

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

Name:	<u>h. Anusha</u>	Joining Date:	<u>27-12-2022</u>
Designation:	<u>Junior Accountant</u>	Division:	<u>Accounts</u>
Company:	<u>Modi properties pvt.Ltd</u>	Prepared by:	<u>Akhansha</u>
Site/Project:	<u>Mehta & Modi Realty Kowka</u>	Sign:	<u>Akhansha</u>
Scan Id No:		Employee Sign:	<u>Akhansha</u>

Sl. No.	Task list	Status as on date of joining (Yes /No/ NA)	Status in 2 weeks of joining. (Yes/ No/ NA)
1.	Bio-Data fully filled and scanned?		
2.	SSC Marksheet collected?	yes	
3.	HSC/Inter /Diploma Marksheet collected?	yes	
4.	Graduation Mark sheet//certificate collected?	yes	
5.	P.G. Marksheet/certificate collected?	-	
6.	Experience Certificate collected?	-	
7.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)	-	
8.	Relieving Letter collected?	-	
9.	4 Passport Size Photographs collected?	NO	
10.	2 Postcard Size Family Photographs collected (ESI) ?	-	
11.	Aadhar card collected?	yes	
12.	Photo ID Proof collected?	-	
13.	PAN Card collected?	yes	
14.	2 Reference Letters collected?	-	
15.	Blood group certificate collected?	yes	
16.	Employee ID Card form filled?	-	
17.	Bank Account opening form filled?	yes	
18.	Group Medical insurance - form filled?	-	
19.	Introduction email/viber message sent to staff?	yes	
20.	Contact card sent on viber?		
21.	Desk assigned?	yes	
22.	Laptop given?	yes	
23.	Employee has smart mobile phone?	yes	
24.	Added to respective viber groups?	yes	
25.	Employee email id created?	yes	
26.	Visiting cards issued?	-	
27.	Uniform issued?		
28.	Appointment letter signed?	-	
29.	Job description details included in appointment letter?		
30.	Employee visited relevant sites?		
31.	Orientation given to employee?		
32.	Additional software required:		

Remarks:

Note: 1. Email, M-codex login & addition to viber groups must be done on first day of employment. 2. 30 minutes orientation program must be given by HR. 3. 30 minutes orientation program must be given by IT team wrt email, staff login, viber & M-codex. 4. All above tasks must be completed within 2 weeks. 4. This form must be uploaded on HR Vacancy viber group at the time of exit and after 2 weeks – along with label.



UGP 115660

Osmania University

HYDERABAD, T.S (INDIA)

Provisional Certificate

Ref. No. 614318

FACULTY OF COMMERCE (CBCS)

Roll No. 120519405048

This is to certify that LINGARAJU ANUSHA
Father's name LINGARAJU GANGAIAH
Mother's name LINGARAJU MANJULA
Passed the BACHELOR OF COMMERCE(Com.Appl.)
Examination of this University, held in JULY 2022
and that he/she was placed in

Part I : CGPA : 8.33

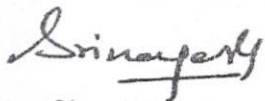
Second Language : TELUGU

Part II : CGPA : 7.16

Overall : CGPA : 7.47

Dated : 29/08/2022


Section - Incharge


for Registrar



Osmania University UGCM 175409

HYDERABAD - T.S. (INDIA)

CONSOLIDATED GRADE RECORD (CBCS)

