

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

Name:	Bathini Sathana	Joining Date:	30.08.2023
Designation:		Division:	
Company:	Engineer	Prepared by:	Atharva
Site/Project:		Sign:	30/8/23

Sl. No.	Description	Status Yes / No/ NA/ Done
1.	SSC Marksheet collected?	Yes
2.	HSC/Inter /Diploma Marksheet collected?	Yes
3.	Graduation Mark sheet/certificate collected?	Yes
4.	P.G. Marksheet/certificate collected?	
5.	Experience Certificate collected?	
6.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)	
7.	Relieving Letter collected?	
8.	4 Passport Size Photographs collected?	
9.	2 Postcard Size Family Photographs collected?	
10.	Residence Proof collected?	Yes
11.	Photo ID Proof collected?	Yes
12.	PAN Card collected?	Yes
13.	2 Reference Letters collected?	Yes
14.	Blood group certificate collected?	Yes
15.	Employee ID Card form filled?	Yes
16.	Bank Account form filled?	Yes
17.	Medical insurance proposal form filled?	
Task to be explained?		
1.	Send introduction email/inform through viber to staff	
2.	Desk - Prepare employee work area or arrange Desk	
3.	Laptop - Arrange computer access/laptop	
4.	SIM - CUG Airtel new connection/portability	
5.	Smart mobile phone – check / provide	
6.	Viber - Add in Groups	
7.	Create employee email ID	
8.	Visiting Cards	
9.	Uniform, wherever required	
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars	

Remarks:

DATA REQUIRED FOR PROVIDENT FUND

EMPLOYEE NAME:

Bathini Sadhana

COMPANY ALLOTTED:

S.NO.	PARTICULARS	
1	PREVIOUS UAN NUMBER If available	101636734753
2	Employee Name As per Aadhaar	Bathini Sadhana
3	Father Name/Husband Name	Batini Sambaiah
4	Relationship with Employee	Father
5	Gender Of Employee	Female
6	DOJ	07-08-2023
7	DOB as in Aadhaar (DD/MM/YYYY)	12-10-1997
8	Marital Status	Single
9	Mobile No	7981932891
10	PERSONAL Email - Id	bathinisadhana@gmail.com
11	Aadhaar No	8570 7952 4817
12	PAN No	FJPPB494B
13	NAME AS IN PAN CARD	Bathini Sadhana
14	EPF WAGES ON WHICH PF 12% IS BEING DEDUCTED	

Board of Secondary Education

ANDHRA PRADESH, INDIA

MM 0808315



SECONDARY SCHOOL CERTIFICATE

REGULAR PC/36/35512/0791939/6

CERTIFIED THAT **BATHINI SADHANA**

FATHER NAME : **BATHINI SAMBAIAH**

MOTHER NAME: **BATHINI ANJAMMA**

bearing Roll No. **1336117800**

belonging to **PRAGATHI VIDYALAYA, KUSHAIGUDA OF RANGA REDDY DISTRICT**

has appeared and PASSED SSC EXAMINATION held in MARCH 2013 with GPA **7.7**

and **ENGLISH** as medium of instruction.

DATE OF BIRTH

12/10/1997

ONE TWO

OCTOBER

ONE NINE NINE SEVEN

THE CANDIDATE SECURED THE FOLLOWING GRADES AND GRADE POINTS

SUBJECT	GRADES	GRADE POINTS	
		In Figures	In Words
FIRST LANGUAGE : (TELUGU)	B1	08	ZERO EIGHT
THIRD LANGUAGE : ENGLISH	B2	07	ZERO SEVEN
MATHEMATICS :	A2	09	ZERO NINE
GENERAL SCIENCE :	C2	05	ZERO FIVE
SOCIAL STUDIES :	A2	09	ZERO NINE
SECOND LANGUAGE : (HINDI)	B1	08	ZERO EIGHT
GRADE POINTS TOTAL :		46	FOUR SIX

Life Skills Education : **GRADE SECURED :**

A

Marks of Identification

1. A MOLE UNDER THE NOSE
2. A MOLE ON RIGHT HAND

Head of Institution
with School Stamp

Date of issue : 17th May, 2013

[Signature]
HEAD MASTER
Pragathi Vidyalaya
Kushaiguda

[Signature]
SECRETARY
BOARD OF SECONDARY EDUCATION
A.P. HYDERABAD

1. Life skills Education : The Grade shall be Incorporated by the Board of Secondary Education before delivery of the certificate to the candidate.
2. Any corrections in the certificate will not be entertained after one year from the date of issue.
3. Any unauthorised correction in the certificate will result in cancellation of certificate.
4. The Grades with asterisk indicate the old grades secured in previous appearances.

