

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

Name:	A. CHANDRA SHEKAR	Joining Date:	27/07/2023
Designation:	Sr. Accountant	Division:	Accounts
Company:		Prepared by:	Acharya
Site/Project:	NRK. projects	Sign:	A. Chandrashekar

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

Remarks:



Date: 15th May 2018.

TO WHOM SO EVER IT MAY CONCERN

This is to inform you that **Mr. A.Chandra Shekar** has worked with us for a period from 15th May 2018 to 29th July 2023. His designation at the time of relieving is **Senior Accountant**. His performance during the period is very satisfactory.

We wish him all the best for his future endeavors.

For VALAYAM CREATIONS PRIVATE LIMITED.

RAMA MOHAN REDDY.B
(Managing Director)

VALAYAM CREATIONS PVT. LTD.

10-2-289/115, F-502, NCL Kaveri-1 Apartments, Shantinagar, Masab Tank, Hyderabad-500028
www.valayam.co.in | info@valayam.co.in

VALAYAM CREATIONS PRIVATE LIMITED

Pay slip for the month of June-2023

Employee Name	A. Chandra Shekar
Date of Joining	15.05.2018
Days Present	30
Designation	Senior Accountant
Earnings	Amount
Basic Salary	17,250
HRA	10,350
Conveyance	2,500
Medical Allowance	1,500
Personal Allowance	-
Travelling Allowance	1,500
Other Allowance	2,000
LTA	-
Children Education Allowance	-
Over Time	-
Arrears/ Other Ern.	-
Total Earnings	35,100
Less: Deductions : Provident Fund	2,070
Professional Tax	200
Loss of Pay	-
Net Salary Rs.	32,830

K. N. M.
Accounts Manager



VALAYAM CREATIONS PRIVATE LIMITED

Pay slip for the month of May-2023

Employee Name	A. Chandra Shekar
Date of Joining	15.05.2018
Days Present	31
Designation	Senior Accountant

Earnings	Amount
Basic Salary	17,250
HRA	10,350
Conveyance	2,500
Medical Allowance	1,500
Personal Allowance	-
Travelling Allowance	1,500
Other Allowance	2,000
LTA	-
Children Education Allowance	-
Over Time	-
Arrears/ Other Ern.	-
Total Earnings	35,100
Less: Deductions : Provident Fund	2,070
Professional Tax	200
Loss of Pay	-
Net Salary Rs.	32,830

K.N.M.
Accounts Manager



VALAYAM CREATIONS PRIVATE LIMITED**Pay slip for the month of Apr-2023**

Employee Name	A. Chandra Shekar
Date of Joining	15.05.2018
Days Present	30
Designation	Senior Accountant

Earnings	Amount
Basic Salary	17,250
HRA	10,350
Conveyance	2,500
Medical Allowance	1,500
Personal Allowance	-
Travelling Allowance	1,500
Other Allowance	2,000
LTA	-
Children Education Allowance	-
Over Time	-
Arrears/ Other Ern.	-
Total Earnings	35,100
Less: Deductions : Provident Fund	2,070
Professional Tax	200
Loss of Pay	-
Net Salary Rs.	32,830

K. N. M.
Accounts Manager



भारत गणराज्य
भारत OF INDIA

చిరునామా:
తలకండపల్లి(మం), వేల్జర్, వేల్జం,
మహబూబ్ నగర్ జిల్లా,
ఆంధ్ర ప్రదేశ్ - 509357

Address :
THALAKONDAPALLY
MANDAL, VELJAL,
Medakpalle, Mahabub
Nagar,
Andhra Pradesh - 509357



1947
1947-2019 1947

help@utdai.gov.in

www.utdai.gov.in

P.O. Box No. 1234,
Bengaluru-560 051

भारत सरकार
भारत OF INDIA



ఆయిల్ చంద్రశేఖర్
Ayil Chandrashekar
పంపిణీ సంఖ్య: 08/04/1992
పురుషుడు MALE



4847 3891 8860

నా ఆధార్ - నా సుర్తింపు

BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH

YZ

1522866

*YOM
2000-7-17
065/11/11*



SECONDARY SCHOOL CERTIFICATE

PC/25/0060848/3

PRIVATE

CERTIFIED THAT A CHANDRASEKHAR

S/O ANJATHA

Beating Roll No.