Examination : B.Com. (Com.Appl.) JULY 2022

Ref.No : 614318
NAME : LINGARAJU ANUSHA
PARENT(S) NAME : LINGARAJU GANGAIAH
: LINGARAJU MANJULA

DATE : 29/08/2022
ROLL No. : 120519405048
MEDIUM : ENGLISH

Subject Code	Subject CourseType	Subject Name	Theory			Practical		
			CR	GL	YOP	CR	GL	YOP
SEMESTER-I						SGPA:6.68		
BC159	AEEC1	ENVIRONMENTAL STUDIES	2	B	NOV19			
BC101	ELS1	ENGLISH 1	4	C	NOV19			
BC102	SLS1	TELUGU 1	4	B	NOV19			
BC125	DSC102	BUS.ORG.MANAGEMENT	5	D	NOV19			
BC126	DSC101	FINANCIAL ACCOUNTING-I	5	E	NOV19			
BC153	DSC103	FUN.OF INF.TECHNOLOGY	3	B	NOV19	2	D	NOV19
SEMESTER-II						SGPA:7.36		
BC201	ELS2	ENGLISH 2	4	B	JAN21			
BC202	SLS2	TELUGU 2	4	O	JAN21			
BC259C	AECC2	BASIC COMPUTER SKILLS	2	B	JUL22			
BC215	DSC201	FINANCIAL ACCOUNTING-II	5	D	JAN21			
BC231	DSC202	BUSINESS LAWS	5	C	JAN21			
BC253	DSC203	PROGRAMMING WITH C AND C++	3	E	JUL22	2	B	JAN21
SEMESTER-III						SGPA:6.08		
BC301	ELS3	ENGLISH 3	3	E	MAR21			
BC302	SLS3	TELUGU 3	3	B	MAR21			
BC359X	SEC1	PRINCIPLES OF INSURANCE-SEC1	2	E	MAR21			
BC360A	SEC2	PRACTICE OF LIFE INSURANCE	2	E	NOV21			
BC314	DSC301	ADVANCED ACCOUNTING	5	C	MAR21			
BC316	DSC302	BUSINESS STATISTICS-I	5	E	MAR21			
BC334	DSC303	REL.DATABASE MANA.SYSTEM	3	E	MAR21	2	A	MAR21
SEMESTER-IV						SGPA:6.64		
BC401	ELS4	ENGLISH 4	3	A	OCT21			
BC402	SLS4	TELUGU 4	3	B	OCT21			
BC459B	SEC3	UNIVERSAL HUMAN VALUES	2	D	OCT21			
BC460A	SEC4	PRAC.OF LIFE AND GEN.INSURA.	2	E	OCT21			
BC416	DSC402	BUSINESS STATISTICS-II	5	E	JUL22			
BC427	DSC401	INCOME TAX	5	C	OCT21			
BC429	DSC403	WEB TECHNOLOGIES	3	E	OCT21	2	A	OCT21
SEMESTER-V						SGPA:9.12		
BC501	ELS5	ENGLISH 5	3	B	MAR22			
BC560A	GE	ADVANCED ASPECTS OF INCOME TAX	4	B	MAR22			
BC502	SLS5	TELUGU 5	3	O	MAR22			
BC515	DSE501	COST ACCOUNTING	5	O	MAR22			
BC532	DSE503	E.COMMERCE	3	A	MAR22	2	O	MAR22
BC563	DSE502	COMPUTERISED ACCOUNTING	3	A	MAR22	2	A	MAR22
SEMESTER-VI						SGPA:8.96		
BC601	ELS6	ENGLISH 6	3	A	JUL22			
BC660B	PR	PROJECT REPORT	2	O	JUL22			
BC660A	PR	RESEARCH METHODOLOGY	2	O	JUL22			
BC602	SLS6	TELUGU 6	3	O	JUL22			
BC614	DSE601	COST CONTROL AND MANAG.ACCOUN.	5	B	JUL22			
BC621	DSE602	THEORY AND PRACTICE OF GST	3	B	JUL22	2	A	JUL22
BC629	DSE603	CYBER SECURITY	3	A	JUL22	2	A	JUL22
Result : Overall (CGPA) : 7.47		Part-I (CGPA) : 8.33		Part-II (CGPA) : 7.16				

Note : English and second Languages are Part-I and remaining subjects are Part-II. CR:Credits, GL:Grade Letter,YOP:Year of Passing

Board of Secondary Education

TELANGANA STATE, INDIA

TS-CC 634601



S.S.C. VOCATIONAL COURSE

VOCATIONAL PC/21/30478/006601/0

Aadhaar No. 394880463889

CERTIFIED THAT LINGARAJU ANUSHA

FATHER NAME : LINGARAJU GANGAIAH

MOTHER NAME : LINGARAJU MANJULA

bearing Roll No. 1721500510

belonging to Z P (G) HIGH SCHOOL - MALKAJGIRI, MEDCHAL DISTRICT

has appeared and PASSED SSC (Vocational) EXAMINATION held in MARCH 2017 in SECOND

Division with TELUGU as medium of instruction.

