

Modi Properties Pvt. Ltd – New Employee Joining – Check list

Name:	Nalla Malavika	Joining Date:	13.07.2023
Designation:	Asst HR	Division:	HR Admin
Company:		Prepared by:	N. Malavika
Site/Project:	HO	Sign:	<i>[Signature]</i>
Scanned No.		Employee Sign:	<i>[Signature]</i>

Sl. No.	Details to be collected	Status Yes / No/ NA/ Done
1.	Bio-Data	
2.	SSC Marksheet collected?	
3.	HSC/Inter /Diploma Marksheet collected?	
4.	Graduation Mark sheet/certificate collected?	
5.	P.G. Marksheet/certificate collected?	
6.	Experience Certificate collected?	
7.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)	Yes
8.	Relieving Letter collected?	Yes
9.	4 Passport Size Photographs collected?	Yes
10.	2 Postcard Size Family Photographs collected (ESI) ?	Yes
11.	Aadhar card collected?	-
12.	Photo ID Proof collected?	Yes
13.	PAN Card collected?	Yes
14.	2 Reference Letters collected?	Yes
15.	Blood group certificate collected?	Yes
16.	Employee ID Card form filled?	Yes
17.	Bank Account form filled?	Yes
18.	Medical insurance proposal form filled?	
Task List		Task Completed
1.	Send introduction email/inform through viber to staff ?	Completed
2.	Desk - To be assigned ?	Completed
3.	Smart mobile phone ?	Check / provide
4.	Laptop-Arranged ?	Assigned
5.	Laptop-Is additional software received?	-
6.	Added to Viber Groups ?	Completed
7.	Employee email ID to be created?	Completed
8.	Visiting Cards	-
9.	Uniform, wherever required	-
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars	Completed

Remarks:

Modi Properties Pvt. Ltd – New Employee Joining – Check list

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Designation:		Division:	
Company:		Prepared by:	
Site/Project:		Sign:	
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Remarks:

Bio-Data**Note:** Attach copy of Resume / Bio-data

Application for post of	HR Recruiters Executive Assistant
Date of application	10-July-2023
Application through	☐ Advertisement ☒ Referred by: Poojvi Raj

Personal Details:

Full Name	Nalla Malavika		
Age	21...years	Date of Birth	02.08.2001
Fathers Name	Nalla Mahipal Reddy		
Address for Correspondence	2-4-9051, Gokul nagar colony, Haranankonda, Warangal, Uppal, Hyderabad.		
Phone & Mobile	83411420714		
Permanent Address	2-20-905 Gokul nagar, Haranankonda, Warangal.		
Aadhar number	908180213872	Category	SC / ST / BC / Open

Education:

Post Graduation	MBA [HR]		
Name of college	KPRIT		
Location	Ghatkesar	Percentage marks	1 st year - 67%
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	2023	Medium of Instruction	English / Telugu / Hindi

Persuing
MBA

Degree/ Diploma	B.Sc Computer Science		
Name of college	Vaagdevi Degree & PG College		
Location	Haranankonda	Percentage marks	79%
Course type	☐ Regular course ☐ Correspondence Course		
Year of completion	2021	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Jr. College	Siv Trishool Junior college		
Location	Haranankonda	Percentage marks	70%
Year of completion	2018	Medium of Instruction	English / Telugu / Hindi

Name of school	Chaitanya Model high school		
Location	Paskal	Percentage marks	88%
Year of completion	2016	Medium of Instruction	English / Telugu / Hindi

Warangal Dist

Experience & Employment Details:

Years of experience in relevant field			
Name of Company	Corteva Agri Science		
Duration of employment	06 months 2022 years	From date: 20/12/2021	To date: 5/1/2023
Location	Nanaknanguda		
Designation	Facility operation Executive		
Last drawn salary	23,000		
Number of employees in the company / branch?	1,500	Number of employees in your dept. or division?	15
Brief description of work handled by you.	Arranging the interview things to the candidates, and facilities in the office and arranging the events in the office. Take care of VIP visitors and their entry pass to office		
Reason for leaving	Contract work completed		