0349296

belongs to

Z P P HIGH SCHOOL, VELJAL

has appeared and PASSED at the SSC EXAMINATION held in

SEP. 1998

with

COMPARTMENTAL

division and

TELUGU

as the medium of instruction

DATE OF BIRTH OF
THE CANDIDATE

DAY

MONTH

YEAR

08/04/1982

ZERO

EIGHT

APR

ONE

NINE

EIGHT

TWO

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks secured (in Figures)	Marks secured (in Words)
FIRST LANGUAGE (TELUGU)	70 *	SEVEN ZERO
THIRD LANGUAGE - ENGLISH	68 *	SIX EIGHT
MATHEMATICS	53	FIVE THREE
GENERAL SCIENCE	42 *	FOUR TWO
SOCIAL STUDIES	52 *	FIVE TWO
TOTAL	285	(TWO EIGHT FIVE)
SECOND LANGUAGE (HINDI)	29 *	TWO NINE
GRAND TOTAL	314	(THREE ONE FOUR)

Marks of Identification

1. A mole on the chest.

2. A mole on back side of the neck.

Head of Institution
with School Stamp

Maddy
HEAD MASTER
Z P P High School, VELJAL

Date of Issue by the Board

28/11/1998

SECRETARY
BOARD OF SECONDARY EDUCATION

HYDERABAD

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

SL. No. B131604

17/3610/B131604



Board of Intermediate Education A. P.

Vidya Bhavan, Nampally, Hyderabad- 500 001



PRINCIPAL 20/6/01
Govt. Junior College (Boys)
ADCHERLA

PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **CHANDRASHEKAR A**
of **ANJIAH**

son / daughter
passed the

Intermediate Public Examination held in **MARCH 2001**

with Registered No. : **8280687** in **TELUGU** medium

and is placed in **SECOND DIVISION.**

The subjects in which he/she is examined and the marks awarded are as follows :

Subject		Paper-I		Paper-II	
		Maximum Marks	Marks Obtained	Maximum Marks	Marks Obtained
Part - 1 :	ENGLISH	100	048	100	035
Part - 2 :	TELUGU	100	078	100	054
Part - 3 : Optional Subjects	ECONOMICS	100	037	100	081
	COMMERCE	100	040	100	044
	CIVICS	100	061	100	051
Total Marks In Figures	507				
In Words	FIVE *ZERO**SEVEN*				
Date	08-06-2001				



PRINCIPAL 20/6/01
Govt. Junior College (Boys)

Signature of Principal

Secretary

NOTE : ELIGIBILITY RULES ARE OVERLEAF * INDICATED MARKS OBTAINED AT EARLIER EXAMINATION

OU 103127

Osmania University



Faculty of Commerce

Roll No. 06612171

This is to certify that Chandrashekar A

son/daughter of Anjaiah

has been admitted to the Degree of

Master of Commerce

of this University, he/she having passed the qualifying

Examination in April 2007, in Second Division.

Given under the seal of the University

PG 40807090010



Hyderabad

Dated 18 JUL 2008



T. Torupathu

Vice-Chancellor

Osmania University



Faculty of Commerce

Roll No. 2002-358

This is to certify that Chandrashekar A

son / daughter of Anjaiah

has been admitted to the degree of

Bachelor of Commerce

(Medium Telugu)

of this University, having been declared to have passed in,

Part - I

English

Second Language (Telugu)

Year

Division

April 2003

Second

Part - II

Electives

Nov 2004

Pass

1. Advanced Mgmt. Acct.

2. Corporate Accounting

Given under the seal of the University

BC0807180043



Hyderabad

Dated MAY 14, 1928

FEBRUARY 01, 2007



H. M. M. M.

Vice-Chancellor



OSMANIA UNIVERSITY UE 107739

CONSOLIDATED MARKS MEMORANDUM

EXAMINATION B. Com. (YWS) OCT. / NOV. 2004

REFNO : 65

DATE : 18/12/2004

NAME : CHANDRASHEKAR A

ROLL NO 020-02-00358

FATHER'S NAME ANJATH

PART I SUBJECTS	MAX MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR				
ENGLISH 1	100	36	41	A02
TELUGU I (SEC. LANG.)	100	36	73	A02
SECOND YEAR				
ENGLISH 2	100	36	50	A03
TELUGU II (SEC. LANG.)	100	36	75	A03

