

1.2 Location.

The user can create the company location in an individual manner as well as upload multiple locations at once.

- While creating individual locations use the **Create** tab in the screen shown below.

Location Master Upload Create

Show entries Search:

Company Name	Location Name	Location Address	Action
g Edge Technologies Pvt Ltd	Mumbai	Millenium Business Park, MIDC Industrial Area, Sector 1, Kopar Khairane, Navi Mumbai, Maharashtra 400710	Edit View
Aadhar Housing Finance Limited	Bangalore Zonal Office	No 3,, JVT Towers,, 8th A Main Road,, Corporation Circle, S R Nagar,Bangalore, 560027.	Edit View
Aadhar Housing Finance Limited	Bhopal	Aadhar Housing Finance Limited No 3, Plot no - 10 Zone - 2 M.P.Nagar Bhopal.	Edit View
Aadhar Housing Finance Limited	Bhubaneswar	2nd floor,45/46 ashok nager,janpath, bhubaneswar751009	Edit View
Aadhar Housing Finance Limited	Chandigarh	SSN TOWERS, 2ND FLOOR, SCO 23, AMBALA ZIRAKPUR ROAD, NEAR CORPORATION BANK,DIST MOHALI, 140603,ZIRAKPUR, Dera Bassi ,Sahibzada Ajit Singh Nagar,DeraBassi, 140603	Edit View
Aadhar Housing Finance Limited	Chennai	11 & 11A, Challa mall, # 109, 1st floor,, Sir theyyagaraya road,T.nagar Town, Mambalam Taluk, Chennai District - 600017	Edit View
Aadhar Housing Finance Limited	Dehradun	59/3 rajpur road , ramtirth mishan dehradun 248001	Edit View
Aadhar Housing Finance Limited	Gurgaon	Plot No. 48/5 Amar Arcade , Second Floor , Vil : Gurgaon - 1 , Teh : Gurgaon , Distt: Gurugram ,state: Haryana	Edit View
Aadhar Housing Finance Limited	Jaipur	C-98, 5th Floor , Sanghi Upasana Tower, Subhash Marg , C Scheme,Jaipur, Rajasthan	Edit View
Aadhar Housing Finance Limited	Kolkata	21,HEMANTA BASU SARANI, 2ND FLOOR, ROOM NO-231,CENTER POINT, KOLKATA, Ward No. - 45, BOROUGH - V, KOLKATA MUNICIPAL CORPORATION, P. S. - HARE STREET, P. O. - TELEPHONE SHAWAN S.O, Dist. - KOLKATA, Pin. - 700001	Edit View

Showing 1 to 10 of 945 entries Previous 1 2 3 4 5 ... 95 Next

Location Master Create Back to Index

Company Name :	<input type="text" value="Select a company"/>	State Name :	<input type="text" value="Select a state"/>
Location Name :	<input type="text"/>	Appropriate Government Name :	<input type="text"/>
Establishment Name :	<input type="text"/>	Establishment Address :	<input type="text"/>
Director Name 1:	<input type="text"/>	Director Name 2:	<input type="text"/>
Director Name 3:	<input type="text"/>	Director Name 4:	<input type="text"/>
Director Name 5:	<input type="text"/>	Manager Name :	<input type="text"/>
Authorized Person Name Gratuity Act:	<input type="text"/>	Authorized Person Designation :	<input type="text"/>
Nature Of Buissness:	<input type="text"/>	Male Employment Count :	<input type="text"/>

- Furthermore, under the Location Master Create section, select the company from the dropdown which displays the company names from the company master, and then fill in the rest of the fields and submit.

Nature Of Buisness: Male Employment Count :

Female Employment Count: Employees Through Contractor :

Closure Date: Horse Power :

Remarks: Office Shop Existence :

Status: ☐

[SUBMIT](#)

- While creating multiple locations use the Upload tab on the screen shown below.