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

→ Sourcing -- Short list from Naukri. → Recruitment -- Overall procuring Recruitment. → Only facility (Travel from uppl to Nanaknanguda) → Reporting to Asst Manager - Shikhar → facilities.
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Name of Company	Ford Smart mobility		
Duration of employment	1.6 years 2022	From date: 15/8/2021	To date: 20/12/2022
Location	Gachibowdi		
Designation	Operation executive		
Last drawn salary	18,000/-		
Number of employees in the company / branch?	200	Number of employees in your dept. or division?	20
Brief description of work handled by you.	Handly the client compliances through the mails & calls and tracking the process.		
Reason for leaving	Company was closed in India		

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

→ Reporting to operation Manager →

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

Background – Personal	☒ Good ☐ Average ☐ Poor
Background – Work	☒ Good ☐ Average ☐ Poor ☐ NA
Personality	☒ Good ☐ Average ☐ Poor
Appearance	☒ Good ☐ Average ☐ Poor
Communication skills	☒ Good ☐ Average ☐ Poor
Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	21,000/-

HR
Test

14
15

- Doesn't have experience in HR but

have knowledge in recruitment

- Experience facilities Manager + Operations Front Desk

- MBA 1st Year - will complete in 2023/24

- If guidance provided - she can do in HR also

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

Relevant experience	☐ Good ☐ Average ☐ Poor ☐ NA
Knowledge of subject	☐ Good ☐ Average ☐ Poor
Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

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

Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	Tai Kumar to decide
HR Approval	☒



Offer Details

Salary offered	23,000/-	Date of joining	12/7/23
Remarks:	Designated as HR Assistant		

DECLARATION

From:

Date: 10-July-2023

Nalla Malavika
Uppal

To,
HR Manager,
Modi Properties Pvt. Ltd.,
M.G. Road, Secunderabad-03.

I have submitted my bio-data/ resume for a suitable post in your company and its associated firms/subsidiaries.

I hereby certify/declare that the details given herein are true to the best of my knowledge.

In case the information given by me is found to be un-true, I will be liable for consequences thereon.

I shall provide proof of last drawn salary as and when requested.

I shall provide letters of good conduct/recommendation from past employers as and when asked for.

I further undertake to work for a minimum period of 2 years, if I am offered employment in your company.

Thank you.

Yours sincerely,

Signature N. Malavika

Name: Nalla Malavika

Place: Uppal, Hyderabad

Date: 10-July-2023

NALLA MALAVIKA

Email: malavikareddyn@gmail.com

Mobile: +91 8341420714

Career Objective:

To become a professional with fresh insight. A commitment to pursue assigned responsibilities with a goal-oriented perspective.

Professional summary:

Having 2.0 years of experience in the field of Facility Management.

Professional Experience:

- Previously worked for Corteva Agriscience as a Front office Executive from December 2022 to June 2023
- I have experienced in Ford Smart mobility as Operation executive from June 2021 to December 2022

Roles and Responsibilities in Facilities at Corteva Agriscience

- Taking care of housekeeping operations
- Regular floor rounding with HK supervisor
- Arranging gate entry mails
- Maintaining space utility management data
- Maintaining dash boarding data
- Conducting briefing sessions to support staff
- Physical verification of Hk & G4S attendance
- Asset verification for quarterly
- Townhall arrangements
- VIP guest arrangements

Technical Skills:

- Operating Systems: **Windows XP, Windows 7, 8 & 10.**
- Packages: **MS-Office**
- Moveinsync

Academics:

- Pursuing MBA (2021-2023) from Kommuri Pratap Reddy Institute of Management, Osmania University, Hyderabad.
- BSc. Computer Science (2021) with 82% from Vaagdevi degree college, Kakatiya University Warangal.
- Intermediate(2018) with 70% from SV trishool Junior college
- Matriculation(2016) with 88% from Chaitanya Model High School,Parkal, Warangal.

Personal Skills:

- Willingness to learn and hard worker.
- Have a positive attitude.
- Typing speed of **25+** words per minute.
- Self-motivated.

