

31-1-06 Tues

Post: Driver.

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Driver
Date of application	31/01/06

Personal Details

Name	P. Narendra.		
Age	35 years	Date of Birth	17-04-1971.
Fathers Name	P. Ramappa P. RAMAIAH		
Address for Correspondence	H.No: 12-11-481, - own house, Warabiguda, Secunderabad.		
Phone no. for correspondence	27091378.		
Permanent Address	- do -		

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

- Drivers License - Feb 1994.			

Education

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College			
Location			
Year		Medium of Instruction	

Name of school	Andhra Vidyalaya.		
Location	Chirag Ali Lane, Hyderabad.		
Year	1980	Medium of Instruction	Telugu

Experience & Employment Details

Years of experience in relevant field

~~20 years~~ 12 1/2 yrs

Name of Company	Alladi Drilling Equipments (P) Ltd.		
Duration of employment	12 yrs	From date: May/1992	To date: Dec/2004
Location	Cheslapally		
Designation	Driver		
Last drawn salary	Rs 4000/- (incl. O.T.)		
Brief Description of work	only Driving - driving after license Maruti Esteem - auto gear for 11D. Co cars - Maruti - 800 - gear		
Reason for leaving	Transferred to Rajasthan		

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

- Borewell drilling
- first packing of drill bits
- Co. has branch in Rajasthan. So he quit did not go

Name of Company	Sri Krishna Travels - Rental car agency		
Duration of employment	11 months	From date: Temp	To date: Nov/2005
Location	Hyderabad		
Designation	Driver		
Last drawn salary	A,000/- (But Temporary)		
Brief Description of work	only Driving Travel Vehicles in Twin Cities.		
Reason for leaving	only Temporary Basis.		

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

- Toyota Qualis
- Tata Indica
- early wages Rs 200/- per day

200
25
1000
400 x
5000

=====

BHC INDIA LIMITED
HYDERABAD BRANCH FOR Factory

=====

SL. NO : 4 PAY SLIP : DEC 85
UNIT : HYDERABAD. EMP. NO : 191
DT. OF JOIN : EMP. NAME : Yadagiri Pumpari
DESG. : FS-V PF A/C NO: 95

DEPT. : HYDERABAD BASIC RATE : 2879.00 FIXED O.A : 5175.00

Normal Hrs/Days : 268.00 Worked Hrs/Days : 210.00 OT Hours : 0.0
Prev OT Hrs : 0.00 Night Hrs : 0.00 SL/RT Hrs : 0.0
RT/CH Hrs : 0.00 Acting Days : 0.00 F&T Days : 0.0
Late Dedn Hrs : 0.00 AL Encash Days : 0.00 CL Encash Days : 0.0
WCH Hrs : 0.00

E A R N I N G S

D E D U C T I O N S

Basic : 2789.73
D.A. : 7208.65
H.R.A. : 513.92
OT Pay : 375.72
Prosp. All : 1374.00
Comm All. : 0.00
Unemp. Ins : 0.00
Food Reb. : 0.00
AL Encash : 0.00
CL Encash : 0.00
Misc. Earn : 0.00
Computer All : 0.00
Leave Sal : 0.00
Food & Tiffin : 0.00
Rtd Duty : 0.00
SL/RT All : 0.00
RT/CH All : 0.00
NSA : 0.00
Acting All : 0.00
Personl. Pay : 141.00
Ad-Hoc HRA : 519.00
Coin BF. : 0.00

E.P.F. : 700.00
F.P.F. : 0.00
V.P.F. : 0.00
Income Tax : 1900.00
L.I.P. : 462.00
ESIC : 0.00
Mid Month : 0.00
P/Adv : 0.00
Club : 10.00
H/Home : 0.00
V/Loan : 0.00
Lwt : 0.00
Coop Dedn. : 0.00
Sal Adv : 0.00
Misc. Dedn : 0.00
Prof. Tax : 100.00
Court Attc : 0.00
Late Dedn : 0.00
Union : 0.00
Elec. Dedn : 0.00
H/Co-Up : 0.00
HRA Paid : 0.00
Canteen : 0.00
Coin CO. : 0.37
Mass/Med. : 0.00