TOTAL MARKS SECURED IN PART I
IN FIGURES
IN WORDS 239

** TWO THREE NINE **
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	43	A02	==	==	==	==
FINA. ACCOUNTING I	100	36	41	A02	==	==	==	==
INDUSTRIAL ORG. MGMT.	100	36	41	A02	==	==	==	==
QUANT. TECHNIQUES I	100	36	36	A02	==	==	==	==
*IND. H CULTURE	50	18	38	A02	==	==	==	==
SECOND YEAR								
FINAN. ACCOUNTING II	100	36	43	A03	==	==	==	==
QUANT. TECHNIQUES II	100	36	53	A03	==	==	==	==
BANKING FIN. SYSTEM	100	36	36	A03	==	==	==	==
ENTERPRENEURSHIP D.	100	36	43	A03	==	==	==	==
*SCI. & CIVILIZATION	50	18	36	A03	==	==	==	==
THIRD YEAR								
BUSINESS LAWS	100	36	36	S04	==	==	==	==
INCOME TAX & P. A.	100	36	41	A04	==	==	==	==
COST & M. ACCOUNTING	100	36	77	A04	==	==	==	==
BUS. COMMUNICATION & RW	100	36	67	A04	==	==	==	==
S. E. MANAGEMENT	100	36	60	A04	==	==	==	==
AD. MGMT. ACCOUNTING	100	36	47	A04	==	==	==	==
CORPORATE ACCOUNTING	100	36	45	A04	==	==	==	==



PART II DIV

COMPLETED

[Signature]
REGISTRAR

IN THE HERITAGE & CULTURE AND SCIENCE AND CIVILISATION MARKS ARE NOT INCLUDED IN THE PART II AGGREGATE AND DIVISION



OSMANIA UNIVERSITY

CONSOLIDATED MEMORANDUM OF MARKS

20211077

EXAMINATION: M.COM.

REF NO. PG07108422

APRIL 2007

DATE: 25/10/2007

NAME: CHANDRASHEKAR A

ROLL NO: 06612171

FATHER'S NAME: ANJALIAH

SL NO.	SUBJECT	MAXIMUM MARKS	MINIMUM PASS MARKS	MARKS SECURED	YEAR OF PASSING
I-SEMESTER					
1	MANAGERIAL ACCOUNTING	100	36	37	NOV05
2	MANAGERIAL ECONOMICS	100	36	54	APR06
3	PRINCIPLES OF MARKETING	100	36	58	NOV05
4	FINANCIAL MANAGEMENT	100	36	46	APR06
5	ORGANIZATION THEORY	100	36	49	NOV05
II-SEMESTER					
1	ADVANCED MANAGERIAL ACCOUNTING	100	36	54	APR06
2	BUSINESS ENVIRONMENT AND POLICY	100	36	56	APR06
3	MARKETING MANAGEMENT	100	36	66	APR06
4	INVESTMENT MANAGEMENT	100	36	47	APR06
5	ORGANIZATIONAL BEHAVIOUR	100	36	58	APR06
III-SEMESTER					
1	RESEARCH METHODOLOGY & STATISTICAL ANALYSIS	100	36	62	NOV06
2	COST ACCOUNTING	100	36	55	APR07
3	INFORMATION TECHNOLOGY	70	25	47	NOV06
4	INTERNATIONAL FINANCIAL MANAGEMENT	100	36	60	NOV06
5	SECURITIES ANALYSIS & PORTFOLIO MANAGEMENT	100	36	56*	APR07
6	INFORMATION TECHNOLOGY (LAB)	30	12	26	NOV06
IV-SEMESTER					
1	QUANTITATIVE TECHNIQUES FOR BUSINESS DECISIONS	100	36	48	APR07
2	HUMAN RESOURCE MANAGEMENT	100	36	58	APR07
3	E-COMMERCE	70	25	43	APR07
4	FINANCIAL SERVICES	100	36	57	APR07
5	TAX PLANNING	100	36	49	APR07
6	E-COMMERCE (LAB)	30	12	24	APR07
7	PROJECT REPORT EVALUATION AND VIVA VOCE	GRADE		C	APR07
GRADES : A->EXCELLENT B->GOOD C->SATISFACTORY D->NOT SATISFACTORY * IMPROVEMENT					

TOTAL MARKS

TOTAL MARKS

2000

1110

Secured in words ONE ONE ONE ZERO

IN FIGURES

RESULT:

SECOND DIVISION

Ray
SECTION - INCHARGE

Superintendent
Superintendent

Controller
CONTROLLER OF EXAMINATIONS

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Senior Accountant		
Date of application	08-03-2023		
Application through	☒ Advertisement	☐ Referred by:	

Personal Details:

Full Name	A. CHANDRA SHEKAR		
Age	40...years	Date of Birth	08/04/1982
Fathers Name	A. ANJAI AH		
Address for Correspondence	Balaramalguda, L.B.Nagar, HYD.		
Phone & Mobile	9885412612		
Permanent Address	Veljal(V) Talakonda Pally (M) Ranga Reddy (D)		
Aadhar number	48473891 8860	Category	SC / ST / BC / Open

Education:

Post Graduation	M.Com		
Name of college	Vidya Dayani P.G. College		
Location	Santhoshnagar	Percentage marks	55%.
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	2007	Medium of Instruction	English / Telugu / Hindi

Degree/ Diploma	B.Com		
Name of college	Dr. Burugula Ramakrishna Rao college		
Location	Tadcherla	Percentage marks	57%.
Course type	☒ Regular course ☐ Correspondence Course		
Year of completion	2004	Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Jr. College	Dr. Burugula Ramakrishna Rao Jr. College		
Location	Tadcherla	Percentage marks	60%.
Year of completion	2001	Medium of Instruction	English / Telugu / Hindi

Name of school	Z.P. High School		
Location	Veljal	Percentage marks	52%.
Year of completion	1998	Medium of Instruction	English / Telugu / Hindi

Description of other courses or diploma	

Computer Skills:

MS Office	☒ Good ☐ Average ☐ Poor
MS Word	☒ Good ☐ Average ☐ Poor
MS Excel	☒ Good ☐ Average ☐ Poor
Auto CAD	☐ Good ☐ Average ☐ Poor ☒ N.A.
Email	☒ Good ☐ Average ☐ Poor
Other	Tally.

Two Wheeler / Car:

Make		Year	
------	--	------	--

Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	A. Anjiah	62	Farmer	Inter.
Mother	A. Bushanamma	59	Anganwadi Teacher	S.S.C.
Wife / Husband	A. Saranya	32	Pvt. School Teacher	B.Sc.
Brother / Sister	A. Sai Kumar	30	Business	B.Tech. - Married
Brother / Sister	A. Radhika	32	H.W.	B.Sc. - Married
Brother / Sister	A. Rajasree	30	H.W.	B.Tech. - Married
Son / daughter	A. Himansh	07	II nd class	Akrothi School.
Son / daughter	-	-	-	-
Son / daughter	-	-	-	-

Salary Details:

(Copy of 1 yr bank statement of salary account will have to produce at the time of employment)

Last Drawn Salary	32K Take Home. 35K Gross.		
Does the above salary include:	ESI: ☐ Yes ☐ No		PF: ☐ Yes ☐ No
	Conveyance: ☐ Yes ☐ No		Mobile Allowance: ☐ Yes ☐ No
Expected Salary	As per company norms.		