2013



Sl. No. A235294



28.28185/A235294



Telangana State Board Of Intermediate Education

Vidya Bhavan, Nampally, Hyderabad - 500 001



INTERMEDIATE

PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that BATHINI SADHANA

Father's Name : BATHINI SAMBAIAH

Mother's Name : BATHINI ANJAMMA

bearing

Registered No. 1528244036 has appeared for the Intermediate Public Examination held in MARCH-2015 and passed in A GRADE

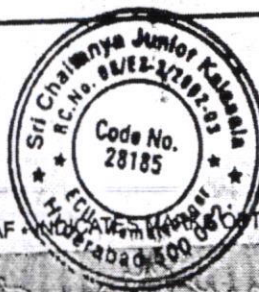
with ENGLISH as the medium of Instruction.

The subjects in which SHE was examined and the marks awarded are as follows :

Subject	I Year		II Year	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
Part - I : ENGLISH	100	067	100	083
Part - II : SANSKRIT	100	095	100	095
Part - III:				
Optional Subjects MATHEMATICS - A	075	069	075	066
MATHEMATICS - B	075	065	075	062
PHYSICS	060	049	060	031
CHEMISTRY	060	033	060	041
PHYSICS PRACTICAL			030	029
CHEMISTRY PRACTICAL			030	029
ENVIRONMENTAL EDUCATION				
Q U A L I F I E D				
Total Marks In Figures	814			
In words	*EIGHT*ONE*FOUR*			
Date	27-04-2015			

PRINCIPAL

Sri Chaitanya Junior Kalasala
Kamala Nagar, ECIL (28185)
Hyderabad-500 063



Controller of Examinations

NOTE : ELIGIBILITY RULES ARE OVERLEAF. CONTAINED AT AN EARLIER EXAMINATION

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

HYDERABAD - 500 085, TELANGANA STATE, INDIA

TS 1427470



H.T No.: 15R11A0150

College Code : R1 (GCET, KEESARA)

Ms. Bathini Sadhana

D/o. Bathini Sambaiah

having fulfilled the academic requirements and passed the examination
held during *May - 2019* in *First Class*

has this day been admitted by the Executive Council to the Degree of

Bachelor of Technology

Civil Engineering

Given under the Seal of the University

Date: 16-10-2020



[Signature]

DIRECTOR OF EVALUATION

[Signature]

[Signature]

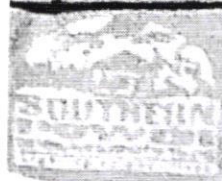
VICE CHANCELLOR

CMM No
21334026779



49101017438

PC No
31334024040



TSSPDCL
ELECTRICITY BILL
CUM NOTICE

T S S P D C L
ELECTRICITY
BILL-CUM NOTICE

DT:19/11/2022 TI:11:28
BILL NO:0321 ERONo:312
ERO:SCINTILPURI
ADD: CHERLAPALLY-II
AREA CODE:221210 GRP:M

NO:3312 10696

NAME: B ANJANNA
ADDR: PNO 52

GANESH NAGAR
KUSHAIGUDA

CAT:1B(1) DOMESTIC
CONTRACTED LOAD: 1.00KW
METER NO:02259906 -1-
MF: 1.00 PH:1

	PREVIOUS	PRESENT
KWH :	4262	4392
DATE:12/06/22	10/Nov/22	
STATUS: 01	01	
UNITS: 110	DAYS:29	
RMD: 0.98		

ENERGY CHARGES:	396.40
FIXED CHARGES:	10.00
CUST CHARGES :	90.00
ELECTRIC DUTY:	6.00
FMINT :	0.00
FINL. CHARGES :	0.00
ROD SURCHARGES:	0.00
Int on SD :	0.00
BILL AMOUNT :	503.00
LOSS/GAIN :	-0.00
NET AMOUNT :	503.00
APPEARS	
AS ON 31-03-22:	0.00
AFTER 01-04-22:	0.00
TOTAL AMOUNT :	503.00
A.C.D DUE :	0.00
TOTAL DUE :	503.00

SUBSIDY/UNIT : 3.22
SUBSIDY AMT : 354.20

DUE DATE :24-Nov-2022
DIS DATE :09-Dec-2022
LAST PAID DT:26/10/2022
ARO CELL NO :
ADE CELL NO :
EROE FOR ARO/ERO 312



भारतीय विशिष्ट पहचान प्राधिकरण
भारत सरकार
Unique Identification Authority of India
Government of India



అభ్యర్థన/Enrolment No: 1190/62138/34981

Bathini Sadhana (అభిని సాధన)

పరమార్థం

Date: 17/03/2016
D/O: B. Sambaiah, H No-1-9-131, kushaiguda, near
shishu mandir school, kushaiguda, Secunderabad,
Hyderabad,
Telangana - 500062

- ఆధార్ గుర్తింపుకు ధృవీకరణ, పోయస్టాన్ కే కాదు.
- గుర్తింపుకు ధృవీకరణ ఆన్ లైన్ అప్ డేట్ చేసే ద్వారా పొందవచ్చు.
- ఇది ఎలక్ట్రానిక్ పద్ధతిలో వ్రాయబడిన లేఖ.

