


<b>Company Name</b>  	<b>PERSONAL DETAILS</b>	Document No:
		Rev. No. : Date :

### ANNEXURE I

NAME OF EMPLOYEE		
DATE OF BIRTH		
DATE OF JOINING		
FATHER'S/HUSBAND'S NAME		
LOCAL ADDRESS		
PERMANENT ADDRESS		
CONTACT NO. HOME		
EMPLOYEE'S CELL NO.		
QUALIFICATION		
PAN NO		
DOCUMENT		DATE
EDUCATION CERTIFICATES AND MARK SHEETS (XTH ONWARDS)	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING	
LATEST CURRICULUM VITAE	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING	
PROOF OF BIRTH OF SELF	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING	
ADDRESS PROOF	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING	
ID PROOF (PAN CARD)	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING	
TWO PASSPORT SIZE PHOTOGRAPHS	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING	
DECLARATION LETTER FROM EMPLOYEES	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING	
<b>FOR OFFICE USE ONLY</b>		
EMP. CODE		
BANK ACCOUNT NO.		
INDUCTION DATE		
APPOINTMENT LETTER ISSUE DATE		

PREPARE BY :

DATE :

VERIFY BY :

DATE :