

Set 1 - Checklist for Documents to be submitted on the Day of Joining

Please mention ☒ / ☐ / NA as applicable for the below details.

Mr./Mrs./Ms.	First Name	Middle Name	Last Name
Ms.	Jayashree		Ragavan

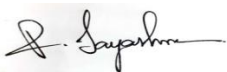
Fill up the following documents, sign wherever required and bring along with you on the day of joining.

S.No.	Document	Associate	Joining Spoc	Personnel File	Quality
1	Offer Letter <i>Signed (on each page) Offer of Appointment Letter including</i> - Annexure A to H - Annexure J/N/R if applicable.	✓			
2	Copy of Passport (First and Last Page only) <i>If applied for it, please submit a proof of Passport Office acknowledgement ticket.</i> <i>If not applied, apply and submit the proof of Passport Office acknowledgement ticket within a week.</i>	✓			
3	Copy of PAN card <i>PAN number is necessary for processing payroll.</i> <i>If applied, please submit the PAN Card application acknowledgement.</i> <i>If not applied, apply and submit the PAN Card application acknowledgement within a week.</i>	✓			
4	Copy of Aadhar Card	✓			
5	Form 11				
6	Relieving Letter Relieving letter /experience letter from latest employer OR Personal undertaking – Employment (if relieving letter /experience letter is not obtained yet)				
7	2 Passport sized photographs (your name to be written behind the photos).	✓			

Reason for non-submission if any:

I hereby, declare that all the documents submitted by me are authentic. The documents which I am unable to submit now will be submitted by me no later than 60 days from my date of joining in Tech Mahindra, failing which the Company may take appropriate action.

Signature of the Associate



Date: 09/05/2022

