


Micro Housing Finance Corporation Limited
Check List for New Joinee File

A)	Personal Documents	Status	Due Date
1	Work experience certificate from past & present employers		
2	Relieving certificate		
3	Last drawn salary certificate / pay slips (3 months)		
4	Professional Reference certificate		
5	Social Reference certificate		
6	Birth-date proof		
7	Physical fitness certificate from certified medical practitioner		
8	Blood group certificate		
9	Passport size color photographs (Self 2 nos, Spouse 1 nos, Child 1 nos)		
10	PAN card & Aadhar Card		
11	Qualification Certificates & Marksheets (Graduation, Post Graduation)		
12	Latest CV		
B)	MHFC Documents	Status	Due Date
1	New Joinee Detailed Form		
2	Joining Booklet Complete		
3	Staff Requisition Form		
C)	Joining Formalities	Status	Due Date
1	Document Verification		
2	Induction Presentation		
3	Introduction		
4	Introduction Mail		
5	ID Card issued		
6	Visiting Card issued		
7	Insurance formalities completed		
8	PF Formalities		
9	E mail ID Creation & other IT Access		
10	Stationary Kit issued		
11	Mobile Phone Issuance		

Submitted by

Name:	NARENDRA KUMAR SAHU
Signature:	

Micro Housing Finance Corporation. New Joinee Form

Micro Housing Finance Corporation Limited ("MHFC") was incorporated on May 16, 2008 with the objective to provide housing finance for lower income households (mostly in the informal sector) in urban India. One of the issues stalling the development of low income housing is the lack of finance available to lower income households (especially those without documentation to prove incomes) to buy such homes. MHFC was set up to specifically address this gap.

Position: EXECUTIVE
Location: CHHATTISGARH

Department: SALES
Source:

Name: NARENDRA KUMAR SAHU
Date Of Birth: 20/07/1988
Gender: MALE
Email Address: narendrakumar.sahu@gmail.com

Age: 31 YEAR
Blood Group: AB+
Religion: HINDU

Correspondence Address

ADARSH NAGAR, VINAYAK
STREET NO. 9, WARD NO- 27,
MOWA, RAIPUR C.G.
492001

Permanent Address

VILL + POST- DEWARTILDA,
THANA - KHARORA,
DIST. RAIPUR C.G. 493225

Mobile: 9713466460

Phone:
Alternate No. 9977082074

Education Details

Degree/ Diploma	From (MM/YY)	To (MM/YY)	Subject	Institute/ University	% / CGPA
SSC	July/2002	03/2003	HINDI, ENGLISH, M. S. S.S.	C.G. BSE RAIPUR	54.37.
HSC	July/2004	03/2005	H. E. PHY. CHE.	C.G. BSE RAIPUR	54.21.
BSC. FINAL.	July/2010	07/2011	PHYSICS, CHEMISTRY, MATHS	P.T. R.S.U. RAIPUR	53.33%

Achievements/ Special awards during Academics

Employment Details

Company	From (MM/YY)	To (MM/YY)	Designation	Reporting to	CTC
IBHFLTD.	19/12/2017	13/12/2018	S.S.O.	SHYAM JHA	220000/-
RHFPL.	14/03/2019	06/01/2020	R.M	SATISH SINHA	255000/-

Micro Housing Finance Corporation. New Joinee Form

Family Details

Relation	Name	Date of Birth	Profession	Details
Father	MR. MELA RAM SAHU	01/01/1943	TEACHER	
Mother	SMT. FAGBATE SAHU	01/01/1950	HOUSE WIFE	
Spouse	MENKA SAHU	15/08/1989	HOUSE WIFE	
Child 1	AARADHYA SAHU	18/10/2016	STUDENT	
Child 2				

Medical History

References

Name	Company	Designation	Contact Number	E Mail ID
KAUSHAL SHARMA	ROHA HOUSING FINANCE PVT. LTD.	R.M	798746463	

Previous Company Work Profile/ Job Role

Languages Known

Languages	Speak	Read	Write
HINDI	YES	YES	YES
ENGLISH	YES	YES	YES

Bank Details(Only in case of joining)

Account Holder Name:	NARENDRA KUMAR SAHU	Bank & Branch Name:	HDFC BANK LTD. KAYABANDHA BRANCH
Bank Account No:	50100163543662	IFSC Code:	HDFC0009362

Other Details

PAN Card No.	CXEPS5161B
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HR Remarks

Micro Housing Finance Corporation Limited
Joining Report

To,
HR Head,
Micro Housing Finance Corporation.
Mumbai,

Dear Sir/Madam,

With reference to the offer letter dated 25/11/2019, I have joined as
EXECUTIVE, at our CHHATTISGARH location with effect from
10/01/2020.

