

EMPLOYEE BACKGROUND VERIFICATION FORM

COMPANY NAME : HML

Please note that it is mandatory for you to complete the form in all respects. The information you provide must be complete and correct and the same shall be treated in strict confidence.

The details on this form will be used for all official requirements should you join the organization.

Position applied for		Job Location	
STORES- SENIOR EXECUTIVE		SRICITY	
Personal Information			
Full Name of the Applicant		Pancard Number	Aadhaar Number
TIRUMALA . k		CR1PK7560A	276912668782
Father's Full Name	Date of Birth (DD/MM?YYYY)		
k. SRINIVASULU(Late)	28/08/1994		
Husband Name			
Gender (MALE/FEMALE)	MOBILE NUMBER	Nationality	Marital Status
MALE	8179419959	Indian	Married.
Personal Email ID		Official Email ID	
kunchamthirumala@gmail.com		Tirumala.k@healthiummedtech.com	
Permanent Address		Period of stay	
1-33, Cherivi village, Engalam post, Sathyavedu(m), Tirupati dist, Ap -517588		From (Month/Year)	To (Month/Year)
		Residence Mobile Number	Alternate Mobile number
Pincode	517588	784275938	9951106701
State	Andhra pradesh.		
Prominent Landmark	Near MPUP School.		
Nearest Police Station	Sricity polistation		

Education Qualification - Please attach copy of Degree and Final year mark sheet

Name of the University	POST GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy		
JNTU Anantapur	MBA (HR&Finance)	2015	2016	MBA	143F1E0042
Name of the College		Course Name / Specialization			
KKC Institute of Technology (KKCT) (Puttur)		MBA (HR & Finance)			
Please tick mark the documents submitted for this qualification along with this form					
<input type="checkbox"/> Marksheets <input checked="" type="checkbox"/> Provisional Certificate <input checked="" type="checkbox"/> Degree Certificate <input type="checkbox"/> None					

Name of the University	GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy	Name of the Course	
SRI VENKATESWARA UNIVERSITY	Bcom (CA)	2012	2014	Bcom (CA)	212039761
Name of the College		Course Name / Specialization			
SVA Government Degree College (Srikakulam)		Bcom (Computer Application)			
Please tick mark the documents submitted for this qualification along with this form					
<input checked="" type="checkbox"/> Marksheets <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Degree Certificate <input type="checkbox"/> None					
Name of the College	University / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy	Name of the Course	
12TH STANDARD	Board of Intermediate Education, A.P	2010	2011	Intermediate CEC Group	11092617488
Please tick mark the documents submitted for this qualification along with this form					
<input checked="" type="checkbox"/> Marksheets					
Name of the College	School / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy	Name of the Course	
10TH STANDARD	SECONDARY SCHOOL CERTIFICATE	1999	2009	SSC	0919305045
Please tick mark the documents submitted for this qualification along with this form					
<input checked="" type="checkbox"/> Marksheets					

Employment History

Note: Please ensure that you are descriptive wherever necessary – e.g. If company has closed, do mention it. Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.

Name of the Employer -1 (Latest Employment)		Address of Employer	
DP COCOA PVT LTD		ARUDURU, VARADAIPALEM	
Telephone No	Employee Code/No	Designation	UAN Number
	7038	Executive -Logistics	101299944688
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To		9318602596
10/1/2024	4/10/2025	Sivaramapogu	Reporting Manager's Email ID
Duties & Responsibilities		Reasons for leaving	
RM, PM, FG Incharge		Career Growth.	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
Shankar Reddy sir, 7337447211			
First Salary drawn	Was this Position <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
Last Salary drawn			
Last Salary drawn 28K.	<input type="checkbox"/> Temporary <input type="checkbox"/> Contractual		

Please tick mark the documents submitted for this employment

- Service Certificate Relieving letter Offer letter Any Other
 None (please specify)

Employment History - Please attach a copy of your relieving letter/service certificate

Name of the Employer -2 (Ex-Employment)		Address of Employer	
DANIEL INDIA LTD - (SERVICE) NISSI ENERGY ENGINEERING		Sri City - Tadka	
Telephone No	Employee Code/No	Designation	UAN Number
		Logistic - Senior Executive	101299944688
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To		9515891164
15th July 2022	30th Dec-2023	Prasad yathav	Reporting Manager's Email ID
Duties & Responsibilities		Reasons for leaving	
Receiving & Workover Incharge		Career Growth.	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
First Salary drawn	Was this Position <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
Last Salary drawn 25K.			

