

	Hospital Name:		Document No:	QUXAT/H/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	N/A
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 / Background Verification Forms			
22	Other Records			

Signature of HR Manager
Name:

Date:
Employee ID:

Prepared by:	Issued by:	Reviewed by:	Approved by:	Amend Date:	Copy No: 01
Quality Manager	NABH Coordinator	Medical Superintendent	Medical Director	Amendment No:	
Signature:	Signature:	Signature:	Signature:	Issue Date: Issue No:	