Regards,

Employee Name: NARENDRA KUMAR SANU

Signature: 

Micro Housing Finance Corporation Limited
ID Card and Bank Details



Name:	NARENDRA KUMAR SAHU
Address:	ADARSH NAGAR VINAYAK STREET NO-09, WARD NO-27, MOWA RAIPUR C.G.
Contact No.:	9713466460
Blood Group:	AB ⁺
Designation:	SALES - EXECUTIVE
E mail Address	narendrakumar.sahu99@gmail.com.
Emergency Contact Number	9753082278

I hereby authorize MHFC Ltd. to deposit my salary in my bank account with the following details.

Account Holder's Name	NARENDRA KUMAR SAHU
Bank Name & Branch	HDFC BANK, KAYABANDHA
Account Number	50100163543662
IFSC Code	HDFC0009362

Signature: _____

(FORM 2 REVISED)

Nomination and declaration form for unexempted/exempted establishments

Declaration and Nomination Form under the Employees Provident Funds and Employees Pension Schemes (Paragraph 33 and 61 (1) of the Employees Provident Fund Scheme 1952 and Paragraph 18 of the Employees Pension Scheme 1995)

1. Name (IN BLOCK LETTERS)

NARENDRA KUMAR SAHU

Name Father's / Husband's Name Surname - MR. MELARAM SAHU

2. Date of Birth: 20/07/1988 3. Account No: 50100163543662

4. *Sex (Male/ Female) MALE 5. Marital Status: YES

6. Address Permanent / VILL+POST- DEWARTILDA, THANA-KHARORA
Temporary : DIST- RAIPUR, 493225. C. G.

PART - A (EPF)

I hereby nominate the person(s)/cancel the nomination made by me previously and nominate the person(s) mentioned below to receive the amount standing to my credit in the Employees Provident Fund, in the event of my death.

Name of the Nominee (s)	Address	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulations in Provident Funds to be paid to each nominee	If the nominee is minor name and address of the guardian who may receive the amount during the minority of the nominee
<u>MEENKA</u>	<u>VILL+POST</u>	<u>SPOUSE</u>	<u>15/08/89</u>	<u>100%</u>	
<u>SAHU</u>	<u>DEWARTILDA</u>				
	<u>THANA-KHARORA</u>				
	<u>DIST-RAIPUR</u>				

1 *Certified that I have no family as defined in para 2 (g) of the Employees Provident Fund Scheme 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.

2. * Certified that my father/mother is/are dependent upon me.

Strike out whichever is not applicable



Signature/or thumb impression of the subscriber

PART – (EPS)

Para 18

I hereby furnish below particulars of the members of my family who would be eligible to receive Widow/Children Pension in the event of my premature death in service.


Sr. No	Name & Address of the Family Member	Age	Relationship with the member
(1)	(2)	(3)	(4)
1.	MR. MELA RAM SAHU	77 YEAR	FATHER
2.	SMT. FAGBATE SAHU	70 YEAR	MOTHER
3.	MENKA SAHU	30 YEAR	SPOUSE

Certified that I have no family as defined in para 2 (vii) of the Employees's Family Pension Scheme 1995 and should I acquire a family hereafter I shall furnish Particulars there on in the above form.

I hereby nominate the following person for receiving the monthly widow pension (admissible under para 16 2 (a) (i) & (ii) in the event of my death without leaving any eligible family member for receiving pension.

Name and Address of the nominee	Date of Birth	Relationship with member
MENKA SAHU - VILL+POST- DEWARTALDA, JHARKHAND KARORA DIST RAIPUR	15/08/1989	SPOUSE

Date 10/02/2020


Signature or thumb impression
of the subscriber

CERTIFICATE BY EMPLOYER

Certified that the above declaration and nomination has been signed / thumb impressed before me by Shri / Smt./ Miss _____
employed in my establishment after he/she has read the entries / the entries have been read over to him/her by me and got confirmed by him/her.

Date : _____

Signature of the employer or other authorised
officer of the establishment

Name & address of the Factory /Establishment Place :

Date :

FORM 'F'

See sub-rule (1) of Rule 6

Nomination

To,
Micro Housing Finance Corporation. (Address)

I, Shri/ Shrimati/Kumari NARENDRA KUMAR SAHU

(Name in full here)

whose particulars are given in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) mentioned is/are a member(s) of my family within the meaning of clause (h) of Section 2 of the Payment of Gratuity Act, 1972.

3. I hereby declare that I have no family within the meaning of clause (h) of Section 2 of the said Act.

4. (a) My father / mother /parents is/are not dependent on me.

(b) My husband's father/mother/parents is/are not dependent on my husband.

