



Organization Name:

Document No:

HRD/HR/F/56

Title

Employee Personal File - Checklist

Page No:

Page 1 of 1

Employee Name:

Emp ID/Biometric ID:

Employee Designation:

Department:

S. No	Documents	Yes	No	Remarks
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	