



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal - 500 043, Hyderabad, Telangana

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. M Purushotham Reddy Dean of Human Resources I/C Ph: 9885423370			
2	Signed Terms & Conditions of Employment				
3	Joining Report				
4	Scanned copies of Original Certificates, Aadhar & PAN				
5	Date of Birth / Nativity Certificate				
6	Internal SCM				
7	AICTE Registration ID				
8	JNTUH Registration ID				
Previous Employment Documents					
9	Last pay Drawn Salary Certificate	Dr. M Purushotham Reddy Dean of Human Resources I/C Ph: 9885423370			
10	Service Certificates				
11	Relieving Orders				
12	University Proceeding / SCM Letters				
Educational Documents for Verification by Competent Authority					
13	10 th Certificate / Marksheet	Dr. M Purushotham Reddy Dean of Human Resources I/C Ph: 9885423370			
14	12 th Certificate / Marksheet				
15	UG Certificate / Marksheet				
16	PG Certificate / Marksheet				
17	Ph.D Certificate				
18	Post-Doctoral (if any)				
Website and Profile Updation					
19	Employee ID- Samvidha Portal	Ms. Zeba Farooq AAO Estd, Ph: 9985821452			
20	Employee ID Card Form	Mr. A Srikanth Dean of ICT, Ph: 8008494843			
21	Photo at ICT Studio				
22	Short Biodata (Max 200 Words)	Mr. A Karthik Ph: 9866463478			
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. A Srikanth Dean ICT, Ph: 8008494843			
27	College Bus details / Mode of Commuting	Mr. P Rajesh AO, Ph: 9581241234			
Background Check / Reference Check					
28	Certificate by Competent Authority / Police Verification	Ms. I Shireesha Vigilance Officer, Ph: 8790060284			
29	Reference Checks				
Signature of Employee & Date		Dean of Human Resources I/C			
		Principal			