

JOINING CHECKLIST

Employee Name :		Employee Code :		
Designation :		Department :		
Date of Joining :		Location:		
Sr.No.	Nature of Documents	Submission Status		
		Yes	No	Remarks
1	Accepted copy of appointment letter			
JOINING KIT				
2	Joining Report & Application Form			
3	Employee ID Form			
4	Provident Fund Forms:			
	a PF Form 2 (Nominations)			
	OR			
	b PF Form11 (Declaration)			
5	Gratuity Declaration Form			
6	ESIC Declaration Form (as applicable)			
7	Mediclaime Enrollment Form (as applicable)			
8	Bank Account Opening Forms:			
	a New Account Opening Form & Checklist			
	OR			
	b Change of Company code Form (for existing a/c holder)			
IDENTIFICATION PROOFS				
9	PAN Card Copy			
10	Address Proof			
11	Age Proof			
EDUCATIONAL DOCUMENTS				
12	10th Certificate / Marksheet			
13	12th Certificate / Marksheet			
14	Graduation Certificate / Marksheet			
15	Post Graduation Certificate / Marksheet			
PREVIOUS EMPLOYMENT DOCUMENTS				
16	Experience/Relieving/No Dues Certificate from Last Employment			
17	Salary Proof (Salary Certificate / Salary Slip) from Last Employment			
BACKGROUND CHECK / REFERENCE CHECK				
18	Certificate by Competent Authority / Police Verification			
19	Reference Checks			

Signature of Employee & Date

Received documents as per checklist :
Name & Signature of Manager HR