5. I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the proviso to clause (h) of Section 2 of the said Act.

6. Nomination made herein invalidates my previous nomination.

Nominee(s)

	Name in full with full address of nominee(s) (1)	Relationship with the Employee (2)	Age of nominee (3)	Proportion by which the gratuity will be shared (4)
(1)	<u>MEENKA SAHU</u>	<u>WIFE</u>	<u>30 YEAR</u>	
(2)	<u>MR. MELARAM SAHU</u>	<u>FATHER</u>	<u>77 YEAR</u>	
(3)	<u>SITTA FAGBATE SAHU</u>	<u>MOTHER</u>	<u>70 YEAR</u>	
(4)	<u>AARADHYA SAHU</u>	<u>DAUGHTER</u>	<u>37 YEAR</u>	
	<u>VEER DEWAR TELDA THAKUR</u> <u>KHAKHARA DIST-KATPUK</u>			

Statement

1.Name of employee in full - NARENDRA KUMAR SAHU

2.Sex - MALE

3.Religion - HINDU

4.Whether unmarried/married/widow/widower - MARRIED

5.Department/Branch/Section where employed -

6.Post held with Ticket No. or Serial No., if any -


7.Date of appointment - 10/02/2020

8. Permanent address:

Village : DEWARTILDA Thana : KHARORA Sub-division: KHARORA
Post Office: DEWARTILDA District: RAIPUR State: CHHATTISGARH

Place: RAIPUR

Date: 10/01/2020


Signature/Thumb-impression of the
Employee

Declaration by Witnesses

Nomination signed/thumb-impressed before me

Name in full and full address of witnesses.

Signature of Witnesses.

1. _____

1. _____

2. _____

2. _____

Place: RAIPUR

Date: 10/01/2020

Certificate by the Employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's Reference No.,
if any: _____

Signature of the employer/Officer
authorised

Designation: _____

Date: _____

Name and address of the establishment or
rubber stamp thereof.

Acknowledgement by the Employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Signature of the Employee 

Date: 10/01/2020

Note.—Strike out the words/paragraphs not applicable

EMPLOYEE VERIFICATION FORM

PERSONAL INFORMATION

*(Please ensure all details are filled out and in capital letters only)

*Employment History (Please mention details of your last organization)

If you have been employed through an agency please mention the details in below agency details column

Complete Registered Name of Last Employer: - ROHA HOUSING FINANCE PVT. LTD.		Complete Address of Last Employer: - SHOP NO - 206, 2ND FLOOR, LAL GANGA BUSINESS PARK, NH 43, PACHPEDI NAKA RAIPUR, 492001	
Can a reference be taken now? Yes / No			
If not, then please provide a date: _____			
Telephone No 9713466460	Employee Code/No Roha/436	Designation: RELATION - SHIP MANAGER	Department: - SALES
Employment Period			
Start Date: 14/03/2019		End Date: 06/01/2020	Till date: Yes <input type="radio"/> / No <input checked="" type="radio"/>
Supervisor / Manager's Name: - SATISH SINHA		Supervisor / Manager's Contact No: 8839312838 Supervisor / Manager's Email ID:	
HR Name:		HR Contact No: HR Email ID:	
Reasons for Leaving:			
Full and final Settlement completed Yes / No:			
If No, then when will the same be completed:			
Last Salary Drawn		Agency / Payroll Company details (If Temporary or contractual): (Name, address and employee code)	
<input checked="" type="radio"/> Permanent <input type="radio"/> Temporary <input type="radio"/> Contractual		<input checked="" type="radio"/> Full Time <input type="radio"/> Part Time	
Please tick mark the documents submitted for this employment if in last 5 years			
<input type="radio"/> Service Certificate <input type="radio"/> Relieving Letter <input checked="" type="radio"/> Offer letter <input type="radio"/> Any Other <input type="radio"/> None (Please specify)			

Current Address	Permanent Address
ADARSH NAGAR VINAYAK STREET NO - 09, WARD NO. 27, MOINA, RAIPUR C.G. 492001	VILL + POST - DEWARTILDA, THANA - KHARORA DIST. - RAIPUR C.G. 493225

DECLARATION AND AUTHORIZATION- Letter of Authorization

To whomsoever it may concern

I hereby authorize _____ and its representative to verify information provided in my resume and application of employment and to conduct enquires as may be necessary, at the company's discretion. I authorize all persons who may have information relevant to this enquiry to disclose it to _____ and or its representative. I release all persons from liability on account of such disclosure. In case the organization finds any information contrary to that provided by me, I accept their decision to withdraw the job offer made to me. The job offer would thereby stand null and void.

Signed:

Name in Block Capitals:

Date of Birth:

Date:



NARENDRA KUMAR SAHU

20/07/1988

10/01/2020

MANDATORY DOCUMENT CHECKLIST

EMPLOYMENT PROOF-

1. Relieving Document ☐
2. Salary slips
3. Last drawn salary certificate or appraisal letter (which has the current break up)
4. Address Proof (Adhar Card / Voting Card / Driving License)

Name: NARENDRA KUMAR SAHU

*Signature:



Date: 10/01/2020

Chanakyapuri,
New Delhi-110021

MHFC will ensure that the provisions of PMLA Rules framed and the Foreign Contribution and Regulation Act, 1976, wherever applicable, are adhered to strictly.