Personal Profile:

Full Name : Nalla Malavika
Father's Name : Nalla Mahipal Reddy (late)
Date of Birth : Aug 2nd 2001
Sex : Female
Marital Status : unmarried
Nationality : Indian
Current location : Hyderabad
Languages Known : English, Telugu & Hindi

Declaration:

I have furnished the entire details about my Experience and academic career, which is true to my knowledge. I assure you that I will do my best to your company on my entry.

Place: Hyderabad

Date: 10-July-2023


(Malavika)

Sign.

Name of the candidate: Nalla Malanka

Position applied: HR

Date: 10 July 2023

1. What is the role of a Human Resource Executive in an organization?

- a) Managing financial resources
- b) Overseeing marketing activities
- ☒ c) Handling human resources activities
- d) Monitoring IT infrastructure



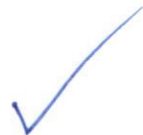
2. What are the key responsibilities of a Human Resource Executive?

- a) Managing sales operations
- b) Handling customer service
- c) Overseeing production activities
- ☒ d) Managing human resources activities



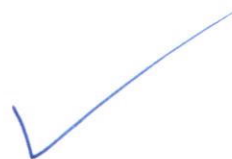
3. What are the main steps involved in the recruitment process?

- a) Budgeting and financial planning
- b) Research and development
- ☒ c) Sourcing and attracting candidates
- d) Quality control and assurance



4. How can an organization promote employee engagement?

- a) Providing inadequate compensation
- b) Neglecting employee feedback
- ☒ c) Recognizing and rewarding employees
- d) Promoting a toxic work culture



Name of the candidate: Nalla Malanika

Position applied: HR

Date: 10th July 2023

5. What is performance management, and why is it important?

a) Evaluating customer satisfaction

b) Setting sales targets

☒ c) Monitoring employee performance and providing feedback

d) Overseeing production processes



6. What are the key components of a training and development program?

a) Managing financial resources

b) Conducting market research

☒ c) Designing and delivering training programs

d) Handling customer complaints



7. What is the purpose of a compensation and benefits program?

☒ a) Attracting and retaining employees

b) Increasing production costs

c) Promoting unhealthy competition

d) Reducing employee satisfaction



8. How can a Human Resource Executive contribute to organizational strategy and planning?

a) Focusing solely on administrative tasks

b) Ignoring workforce planning

☒ c) Aligning HR initiatives with business goals

d) Overlooking skill gaps in the workforce



Name of the candidate: Nalla Malavika

Position applied: HR

Date: 10th July 2023

9. What is the primary goal of facility management?

- a) Maximizing profits
- ☒ b) Ensuring employee satisfaction
- c) Optimizing the use of physical assets and spaces
- d) Minimizing operational costs

Y

10. Which of the following is NOT a component of facility management?

- a) Maintenance and repairs
- b) Space planning and utilization
- ☒ c) Employee recruitment and training
- d) Health and safety compliance

✓

11. What is preventive maintenance in facility management?

- a) Repairing equipment only when it breaks down
- ☒ b) Regularly scheduled maintenance to prevent equipment failure
- c) Outsourcing all maintenance activities to external contractors
- d) Ignoring maintenance until it becomes critical

✓

12. What is the purpose of space planning in facility management?

- ☒ a) Maximizing office space utilization
- b) Reducing the number of employees in the organization
- c) Ensuring equal distribution of resources among departments
- d) Eliminating the need for maintenance and repairs

✓

Name of the candidate: Nalla Malavika

Position applied: HR

Date: 10th July 2023

13. What is the purpose of payroll management?

- a) Tracking employee attendance
- ☒ b) Calculating employee salaries and wages
- c) Handling employee grievances and disputes
- d) Managing employee training and development

14. Which of the following is a statutory deduction from an employee's salary?

- a) Performance bonus
- b) Travel reimbursement
- ☒ c) Social security contributions
- d) Overtime pay

15. What is the difference between gross pay and net pay?

- a) Gross pay includes deductions, while net pay does not.
- ☒ b) Gross pay is before taxes and deductions, while net pay is after.
- c) Gross pay is for full-time employees, while net pay is for part-time employees.
- d) Gross pay is fixed, while net pay is variable based on performance.