Please tick mark the documents submitted for this employment

- Service Certificate Relieving letter Offer letter Any Other

None

(please specify)

Documents Required (Mandatory)

Education:

- Photocopy of degree certificate and final mark sheet of all examinations

Employment

- Photocopy of relieving / experience letter for each employer mentioned in the form

Identity & Address Proof

- Pan Card / Passport Copy/ Driving License / Aadhaar Copy / Bank Passbook / Voter ID

Declaration and Authorization

I hereby authorize GoldQuest Global HR Services Pvt Ltd and its representative to verify information provided in my application for employment and this employee background verification form, and to conduct enquiries 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 GoldQuest Global HR Services Pvt Ltd or its representative. I release all persons from liability on account of such disclosure.

I confirm that the above information is correct to the best of my knowledge. I agree that in the event of my obtaining employment, my probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of medical test and background verification check done by the company .

TIRUMALA		18/11/2025
Full Name of the Candidate	Signature	Date of Form Filled

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
ANANTHAPURAMU - 515 002, ANDHRA PRADESH, INDIA

Adm. No.143F1E0042

SI. No. PC 0223660



PROVISIONAL CERTIFICATE

This is to certify that Mr. TIRUMALA

Son of Sri K SRINIVASULU

&

Smt. K BHANUMATHI, Passed the

***** MBA (MASTER OF BUSINESS ADMINISTRATION) *****

Examinations of this University held in the month of Nov/Dec, 2016 and that he was placed in

***** FIRST CLASS WITH DISTINCTION *****

He has satisfied all the requirements for the award of MBA Degree of the

Jawaharlal Nehru Technological University Anantapur, Ananthapuramu.

Wednesday, 15 February, 2017.

[Signature]
DIRECTOR OF EVALUATION

[Signature]
REGISTRAR

SRI VENKATESWARA UNIVERSITY
Provisional Certificate cum Consolidated Marks Memorandum

Reg. No. 212039761

This is to certify that Mr./Ms. TIRUMALA has qualified himself/ herself for the Degree of Bachelor of COMMERCE (C.C.S. yearly Examination Scheme) in this University, he/she having been declared to have passed the Examination prescribed therefor as follows and that he/she has done all that is necessary for the formal presentation for the Degree of Bachelor of COMMERCE (ENGLISH Medium)

The following are the marks secured by the candidate :

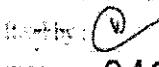
SUBJECTS	THEORY				PRACTICAL / FIELD WORK			
	Max. Marks	Pass Marks	Marks Secured	Year of Pass	Max. Marks	Pass Marks	Marks Secured	Year of Pass
PART-I								
ENGLISH-I	50	17	31	12A	50	18	24	12A
TELUGU-I	100	35	50	12A				
ENGLISH-II	50	17	18	13A	50	18	34	13A
TELUGU-II	100	35	67	13A				
PART-II								
COMPUTER APPLICATIONS-I	70	25	28	12A	30	10	29	12A
FINANCIAL ACCOUNTING	70	25	43	12A	30	10	27	12A
BUSINESS ORGANISATION AND MANAGEMENT	70	25	50	12A	30	10	26	12A
BUSINESS ECONOMICS	70	25	56	12A	30	10	27	12A
ADVANCED ACCOUNTING	70	25	39	13A	30	10	27	13A
BUSINESS STATISTICS	70	25	45	13A	30	10	29	13A
TAXATION	70	25	56	13A	30	10	28	13A
COMPUTER APPLICATIONS-II	70	25	43	13A	30	10	29	13A
CORPORATE ACCOUNTING	70	25	67	14A	30	10	30	14A
COST AND MANAGEMENT ACCOUNTING	70	25	51	14A	30	10	30	14A
BUSINESS LAWS	70	25	41	14A	30	10	30	14A
AUDITING	70	25	57	14A	30	10	30	14A
BUSINESS DATA MANAGEMENT SYSTEMS	70	25	34	14A	30	10	12	14A
WEB TECHNOLOGY AND E-COMMERCE	70	25	41	14A	30	10	12	14A
PART-III								
INDIAN HERITAGE CULTURE AND CONTEMPORARY INDIAN ECONOMY AND POLITY	100	35	61	12A				
ENTREPRENEURSHIP PRINCIPLES AND CONCEPTS	100	35	57	13A				
ENVIRONMENTAL STUDIES	75	26	46	14A	25	9	24	14A

CLASS AWARDED

SUBJECTS	Maximum Marks	Total Marks Secured	Class Awarded	Month & Year
PART - I : (1st & 2nd YEARS)	400	224	SECOND	APRIL, 2013
PART - II : (3rd, 4th & 5th YEARS)	1400	1017	FIRST	APRIL, 2014
PART - III : (4th, 5th & 6th YEARS)	300	188	FIRST	APRIL, 2014

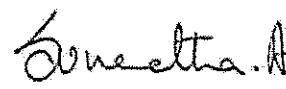
DATE: 23-06-2014

EXCERPT (A.P.)

