|  |  |
| --- | --- |
| **Name of the TM/Employee ID** | **AI -Business Intelligence Analyst / 77045160** |
| **Pyramid** | **TP** |
| **Designation & Date of Joining** | **19th February 2025** |

|  |  |  |
| --- | --- | --- |
| **SL.No** | **Checklist - Forms** | **Status** |
| 1 | Offer Letter from Target and Apprentice contract from NAPS portal | **Submitted** |
| 2 | Confidentiality & Information Security Agreement | **Submitted** |
| 3 | Conflict of Interest Acknowledgment | **Submitted** |
| 4 | Employment Privacy Policy | **Submitted** |
| **Checklist - Photocopies of Documents** | | |
| 1 | Relieving Letter/Resignation Acceptance (if applicable) | N/A |
| 2 | Photo ID Proof (DL/Passport/Pan card) | **Submitted** |
| 3 | Mark Sheet/Card - 10th Standard | **Submitted** |
| 4 | Mark Sheet/Card - 12th Standard | **Submitted** |
| 5 | Mark Sheet/Card – Consolidated marks sheet/Graduation certificate | **Submitted** |
| 6 | Mark Sheet/Card - Masters (if Applicable) | **Submitted Till semester 5** |
| 7 | Aadhaar Card and PAN Card | **Submitted** |
| 8 | Cancelled Cheque | **Submitted** |

**Declaration**

**Subject:** Application for submission of remaining joining documents

To whomsoever it may concern

I would like to bring to your kind notice that I Sandeep Kumar, was unable to bring the

above mentioned documents today. I am responsible to provide the pending documents within two weeks from **19th February 2025** (DOJ) failing which I understand and agree that the company can take appropriate action as it deems fit.

Thanks

Signature