANGUAGE (TELUGU)	46	FOUR SIX
THIRD LANGUAGE - ENGLISH	44	FOUR FOUR
MATHEMATICS	72	SEVEN TWO
GENERAL SCIENCE	58	FIVE EIGHT
SOCIAL STUDIES	53	FIVE THREE
TOTAL	273	(TWO SEVEN THREE)
SECOND LANGUAGE (HINDI)	51	FIVE ONE
GRAND TOTAL	324	(THREE TWO FOUR)

Marks of Identification

- A MOLE ON THE NECK**
- A MOLE ON THE CHEST**

Head of Institution

Date of Issue

08/06/1995

HYDERABAD

[Signature]
Head Master
GOVT. BOYS HIGH SCHOOL
KALASIGUDA, SEC' BAD

SECRETARY

BOARD OF SECONDARY EDUCATION

Any corrections in the certificate will not be entertained after 3 years from the date of issue.

Any unauthorised correction in the certificate will result in cancellation of certificate.

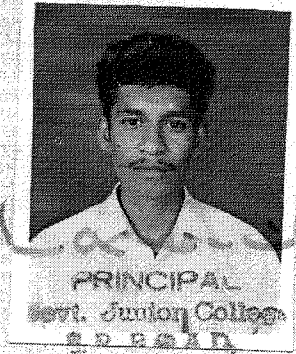
The marks with the asterisk indicates the marks (old marks) secured in previous Examinations.

0008795

[Handwritten signature]

Board of Intermediate Education

ANDHRA PRADESH, HYDERABAD



PASS CERTIFICATE - CUM - MEMORANDUM OF MARKS

THIS IS TO CERTIFY THAT **RAVI KUMAR P**
 SON/DAUGHTER OF **YELLAIYAH P**
 WITH REGISTRATION NUMBER **4338101** PASSED THE
 INTERMEDIATE PUBLIC EXAMINATION HELD IN **APRIL 1998**
 COMPARTMENTALLY

THE SUBJECTS IN WHICH THE CANDIDATE WAS EXAMINED AND THE MARKS SECURED WERE AS FOLLOWS.

MEDIUM : ENGLISH 017531

SUBJECTS	PAPER - I		PAPER - II	
	MAXIMUM MARKS	MARKS OBTAINED	MAXIMUM MARKS	MARKS OBTAINED
PART - 1 : ENGLISH	100	037*	100	035*
PART - 2 : HINDI	100	052*	100	038*
PART - 3 : OPTIONAL SUBJECTS				
ECONOMICS	100	040*	100	035*
COMMERCE	100	047*	100	040
CIVICS	100	035*	100	035*
GRAND TOTAL				
IN FIGURES	IN WORDS		DATE :	
394	*THREE*NINE**FOUR**		30-05-98	

R. Kumar
PRINCIPAL
 Govt. Junior College
 S.P. ROAD,
 HYDERABAD

[Signature]
 JOINT/DEPUTY SECRETARY
 (EXAMINATIONS)

NOTE : ELIGIBILITY RULES ARE PRINTED OVERLEAF
 *INDICATES MARKS OBTAINED AT EARLIER EXAMINATIONS

P.T.O.

Ravi Kumar

TIRUMALA BUSINESS SYSTEMS (P) LTD. P.O. 305, ST. 9097084





Osmania University

CONSOLIDATED MARKS MEMORANDUM

UE 208708

EXAMINATION: B. Com. (YWS) OCT. /NOV. 2002

REF. NO: 2459

DATE: 05/12/2002

NAME: P RAVI KUMAR

ROLL NO.: 242-05-01559

FATHER'S NAME: P YELLAIAH

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR				
ENGLISH I	100	36	42	A00
BANSKRIT I (SEC. LANG.)	100	36	59	A00
SECOND YEAR				
ENGLISH 2	100	36	62	A01
BANSKRIT II (SEC. LANG.)	100	36	55	A01