DATE OF BIRTH 05/02/2002 ZERO FIVE FEBRUARY TWO ZERO ZERO TWO

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Theory		Practical		Total	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
GARMENT MAKING, KNITTING, EMBROIDERY AND LAUNDRY	40	22	60	35	100	57
TOTAL (in words)	FIVE SEVEN					
Marks of Identification :	A MOLE ON THE RIGHT ARM					
	X					

Head of Institution
with School Stamp

Date of issue : 27th July, 2017

B. Bhargava
Principal
Z P (G) High School
Malkajgiri M.D. Dist.

[Signature]
SECRETARY
BOARD OF SECONDARY EDUCATION
TELANGANA STATE, HYDERABAD



1. Life skills Education : The Grade shall be incorporated by the respective Head of the Institution 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 Marks with asterisk indicate the old Marks secured in previous appearances.

2017



Board of Secondary Education

TELANGANA STATE, INDIA

TS-CC 334510



SECONDARY SCHOOL CERTIFICATE

REGULAR PC/21/30478/0234832/9

Aadhaar No. 394880463889

CERTIFIED THAT : LINGARAJU ANUSHA

FATHER'S NAME : LINGARAJU GANGAIAH

MOTHER'S NAME : LINGARAJU MANJULA

ROLL NO. : 1721116430

DATE OF BIRTH : 05/02/2002 (ZERO FIVE FEBRUARY TWO ZERO ZERO TWO)

SCHOOL : Z P (G) HIGH SCHOOL - MALKAJGIRI, MEDCHAL DISTRICT

MEDIUM : TELUGU

Has appeared and PASSED SSC EXAMINATION held in MARCH-2017

THE CANDIDATE SECURED THE FOLLOWING GRADE AND GRADE POINTS IN CURRICULAR AREAS :

SUBJECT	GRADE FA	GRADE SA	OVERALL GRADE	GRADE POINT
FIRST LANGUAGE : (TELUGU)	B2	C1	B2	07
THIRD LANGUAGE : ENGLISH	B1	C2	C1	06
MATHEMATICS :	C2	B2	B2	07
SCIENCE :	B2	C2	C2	05
SOCIAL STUDIES :	B2	C1	C1	06
SECOND LANGUAGE: (HINDI)	B2	D	C2	05
Cumulative Grade Point Average (CGPA) :				6.0

CO-CURRICULAR AREAS :

SUBJECT	GRADE	SUBJECT	GRADE
VALUE EDUCATION & LIFE SKILLS	B	WORK & COMPUTER EDUCATION	B
ART & CULTURAL EDUCATION	B	PHYSICAL & HEALTH EDUCATION	A

Marks of Identification : 1. A MOLE ON THE RIGHT ARM
2. X

Head of Institution
with School Stamp

Date of issue : 03rd May, 2017

B. Bhavathi
Principal
Z P (G) High School
Malkajgiri, Medchal District

Dr. J. S. S. S.

SECRETARY
BOARD OF SECONDARY EDUCATION
TELANGANA STATE, HYDERABAD



- Any corrections in the certificate will not be entertained after one year from the date of issue.
- Any unauthorised correction in the certificate will result in cancellation of certificate.
- The grades with asterisk indicate the old grades secured in previous appearances.

2017



Telangana State Board Of Intermediate Education

Vidya Bhavan, Nampally, Hyderabad - 500 001

62/62006/E297918



Sl. No. E297918

INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **LINGARAJU ANUSHA**

Father's Name : **LINGARAJU GANGAIAH**

Mother's Name : **LINGARAJU MANJULA**

bearing

Registered No. **1962511154** has appeared for the Intermediate Public Examination (Vocational) held in

MARCH-2019 in **ACCOUNTING & TAXATION (A&T)**

Course and passed in **A GRADE** and with **English** as the medium of instruction.