Date: 25/12/2022

To,
Ms. NALLA MALAVIKA
Employee Code: 2002424295

Appointment Letter

Dear. **NALLA MALAVIKA**,

This has reference to your appoint with us as **FRONT OFFICE EXEVUTIVE** on a fixed term contractual basis (Hereinafter referred to as the "Contract Employee") with our company Qess International Services Pvt. Ltd on a temporary nature and on a fixed term contractual basis with effect from **25/12/2022**. We would like to inform you that your fixed term contract period is extended and therefore we would like to regularize the terms and conditions of your employment with us as mentioned below: -

Your appointment is purely of purely of a temporary nature and on a fixed term, contractual basis with effect from **25/12/2022 to 24/12/2023**, your fixed term contract with us is also-co- terminus with our contract with our client. In the event of our contract comes to an end for whatsoever reasons, your contract with will also come to an end automatically.

Your place of work shall be at our client **M/S E I DUPONT SERVICES CENTRE INDIA - NANAKARMGUDA** Further, your services are liable to be transferred to any client site/location/Offices situated within India, at the sole discretion of the company,

Your fixed-term contractual engagement will automatically come to an end after the completion of the aforementioned period. In case of contract renewal, you will be informed 30 days' prior contractor end date.

During the period of temporary engagement, your fixed gross salary will be **Rs.19579/-**. You will also be entitled to statutory Provident Fund ESI and other statutory benefits as applicable to you.

You shall not have any right and will not be entitled for claiming against absorption against regular vacancy at our company or our clients that may arise from time to time.

Either party would be required to Thirty (30) days' notice or basic salary lieu thereof in case of exit from this fixed term contract. No compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by management if your services are terminated before the aforesaid specified fixed period of your service.

Your duties will include efficient satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. As a fixed-term contract employee of this company you will maintain a high standard of loyalty efficiency Integrated and will liaise with employees/workers at the site.

You are expected to be neatly dressed and well-groomed while on Duty who are directed to wear uniforms are required to wear the same while they are on duty.

Go slow in work Illegal strikes habitual absenteeism work stoppage an adverse report of performance willful disobedience of a lawful or reasonable order violation of Companies code of conduct habitual neglect of duties found guilty of fraud or dishonest or misconduct or sexual harassment and breach of the terms conditions of stipulations of this agreement will result in termination of services.

Your contract with us will also automatically end when you attain 58 years of age.

You will devote your whole time and attention to the interest of company and will not engage yourself in any other work whether paid or in honorary capacity.

Your appointment is being made on the basis of your particulars such as qualification date of birth past employment etc. as provided by you in your application for engagement and in case any information as given by you is found false or incorrect your appointment will be deemed void and liable for termination without any notice or salary in lieu thereof.

Your address as indicated in your application for engagement shall be deemed to be correct for sending any communication to you and shall be deemed to have been served upon you. In case there is any changes in your residential address you will intimate the same in writing to the HR Department within three days from the date of such change and get such of address recorded.

You will be bound by the company rules regulations and office orders in force and framed by the company from time to time in relation to your service conditions which will form part of your service conditions as a fixed-term contract Employee.

In the event of uninformed absence for more than 3 consecutive days the company reserves the right to terminate your appointment.

Your deployment schedule at site will be governed by the roistering schedule followed at the site and you extend your acceptance to follow the same.

On termination of your engagement you will immediately handover any property or article or document entrusted to you by the Company to enable the Company to settle your accounts and the company reserve its right to deduct from the dues payable to you for any loss or damage caused to the company's property on account of any act or negligence on your part in additional to any other methods of recovery.

If the above terms and conditions are acceptable to you, please sign the duplicate copy of this letter in token of its acceptance and return the same for our record.

For Quess International Services Pvt Ltd.



Authorized Signatory.

Declaration by the applicant:

I have read and understand/explained the terms and conditions mentioned hereinabove and accept the offer and the terms and conditions of service as a fixed-term contract holder mentioned in this letter.

Date: _____

Place: _____

Signature of the Applicant.

