

Bio Data

Scanned

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

Name:	m. Balakrishna	Joining Date:	24-01-2019
Designation:	Engineer	Division:	Construction Division
Company:	Modi Properties	Prepared by:	
Site/Project:	NGH Pocharam	Sign:	m. Balakrishna

Sl. No.	Description	Status Yes / No/ NA/ Done
1.	SSC Marksheet collected?	
2.	HSC/Inter /Diploma Marksheet collected?	
3.	Graduation Mark sheet//certificate collected?	
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?	Yes
9.	2 Postcard Size Family Photographs collected?	
10.	Residence Proof collected?	
11.	Photo ID Proof collected?	
12.	PAN Card collected?	
13.	2 Reference Letters collected?	
14.	Blood group certificate collected?	
15.	Employee ID Card form filled?	
16.	Bank Account 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:

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

Name:	T.Vinod Kumar	Joining Date:	24-01-2019
Designation:	ENGINEER	Division:	
Company:	MODI properties.	Prepared by:	
Site/Project:		Sign:	

Sl. No.	Description	Status Yes / No/ NA/ Done
1.	SSC Marksheet collected?	
2.	HSC/Inter /Diploma Marksheet collected?	
3.	Graduation Mark sheet//certificate collected?	
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?	yes
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?	
14.	Blood group certificate collected?	
15.	Employee ID Card form filled?	
16.	Bank Account form filled?	
17.	P.F. Declaration form filled?	-
18.	E.S.I. Declaration 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:

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

Name:	MOHAMMED ANWAR BAIG	Joining Date:	24-01-2019
Designation:	JUNIOR CIVIL ENGINEER	Division:	Construction Division
Company:	Modi Properties Pvt Ltd.	Prepared by:	
Site/Project:	Villa Orchids, Kowkur.	Sign:	<i>Mohammed Anwar Baig</i>

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 collected? (Salary Slip/certificate/ Form 16A)	—
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 be explained?		
1.	Send introduction email/inform through viber to staff	<i>✓</i>
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:

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

Name:	RAS NIKHIL CHAUDHARY	Joining Date:	24-01-2019
Designation:	ENGINEER	Division:	
Company:	MODI PROPERTIES	Prepared by:	
Site/Project:	GVD C	Sign:	

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)	yes
7.	Relieving Letter collected?	yes
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 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:

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

Name:	JAKKULA KIRANKUMAR	Joining Date:	24-01-2019
Designation:	Sr Engineer	Division:	
Company:	Modi Properties	Prepared by:	
Site/Project:		Sign:	

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?	NA
5.	Experience Certificate collected?	yes
6.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)	
7.	Relieving Letter collected?	yes
8.	4 Passport Size Photographs collected?	yes
9.	2 Postcard Size Family Photographs collected?	
10.	Residence Proof collected?	yes
11.	Photo ID Proof collected?	yes
12.	PAN Card collected?	
13.	2 Reference Letters collected?	
14.	Blood group certificate collected?	
15.	Employee ID Card form filled?	yes
16.	Bank Account form filled?	
17.	P.F. Declaration form filled?	
18.	E.S.I. Declaration 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	yes
7.	Create employee email ID	
8.	Visiting Cards	
9.	Uniform, wherever required	
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars	

Remarks:
