

## JOINING MASTER SHEET

Onboarding Checklist - Intern				
	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	
<b>Employee Name</b>	Harika		roddam	
<b>Employee ID</b>				
	<b>MM-DD-YYYY</b>		<b>MM-DD-YYYY</b>	
<b>Birth Date</b>	9/25/1997	<b>Date of Joining</b>	1/10/2022	
<b>Sl. No.</b>	<b>Documents</b>		<b>Applicability(Tick)</b>	<b>Furnished(Tick)</b>
1	Intern letter			
2	PAN card photocopy			
3	Address proof - Photocopy of any one of the below document * AADHAAR card * Passport * Others			
4	Passport size photographs (2 nos )			
5	Joining Master sheet along with			
	a) Nomination form (Full and Final settlement)			
	b) ESI Scheme Declaration Form			
	c) ISMS Compliance undertaking form			
	d) Pre Employment Medical Fitment			
	e) Acknowledgement - Code of Business Ethics			
	j) Acknowledgment - Anti-Corruption Policy			
	k) Acknowledgement - Equal Opportunity Form			
	l) Blue Book			
<b>I hereby declare that:</b> - Copies of the above documents have been submitted for the purpose of documentation and all originals have been taken back post verification				
x <b>Candidate Signature</b>		<b>Date</b> 1/10/2022		
<b>For HR use only</b>				
<b>Name</b>		<b>Signature</b>		<b>Date</b> 1/10/2022

## JOINING MASTER SHEET

Personal Details			
Full Name ( as given in your passport with initials expanded)			
<b>First</b>	<b>Middle</b>	<b>Last Name</b>	
Harika		roddam	
<b>Designation as per offer letter</b>	<b>Band as per Offer letter</b>	<b>Date of Joining</b>	<b>Place of Posting</b>
Associate Consultant	B1	1/10/2022	Bangalore
Marital status: <u>Single</u>		Mobile: <u>7093418784</u> Landline: <u>9849492789</u>	
Marriage Date: _____		Emergency: <u>9849492789</u>	
Gender: <u>Female</u>		Personal Email ID: <u>roddamharika97@gmail.com</u>	
Date of birth (MM/DD/YYYY): <u>9/25/1997</u>		Passport No. <u>T1147091</u> Issue Date: <u>1/29/2019</u>	
Place of birth: <u>Kadiri</u>		Expiry Date: <u>1/28/2029</u> Passport issued City: <u>Vijayawada</u>	
Birth Country: <u>India</u>		Pan No.: <u>DYWPR6115J</u>	
Nationality: <u>Indian</u>		AADHAAR No.: <u>903560833059</u>	
		"AADHAAR number (for PF/ESI/Statutory purpose only)"	
		Disability/Medical Condition(Yes/No): <u>No</u>	
		(Please refer equal opportunity form)	
		Nature of Disability: _____	

Family Details					
Particulars	Father	Mother	Spouse/Partner	Child 1	Child 2
Full Name	Ramanjula Reddy Roddam	Padmavathamma Roddam			
Gender	Male	Female			
Date of Birth	2/17/1974	1/1/1973			

Languages Known			
Language	Read	Write	Speak
English	(d) Proficient	(d) Proficient	(d) Proficient
Telugu	(d) Proficient	(d) Proficient	(d) Proficient

## JOINING MASTER SHEET

Address details		
	Complete Address	Emergency contact details
Permanent Address	1-161, Donnikota Donnikota Anantapur 515531 Andhra Pradesh India	Name: Padmavathamma Relationship: Contact Number: +917093418784
Same as Current Address	No	
Current Address	Sri Sravya luxury pg for ladies,#13&14 Ravellas paramount suites Bangalore Karnataka India 560037	Name: Padmavathamma Roddam Relationship: Mother Contact Number: 9849492789
Secondary Emergency Address		Name: Avinash Roddam Relationship: Brother Contact Number:

### Educational Qualifications

Highest Qualification Bachelor's Degree	
College Name & Address	Sreenivasa Institute of Technology And Management Studies
University Name & Address	Jawaharlal Nehru Technological University, Kadapa
Program: Bachelor of Engg./ Technology	Period: (MM/DD/YYYY) Start Date: <u>6/1/2015</u> Date of Passing: <u>5/25/2019</u>
Type of degree: <u>Full Time</u> Specialization: <u>Electronics/Telecommunications</u>	Percentage/Rank/Grade/Class: <u>79.4</u> Roll/SeatNumber: <u>15751A04D4</u>

Other Qualification 1 (If any) :	
College Name & Address	
University Name & Address	
Program:	Period: (MM/DD/YYYY) Start Date: _____ Date of Passing: _____
Type of degree: _____ Specialization: _____	Percentage/Rank/Grade/Class: _____ Roll/SeatNumber: _____

## JOINING MASTER SHEET

Other Qualification 2 (If any) :	
College Name & Address	
University Name & Address	
Program:	Period: (MM/DD/YYYY) Start Date: _____ Date of Passing: _____
Type of degree: _____ Specialization: _____	Percentage/Rank/Grade/Class: _____ Roll/SeatNumber: _____