Location Master [Upload](#) [Create](#)

Show entries Search:

Company Name	Location Name	Location Address	Action
9 Edge Technologies Pvt Ltd	Mumbai	Millenium Business Park, MIDC Industrial Area, Sector 1, Kopar Khairane, Navi Mumbai, Maharashtra 400710	Edit View
Aadhar Housing Finance Limited	Bangalore Zonal Office	No 3,, JVT Towers,, 8th A Main Road,, Corporation Circle, S R Nagar,Bangalore, 560027.	Edit View
Aadhar Housing Finance Limited	Bhopal	Aadhar Housing Finance Limited No 3, Plot no - 10 Zone - 2 M.P.Nagar Bhopal.	Edit View
Aadhar Housing Finance Limited	Bhubaneswar	2nd floor, 45/46 ashok nager, Janpath, bhubaneswar 751009	Edit View
Aadhar Housing Finance Limited	Chandigarh	SSN TOWERS, 2ND FLOOR, SCO 25, AMBALA ZIRAKPUR ROAD, NEAR CORPORATION BANK, DIST MOHALI, 140603, ZIRAKPUR, Dera Bassi, Sahibzada Ajit Singh Nagar, Dera Bassi, 140603	Edit View
Aadhar Housing Finance Limited	Chennai	11 & 11A, Challa mall, # 109, 1st floor,, Sir theyagaraya road, T.nagar Town, Mambalam Taluk, Chennai District - 600017	Edit View
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Aadhar Housing Finance Limited	Kolkata	21,HEMANTA BASU SARANI, 2ND FLOOR, ROOM NO-231,CENTER POINT, KOLKATA, Ward No. - 45, BOROUGH - V, KOLKATA MUNICIPAL CORPORATION, P. S. - HARE STREET, P. O. - TELEPHONE BHAWAN S.O, Dist. - KOLKATA, Pin. - 700001	Edit View

Showing 1 to 10 of 945 entries Previous 2 3 4 5 ... 95 Next

- In the Upload Excel File section below, it is important always to download the fresh sample using the [Download Sample](#) button.

Upload Excel File [Download Sample](#) No file chosen [Upload](#)

*** PLEASE REFER THE BELOW TABLES TO ENTER THE COMPANY ID AND STATE ID IN THE EXCEL FILES!!!**

Show entries Search:

Id	Company Name
2	Skechers South Asia Pvt Ltd
3	TestTechnowin
4	TURTLEMINT INSURANCE BROKING SERVICES PRIVATE LIMITED
5	Rebel Foods Private Limited

Show entries Search:

Id	State Name
1476	Andhra Pradesh
1477	Arunachal Pradesh
1478	Assam
1479	Bihar

- Inside the sample Excel, it is mandatory to insert the '**company_id**', '**state_id**', and the '**client_id**' by referring to the tables provided in the Upload Excel File screen shown below.

Upload Excel File

[Download Sample](#) No file chosen

*** PLEASE REFER THE BELOW TABLES TO ENTER THE COMPANY ID , STATE ID AND CLIENT ID IN THE EXCEL FILES!!!**

Show **10** entries Search:

Id	Company Name
155	ff
171	BabyCorp
172	44
173	88
174	Greenopia Corp

Showing 131 to 135 of 135 entries Previous 1 10 11 12 13 14 Next

Show **10** entries Search:

Id	State Name
7001	Chandigarh
7002	Dadra and Nagar Haveli
7003	Daman and Diu
7004	Lakshadweep
7005	PONDICHERY
7006	Andaman
7009	Ladakh

Showing 31 to 37 of 37 entries Previous 1 2 3 4 Next

Show **10** entries Search:

Id	Company Name	Client Name
120	N Mohanlal & Co Pvt Ltd	N Mohanlal & Co. Pvt. Ltd.
121	Rahu Health & Medical Tourism Pvt Ltd	Rahu Health & Medical Tourism Pvt Ltd
122	GPX INDIA PVT LTD	GPX INDIA PVT LTD
123	GPX India II Private Limited	GPX India II Private Limited
124	GPX India Services Private Limited	GPX India Services Private Limited
125	Equinix India Private Limited	Equinix India Private Limited

- After filling in the necessary information Upload the sample Excel and after the successful upload, the data will be reflected in the location master Index.

Note: It is important to ensure that the correct format of the Excel file is uploaded for the data to reflect in the system. Thus the user must maintain the following protocols in Excel format:

- Do not change or edit the headers.
- Do not add new columns.
- Do not change the sequence of the columns.
- Do not put space before or after the value inserted in the cells.
- Do not edit the name of the sheet and do not add new sheets.
- Make sure to download the fresh Excel sample file each time for uploading, to incorporate any system updates.