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| **D:\Dhwani S\BRIOS_Consulting\Consulting & Outsourcing\GLIDE Technology\ONE Time Setup\Data Collection\New logo Glide.png** | | **EMPLOYEE FILE DOCUMENT CHECKLIST** | | |
| **Employee Name:** | | | | |
| **Designation:** | | | **Department** | **Development** |
| **DOJ:** | | | **Band:** | **Level:** |
| **No** | **Document Detail** | | **Received** | **Comments** |
| 1 | **10th Marksheet** | | ( ) YES ( ) NO |  |
| 2 | **12th Marksheet** | | ( ) YES ( ) NO |  |
| 3 | **Graduation Marksheet (Including all Semesters / Years)** | | ( ) YES ( ) NO |  |
| 4 | **Post Graduation Marksheet**  **(Including all Semesters / Years) (If Applicable)** | | ( ) YES ( ) NO |  |
| 5 | **Copy of other certification/courses (If Any)** | | ( ) YES ( ) NO |  |
| 6 | **Copy of last 3 month's Pay slips from previous employer** | | ( ) YES ( ) NO |  |
| 7 | **Copy of Present Address Proof (Light bill/ Municipal Tax Bill/Ration Card/Passport/Rental Agreement/Aadhar Card)** | | ( ) YES ( ) NO |  |
| 8 | **Copy of ID Proof (PAN Card, Voter ID Card, Passport, Driving License, Aadhar Card)** | | ( ) YES ( ) NO |  |
| 9 | **Copy of Passport (All pages except blank)** | | ( ) YES ( ) NO |  |
| 10 | **Bank Details (Cancelled cheque copy/ Passbook first page)** | |  |  |
| 11 | **Relieving and Experience letter from previous employer** | | ( ) YES ( ) NO |  |
| 12 | **2 passport size Photographs** | | ( ) YES ( ) NO |  |
| 13 | **Copy of Aadhar Card** | |  |  |
| 14 | **Copy of PAN Card** | | ( ) YES ( ) NO |  |
| 15 | **Policy Handbook Acknowledgement** | | ( ) YES ( ) NO |  |
| 16 | **Covid-19 Vaccine Certificate** | | ( ) YES ( ) NO |  |
| **Name Of HR Person Verifying Documents:** | | | **Signature:** | **Date:** | |