

Employee Name:	Emp ID/Biometric ID:		
Employee Designation:	Department:		
S. No	Documents	Yes	No
1	Employment Application Form		
2	Interview Assessment Sheet		
3	Resume / Bio Data/Curriculum Vitae		
4	Pre-Employment Health Check Up Form		
5	Aadhar Card - Identity Proof Document		
6	PAN Card Document		
7	Council Registration Copy (if relevant)		
8	Offer Letter		
9	Appointment Letter		
10	Qualifications & Training Certificates		
11	Experience / Relieving/ Service/Salary Certificates		
12	Job Descriptions & Job Specifications		
13	Employee Competency Assessment Form		
14	Induction Training Form		
15	Training Records		
16	Vaccination Records		
17	Annual Health Checkup Form		
18	Annual Performance Appraisal Form		
19	Disciplinary/ Counseling Reports		
20	Ethics & Confidentiality Form		
21	Self-Declaration		
22	Background Verification Form		
23	Other Records		

Remarks:

Signature of HR Manager

Date:

Name:

Employee ID:

Issue No:	Issue Date:	Amend No:	Amend Date:	Copy No:
Prepared/Issued by:	Quality Manager	Approved by	Managing Director	