Declaration

I confirm that I have read and understood and agree to abide by the contents of the attached document.

In case of any violation, non-adherence to the said document, you shall be entitled to take such action against me as you may deem appropriate.

Signed on this FRIDAY day of JANUARY 20 20

Signature



Name - NARENDRA KUMAR SAHU

Micro Housing Finance Corporation Limited ("MHFC")
Information Technology & Systems


Name:	NARENDRA KUMAR SAHU	Date of Joining:	10/02/2020
Designation	EXECUTIVE	Date of Birth	20/07/1988
Department	SALES	Email ID	- narendrakumarsahu99@gmail.com
Location:	CHHATTISGARH	Contact number	9713466460

Official Email ID	
Drive Access	
	all@mhfcindia.com
Groups linked to	

Allocation

Laptop	
Mobile Phone	
Sim Card	
Applications	
Eze Tab	
Printer	
Others	

I hereby take responsibility of all the company assets, allocated to me and authorize company to deduct the damages incurred on any of these assets from my Salary. I will return all the company owned assets to company at the time of exit from the company.

Employee: Signature: 

I hereby authorize MHFC Ltd. to deduct PF (employee's contribution) from my salary and deposit it in my Provident Fund account.

Name: - NARENDRA KUMAR SAHU

Signature 

Required Information			
Employee Information:	Details	Other Information:	
Name of Employee.	NARENDAR KUMAR SAHU	Have Previous Employer if Yes please fill up the details below.	
Name of Father/ Husband.	MR. MELARAM SAHU	Employer's Code No	
Date of Birth	20/07/1988	Previous Insurance No	
Marital Status:	YES	Name of the Employer	
Sex.	MALE	Address of the Employer	
Present Address	ADARSH NAGAR VENAYAK STREET NO. 9, WARD-27 MOWA RAIPUR	State/ District/ with Pin Code.	
Name/ Address / Mob. No.			
State/ District/ with Pin Code.	492001		
Permanent Address	VEEP-DEWARTILDA THANA - KHARORA DIST. RAIPUR		
Name/ Address / Mob. No.	C.G.		
State/ District/ with Pin Code.	493225		
Name of Nominee	MENKA SAHU		
Relationship with Nominee	SPOUSE		
Date of Birth of Nominee	25/08/1989		
Address of Nominee	VEEP-DEWARTILDA, THA- KHARORA DIST- RAIPUR C.G. 493225		
Family Particulars of Insured Person			
Name & Relationship	MELARAM SAHU - FATHER		
DOB	01/02/1943		
Name & Relationship	FAGBATE SAHU - MOTHER		
DOB	01/02/1950		
Name & Relationship	PARADHYA SAHU - DAUGHTER		
DOB	28/10/2016		
Name & Relationship	HIRENDRA KUMAR SAHU - BROTHER		
DOB	31/12/1982		
Details of Bank Accounts of Insured Person	MENKA SAHU		
Bank Name	CENTRAL BANK OF INDIA, GETPURI		
Branch Name	GETPURI		
IFSC Code of Branch	CBI0282780		
Account number	3413251401		



HDFC BANK LTD., B-3 & C-9, DEVENDRA NAGAR ROAD,
OPP. OFFICERS CLNY GATE NO.2, SAI NGR, RAIPUR-492001, CHHATTISGARH
RTGS / NEFT IFSC : HDFC0000152

Weekly Holiday on SUNDAY

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D D M M Y Y Y Y

Valid for 3 months only

Pay

Or Bearer

या धारक को

Rupees रुपये

अदा करें

₹	
---	--

A/c No.

खाता क्र.

50100163543662

Brn: 0152 Pdt: 127

SB A/C

(New Account)

Payable at par through clearing/transfer at all branches of HDFC BANK LTD

Please sign above / कृपया यहाँ हस्ताक्षर करें

⑈000005⑈ 492240002⑈ 053192⑈ 31



Dr. Tarachand T. Phatnani
M.B.B.S.

Regd. No. 6497

☎ : 2226087, 2255088 (R)
094255-11987, (M) 93009-7083
Clinic : Adresh Bazar, Vivekanand Ashram,
RAIPUR - 492001 (C.G.)
Resi : Geeta Nagar, Choubey Colony,
RAIPUR - 492001 (C.G.)

Time : Morning - 9 to 1 P.M., Evening - 5 to 9 P.M.

केन्द्रीय सरकारी कर्मचारियों के लिए मान्यता प्राप्त अधिकृत चिकित्सक

Date 9/1/2020

Certificate

Certificate for Narendrakumar

Sahni 31 y 8/0 Sh. Melaram Sah has been examined
by me. He is found to be fit. (Physically
& Mentally). He is not suffering from any
Communicable disease. His Blood Group is AB +ve.
His Sgm is attached below

Attended

Dr. TARACHAND PHATNANI
M.B.B.S.
REG. NO.-6497, RAIPUR (C.G.)


आयकर विभाग
INCOME TAX DEPARTMENT


भारत सरकार
GOVT. OF INDIA

NARENDRA KUMAR SAHU
MELA RAM SAHU

20/07/1988

Permanent Account Number
CXEPS5161B


Signature







भारत सरकार
Government of India



नरेन्द्र कुमार साहू
Narendra Kumar Sahu
जन्म तिथि/DOB: 20/07/1988
पुरुष/ MALE



7359 2223 1356

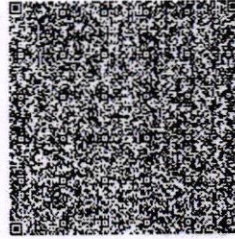
मेरा आधार, मेरी पहचान



भारतीय विशिष्ट पहचान प्राधिकरण
Unique Identification Authority of India

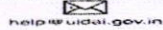
पता:
S/O मेला राम साहू, आदर्श नगर विनायक स्ट्रीट नं. 09, वॉर्ड
नं. 27, मोवा, रायपुर,
छत्तीसगढ़ - 492001

Address:
S/O Mela Ram Sahu, adarsh nagar vinayak
Street no. 09, ward no. 27, mowa, Raipur,
Raipur,
Chhattisgarh - 492001



QR Code with Photograph

7359 2223 1356



[Handwritten signature]

छत्तीसगढ़ माध्यमिक शिक्षा मण्डल, रायपुर

CHHATTISGARH BOARD OF SECONDARY EDUCATION, RAIPUR



हाई स्कूल सर्टिफिकेट परीक्षा (10+2) 2003
HIGH SCHOOL CERTIFICATE EXAMINATION (10+2) 2003

FEB-MARCH, 2003

स.क्र./S.No. 000496045

प्रमाणपत्र-सह-अंकसूची

CERTIFICATE-CUM-MARKSHEET

केन्द्र क्रमांक CENTRE NO.	संस्था क्रमांक SCHOOL NO.	पंजीयन/नामांकन क्रमांक REGISTRATION/ ENROLMENT NO.	नियमित/स्वाध्यायी REGULAR/ PRIVATE	अनुक्रमांक ROLL NUMBER
14047	141065	A01/941065/028	REGULAR	11426196



प्रमाणित किया जाता है कि
CERTIFIED THAT

श्री/श्रीमती/कुमारी :

SRI/SMT/KUM NARENDRA KUMAR SAHU

जिनके
WHOSE

पिता/पति का नाम श्री :

FATHER'S/HUSBAND'S NAME IS SRI MELA RAM SAHU

माता का नाम-श्रीमती :

MOTHER'S NAME IS SMT. BHAGBATI SAHU

तथा जन्मतिथि

AND DATE OF BIRTH IS 20 07.1988 TWENTIETH JULY -NINETEEN EIGHTY EIGHT

हाईस्कूल सर्टिफिकेट परीक्षा में संस्था/केन्द्र

से सम्मिलित हुए

HAS APPEARED IN THE HIGH SCHOOL CERTIFICATE EXAMINATION FROM

** SCHOOL/CENTRE GOVT H S KANKI RAIPUR

एवं उनका परीक्षाफल

रहा।

AND HAS BEEN DECLARED SECOND DIVISION

उनके द्वारा विषयवार निम्नानुसार प्राप्तांक अर्जित किए गए :-

SUBJECTWISE MARKS OBTAINED BY HIM/HER ARE AS UNDER :-

विषय /SUBJECTS	अधिकतम अंक MAX. MARKS	न्यूनतम उत्तीर्णांक MIN. PASS. MARKS		प्राप्तांक / MARKS OBTAINED				विशेष REMARKS
		सैद्धांतिक THEORY	प्रायोगिक PRACTICAL	सैद्धांतिक THEORY	प्रायोगिक PRACTICAL	योग / TOTAL		
						अंको में	शब्दों में	
HINDI (SPECIAL)	100	33	08	054	-	054	FIVE FOUR	
ENGLISH (GENERAL)	100	33		037	-	037	THREE SEVEN	
SANSKRIT (GENERAL)	100	33		053	-	053	FIVE THREE	
MATHEMATICS	100	33		053	-	053	FIVE THREE	
SCIENCE	100	25		050	18	068	SIX EIGHT	
SOCIAL SCIENCE	100	33		061	-	061	SIX ONE	
	600					326		← महायोग GRAND TOTAL

महायोग शब्दों में :

GRAND TOTAL IN WORDS : THREE HUNDRED TWENTY SIX

(केवल नियमित छात्र/छात्रा के लिए For Regular Students only)

निम्नांकित आंतरिक विषयों में निपुणता प्राप्त की Attained Proficiency in the following internal subjects :-

(1) समाजोपयोगी उत्पादक कार्य Socially useful Productive work. (2) शारीरिक एवं नैतिक शिक्षा Physical and Moral Education.