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies?			☐ Yes ☐ No
Surety 1:	Name		Company
	Designation		Your Relation
Surety 2:	Name		Company
	Designation		Your Relation

Commitment

Can you commit to work for a minimum of 2 years?	☒ Yes ☐ No
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Experience & Employment Details:

Years of experience in relevant field	No. 10 yrs.		
Name of Company	Valayam Creations Pvt Ltd.		
Duration of employment	4 years	From date: 01/05/2018	To date: .../.../2022
Location	Masab Tank.		
Designation	Senior Accounts Executive.		
Last drawn salary	32K		
Number of employees in the company / branch?	15	Number of employees in your dept. or division?	4
Brief description of work handled by you.	All entries posted intally, BRS, TDS working, GST working, Invoice preparation, Reconciliations.		
Reason for leaving	Betterment		

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

Name of Company	Sushabi Associates.		
Duration of employment	4 years	From date: 01/08/2014	To date: 30/04/2018
Location	Somafiguda.		
Designation	Accountant		
Last drawn salary	25K.		
Number of employees in the company / branch?	10	Number of employees in your dept. or division?	02
Brief description of work handled by you.			
Reason for leaving	Betterment		

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

Name of Company	Sphoorthy Engg College		
Duration of employment	4 years	From date: 01./08/2019	To date: 31./08/2019
Location	Nadergul, Ibrahimpatnam		
Designation	Jr. Accountant		
Last drawn salary	18K		
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	Bellerment		

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

Name of Company				
Duration of employment	_____ years	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	☒ 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	

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	<i>Tai kum to decide.</i>



Offer Details

Salary offered	<i>Rs. 38,000/-</i>	Date of joining	
Remarks:			

Tai kum to decide.
28/7/23.

DECLARATION

From:

Date: 08/03/2023

A. CHANDRA SHEKAR
Bairamalguda
L.B. Nagar

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 A. Chandrashekar

Name: A. CHANDRA SHEKAR

Place: Bairamalguda. HYO

Date: 08/03/2023

RESUME

A.CHANDRASHEKAR

Email: chndrshkr546@gmail.com

Ph: 9885412612 / 8309036732

Career Objective

To be part of Esteemed Organization and work with full utilizing my existing skills learn continuously thereby increasing the value of both Organization and myself.

Academic Qualification

M.Com : Vidhya Dayani P.G College, Hyderabad, O.U.

B.Com : Dr.Burgula Ramakrishna Rao Govt Degree
College, Jadcherla, O.U.

Intermediate : Dr.Burgula Ramakrishna Rao Govt, Jr
College, Jadcherla, BOI.

S.S.C : Z.P.H.S Veljal, Board of secondary Education.

Work Experience

- Working as Senior Accountant in Valayam Creations Private Limited. Masab Tank, Hyderabad. from May 2018 to till date.
- Worked as Accountant in Surabhi Associates. Somajiguda, Hyderabad. from August 2014 to April 2018.
- Worked as Accounts Executive in Sphoorthy Engineering College. Nadergul, Hyderabad from Aug 2010 to Aug 2014.

Job Profile

- ✓ Regular Day to Day Accountings Activities.
- ✓ Preparation of Accounts payable and Receivables
- ✓ Reconciliation of Bank Accounts & Financial Accounts
- ✓ Reconciliation of General Ledger Accounts
- ✓ Payroll Processing Activities
- ✓ Posting of all Journal Vouchers in Tally Software
- ✓ Preparation of Bill/Invoices and make for necessary activities.

- ✓ Debtors, Creditors Reconciliation
- ✓ Verification of TDS Receivables (Form 26AS)
- ✓ Verification and follow up of GSTR 2A
- ✓ Processing all Vendor payments with prior category
- ✓ Purchase and Sales Accounting Registers.
- ✓ Preparation of Finalization Accounts, other various activities.

Statutory Compliances & Administration Part

- ✓ Preparation of Monthly GST
- ✓ TDS Deductions and Preparation Quarterly Statement
- ✓ Working Knowledge PF and PT Returns

Technical Qualification

- ✓ Operating Systems : MS-Windows XP/98/95, MS-Dos
- ✓ Tools : MS-Office, MS-Excel
- ✓ Packages : Tally ERP9 & Focus

Personal Profile

Name : Ayil Chandra Shekar
 Father Name : A. Anjaiah
 Date of Birth : 08-04-1982
 Languages Known : Telugu, English & Hindi
 Marital Status : Married
 Interest : Reading Books and Making Friends

Communication Address : H.No: 10-4-190/1/4 Dharmapuri
 Colony, Lingoigyda, Saroornagar,
 Hyderabad.

Declaration

I hereby declare that all the details furnished above are true to best of my Knowledge.

Place: Hyderabad.

Date:


(Chandra Shekar. A)