TOTAL MARKS SECURED IN PART I
IN FIGURES: 218
IN WORDS: ** TWO ONE EIGHT **
PART I DIV: SECOND

PART II SUBJECTS	THEORY MARKS				PRACTICAL MARKS			
	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR								
BUSINESS ECONOMICS	100	36	44	A00	==	==	==	==
FINA. ACCOUNTING I	100	36	41	S00	==	==	==	==
INDUSTRIAL DRG. MGMT.	100	36	49	A00	==	==	==	==
QUANT. TECHNIQUES I	100	36	36	S00	==	==	==	==
FUNDAMENTAL OF I. T.	70	25	29	A00	30	11	29	A00
*IND. H. CULTURE	50	18	43	A00	==	==	==	==
SECOND YEAR								
FINAN. ACCOUNTING II	100	36	48	A01	==	==	==	==
QUANT. TECHNIQUES II	100	36	43	S01	==	==	==	==
BANKING&FIN. SYSTEM	100	36	58	A01	==	==	==	==
FUND. OF ELE. COM.	70	25	44	A01	30	11	27	A01
D. B. M. SYSTEMS	70	25	36	A01	30	11	23	A01
*ENVY STUDIES	100	36	58	A01	==	==	==	==
THIRD YEAR								
BUSINESS LAWS	100	36	41	A02	==	==	==	==
ACCOUNTING SYSTEM	70	25	42	A02	30	11	29	A02
WEB PROGRAMMING	70	25	38	A02	30	11	28	A02
A&B COMMUNICATION	100	36	61	A02	==	==	==	==
INCOME TAX	100	36	36	A02	==	==	==	==
COST ACCOUNTING	100	36	36	S02	==	==	==	==
CORPORATE ACCOUNTING	100	36	54	S02	==	==	==	==
MANAGEMENT ACCOUNT.	100	36	36	A02	==	==	==	==
*SCI AND CIVIL	050	18	38	A02	==	==	==	==

TOTAL MARKS SECURED IN PART II } IN FIGURES: 1047
IN WORDS: ** ONE ZERO FOUR SEVEN **

PART II DIV

COMPLETED

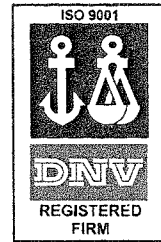
HYDERABAD, A.P.

REGISTRAR

* INDIAN HERITAGE & CULTURE, ENVIRONMENTAL STUDIES AND SCIENCE & CIVILISATION MARKS ARE NOT INCLUDED IN TOTAL.

SAKET ENGINEERS PVT. LTD.

Regd.Off. : 47, 3rd Main, Mill Area, Ganganagar, Bangalore - 560 032. Tel : 23332838
BranchOff. : 1-31/A, SAKET, Kapra, ECIL Po, Hyd - 62. Tel: 27123334, 27131811, 1962, 4058
E-mail : info@saketgroup.com **Website** : www.saketgroup.com



An ISO 9001-2008 Company


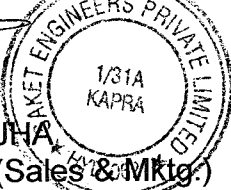
June 09, 2011.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. **P. RAVI KUMAR** has worked in our Company as **SALES OFFICER** from February 24, 2011 to June 3, 2011.

During his tenure we found him honest, sincere, disciplined and hardworking. We wish him all the best in his future endeavours.

For SAKET ENGINEERS PVT. LTD.,


9/6/2011

SANJAY KUMAR JHA
General Manager (Sales & Mktg.)



SAKET - *The only Designer Homes Township in the Country*

SAKET ENGINEERS PVT. LTD.

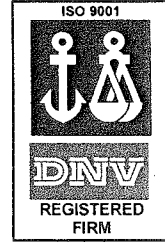
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E-mail : info@saketgroup.com **Website** : www.saketgroup.com

February 24, 2011.

SAK/ADM/11-12/APP-17.

To

Mr. P. RAVI KUMAR
211 LIG - B,
Dr. A. S. Rao Nagar,
ECIL Post,
Hyderabad - 500 062.



An ISO 9001-2008 Company

SUB: Appointment for the Post of "SALES OFFICER".

Dear Mr. Ravi Kumar,

We are pleased to appoint you to the post of "Sales Officer" with effect from 24.02.2011.

Your Gross monthly salary is fixed at Rs. 12,000/- (Rupees Twelve Thousand Only).

You will be on Probation for a period of 6 Months. On satisfactory completion of your probation, you will be confirmed in the service of the Company. During the probation, your service can be terminated without any notice from the Company.

Based on your performance, initiative and drive shown in meeting the objectives of the Company, increments of your salary will be made as per the norms of the Company.

In the event that you wish to leave the Company for any reason, a notice of 30 days shall be given, failing which amounts due to you on any account will be forfeited at the sole discretion of the management.

Please sign the duplicate copy of this letter and return in acceptance of our offer.