By: 
S.N. No. : 043472

Compared by: 

Suptd: 


CONTROLLER OF EXAMINATIONS

It is hereby declared that any discrepancy, if any, in the above entries or between the results published and the marks noted above, must be brought to the notice of the Controller of Examinations IMMEDIATELY.

Sl. No. K175309



Board of Intermediate Education, A. P.

Vidya Bhavan, Nampally, Hyderabad - 500 001



INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **TIRUMALA**
of **K SRINIVASULU**

Registered No. **1109247488**Examination held in **MARCH-2011** and passed **In B GRADE**
with **TELUGU** as the Medium of Instruction.

The subjects in which he was examined and the marks awarded are as follows :-

Subject	I Year		II Year	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
Part - 1: ENGLISH	100	037	100	057
Part - 2: TELUGU	100	062	100	078
Part - 3: Optional Subjects:				
ECONOMICS	100	043	100	078
COMMERCE	100	053	100	075
CIVICS	100	065	100	072
ENVIRONMENTAL EDUCATION	100	065	100	072
	Q	U	A	L
	A	L	I	E
	I	E	R	I
	E	R	I	D
Total Marks In Figures	620	→	620	
In words	SIX***TWO***ZERO*			
Date	28-04-2011			

28-04-2011
8/8/11
PRINCIPAL
Signature of the Principal and College Seal

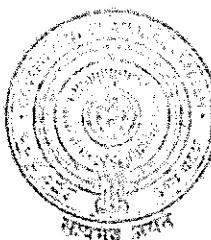
NOTE: ELIGIBILITY RULES ARE OVERLEAF * INDICATES MARKS OBTAINED AT AN EARLIER EXAMINATION

Controller of Examinations

109247488

BOARD OF SECONDARY EDUCATION
ANDHRA PRADESH

NH 1243694



A.S.E PRIVATE PC/19/18297/043694/4
SECONDARY SCHOOL CERTIFICATE

CERTIFIED THAT TIRUMALA bearing Roll No 0919305045
S/O K SRINIVASULU
belongs to Z P HIGH SCHOOL, IRUGOLAM
has appeared and PASSED SSC EXAMINATION held in JUNE 2009 in COMPARTMENTAL
Division with TELUGU as medium of instruction.

DATE OF BIRTH	28/08/1994	DAY	MONTH	YEAR
		TWO EIGHT	AUGUST	ONE NINE NINE FOUR

THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : (TELUGU)	66*	SIX SIX
THIRD LANGUAGE : ENGLISH	50*	FIVE ZERO
MATHEMATICS :	42*	FOUR TWO
GENERAL SCIENCE :	48*	FOUR EIGHT
SOCIAL STUDIES :	64*	SIX FOUR
TOTAL :	270	TWO SEVEN ZERO
SECOND LANGUAGE : (HINDI)	44	FOUR FOUR
GRAND TOTAL :	314	THREE ONE FOUR

Life Skills Education : GRADE SECURED :

Marks of Identification : 1. A mole on the nose.
2. A mole on the right arm.

Head of Institution :
with School Stamp

HEAD MASTER
Z.P. High School, IRUGALAM,
Satyavedu Mandal. Pin - 517 588.

SECRETARY
BOARD OF SECONDARY EDUCATION
A.P. HYDERABAD

1. Life Skills Education : The finger shall be incorporated by the respective Head of the Institution before delivery of the certificates to the candidates.
2. Any corrections in the certificate will not be entertained after one year from the date of issue.
3. Any unauthorised correction in the certificate will result in cancellation of certificate.
4. The marks with asterisk indicate the old marks secured in previous examinations.

2009





Date : 04-10-2025

RELIEVING & EXPERIENCE LETTER

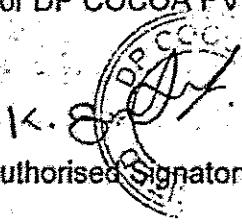
This is to certify that Mr. K. TIRUMALA, EMP ID No: 7038 was working with us from 10-01-2024 to 04-10-2025 as a Executive in Logistics Department. Further to his resignation, he has been relieved from his services of the company at the close of business hours on 04-10-2025.

During this period, we found him to be sincere and hard working.

We wish him all the very best in his future endeavors.

For DP COCOA PVT LTD.

