

EMPLOYEE FILE CHECKLIST

Sr. No.	Document Name	Checks
1	ESDS Document Checklist	✓
2	Code of Conduct	✓
3	Data Protection Policy	✓
4	ESDS Signed Offer Letter	✓
5	ESDS Signed Appointment Letter	✓
6	Non-Disclosure Agreement	✓
7	No Dues Certificate	✓
8	Photographs- 5 Nos.	✓
9	Aadhaar Card	✓
10	Pan Card	✓
11	Driving Licence/Passport/Voter ID	✓
12	Ration Card/ Electricity Bill/Rent Agreement	
13	PF Self Declaration Form 11 Revised	
14	PF Nomination and Declaration Form 2	✓
15	Gratuity Nomination and Payment of Gratuity Form F	✓
16	Experience Letter/ Relieving Letter/ Resignation Acceptance Copy of Previous Organisation	✓
17	Pre-Employment Verification Form	
18	SSC Marksheet	✓
19	HSC/ Diploma Marksheet	✓
20	Graduation Marksheet	✓
21	Graduation Certificate (Specialisation : civil Engg)	✓
22	Post Gradation/MBA Marksheet	✓
23	Post Gradation/MBA Certificate (Specialisation : construction management)	✓
24	PHD Certificate (Specialisation :)	
25	Other Certifications:	
26	Interview Assessment Form	
27	Employee Profile	
28	Personal Data form	
29	Experience or Relieving letter all Previous Organisation	✓
30	3 Months Pay Slips- Previous Organisation	✓
31	Appointment/Offer Letter of Previous Organisation	✓