Rio Data

Scenneel

Name:		m Balakvishna	Joining Date:	24-01-2019 Constration division.
Designation	n:	Engineed	Division:	Constrain division
Company:		modi Properties	Prepared by:	
Site/Projec	ct:	NGH Pochasam	Sign:	m Balaff
Sl. No.		Description	on	Yes / No/ NA/ Done
1.	SSC M	Iarksheet collected?		
2.	HSC/I	nter /Diploma Marksheet collecte	d?	•
		ation Mark sheet//certificate colle		
4.	P.G. M	Marksheet/certificate collected?		
5.	Experi	ence Certificate collected?		
6.	Proof (Salar	of salary of previous companies c y Slip/certificate/ Form 16A)	collected?	
7.		ring Letter collected?		Mag
8.		port Size Photographs collected?		Yes
9.	2 Post	card Size Family Photographs co	llected?	
10.	Resid	ence Proof collected?		
11.	Photo ID Proof collected?			
12.	PAN Card collected?			
13.	2 Reference Letters collected?			
14.		group certificate collected?		
15.	Empl	oyee ID Card form filled?		
16.	Bank	Account form filled?		
Task to b				
1.	Sen	d introduction email/inform throu	gh viber to staff	
2.		k - Prepare employee work area o		-
3.	Lap	top - Arrange computer access/la	ptop	
4.	SIM	1 - CUG Airtel new connection/po	ortability	
5.	Smart mobile phone – check / provide			
6.		per - Add in Groups		
7.				
8.	Vis	siting Cards		
9.	Un	iform, wherever required		-ilorg
10.	Of	fice Rules: Timings, leave policy	, & uniform etc., as	per circulars

Remarks:		

Name:		T. Vinod Kumar	Joining Date:	24-01-2019	
Designat	signation: ENGINEER Division:				
Company	y:	MODI properties.	Prepared by:		
Site/Proj	ect:		Sign:		
Sl. No.		Description	on	Status	
1.	SSC M	arksheet collected?		Yes / No/ NA/ D	One
2.	HSC/In	ter /Diploma Marksheet collected	i?	1,	
3.		tion Mark sheet//certificate collection			
4.	P.G. Ma	arksheet/certificate collected?			
5.	Experie	ence Certificate collected?			
6.	Proof of (Salary	f salary of previous companies co Slip/certificate/ Form 16A)	ollected?		
7.	Relievin	ng Letter collected?			
8.	4 Passp	ort Size Photographs collected?		yes	
9.	2 Postca	ard Size Family Photographs coll-	ected?		
10.	Residen	ce Proof collected?		yes.	
11.	Photo II	O Proof collected?		yes	
12.	PAN Card collected?		yes		
13.	2 Refere	ence Letters collected?			
14.	Blood g	roup certificate collected?	(ii		
15.	Employ	ee ID Card form filled?			
16.	Bank Ad	ccount form filled?			
17.	P.F. Dec	claration form filled?	*	_	
18.	E.S.I. D	eclaration form filled?		_	
Task to be	e explain	ed?			
1.	Send in	ntroduction email/inform through	viber to staff	2.5	
2.	1	Prepare employee work area or a			
3.	1	- Arrange computer access/lapto			
4.	The second second second	CUG Airtel new connection/porta			
5.	Smart mobile phone – check / provide				
6.		- 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			irculars	

Remarks:		
		ar e ?

Name:	MOHAMMED ANWAR BAIG Joini	ng Date: 24-01-2019	
Designation	on: JUNIOR CIVIL ENGINEER Divis	sion: Construction Division	
Company	10 110 - 11. O.L. 111 D	ared by:	
Site/Proje	Mu Oct 11 Koustur		
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?	_	
6.	Proof of salary of previous companies collecte (Salary Slip/certificate/ Form 16A)	d?	
7.	Relieving Letter collected?		
8.	4 Passport Size Photographs collected?	Yes	
9.	2 Postcard Size Family Photographs collected?		
10.	Residence Proof collected?		
11.	Photo ID Proof collected?	Yes	
12.	PAN Card collected?	Yes	
13.	2 Reference Letters collected?		
14.	Blood group certificate collected?		
15.	Employee ID Card form filled?	Yes	
16.	Bank Account form filled?		
Task to b	e explained?		
1.	Send introduction email/inform through vibe	r to staff	
2.	Desk - Prepare employee work area or arrang	ge 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.			

Remarks:	
	A

Name:	RAS NIKHIL CHAWU	Joining Date:	24-01-2019
Designat		Division:	
Compan		Prepared by:	
Site/Proj		Sign:	
Sl. No.	Descript	ion	Status Yes / No/ NA/ Done
1.	SSC Marksheet collected?		Yes
2.	HSC/Inter /Diploma Marksheet collected	ed?	yes
3.	Graduation Mark sheet//certificate colle	ected?	yes
4.	P.G. Marksheet/certificate collected?		-
5.	Experience Certificate collected?		
6.	Proof of salary of previous companies of (Salary Slip/certificate/ Form 16A)	collected?	Yes
7.	Relieving Letter collected?	`	Yes
8.	4 Passport Size Photographs collected?	1	Yes
9.	2 Postcard Size Family Photographs co		
10.	Residence Proof collected?		
11.	Photo ID Proof collected?	ye 8	
12.	PAN Card collected?		yes
13.	2 Reference Letters collected?		
14.	Blood group certificate collected?		
15.	Employee ID Card form filled?	yes	
16.	Bank Account form filled?		
Task to b	e explained?		
1.	Send introduction email/inform throug	h viber to staff	
2.	Desk - Prepare employee work area or	arrange Desk	
3.	Laptop - Arrange computer access/lapt		
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:		

Name:	JAKKULA KIRANKUMAR J	oining Date:	24-01-2019
Designa	tion: STU forsinger I	Division:	29 01-201)
Compan	tion: Sru Consineer II y: Modi properties P	repared by:	
Site/Proj		ign:	
Sl. No.	Description		Status
1.	SSC Marksheet collected?		Yes / No/ NA/ Done
2.	HSC/Inter /Diploma Marksheet collected?		yes
3.	Graduation Mark sheet//certificate collected	19	Yes
4.	P.G. Marksheet/certificate collected?		49
5.	Experience Certificate collected?		NA
6.	Proof of salary of previous companies collection (Salary Slip/certificate/ Form 16A)	cted?	પુષ
7.	Relieving Letter collected?		yes
8.	4 Passport Size Photographs collected?		ues
9.	2 Postcard Size Family Photographs collected	ed?	1 4 5
10.	Residence Proof collected?		yes
11.	Photo ID Proof collected?		40
12.	PAN Card collected?		
13.	2 Reference Letters collected?		
14.	Blood group certificate collected?		
15.	Employee ID Card form filled?		463
16.	Bank Account form filled?		
17.	P.F. Declaration form filled?		
18.	E.S.I. Declaration form filled?		
ask to be	e explained?		77.7
1.	Send introduction email/inform through vib	er to staff	
2.	Desk - Prepare employee work area or arran		
3.	Laptop - Arrange computer access/laptop	6	
4.	SIM - CUG Airtel new connection/portability		
5.	Smart mobile phone – check / provide	- J	
6.	Viber - Add in Groups		\101
7.	Create employee email ID		yes
8.	Visiting Cards		
9.	Uniform, wherever required		
10.	Office Rules: Timings, leave policy, & unifo		

Remarks:	