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

Subject		Maximum Marks	Marks Secured
PC	<u>PART A</u> <u>FIRST YEAR</u>		
01	ENGLISH PAPER-I	050	025
02	GENERAL FOUNDATION COURSE	050	037
	<u>PART B</u> <u>THEORY</u>		
11	BUSINESS ORGANIZATION	050	042
12	ACCOUNTANCY & COMPUTERS	050	030
13	TAXATION-I	050	042
	<u>PRACTICALS</u>		
21	BUSINESS ORGANIZATION	050	030
22	ACCOUNTANCY & COMPUTERS	050	043
23	TAXATION-I	050	042
	<u>PART C</u>		
31	ON THE JOB TRAINING	100	066
	<u>SECOND YEAR</u>		
	<u>PART A</u>		
51	ENGLISH PAPER-II	050	034
52	GENERAL FOUNDATION COURSE	050	047
	<u>PART B</u> <u>THEORY</u>		
61	AUDITING	050	045
62	ACCOUNTANCY & TALLY	050	044
63	TAXATION-II	050	046
	<u>PRACTICALS</u>		
71	AUDITING	050	039
72	ACCOUNTANCY & TALLY	050	039
73	TAXATION-II	050	041
	<u>PART C</u>		
81	ON THE JOB TRAINING	100	080
	ENVIRONMENTAL EDUCATION		QUALIFIED
	ETHICS AND HUMAN VALUES		QUALIFIED
Total Marks In Figures	772 ➡ 772	Date 18-04-2019	
In words	*SEVEN**SEVEN***TWO*		

PRINCIPAL

Kasturba Gandhi Junior College for Women
Signature of the Principal and College Seal
Marredpally, Secunderabad.

Controller of Examinations

Controller of Examinations

1962511154



భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ

భారత ప్రభుత్వం

Unique Identification Authority of India
Government of India

సమోదా సంఖ్య / Enrollment No.: 2081/30107/74194

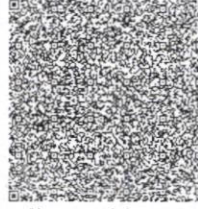
To,
లింగరాజు అనుషా
Lingaraju Anusha
D/O: Lingaraju Gangaiah
3-7/3
bhiknoor mandalam Baswapur
Baswapur Bhiknoor Nizamabad
Telangana 503101
9133824643

21/05/2013

Ref: 863 / 06R / 66006 / 66055 / P



SB945160585FH



మీ ఆధార్ సంఖ్య / Your Aadhaar No. :

3948 8046 3889

నా ఆధార్, నా గుర్తింపు



భారత ప్రభుత్వం

Government of India



లింగరాజు అనుషా
Lingaraju Anusha
పుట్టిన తేదీ / DOB : 05/02/2002
స్త్రీ / Female



3948 8046 3889

నా ఆధార్, నా గుర్తింపు



Earn while you Learn

PRAGATHI'S UNITES (VOC) JR. COLLEGE

BLOOD CAMP 2016 - 17

Date : 6/12/2016

Name : *L. Anula*
Age : *15*
Sex : ☐ M ☒ F
Blood Groi : *O+ve [positive]*
H.B. : *10mg%* Normal Values
B.P. : Male 13.5 - 18.0 g%
Female 11.5 - 16.4 g%
Height : *5.0*
Weight : *42*

*Note: This tests are done by our text book methods

Groups : A&T, C.S.E., MLT, MPHWF
Opp. Round Building, Kamala Nagar, Hyderabad

आयकर विभाग
INCOME TAX DEPARTMENT



भारत सरकार
GOVT. OF INDIA

LINGARAJU ANUSHA

LINGARAJU GANGAIAH

05/02/2002

Permanent Account Number

BXHPA1700L



MINOR

Signature

29/09/2016