Annexure - A

Name: NALLA MALAVIKA	
Designation: FRONT OFFICE EXEVUTIVE	
Site Name:	E I DUPONT SERVICES CENTRE INDIA - NANAKARMGUDA
Particulars	PM
Basic	4102
DA	7053
HRA	2500
SPL Allowance	2250
W.A	350
Other Allowance	3324
Fixed Gross Salary	19579
Bonus (Basic+D.A) - 8.33%	929
Leave with Wages	1442
Total Gross	21950
Deductions	
ESI @ 0.75% on Gross.	191
PF @ 12% on Basic & DA	1800
Professional Tax	200
GPA Deductions	
Total Deductions	2191
Net Pay	19759

Note: Applicable taxes will be deducted as per the Govt norms.

Thanking you

For Quess International Services Pvt. Ltd.



Authorized Signatory

Date: 23-12-2022

Name : Nalla Malavika
Employee Code : 1534221
Work location : Hyderabad

Subject: Contract Closure

Mr/Ms Nalla Malavika,

You had been appointed on contractual basis with **Randstad India Private limited** w.e.f. 16/12/2021 vide fixed term contract dated 16/12/2021 as Operations Executive and you were deputed to **Ford Smart Mobility India Private limited** for the said period.

Please refer to clause of our Offer Letter / Appointment Letter which either party can serve upon to end the Contractual Employment either by serving 1 month of notice period or salary in lieu of notice period.

We are hereby serving upon the notice to end of the contract / terminating your fixed term contract with Randstad India Private Limited and you would be paid salary in lieu of notice period and your services shall end by 23-12-2022.

Your full and final settlement and relieving letters shall be processed accordingly and we request you to complete all other formalities, including submission of assets to ensure proper relieving from the services.

We thank your association with us and wish you the best for your future endeavors.

For Randstad India Private Ltd,



Authorized Signatory

DATA REQUIRED FOR PROVIDENT FUND

EMPLOYEE NAME:

Nalla Malavika

COMPANY ALLOTTED:

S.NO.	PARTICULARS	
1	PREVIOUS UAN NUMBER If available	
2	Employee Name As per Aadhaar	101747411252
3	Father Name/Husband Name	Nalla Malavika
4	Relationship with Employee	Nalla Mahipalreddy
5	Gender Of Employee	Father
6	DOJ	Female
7	DOB as in Aadhaar (DD/MM/YYYY)	13.07.23
8	Marital Status	02.08.2001
9	Mobile No	single
10	PERSONAL Email - Id	8341420714
11	Aadhaar No	malavikareddyn@gmail.com
12	PAN No	908180213872
13	NAME AS IN PAN CARD	CCGPN7607E
14	EPF WAGES ON WHICH PF 12% IS BEING DEDUCTED	Nalla Malavika

REFERENCE LETTER

Date: 23.10.23

To,
The HR
Modi Properties Pvt. Ltd.
5-4-187/3 and 4, II Floor,
Soham Mansion,
MG Road, Secunderabad – 500 003.
hr@modiproperties.com

Dear HR,

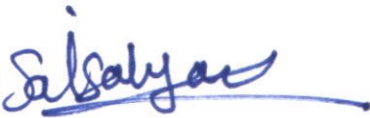
I am writing to confirm that I know Mr/Ms. Malavika since 1 years and my contact information is as follows:

Address Line1 : Plot no 109,
Address Line2 :
Area : Mac society
City : Hyderabad
Mobile number : 7287877288

Please feel free to contact me if you have any questions or require further information. You can reach me at the provided phone number.

Sincerely,

Signature:



Name: Sri Sai Vayu Satya nandan Naidu

REFERENCE LETTER

Date: 25.10.23

To,
The HR
Modi Properties Pvt. Ltd.
5-4-187/3 and 4, II Floor,
Soham Mansion,
MG Road, Secunderabad – 500 003.
hr@modiproperties.com

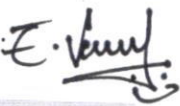
Dear HR,

I am writing to confirm that I know Mr/Ms. Malavika since 20 years and my contact information is as follows:

Address Line1 : 2-4-905/1 Ramnagar,
Address Line2 :
Area : near BVM school
City : Hanamkonda
Mobile number : 8498887195

Please feel free to contact me if you have any questions or require further information. You can reach me at the provided phone number.