प्राचार्य के स्याही से हस्ताक्षर एवं पद मुद्रा
Seal and Signature of Principal in Ink

शा. हाईस्कूल, कनकी
जिला रायपुर (छ.ग.)

सचिव / SECRETARY

(कृ.पू.उ.देखें)

छत्तीसगढ़ माध्यमिक शिक्षा मण्डल, रायपुर

CHHATTISGARH BOARD OF SECONDARY EDUCATION, RAIPUR



हायर सेकण्डरी स्कूल सर्टिफिकेट परीक्षा (10+2) 2005
HIGHER SECONDARY SCHOOL CERTIFICATE EXAMINATION (10+2) 2005

MARCH, 2005

स. क्र. / S.No. 050350717

प्रमाणपत्र - सह - अंकसूची CERTIFICATE-CUM-MARKSHEET

केन्द्र क्रमांक CENTRE NO.	संस्था क्रमांक SCHOOL NO.	पंजीयन/नामांकन क्रमांक REGISTRATION/ ENROLMENT NO.	नियमित/स्वाध्यायी REGULAR/ PRIVATE	अनुक्रमांक ROLL NUMBER
14047	141065	A01/941065/028	REGULAR	14508222



प्रमाणित किया जाता है कि
CERTIFIED THAT

श्री/ श्रीमती/ कुमारी :
SRI/ SMT/ KUM

NARENDRA KUMAR SAHU

जिनके
WHOSE

पिता/ पति का नाम श्री :

FATHER'S/HUSBAND'S NAME IS SRI **MELA RAM SAHU**

माता का नाम श्रीमती :

MOTHER'S NAME IS SMT. **BHAGBATI SAHU**

हायर सेकण्डरी स्कूल सर्टिफिकेट परीक्षा में संस्था/ केन्द्र

HAS APPEARED IN THE HIGHER SECONDARY SCHOOL CERTIFICATE EXAMINATION FROM

** SCHOOL/CENTRE

GOVT H S KANKI RAIPUR

एवं उनका परीक्षाफल

AND HAS BEEN DECLARED **PASSED IN SECOND DIVISION.**

उनके द्वारा विषयवार निम्नानुसार अंक अर्जित किए गए :-

SUBJECTWISE MARKS OBTAINED BY HIM/HER ARE AS UNDER :-

विषय / SUBJECTS	अधिकतम अंक MAX. MARKS	न्यूनतम उत्तीर्णांक MIN. PASS. MARKS		प्राप्तांक / MARKS OBTAINED				विशेष REMARKS
		सैद्धांतिक THEORY	प्रायोगिक PRACTICAL	सैद्धांतिक THEORY	प्रायोगिक PRACTICAL	योग / TOTAL		
						अंकों में	शब्दों में	
HINDI (SPECIAL)	100	33	-	070	-	070	SEVEN ZERO	GRACE
ENGLISH (GENERAL)	100	33	-	024	-	024	TWO FOUR	
PHYSICS	100	25	08	026	023	049	FOUR NINE	
CHEMISTRY	100	25	08	047	020	067	SIX SEVEN	
BIOLOGY	100	25	08	039	022	061	SIX ONE	
ADDITIONAL SUBJECT IF ANY	500					271		← महायोग GRAND TOTAL

महायोग शब्दों में :

GRAND TOTAL IN WORDS :

TWO HUNDRED SEVENTY ONE***

(केवल नियमित छात्र/छात्रा के लिए For Regular Students only)

निम्नांकित आंतरिक विषयों में निपुणता प्राप्त की Attained Proficiency in the following internal subjects :

(1) समाजोपयोगी उत्पादक कार्य Socially useful Productive work. (2) शारीरिक एवं नैतिक शिक्षा Physical and Moral Education.

प्राचार्य के स्याही **सहस्र** एवं मुद्रा
Seal and Signature of Principal in Ink

सरदार निशंक सिंह बाटिया

भा.स. जन जागोदारी उच्चतर माध्यमिक शा.क

कनका, जिला - रायपुर (छ. ग.)

27-05-2005

सचिव / SECRETARY

(कृ.पू.उ.देखें)



प. रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ.ग.)
Pt. RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR (C.G.)

