



## JOINING REPORT

**QP-244-F04**

EC/RC (By HR Dept.)	
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Name		DOJ	
Grade		Blood Group	
Designation		Emergency No	
Function		E-mail ID	
Profit Centre		Mobile No	
Location		Tele (Office)	

*(Emergency No is contact No of the person who should be contacted in case of emergency such as accident)*

KRAs: For the Period: From \_\_\_\_\_ To \_\_\_\_\_ (\_\_\_\_ Months)

S#	KRAs	Expected Performance (Quantify)	Target Date
1			
2			
3			

Deployment	<input type="checkbox"/> Out Sourced <input type="checkbox"/> Operations	Seconded to
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Reporting Manager's Signature

**Documents Enclosed:** (Tick Appropriate Columns)

S#	Document	Enclosed	Submitted Earlier
1	Duplicate copy of Offer of Employment/Retainership and Terms of Employment/Retainership both duly signed on all pages	<input type="checkbox"/>	<input type="checkbox"/>
2	Proof of Age (Birth Certificate/High School Certificate) - Photocopy	<input type="checkbox"/>	<input type="checkbox"/>
3	Educational & Professional Qualifications (Degrees/Diplomas/Certificates & Mark-sheets) - Photocopies	<input type="checkbox"/>	<input type="checkbox"/>
4	Experience Certificates from earlier employers - Photocopies	<input type="checkbox"/>	<input type="checkbox"/>
5	Relieving letter and last pay-slip from current/last employer - Original	<input type="checkbox"/>	<input type="checkbox"/>
6	Salary Certificate indicating gross earnings & TDS for the current financial year	<input type="checkbox"/>	<input type="checkbox"/>
7	Proof of Residence (Ration Card/Utility Bills/Lease or Sale Deed, or Letter/ Certificate from the Housing Society) - Photocopies	<input type="checkbox"/>	<input type="checkbox"/>
8	PAN Card - Photocopy (in case you do not have PAN, you must apply for it immediately and submit photocopy of Acknowledgement)	<input type="checkbox"/>	<input type="checkbox"/>
9	Three photographs (two passport size, and one stamp size)	<input type="checkbox"/>	<input type="checkbox"/>
10	Passport (If Held) - Photocopy	<input type="checkbox"/>	<input type="checkbox"/>
11	Passbook/Statement of your existing Bank Account - photocopy (In case you do not have a bank account, please open one before joining the Company)	<input type="checkbox"/>	<input type="checkbox"/>
12	PF/FPS Nomination Form (Form 2 - Revised)	<input type="checkbox"/>	<input type="checkbox"/>
13	Gratuity Nomination Form (Form 'F')	<input type="checkbox"/>	<input type="checkbox"/>
14	ESIC Declaration Form (if Monthly Gross <Rs 15,001/-) along with two family group photographs (post card size)	<input type="checkbox"/>	<input type="checkbox"/>
15	Bank A/c Opening Form	<input type="checkbox"/>	<input type="checkbox"/>
16	Tata Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>
17	Induction Training & Introduction	<input type="checkbox"/>	<input type="checkbox"/>

*(Note: All photocopies of documents to be self-certified)*

It is confirmed that the Induction programme has been conducted for the professional and s/he has read and understood the Nelito Quality Manual and Nelito Information Security Code of Conduct.

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HR Signature

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Professional's Signature

**Note:** Photocopy of this report to be retained by the reporting manager for reference during confirmation/appraisal.