

CHECKLIST		
1	PRF No	DN 06 (2016-17)
2	Dept	Production 2 (Dettol)
3	Cadre	OC
4	Position Name	Jr. Officer
5	No of vacancy	1
6	Name of Resignee	Bramhajeet Yadav
7	Approved Resgination	Attached
8	Approved Manpower by HO	5
9	Approved Manpower by plant	5
10	Current Strength	4
11	Vacany	1
12	PRF Raised	1
13	Details of Resignee	
14	Remarks	
15	List of Active & Unactive employees	Attached
16	CTC of Active & Unactive employees	Attached
	<b>Checklist for Offer Letter</b>	
1	Approved PRF	Attached
2	Approved JD	Attached
3	Resume/CV	Attached
4	Signed Interview Assestment Sheet	Attached
5	Educational Qualification Certificate	
a	SSC -2008	Attached
b	HSC - 2011	Attached
c	Diploma in Mech Eng - 2015	Attached
6	Job (Past experience / CTC/ Salary Proof)	
a	Soverign Pharma Pvt Ltd	
b	Designation	Technician in Eng Dept
c	Total Experience (Jan 15 to till date)	2.3 years
d	Current CTC	1.44 Lac
7	CTC Offered By VVF	1.70 Lac (last emp - 1.90)
8	Hike Given	15% Also no hike with Apr 17
9	Justification for Hike	1. Diploma in Mech Eng 2. Will handle the shift along with machines maintenance & breakdown
	Signature	