Statement of marks for the examination of
B.SC. - PART III (10+2+3)

MSHEET NO. 9

ROLL NO. : 235243

SUPP. EXAM (SEP-OCT-2011)



ENR/REG NO.: 11/235243

NAME : NARENDRA KUMAR SAHU

F/H NAME : SHRI MELA RAM SAHU

STATUS : SUPPL.

M. NAME : SMT. BHAG BATI SAHU

MEDIUM : HINDI

COLLEGE : ADARSH ART/COMMERCE COLLEGE, RAIPUR

CENTRE : VIVEKANAND MAHAVIDYALAYA, RAIPUR

S. NO.	S. NO.	S. NO.	SCHEME OF MARKS			MARKS		OBTAINED	
			MIN	MAX		I	II	III	TOTAL
FC-HINDI LANGUAGE	075	...	026	075	048C
FC-ENGLISH LANGUAGE	075	...	026	075	048C
CHEMISTRY	033	033	034	033	100	044C
PR.	050		017	050	028C
BOTANY	050	050	...	033	100	052C
PR.	050		017	050	027C
ZOOLOGY	050	050	...	033	100	028	031	...	059
PR.	050		017	050	031C

TOTAL MARKS OBTAINED

600

TOTAL

337

FIRST YEAR SECOND YEAR THIRD YEAR GRAND TOTAL

313	600	310	600	337	600	960	1800	PASS	SECOND	53.33
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NINE HUNDRED AND SIXTY OUT OF 1800

02/12/2011



30

Mr. Narendra Sahu

Ref No : 5312

Date: 14-Mar-2019

Mr. Narendra Sahu
Adarsh Nagar Vinayak, Street No 9
Ward No 27, Mowa
Raipur-492001

Sub: Letter of Appointment

Hi Narendra,

This refers to your application, subsequent interviews and offer of employment made by us. We are pleased to appoint you the position of **RELATIONSHIP MANAGER** in Roha Housing Finance Private Limited. Your appointment will be subject to the following terms and conditions:

1. Your date of Joining will be considered as **14-Mar-2019** and the details of roles and responsibilities shall be provided to you on completion of the joining formalities. You will be based at our **Raipur** Office in **Raipur**.
2. Annual Total Fixed Compensation (Cost to Company) will be **255,000/- only (Rupees Two Lakh(s) Fifty Five Thousand Only)**. The break-up of your Compensation is detailed in the attached Annexure "A". Your entitlement to all other benefits will be as per company's extant policy. Your individual compensation is a private contract between you and the Company, accordingly you are required to maintain this information and any change hereafter, strictly confidential.
3. Compensation, facilities and other sums payable under this appointment are subject to Income tax or any other tax and you shall be liable for the same.
4. In line with your work requirements and compliance with various deadlines it may be necessary from time to time to report for work earlier and/or to work later, as per Company's requirement.
5. You are entitled to Annual Leaves of 24 Days. The Company shall notify a list of declared holidays in the beginning of each year.
6. Expenses incurred on behalf of the Company, including but not limited to, travel, boarding & lodging, etc. will be reimbursed as per the extant policy of the Company.
7. During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You are required to keep all the Company's information, which might come into your possession during the continuance of your services, completely confidential and should not disclose, divulge or make it public during your employment and even thereafter. At no time, will you remove any Confidential Information from the office without permission.
8. You will be required to maintain utmost secrecy in respect to Company's documents, commercial offers, design documents, technology, software package's license, Company Policies, Company Patterns and trademark and Company's human asset profile.
9. You will not utilise or disclose to any person or persons or competitors any data in any form, passwords, trade practices or know how of the Company. If you found to be engaged in any activities which in the opinion of the Management is detrimental to the interests/policies of the company, the Management will be at liberty to forfeit/terminate your services without further notice.
10. While you are in the services of the Company, you will adhere to the IT Security Practice & Procedures as prescribed by the Company. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action including termination of your employment without giving any notice.
11. Your job is transferable in nature and during the course of your service, you can be posted/transferred anywhere in India (Any branch of the Company or its Group) to serve any of the Company's Project or any other establishments in India or outside, at the sole discretion of the

Mr. Narendra Sahu

Management.

