Date of joining: 28-06-2021

|  |
| --- |
|  |

Dear Sir/Madam,

With reference to your offer of appointment I, Vinod Kumar Reddy Undela do here by join my duties as (***Designation***) **SR software Engineer**

**I hereby undertake to abide by the rules, regulations, terms and conditions applicable to me in Tech Mahindra.**



**JOINING REPORT**

Authorized Signatory Signature of the associate

Name: Name: Vinod Kumar Reddy Undela

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**CRIMINAL DISCLOSURE DECLARATION**

**NAME : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Have you ever been accused, charged and /or convicted for any criminal offence by a court of law in India or in a foreign Country?**

**YES NO**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



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**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLACE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**FORM OF UNDERTAKING TO BE FURNISHED BY EMPLOYEE**

**To,**

# Tech Mahindra Limited

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir,

# Online Submission of Certificate/Documents

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, age \_\_\_ residing at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have received the offer letter dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from Tech Mahindra Limited (the Company).

In terms of the aforesaid letter, I have uploaded the following documents in the system which is made available to me by the Company:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No.** | **Document Type** | **Uploaded - YES** | **Uploaded - NO** |
| 1 | Copy of Passport |  |  |
| 2 | Copy of PAN Card |  |  |
| 3 | Copy of Aadhar Card |  |  |
| 4 | Photograph |  |  |
| 5 | SSC-10th Marks sheet/Certificate |  |  |
| 6 | 12th/HSC Mark list/Certificate |  |  |
| 7 | Graduation Marks Sheet/Certificate |  |  |
| 8 | PG Degree Certificate/Mark list |  |  |
| 9 | Previous Employer Service Certificate 1 |  |  |
| 10 | Resignation Acceptance Letter from the Previous Employer. |  |  |
| 11 | Relieving Letter of the Previous Employer. |  |  |

I do hereby affirm and declare that the certificates/documents uploaded on the system of the Company are genuine and are issued by the recognized Institute/Board/University/by my previous employer, and if the same are proved to be fake/false during the course of verification of certificates/documents by the Company at any time, my service shall be liable to be terminated without any notice in addition to legal action as may be initiated by the Company against me.

I am unable to produce the following documents on the date of joining the Company:

|  |  |
| --- | --- |
|  | The Provisional Degree Certificate |
|  | Degree Completion Certificate |
|  | Semester(s) Mark Sheet |
|  | Relieving Letter and Experience Certificate |
|  | Passport or the Application thereof |
|  | Aadhar Card. |

I undertake to submit all above documents which I could not submit, within 90 days from the date of my joining the Company failing which the Company may initiate necessary action as per its policies.

I further confirm that my last working day with my immediate previous employer was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If in future anything contrary to this undertaking is found, it shall be at my own risk and responsibility and I shall be held responsible for all the costs and consequences thereof. I hereby indemnify Tech Mahindra Limited from and against all any and all claims, suits, actions, damages, losses, liabilities or expenses (including, without limitation, reasonable legal fees) that the Company may incur as a result of breach of this undertaking by me.

I have given this undertaking after fully knowing the consequences thereof and without any force, or coercion and with my free will.

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (year)

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) Name:

Address:

Witness:

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_