Sincerely,

Signature: 

Name: Venkat Reddy

FORM XIX [SEERULE 78(1)(B)] SALARY SLIP

Name & Address of the Contractor	GOLDEN STAR FACILITIES AND SERVICES PVT LTD,H NO-1-98-9-3-9-10 PLOT NO 25-26 SY NO-71,MADHAPUR,SERILINGAMPALLY,HYDERABAD 500081,TELANGANA STATE,INDIA
Name & Address of the Establishment under which contract is carried on	E I DUPONT SERVICES CENTRE INDIA PRIVATE LIMITED
Nature & Location of Workman	E I DUPONT SERVICES CENTRE INDIA PRIVATE LIMITED
Name of the Workman	FRONT OFFICE EXEVUTIVE,HYDERABAD
Father's Name of the Workman	NALLA MALAVIKA
Name & Address of the Principal Employer	NALLA MAHIPAL REDDY
For the Month Ending	E I DUPONT SERVICES CENTRE INDIA PRIVATE LIMITED
Sex & Identification Mark	June 2023
Token/Ticket Number	Female
PF No.: APHYD006165100002037 UAN No.: 101747411252	2002424295
No of Days Worked: 30.00	ESI No.: 5217820274 INS No.: NA
	Fixed Gross: 21021.00

Earnings	Amount	Earnings	Amount
BASIC+DA	11,155.00	WASHING ALLOWANCE + ARR	350.00
HRA + ARR	2,500.00	LWW + ARR	1,442.00
SPECIAL ALLOWANCE + ARR	2,250.00		
STATUTORY BONUS + ARR	929.00		
OTHER ALLOWANCE + ARR	3,324.00		
GROSS SALARY			
			21950.00

Deductions	Amount	Deductions	Amount
ESI	162.00	PF	1,800.00
PT	200.00		
TOTAL DEDUCTION			2162.00

Net Pay in Wages:	19,788.00
--------------------------	------------------

Amount in Words: Nineteen Thousand Seven Hundred Eighty Eight Only

Payment Mode: NEFT

Signature of Contractor

Note: This is a computer generated document does not require any signature.

As per union budget 2020 you have an Option to opt for "New Tax Regime" or to continue with "Old Tax Regime". Income Tax declaration window will be opened in portal from 21st March 2022 to 8th April 2022

Note: Please opt the Tax resumes carefully and submit, once submitted there is no option to change Tax regime for 2022-23 FY
https://www.incometaxindiaefiling.gov.in/Tax_Calculator/index.html?lang=eng

Jul 16 2023 12:06AM



భారత ప్రభుత్వం
Government of India



Download Date: 07/05/2021



నల్ల మాలవిక
Nalla Malavika
పూజ్యత తేదీ/DOB: 02/08/2001
లింగం/FEMALE

Issue Date: 27/04/2021

9081 8021 3872

VID : 9136 9048 3917 3655

నా ఆధార్, నా గుర్తింపు



భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ
Unique Identification Authority of India

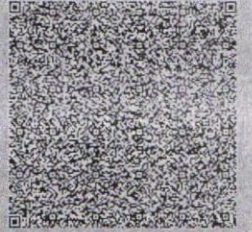


గిరినామా:

సంబంధితులు: నల్ల మహిపల్ రెడ్డి, 2-4-905/1, గోకుల్
నగర్, కూడ అపార్ట్ మెంట్స్, హనంకొండ, వరంగల్ అర్బన్,
తెలంగాణ - 506001

Address:

C/O: Nalla Mahipal Reddy, 2-4-905/1, gokul
nagar, kuda apartments, Hanamkonda,
Warangal Urban,
Telangana - 506001



