

Annexure - B

1. Joining Formalities

The scanned copy of all the following documents should be submitted at least two days before the joining date and the originals should be presented at the time of joining for verification.

- Employee Details Form
- Passport
- PAN Card
- Educational Certificates (Mark sheets and Certificates- SSC, HSC, Degree, PG)
- Experience Certificates (Documents from all previous employers - Offer Letter, Appointment Letter, Appraisal Letter, Relieving Letter/Experience Letter)
- Pay slips for last 3 months received from the previous employer
- Relieving certificate from the previous employers, if any
- Appointment letter of the previous employer and appraisal letters, if any
- Claimed Offer Letter, if any
- Cancelled Cheque Leaf/ Bank Statement for verification
- Passport size photograph (2 No's)
- The Full and Final Settlement document from the previous organization
- Form 16 for the previous Financial Year

Submit the following documents as well for the Income Tax computation of current Financial Year.

- Income Tax Declaration Form
- Form 12B or Salary Certificate for the current Financial Year
- Income Tax Investment proofs

Notes:

1. Suffix the file name of all the documents with your name
2. Keep the size of each scanned document in Kilo Bytes (KB) and NOT in Mega Bytes (MB)
3. Attach all the documents in a SINGLE email