మీ ఆధార్ సంఖ్య/Your Aadhaar No.:

INFORMATION

8570 7952 4817

- Aadhaar is a proof of identity, not of citizenship.
- To establish identity, authenticate online.
- This is electronically generated letter.



నా ఆధార్ - నా గుర్తింపు

Signature Not Verified
Digitally signed by UNIQUE
IDENTIFICATION AUTHORITY OF INDIA
Date: 2016.03.17 21:39:56 IST



1947



help@uidai.gov.in

www

www.uidai.gov.in

- ఆధార్ దేశమంతటా చెల్లుతుంది.
- ఆధార్ ఆధార్ కోడ్, ఒక సారి నమోదు చేసుకుంటే సరిపోతుంది.
- దయచేసి మీ లెటర్స్ మొత్తం నంబర్ మరియు ఈ-మెయిల్ అడ్రస్ నమోదు చేసుకోండి. దీనివలన మీరు వివిధ సేవలను పొందే వీలుంటుంది.

- Aadhaar is valid throughout the country.
- You need to enrol only once for Aadhaar.
- Please update your mobile number and e-mail address. This will help you to avail various services in future.



भारत सरकार
GOVERNMENT OF INDIA



भारतीय विशिष्ट पहचान प्राधिकरण
UNIQUE IDENTIFICATION AUTHORITY OF INDIA



అభిని సాధన
Bathini Sadhana
పుట్టిన తేదీ/ DOB: 12/10/1997
స్త్రీ / FEMALE

చిరునామా:

Address:

D/O: B. Sambaiah, H No-1-9-
131, కుషాయిగుడ, శిశు మందిర్
స్కూల్, కుషాయిగుడ,
సెకండరాబాద్, కుషాయిగుడ,
నెల్లూరాబాద్, హైదరాబాద్,
తెలంగాణ - 500062

D/O: B. Sambaiah, H No-1-9-131,
kushaiguda, near shishu mandir
school, kushaiguda,
Secunderabad, Hyderabad,
Telangana - 500062



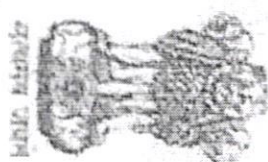
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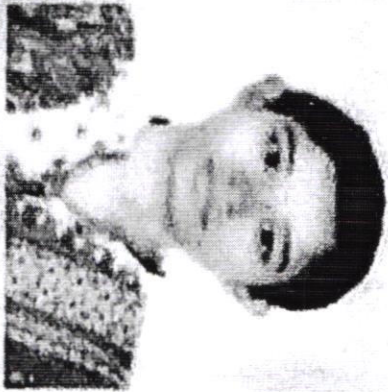
నా ఆధార్ - నా గుర్తింపు