Authorised Signatory



Cocoa Private Limited

Admin. & Regd. Office : 8-3-944/8, Flat No. 301, Pancom Business Centre,
Ameerpet, Hyderabad - 500073, Telangana, INDIA Ph No: 040-49499992/94
E-mail: info@2mcocoa.com CIN No. : U15400TG2021PTC150330



Ref: DP /HR/AP/AL/148

Date: 10-01-2024

To,
Mr. Tirumala
000, Main Road, Cherivi,
Chittoor, Andhra Pradesh, 517588

Appointment Letter

- We are pleased to appoint you on the position of an "Executive - Logistics" in our factory with effect from 10th Jan 2024 the date of your joining the duties, on the terms and conditions as mentioned hereunder.
- Remuneration

Your CTC Per annum will be Rs. 3,79,928/- (Rupees: - Three Lakhs Seventy Nine Thousand Nine Hundred and Twenty Eight Only) the details of your remuneration will be as per Annexure 1 attached with this letter. The remuneration is a confidential matter between employer and an individual employee; therefore, you shall not divulge or share information about your remuneration with any other employee of the factory.

• Salary Revision

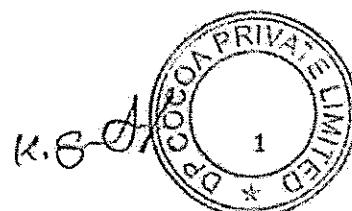
Your salary will be reviewed on April 1st of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results during your past services with the factory.

• Posting & Transfer

You are liable to be transferred / temporarily deputed from one section to another, one department to another, one sister to another forming part of the group anywhere in India, in case it is found necessary by the management. Refusal or /and failure to comply with the transfer/deputation order will be deemed as voluntary abandonment of the service

• Probation/Training:

You will be on Probation for a period of 6 Months. The period of Probation can be extended at the sole discretion of the Management and you will continue to be on Probation till an order of confirmation has been issued in writing.



- **Full time employment**

Your position is a whole time employee of the factory and you shall devote yourself exclusively to the business and interests of the factory. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the factory, without permission in writing of the management. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

- **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the management disclose or divulge or make public, except on legal obligations, any information regarding the management's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

- **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the factory, such developments will be fully communicated to the management and will be, and remain, the sole right/ property of the management.

- **Responsibilities & Duties**

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

- **Past Records**

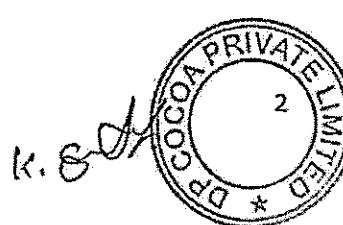
If any declaration given, or information furnished by you, to the management proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

- **Retirement**

The retirement age is 58 years. You will retire from the employment of the factory at the end of the month in which you attain 58 years of age.

- **Termination of employment**

During the Probation period or in any extension thereof, your services may be terminated without notice. However, after confirmation the services can be terminated from either side by giving One Month (30 day) prior notice or salary (Gross Salary) in lieu thereof. Upon termination of employment, you will immediately hand over to the management all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the management or relating to its business and shall not retain or make copies of these items.



Upon termination of employment, you will also return all the properties of the management, which may be in your possession during the course of employment.

If you absent for your duty without prior written sanction of leave or permission or beyond the period of leave originally granted or subsequently extended for more than 8 (eight) consecutive days you shall be deemed to have left the services of the company on your own accord and shall loose lien on your job/Employment.

- **Medical Fitness**

This appointment is subject to your being, and remaining, medically, mentally fit. If any point during the course of employment it is found that you are suffering from any communicable disease or any other disease which can spread virus in the food products, your services can be terminated without any notice or compensation in lieu of notice. The report of the medical officer will be the sole ground for your termination.

- **Address for communication**

Address provided by you shall be for communication purposes between you & the management, any change in the address shall be provided by you positively. In case of non-providence of your new address, the communication sent on your last address shall be deemed to be served on you.

- **Leave**

You will be entitled to earned, sick and casual leave as applicable to your category of employees.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

Yours faithfully,

For DP COCOA PRIVATE LIMITED


K. S. Reddy
K. Sankar Reddy
Sr. Manager - HR & Admin

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same

(Signature and Date) K. Sankar Reddy

Annexure - 1

CTC Details			
S.No	Particular	Amount per month (INR)	Amount per Annum (INR)
1	Basic Salary	15000	180000
2	House Rent Allowance	7500	90000
3	Conveyance Allowance	1200	14400
4	Other Allowance	3000	36000
5	Gross (A)	26700	320400
6	Employer Contribution to PF	1950	23400
7	Employer Contribution to ESI	0	0
8	Mediclaim Insurance	1040	12480
9	Gratuity	721	8654
10	Bonus	1250	14994
11	Total other costs (B)	4961	59528
12	Cost To Company (A + B)	31661	379928

- i. You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity in accordance with the rules governing such payment.

