

Gupta Garments

Personnel File Checklist:

- | | | |
|-----|-------------------------------------|--------------------------|
| 1) | Educational Certificate | <input type="checkbox"/> |
| 2) | Technical Qualification Certificate | <input type="checkbox"/> |
| 3) | Age Proof | <input type="checkbox"/> |
| 4) | Address Proof | <input type="checkbox"/> |
| 5) | I.D. Proof | <input type="checkbox"/> |
| 6) | Application | <input type="checkbox"/> |
| 7) | Interview Assessment Form | <input type="checkbox"/> |
| 8) | References | <input type="checkbox"/> |
| 9) | Photo | <input type="checkbox"/> |
| 10) | Appointment Order | <input type="checkbox"/> |
| 11) | Nominations | <input type="checkbox"/> |
| 12) | Last Employer Relieving/Exp. Letter | <input type="checkbox"/> |
| 13) | Others | |

Prepared By,

Checked By,

Form No. 34
(Prescribed Under Rule 93)

Nomination

I hereby require that in the event of my death before resuming work, the balance of my pay due for the period of leave with wages not availed of shall be paid to _____ who is my _____ and resides at _____.

Witnesses :

(1)

(2)

Signature of Worker/Employee