9081 8021 3872

VID : 9136 9048 3917 3655



1947



help@uidai.gov.in



www.uidai.gov.in

आयकर विभाग
INCOME TAX DEPARTMENT

भारत सरकार
GOVT. OF INDIA

स्थायी लेखा संख्या कार्ड
Permanent Account Number Card

CGGPN7607E

नाम / Name
NALLA MALAVIKA

पिता का नाम / Father's Name
MAHIPAL REDDY NALLA

जन्म की तारीख
Date of Birth
02/08/2001

N. Malavika

हस्ताक्षर / Signature

31072020

इस कार्ड के खोने/पाने पर कृपया सूचित करें/लौटायें:
आयकर पैन सेवा इकाई, एन एस डी एल
चौथी मंजिल, मन्त्री स्टर्लिंग,
प्लॉट नं. 341, सर्वे नं. 997/8,
मॉडल कॉलोनी, दीप बंगला चौक के पास,
पुणे - 411 016.

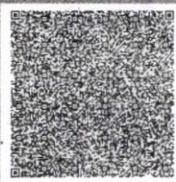
If this card is lost / someone's lost card is found,
please inform / return to:
Income Tax PAN Services Unit, NSDL
4th Floor, Mantri Sterling,
Plot No. 341, Survey No. 997/8,
Model Colony, Near Deep Bungalow Chowk,
Pune - 411 016.

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

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भारत सरकार
GOVT. OF INDIA


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आयकर पैन सेवा इकाई, 'एन एस डी एल'
चौथी मंजिल, मन्त्री स्टर्लिंग,
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భారత ప్రభుత్వం
Government of India



Download Date: 07/05/2021



నల్ల మాలవిక
Nalla Malavika
పుట్టిన తేదీ/DOB: 02/08/2001
స్త్రీ / FEMALE

Issue Date: 27/04/2021

9081 8021 3872

VID : 9136 9048 3917 3655

నా ఆధార్, నా గుర్తింపు



భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ
Unique Identification Authority of India

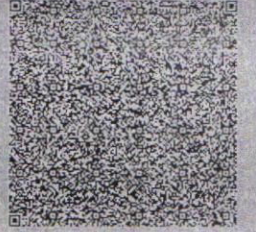


చిరునామా:

సంబంధితులు: నల్ల మహిపాల్ రెడ్డి, 2-4-905/1, గోకుల్
నగర్, కూడ ఆపార్ట్‌మెంట్స్, హనుమకొండ, వరంగల్ జిల్లా,
తెలంగాణ - 506001

Address:

C/O: Nalla Mahipal Reddy, 2-4-905/1, gokul
nagar, kuda apartments, Hanamkonda,
Warangal Urban,
Telangana - 506001



9081 8021 3872

VID : 9136 9048 3917 3655



1947



help@uidai.gov.in



www.uidai.gov.in

Your contract with us will also automatically end when you attain 58 years of age.

You will devote your whole time and attention to the interest of company and will not engage yourself in any other work whether paid or in honorary capacity.

Your appointment is being made on the basis of your particulars such as qualification date of birth past employment etc. as provided by you in your application for engagement and in case any information as given by you is found false or incorrect your appointment will be deemed void and liable for termination without any notice or salary in lieu thereof.

Your address as indicated in your application for engagement shall be deemed to be correct for sending any communication to you and shall be deemed to have been served upon you. In case there is any changes in your residential address you will intimate the same in writing to the HR Department within three days from the date of such change and get such of address recorded.

You will be bound by the company rules regulations and office orders in force and framed by the company from time to time in relation to your service conditions which will form part of your service conditions as a fixed-term contract Employee.

In the event of uninformed absence for more than 3 consecutive days the company reserves the right to terminate your appointment.

Your deployment schedule at site will be governed by the roistering schedule followed at the site and you extend your acceptance to follow the same.

On termination of your engagement you will immediately handover any property or article or document entrusted to you by the Company to enable the Company to settle your accounts and the company reserve its right to deduct from the dues payable to you for any loss or damage caused to the company's property on account of any act or negligence on your part in additional to any other methods of recovery.

If the above terms and conditions are acceptable to you, please sign the duplicate copy of this letter in token of its acceptance and return the same for our record.

For Quess International Services Pvt Ltd.



Authorized Signatory.

Declaration by the applicant:

I have read and understand/explained the terms and conditions mentioned hereinabove and accept the offer and the terms and conditions of service as a fixed-term contract holder mentioned in this letter.