Note:

- * It is expected that individual compensation package would not be shared with other employees.
- * The above compensation structure is subject to change without affecting emoluments adversely.
- * Applicable tax would be borne by the employee.

DP Cocoa Private Limited

Corporate Office : Plot No. 231/A, 4th Floor, Chocolate House,
Near Jubilee Hills Check Post Metro Station, Pillar No. 1608, Road NO. 36,
Jubilee Hills, Hyderabad, Telangana - 500033. INDIA Ph No : 040-49499992/94
E-mail: info@2mcocoa.com CIN : U15490AP2019PT C113078

Ref: HR/DP-COCOA/SAL/REV/2025

Date: 01st Jul 2025

Emp Code: 7038

Name : Mr. Tirumala

Designation: Executive - Logistics

Subject: Increment Letter

Dear Mr. Tirumala

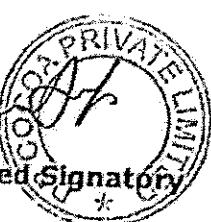
We would like to express our appreciation and commendation for all the passion and commitment you have been exhibiting in your existing role. In recognition of your contribution and passion towards work, it is our pleasure to inform you that your revised GROSS Salary is **Rs. 29904/-**, and this comes effective from the 1st April 2025.

We hope this salary revision will encourage and motivate you to continue putting in your best and perform well on all Roles and Responsibilities.

Congratulations and keep the good work going.

With Best Wishes,

For DP Cocoa Pvt Ltd

K. S. S. O.
Authorized Signatory
*




NISSIENERGYENGINEERSERVICES

100% Quality, 100% Service

(One stop solution for all your Plant's needs.)

Andhra Pradesh - 524121.

Ref:NEES/23-24/HCM/520

11th January 2024

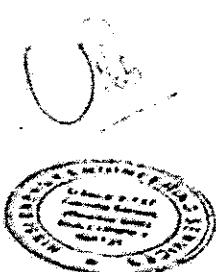
To Whomsoever it may concern

This is Certify that Mr. K.TIRUMALA S/o K.Srinivasulu was employed with NISSIEnergy Engineering Services as " Senior Executive -WH Operations" at our DanieliIndiaLTDsite from 15th July 2022 to 30th December 2023.

During the tenure of his working with us, his overall performance was found to be Good. He has no dues left in the Company.

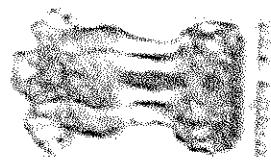
Wishing him all the success in the future.

For NISSIENERGYENGINEERSERVICES.



J.Shakamuri,
Director Operations.

आयकर
INCOME TAX DEPARTMENT



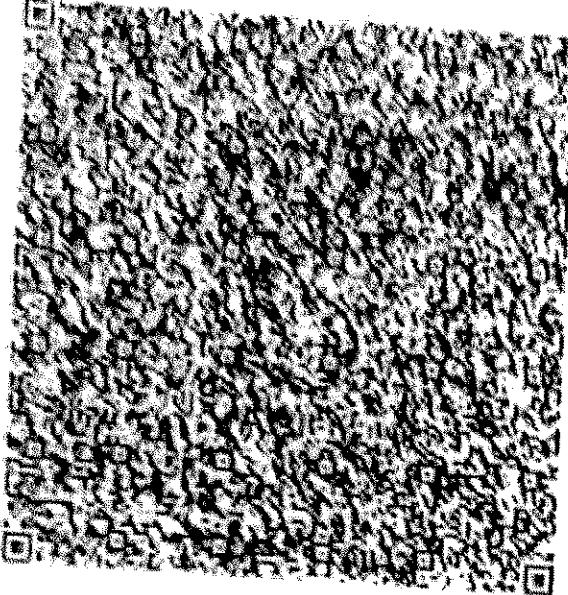
भारत सरकार
GOVT. OF INDIA



स्थायी लेखा संख्या कार्ड
Permanent Account Number Card

CRIPK7560A

नाम / Name
TIRUMALA



पिता का नाम / Father's Name
KUNCHAM SRINIVASULU

जन्म की तारीख /
Date of Birth
28/08/1994

05092024

K. Tirumala

हस्ताक्षर / Signature

