INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)
Dundigal, Hyderabad -500 043

Employee Check List – Joining for Duties

Employee Name:		Employee ID:			
Designation:		Department:			
Date of Joining:		Location:			

S. No	Nature of Documents	Submission Status			
		Contact Person	Yes	No	Signature
Joining Formalities					
1	Appointment Order	Dr. Surya Sarma Dean of Establishment Ph: 9494866101			
2	Signed Terms & Conditions of Employment				
3	Employment Undertaking				
4	Joining Report				
5	Scanned copies of Original Certificates, Aadhar & PAN				
6	Date of Birth / Nativity Certificate				
7	Internal SCM				
8	AICTE Registration ID				
9	JNTUH Registration ID				
Previous Employment Documents					
10	Last pay Drawn Salary Certificate	Ms. P Shruthilaya Dean, Administration Ph: 8465003258			
11	Service Certificates				
12	Relieving Orders				
13	University Proceeding / SCM Letters				
Educational Documents for Verification by Competent Authority					
14	10th Certificate / Marksheet	Ms. P Shruthilaya Dean, Administration Ph: 8465003258			
15	12th Certificate / Marksheet				
16	UG Certificate / Marksheets				
17	PG Certificate / Marksheets				
18	Ph.D Certificate				
19	Post-Doctoral (if any)				
Website and Profile Updation					
20	Employee ID Card Form	Mr. A Srikanth Dean of ICT, Ph: 8008494843			
21	Photo at ICT Studio				
22	Short Biodata (Max 200 Words)	Ms. P Shruthilaya Dean, Administration, Ph: 8465003258			
23	Faculty Profile in the website				
Other Formalities					
24	HDFC Bank Account Details (New / Existing):	Mr. D Narayana Rao AAO Accounts, Ph: 9985821456			
25	IRINS Details / Vidwan Profile	Dr. B D Y Sunil Dean R&D, Ph: 9949900490			
26	College Biometric	Mr. S Kumar Ph: 9985821465)			
Background Check / Reference Check					
27	Certificate by Competent Authority / Police Verification	Ms. I Shireesha Vigilance Officer, Ph: 8790060284			
28	Reference Checks				

Signature of Employee & Date	**Dean of Establishment**
	Principal