Date: _____

Place: _____

Signature of the Applicant.

To,
Ms. NALLA MALAVIKA
Employee Code: 2002424295

Date: 25/12/2022

Appointment Letter

Dear. **NALLA MALAVIKA**,

This has reference to your appoint with us as **FRONT OFFICE EXEVUTIVE** on a fixed term contractual basis (Hereinafter referred to as the "Contract Employee") with our company Quess International Services Pvt. Ltd on a temporary nature and on a fixed term contractual basis with effect from **25/12/2022**. We would like to inform you that your fixed term contract period is extended and therefore we would like to regularize the terms and conditions of your employment with us as mentioned below: -

Your appointment is purely of purely of a temporary nature and on a fixed term, contractual basis with effect from **25/12/2022 to 24/12/2023**, your fixed term contract with us is also-co- terminus with our contract with our client. In the event of our contract comes to an end for whatsoever reasons, your contract with will also come to an end automatically.

Your place of work shall be at our client M/S **E I DUPONT SERVICES CENTRE INDIA - NANAKARMGUDA**. Further, your services are liable to be transferred to any client site/location/Offices situated within India, at the sole discretion of the company,

Your fixed-term contractual engagement will automatically come to an end after the completion of the aforementioned period. In case of contract renewal, you will be informed 30 days' prior contractor end date.

During the period of temporary engagement, your fixed gross salary will be **Rs.19579/-**. You will also be entitled to statutory Provident Fund ESI and other statutory benefits as applicable to you.

You shall not have any right and will not be entitled for claiming against absorption against regular vacancy at our company or our clients that may arise from time to time.

Either party would be required to Thirty (30) days' notice or basic salary lieu thereof in case of exit from this fixed term contract. No compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by management if your services are terminated before the aforesaid specified fixed period of your service.

Your duties will include efficient satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. As a fixed-term contract employee of this company you will maintain a high standard of loyalty efficiency Integrated and will liaise with employees/workers at the site. You are expected to be neatly dressed and well-groomed while on Duty who are directed to wear uniforms are required to wear the same while they are on duty.

Go slow in work Illegal strikes habitual absenteeism work stoppage an adverse report of performance willful disobedience of a lawful or reasonable order violation of Companies code of conduct habitual neglect of duties found guilty of fraud or dishonest or misconduct or sexual harassment and breach of the terms conditions of stipulations of this agreement will result in termination of services.

Annexure - A

Name: NALLA MALAVIKA	
Designation: FRONT OFFICE EXEVUTIVE	
Site Name:	E I DUPONT SERVICES CENTRE INDIA - NANAKARMGUDA
Particulars	PM
Basic	4102
DA	7053
HRA	2500
SPL Allowance	2250
W.A	350
Other Allowance	3324
Fixed Gross Salary	19579
Bonus (Basic+D.A) - 8.33%	929
Leave with Wages	1442
Total Gross	21950
Deductions	
ESI @ 0.75% on Gross.	191
PF @ 12% on Basic & DA	1800
Professional Tax	200
GPA Deductions	
Total Deductions	2191
Net Pay	19759

Note: Applicable taxes will be deducted as per the Govt norms.

Thanking you

For Quess International Services Pvt. Ltd.




Authorized Signatory



LIONS BLOOD CENTRE

Unity of Telangana Lions Service Trust (TLST)

Ph : 080-22266807 / 22208148 / 22200030, M: 700070700,
E-mail : lionsbloodbank1983@gmail.com

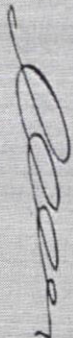
Certificate of Voluntary Blood Donation

Sri/Smt. Nalla Malavika

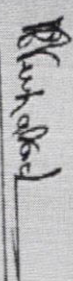
Please accept our appreciation in service of humanity for your

VOLUNTARY DONATION OF BLOOD

Blood Group **AB' Positive**


V.V. Krishna Reddy

Chairman - BLST
International Director - 2010 -12


P. S. Venkatachalam

Secretary - BLST


Medical Officer