Gross Earning : 12723.17

Total Dedn.: 3252.37

Veh Loan Balance: 0.00 Inst. Loan Balance: 0.00

	Total Amount	Cash	Bank/DD	Cheque
Payment By Payslip	9571.00	9571.00		
Medical : 300.00				
Conv. Reim: 200.00				
Wash. Chg : 100.00	1160.00	1160.00		
	10831.00	10831.00		

HOL — 1603=01
LUNCH 910=00

Signature Of The Employee

Gross deduction include AL & CL encashment amount (as paid before)

INDIAN UNION DRIVING LICENCE
ANDHRA PRADESH

DRIVING LICENCE
DLRAP010339462003



P. NARENDRA
P. RAJESH
H.NO. 12-3-247
WARASACON



SECUNDERABAD

PAP

Signature
Issued on 27/08/2003

S. Mohan
Addl. Licensing Authority
RTA-SECUNDERABAD

561999/03

<u>Class Of Vehicle</u>	<u>Validity</u>
<u>Non-Transport</u>	23/02/2000
<u>Transport</u> LMV	26/08/2006
<u>Hazardous Validity</u>	
<u>Badge No.</u>	1527
<u>Original No.</u>	25951994
<u>Original LA.</u>	RTA SECUNDRABAD
<u>DOB</u>	17/04/1971
<u>Blood Gr.</u>	O+
<u>Date of 1st Issue</u>	24/02/1994



Alladi Drilling Equipments (p) Ltd.

Manufacturers of : Rigs, D.T.H. Hammers, Button Bits & Associated Equipments.

Plot No. 84, I.D.A. Phase II, Cherlapally, Hyderabad - 500 051.

Ref. :

A.GREENIVASULU,
PROPRIETOR.

Date : 18-11-05.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr.P.NARENDER, S/o.Sri Ramaiah, resident of Varasiguda, Secunderabad has worked as my personal Driver of my Vehicle. He was in my service from March, 1992 to November, 2005. He left the job on his own. He knows the driving well and he can drive all types of vehicles such as Maruthi, Ambassador, Jeeps etc.

To the best of my knowledge he bears good conduct and character.

I wish him all success for his future.

Date :- 13/8/12

To

Mr. Jaya Kumar (Manager - HR & Admin)

MP2 PL

Sec. Baid

Forward to
CAM/MD
for approval
Dai
13/8/12

To, MD Sir.
We can consider his
request and you decision
is final.
13/8/2012

Sub - loan

Sir,

I. P. Narverda working in your esteemed organisation as

Driver from since 7 years. Sir I have need of some
amount because my father-in-law as expired
there are no one to take responsibility to complete
the funeral & other formalities. So I taken
some amount from outside for interests &
complete the formalities. So now I have to repay
that amount immediately other wise interest
is so high I can't afford that much interest
amount. So I need some amount of Rs 5000/-
so that I can immediately. Please do the
needful.

Shanking you

Regards,

P. Narverda

Sir,
Narverda requesting for loan
for funeral expenses of his father-in-law



deduct @ 1,000/-
P.m.

company → Alpine Estates
Outstanding loan → 9250/-

Kindly advise Sir

Dai

Details of Appointment: : (For office use only – Do not write on this page)

Salary	3750/-
Conveyance	☒ Included in salary ☐ Extra Rs. _____ per month
Mobile Allowance	☐ Nil ☐ Rs. 200/- per month.
PF & ESI	☐ No PF & ESI ☒ Only after 3 months ☐ Pay ESI & PF
Probation Period	☒ 3 months ☐ Nil
Salary revision	☒ After 3 months ☐ Next April
Employee company	Summit Builders.
Site	Sapphire Apts # 105
Date of joining	1/2/06
Report to	HO on 1/2/06.
Documents required	☒ 2 photographs ☐ Copy of school certificated ☐ Copy of degree certificates ☒ Copy of drivers license ☐ Copy of passport ☒ ^{Brother} Fathers employment details / Copy of ID card. (Boc gas co.) ☒ Reference letter from FINE AUTO MOTOR WORKS ☒ Reference letter from ALLADI DRILLING EQUIPMENTS. ☐ Reference letter from _____ ☐ Other _____ ☐ Other _____
Remarks	Timing: 9:30 am to 6 pm. Lives next to Babu Rao Civil Contractor. Guarantee of Babu Rao ".

Sign: [Signature]

Date: 31/1/06