12. The retirement age is as per the extant policy of the Company.
13. The Company reserves the right to change your role from time to time depending on the priorities of the company.
14. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your employee application form duly filled and signed by you and your Bio-data, at the time of your interview and subsequent discussions. If it transpires that you have made a false statement or have not disclosed any material fact, resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment without giving any notice.
15. During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take any other employment or assignment or any office honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the company.
16. Either party, by stating their intentions to do so in writing, may terminate this employment, at any time, provided that at least 3 (Three) months' notice or total Fixed Compensation (cost to company) in lieu thereof is given. The acceptance of total Fixed Compensation (cost to company) in lieu of notice period will be at the sole discretion of the company. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.
17. Absence for a continuous period of 3 days without prior approval of your superior (including overstay on leave/training) would result in disciplinary action, including termination.
18. The Company may, at any time and without notice or compensation for termination, terminate the Employee for the "cause" as listed below. However, any breach of the code of conduct of employees/ business code of conduct/ guidelines or the terms and conditions of employment may result in termination of your services forthwith without notice or compensation.
19. Termination by the Company of the Employee for "cause" shall include, but will not be limited to the following grounds:
 - Failure to perform the duties as per the goal sheet;
 - Fraud, misappropriation, embezzlement or acts of similar dishonesty;
 - Conviction of a crime involving immoral acts detrimental to society;
 - Illegal use of drugs or use of alcohol in the workplace;
 - Intentional and wilful misconduct that may subject the Company to criminal or civil liability;
 - Diversion or usurpation of corporate opportunities properly belonging to the Company;
 - Violation of Company policies and procedures;
 - Breach of any of the material terms of this Agreement;
 - Insubordination or deliberate refusal to follow the work-related activities of the immediate supervisor and leadership team of the Company;
 - Taking unauthorized/ unapproved Leave;
20. As a condition of employment you accept the following non-compete, non-solicit and non-disclosure requirements:
 - You covenant that you shall not any time during this employment or at any time after your employment has terminated for a period of 1 (One) year, solicit clients, prospective clients, employees, business including potential business to competing businesses/ companies or for personal gains.
 - Except as reasonably required in the performance of your authorized duties, you covenant that

[Signature]

[Signature]

Mr. Narendra Sahu

you shall not any time during this employment or at any time after your employment has terminated disclose or reveal to any person or otherwise make use of confidential information including any of the trade secrets, secret or confidential operations, processes or dealings or any information concerning the organization, business, finances, transactions or affairs of the Company or any of the Company's subsidiaries or associates which may come to your knowledge during your employment hereunder

You further covenant to take all reasonable action to prevent unauthorized use or disclosure of any confidential information

21. During the course of your services with the Company you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Company including termination of your employment without giving any notice.

22. While joining the services of the Company and during the course of your services with the Company, you would be required to notify the Company immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Charge sheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Company.

23. Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

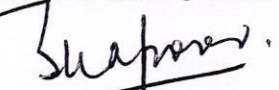
24. Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Mumbai Courts only.


25. You shall abide by rules, regulations and other benefits of the company as applicable from time to time. The company has rights to change or modify your terms and conditions of service any time based on business requirements.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance. We welcome you to the Roha Housing Finance Pvt. Ltd. and look forward to a rewarding and fruitful association.

Yours sincerely,

For Roha Housing Finance Private Limited.


Sunil Kapoor
Managing Director & CEO


Agreed to and accepted
Narendra Sahu



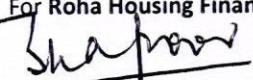
Mr. Narendra Sahu

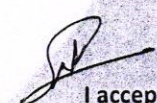
Annexure A

Narendra Sahu		
RELATIONSHIP MANAGER		
Date of Joining : 14-Mar-2019		
CTC P.A.	255,000	
Allowances	Annual	Monthly
BASIC	127,500	10,625
HRA	51,000	4,250
SPECIAL ALLOWANCE	39,708	3,309
LTA	10,620	885
Retirals		
PF(EMPLOYER'S CONT.)	15,300	1,275
EMPLOYER ESI SHARE	10,872	906
NPS	0	0
Cost to Company	255,000	21,250
CTC In figure : (Rupees Two Lakh(s) Fifty Five Thousand Only)		
GRATUITY	6,132	511
Grand Total	261,132	21,761

1. Retirals: PF & Gratuity of the Base Pay.
2. All the terms and conditions mentioned above are subject to providing satisfactory proof of your existing terms and conditions as reported.
3. You will be considered for bonus only if you are not covered under the Incentive scheme of the Company. The bonus will be paid depending on your performance and will be linked to the achievement of the Company and your individual business objectives. The bonus cycle will be on the financial year basis i.e. 1st April to 31st March and will be as per the Policy of the Company.

Yours faithfully,
For Roha Housing Finance Pvt. Ltd.


Sunil Kapoor
Managing Director & C.E.O


I accept,
Narendra Sahu



Indiabulls

HOUSING FINANCE

Date: February 19, 2019

Ref No: IHFL/2019/RL/00111098

Employee Code :00223915

Mr. Narendra Kumar Sahu
Senior Sales Officer
SALES
RAIPUR(SHYAM PLAZA)

Sub. : Relieving Letter

Dear Narendra Kumar Sahu,

With reference to your resignation letter, we hereby inform you that your resignation has been accepted and you are relieved from services of the company on the close of working hours on December 13, 2018.

We appreciate the service you have provided to the Company during your tenure with us and wish you all the best in your future endeavors.

Yours sincerely,

For Indiabulls Housing Finance Limited



Authorized Signatory
Human Resources