Other Qualification 3 (If any) :	
College Name & Address	
University Name & Address	
Program:	Period: (MM/DD/YYYY) Start Date: _____ Date of Passing: _____
Type of degree: _____ Specialization: _____	Percentage/Rank/Grade/Class: _____ Roll/SeatNumber: _____

## JOINING MASTER SHEET

### Employment Details

Sl.No	Employer Name	Employer Location	Start and End date (MM/DD/YYYY)	Designation	Employment Type (Full/Part Time)
1	HCL Technologies Ltd	Bangalore	7/19/2019 1/7/2022	Software Engineer	Full Time
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Employee State Insurance Corporation (ESIC)					
	1	2	3	4	5
Nominee Name	Roddam padmavathamm				
Relationship	Mother				
Address	1-161, Donnikota, Donnikota,Anantapur District, 515531				
City					
Date of Birth	1/1/1973				
Age (in years)					
Amount of share of accumulation %	100	0	0	0	0

Salary/Full & Final settlement /Other dues					
	1	2	3	4	5
Nominee Name	Roddam Padmavathamm				
Relationship	Mother				
Address	1-161, Donnikota, Anantapur District,515531				
City					
Date of Birth	1/1/1973				
Age (in years)					
Amount of share of accumulation %	100	0	0	0	0

# To be mandatorily filled if the monthly gross salary is less than INR 21,000.

## AADHAAR card number of family members to be furnished for purpose of issuance of e-Pehchan card by ESIC

### The purpose of requesting Aadhaar number is restricted only for complying with the KYC norms specified by the concerned statutory authorities and for ease of enrollment/membership/transfers/claims etc. related to PF, pension, EDLI, ESI and/or such other benefits as may be applicable to you and as provided under the applicable laws from time to time.



**NOMINATION FORM**  
(To be filled by employee)

I, Harika roddam

Address Sri Sravya luxury pg Ravellas                      Bangalore                      (EMP Code)  
Karnataka                      560037                      India

Nominate the following person/s, to whom in the event of my death the amount towards my Salary/Full and Final settlement/Other dues accrued to me by virtue of my employment with Capgemini Technology Services India Ltd. [Company], will be payable:-

	Nominee 1	Nominee 2	Nominee 3
Name of Nominee	Roddam Padmavathamma		
Relationship	Mother		
Address of Nominee	1-161, Donnikota, Anantapur District, 515531		
% of distribution	100	0	0

I further declare that the receipt/s of amounts by the nominees, as above shall be sufficient discharge of Company's liability and no one party shall have any rights upon the Company w.r.t the aforesaid payments.

This document supersedes all previous agreements in respect of its subject matter and embodies the entire agreement, between me and the Company. There are no oral or written understandings, representations, warranties or commitments of, any kind, express or implied, in relation to the matters dealt with this document that are not expressly set out in this document.

**Full Name and Location of Witnesses**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Signature of Witnesses**

1. \_\_\_\_\_

2. \_\_\_\_\_

Date: 1/10/2022

Place: Bangalore

x  
Signature of employee



### DECLARATION FORM\_FORM 1

Sr.No	Particulars	Fill up by Employee all points is necessary
A	Employee Details	
	* Whether Earlier Member of ESI Scheme (Yes/No)	
	* If Yes, your earlier ESI Number	
	Employee ID	
1	Employee's Full Name	Harika roddam
2	Father's Name	Ramanjula Reddy          Roddam
3	Spouse's Name	
4	Gender	Female
5	Date of Birth	9/25/1997
6	Date of Joining	1/10/2022
7	Marital Status	Single
8	Religion	
9	Nationality	Indian
10	Handicap? (YES/NO)	
	If Yes, From date & Certificate	
11	Permanent Address	Sri Sravya luxury pg for ladies,#13&14
	Area	Ravellas paramount suites
	City	Bangalore
	District	
	State	Karnataka
	Pin Code	560037
12	Temporary Address	Sri Sravya luxury pg for ladies,#13&14
	Area	Ravellas paramount suites
	City	Bangalore
	District	
	State	Karnataka
	Pin Code	560037
13	STD Code & Telephone Number	9849492789
14	Mobile/Cell Number	7093418784
15	Email ID	roddamharika97@gmail.com
16	PAN Number	DYWPR6115J
17	Do you have AADHAAR Card ? (YES/NO)	
	If yes, please mention 16 digits AADHAAR Card No.	903560833059



B) EMPLOYEE'S FAMILY DETAILS							
Sr. No.	Name of Family Member	Relationship	DOB	Whether residing with him/her	If No, state place of residence	Whether AADHAAR available?	If Yes, AADHAAR No.
1	Roddam padmavath	Mother	1/1/1973				
2							
3							
4							
5							

  

C) Details of Nominee u/s 71 of ESI Act 1948/Rule -56(2) of ESI (Central) Rules, 1950 for payment of cash benefit in the event of death.		
Name	Relationship	Address

  

I hereby declare that the particulars given by me are correct to the best of my knowledge and belief. I undertake to intimate the corporation any changes in the membership of my family within 15 days of such change.

  

**Signature by Employer**

x

**Signature of Insured Person/Employee**

# To be mandatorily filled if the monthly gross salary is less than INR 21,000.

## AADHAAR card number of family members to be furnished for purpose of issuance of e-Pehchan card by ESIC

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