

To

The All Company Staff.  
All Departments,  
Sai Bhavya Seeds Pvt. Ltd. Hyderabad.

It is informed all company employees of all departments that each and every company employee is to be submitted all their Personal, Educational & Professional data to the company for maintain the Employee personal record in the company.

## EMPLOYEE BIODATA FORM

### I. PERSONAL INFORMATION :

FULL NAME	
FATHER'S NAME	
MOTHER'S NAME	
PRESENT RESIDENTIAL ADDRESS	
PERMANENT ADDRESS	
AADHAR CARD NUMBER	
PAN CARD NUMBER	
DRIVING LICENSE NUMBER	
PASSPORT NUMBER	
VOTER ID NUMBER	
USING HELMET	YES / NO
VEHICLE USING	FOUR WHEELER / TWO WHEELER
PERSONAL VEHICLE NUMBER	

Contd ...

II. **EDUCATIONAL INFORMATION :**

( Mention School or College Name , Place & Year of Study )

10 <sup>th</sup> CLASS	
INTER / PUC	
DEGREE (or ) EQUALENT	
POST GRADUATE	
OTHERS IF ANY	

III. **PROFESSIONAL INFORMATION :**

NAME OF COMPANY	JOB PERIOD ( From – To )	TOTAL EXPERIENCE IN THE COMPANY	DESIGNATON	TERRITORY ( HQ & Covered Markets )

Contd ...

... 3 ...

IV. PRESENT EMPLOYMENT DETAILS :

DATE OF JOINING & TOTAL EXPERIENCE IN SAI BHAVYA SEEDS	
DEPARTMENT	
HEAD QUARTER	
DISTRICT & STATE	

V. FAMILY INFORMATION :

SPOUSE NAME	
CHILDREN NAME	
CHILDREN NAME	
CHILDREN NAME	
CHILDREN NAME	

Declaration :

The above said information is correct to the best of my knowledge.

Name & Signature of Staff

For Office Use Only :

EMPLOYEE ID	
DATE OF JOINING	
DESIGNATION	
HEAD QUARTER/DISTRICT/STATE	
DEPARTMENT	