**On-boarding Document Check List**

|  |  |
| --- | --- |
| **Employee Name** | V. ARUNKUMAR |
| **Employee No. (If Created)** |  |
| **Joining Date** | 26/05/2021 |
| **Business Unit** |  |
| **TA In-charge** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Document** | **Status (Yes / No)** | **Tentative Submission Date** | **Remarks** |
| Aadhaar Card | Yes | 26/05/2021 |  |
| PAN Card | Yes | 26/05/2021 |  |
| Address Proof (If current address is different from the Aadhaar card) | No |  |  |
| Passport Size Photo | Yes | 26/05/2021 |  |
| Bank Proof (Cancelled Cheque Leaf / Passbook Front Page) | Yes | 26/05/2021 |  |
| Previous Employment Experience Letters | No |  | Due to pandemic, unable to get Experience Letter |
| Previous Employment Relieving Letters | No |  | Due to pandemic, unable to get Relieving Letter |
| Last 3 months Payslips of Previous Employment & Bank Statements | Yes | 26/05/2021 |  |
| Previous Employment Appraisal letter if any | No |  | Due to pandemic, unable to get Appraisal letter |
| 10th Marksheet | Yes | 26/05/2021 |  |
| 12th Marksheet | Yes | 26/05/2021 |  |
| Diploma / UG Degree Certificate | Yes | 26/05/2021 |  |
| Diploma / UG Marksheet | Yes | 26/05/2021 |  |
| PG Degree Certificate | No |  | Degree Convocation not yet conducted |
| PG Marksheet | Yes | 26/05/2021 |  |
| Any Other Certificates | Yes | 26/05/2021 | 1. PG Provisional Certificate 2. Relieving Mail |
| **Comments : -** | | | |