MEERA AADHAAR, MERI PEHACHAN

आयकर विभाग
INCOME TAX DEPARTMENT



भारत सरकार
GOVT. OF INDIA



स्थायी लेखा संख्या कार्ड

Permanent Account Number Card

FJPPB4944B

नाम / Name

BATHINI SADHANA

पिता का नाम / Father's Name

BATHINI SAMBAIAH

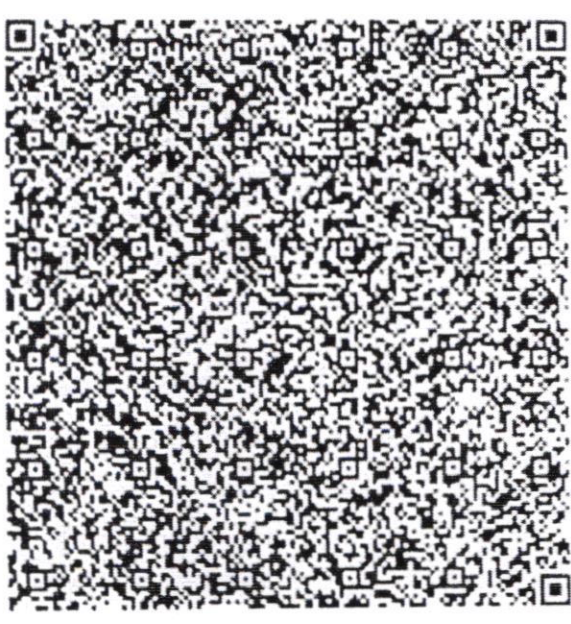
जन्म की तारीख

Date of Birth

12/10/1997

Sadhana

हस्ताक्षर / Signature



13112020



DETAILS REQUIRE FOR ESI FOR NEW EMPLOYEES / TRANSFERRED EMPLOYEES

S No	PARTICULARS			
1	NAME OF THE EMPLOYEE	B.Sadhana		
2	FATHER NAME/ HUSBAND NAME	B.Sambaiah		
3	RELATIONSHIP WITH EMPLOYEE	Daughter		
4	DATE OF BIRTH EMPLOYEE	12-10-1997		
5	TEMPORARY RESIDENTIAL ADDRESS	2, Ganesh nagar colony, Kushaiguda		
6	PERMANENT RESIDENTIAL ADDRESS	2, Ganesh nagar colony, Kushaiguda		
7	GENDER	Female		
8	MOBILE NUMBER	7981932891		
9	EMPLOYEE AADHAAR NUMBER	8570 7952 4817		
10	EMPLOYEE BANK ACCOUNT NUMBER	092691900005161		
11	IFSC CODE	YESB0000926		
12	BANK NAME	YES Bank		
13	BRANCH	Kothapet		
14	DATE OF JOINING - SITE TAKES ONLY LAST 10 DAYS DATE FROM THE ENTRY DATE	07-08-2023		
15	COMPANY ALLOTTED	07-08-2023		
	FAMILY DETAILS			
	FATHER / MOTHER / HUSBAND / DAUGHTER / SON NAME	DATE OF BIRTH OF FAMILY MEMBERS	RELATIONSHIP WITH EMPLOYEE	Aadhaar Number Of the EMPLOYEES FAMILY MEMBERS
SNO				
1	Bathini Sambaiah		Father	7182 3966 7396
2				
3				
4				
5				
6				
	IF EMPLOYEE IS ALREADY HAVING ANY PREVIOUS IP - KINDLY PROVIDE IT HERE			
	ESI NUMBER IF AVAILABIE:			
	DISPENSARY FOR EMPLOYEE:			
	DISPENSARY FOR HIS / HER FAMILY MEMBERS:			
	UNIT:			

RESUME

Name :- Bathini Sadhana

Contact No :- +7981932891

E-mail ID :- bathinisadhana@gmail.com

CAREER OBJECTIVE

To have a growth oriented and challenging career in our construction field. I would like to contribute 100% knowledge to develop the organisation and to gain more knowledge and techniques through learning from Our company

EDUCATIONAL QUALIFICATION

Qualification	Year	Board/University	Institution	Percentage
B.Tech Civil Engineering	2019	Jawaharlal Nehru Technological University , Hyderabad	Geethanjali college of Engineering and Technology Cheeryal , Keesara.	70%
Intermediate	2015	Board of Intermediate Education , Telangana.	Sri Chaitanya Junior Kalasala, Kamala nagar, Ecil, Hyderabad.	81%
Class X	2013	Board of Secondary Education, Andhra Pradesh.	Pragathi Vidyalaya High School , Kushaiguda , Hyderabad.	85%

Work Experience :

One Year Work Experience in Modi properties (Ranijung) Secunderabad ,Works As

1. Asst. Engineer.
2. Maintenance of villas in the site.

TECHNICAL SKILLS

- C Programming
- Auto Cad
- MS Word
- MS EXCEL

ACADEMIC PROJECT

- **Title:** Analysis of parking spaces as per latest IRC Guidelines at metro stations .

STRENGTHS

- Handling the work in all situations / Condition
- Confidence/Adability/Team work
- Positive Thinking

PERSONAL INFORMATION

- Father's Name : B.Sambaiah
- Mother's Name : B.Anjamma
- Date of Birth : 12-10-1997
- Age : 25
- Address : Plot no: 52 , Ganesh nagar colony , kushaiguda ,Hyderabad.
- Gender : Female
- Marital status : Single
- Nationality : Indian
- Languages Known : English, Hindi , Telugu
- Hobbies : Reading books , Watching movies , playing games

DECLARATION

I do here by declare that all the information given above is true to the best of my Knowledge.

Place: Kushaiguda

B.Sadhana .

Date: 21-03-2023.

Signature

REFERENCE LETTER

Date: 29-10-2023

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. Sambaiah since 25 years and my contact information is as follows:

Address Line1 : Plot no: 52 , ganesh nagar colony
Address Line2 :
Area : kushaiguda
City : Secunderabad.
Mobile number : 9949986798

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: Sambaiah .

REFERENCE LETTER

Date: 29-10-2023

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. Deepika since 18 years and my contact information is as follows:

Address Line1 : Plot no: 52 , ganesh nagar colony
Address Line2 :
Area : kushaiguda
City : Secunderabad.
Mobile number : 7032656418

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: Deepika .