Wishing you a very happy and prosperous stay at 'SAKET', we remain.

Yours Sincerely,
For SAKET ENGINEERS PVT. LTD.,

A handwritten signature in black ink, appearing to read 'T. Radhakrishna', with a horizontal line underneath.

T. RADHAKRISHNA
Managing Director.



SAKET - *The only Designer Homes Township in the Country*

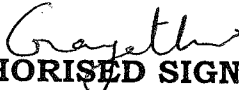
PAY SLIP
SAKET ENGINEERS PVT. LTD.
HYDERABAD

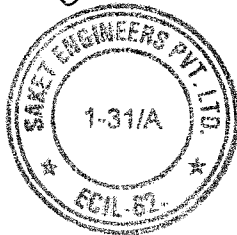
Name of the Employee Mr. P.RAVIKUMAR
Pay Slip for the Month of MAY'11
Designation Marketing Executive
Mode of Payment By Corporate Salary/ Cheque

Earnings	Amount	Deductions	Amount
Basic Pay & D.A.	6000	E.S.I	----
House Rent Allowance	3000	E.P.F	----
Conveyance Allowance	2400	Professional Tax	100
OTHER ALLOWANCE	600	Salary Advance	----
LTA	----	Canteen	----
P.DEVELOPMENT	----	T.D.S.	----
MEDICAL ALLOWANCE	----		
Gross Amount Rs.	12000	Net Deductions	100

Net Earnings Rs. 11900
(Rupees Eleven thousand and Nine hundered only)

For SAKET ENGINEERS PVT.LTD.,


AUTHORISED SIGNATORY





NAGARJUNA HOMES

Flat No. 503 & 504, Daffodils Block,
Nagarjuna Dreamland, Kompally,
Secunderabad - 500 014. Ph : 6569 9090

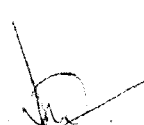
To
Mr. P.RAVI KUMAR
Executive - Marketing

Dear Ravi,

This refers to your letter dated **09/02/2011** tendering your resignation from the Services of our Organization.

As requested by you, your resignation has been accepted and you are relieved of your duties with effect from **31/01/2011** after the close of working hours.

You are advised to collect your dues, if any, from the Accounts Department.


K.SRINIVAS RAO
CEO



NAGARJUNA HOMES

Flat No. 503 & 504, Daffodils Block,
Nagarjuna Dreamland, Kompally,
Secunderabad - 500 014. Ph : 6569 9090

Ref: PNR/HRD/M007/2010
01st June 2010

Mr. P. Ravi Kumar
Ramakrishna puram,
Secunderabad.

Sub: Appointment Letter

Dear Sir,

This has reference to your application and subsequent discussions you had with us, we are pleased to appoint you as **Executive - Marketing** in our organization on the following terms and conditions:

Name	:	P. Ravi Kumar
Date of Joining	:	01 st June 2010
Designation / Cadre	:	Executive - Marketing
Location	:	Hyderabad
Consolidated salary	:	Rs.10, 000/- (Rupees Ten thousand per month)
Provident Fund	:	As per rules of the company
Leave	:	As per rules of the company
Gratuity	:	As per the rules of the company
Notice of Termination	:	Three Months notice by either party.
Retirement Age	:	60 Years.

You are requested to sign the duplicate copy of the appointment letter and return to the undersigned as a token of your acceptance thereof.

Thanking You

Yours truly,

For NAGARJUNA HOMES

P.NAGARAJU
MANAGING PARTNER

आयकर विभाग
INCOME TAX DEPARTMENT



भारत सरकार
GOVT. OF INDIA

PARTHI RAVI KUMAR

YELLAIAH PARTHI

29/10/1978

Permanent Account Number

BCEPP7933C

Signature



इस कार्ड के खोने / पाने पर कृपया सूचित करें / लौटारं :
आयकर पैन सेवा इकाई, एन एस डी एल
तीसरी मंजील, सफायर चेंबर्स,
बानेर टेलिफोन एक्स्चेंज के नजदीक,
बानेर, पुना - 411 045

*If this card is lost / someone's lost card is found,
please inform / return to :*

Income Tax PAN Services Unit, NSDL
3rd Floor, Sapphire Chambers,
Near Baner Telephone Exchange,
Baner, Pune - 411 045

Tel: 91-20-2721 8080, Fax: 91-20-2721 8081
e-mail: tininfo@nsdl.co.in

