



TT CREW ENROLMENT FORM

TO BE FILLED POSTBACKSEMENT

TTCrewID

Assigned Unique ID

Assigned CSN



PERSONAL DET AILS

First Name* Middle Name* Last Name* Father's/Husband's Name

Gender DoB Blood Group* Nominee Name Nominee Relationship Identification Mark*

Present Address

Add 1 Add 2

City Pincode State

Phone Mobile

Permanent Address Same as above

Add 1 Add 2

City Pincode State

Phone Mobile

PROFESSIONAL DET AILS

Type of Job: Driver Cleaner

Transporter's Name*

Transporter's Code*

Phone

Mobile

Above information is submitted towards enrolment and issue of biometric access card for our staff. We fully understand that HPCL reserves the right to issue or not issue or withdraw the biometric access card at any point of time. We agree that the information provided is true and correct to the best of my knowledge and belief. We further agree that the biometric access card is only for the purpose of access to select HPCL premises and not to be used as an identification card.

Signature / Thumb Impression of TTCrew

Transporter's Stamp

Transporter's Sign

FOR OFFICIAL USE ONLY

<p>Documents checked</p> <p><input type="checkbox"/> PVC</p> <p><input type="checkbox"/> Medical</p> <p><input type="checkbox"/> ESIC Number</p> <p><input type="checkbox"/> EPF Number</p> <p><input type="checkbox"/> Employment Card</p> <p><input type="checkbox"/> Govt ID Card</p> <p><input type="checkbox"/> Driving License</p> <p><input type="checkbox"/> Workmen's Compensation Policy Number</p> <p>PVC Application Date <input type="text"/></p>	<p>Copy of Documents submitted (for Age/Residence/ID Proof)</p> <p><input type="checkbox"/> AADHAR Card</p> <p><input type="checkbox"/> Voter ID Card</p> <p><input type="checkbox"/> PAN Card</p> <p><input type="checkbox"/> Ration Card</p> <p><input type="checkbox"/> School Leaving Certificate</p> <p><input type="checkbox"/> Electricity Bill</p> <p><input type="checkbox"/> Affidavit</p> <p><input type="checkbox"/> Passport</p> <p>PVC Certificate Date <input type="text"/></p>	<p>Form Number* <input type="text"/></p> <p>Base Location Code* <input type="text"/></p> <p>Contract Number <input type="text"/></p> <p>Contract End Date <input type="text"/></p>	<p>Verifying Officer's Name <input type="text"/></p> <p>Verifying Officer's Employee ID <input type="text"/></p> <p>Verifying Officer's Signature <input type="text"/></p>
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On Transporter's Letter Head

Date : _____

To,
Chief Manager
MLIF
HPCL Mangalore

Subject: Appointment of TT Driver/ Helper for the TT No _____ under contract of HPC/BPC/IOC in tender no _____

Dear Sir,

We are appointing

Mr _____ S/o _____ age _____

as TT Driver / Helper in our the TT No _____ under contract of HPC/BPC/IOC.

The details are attached in the prescribed TT crew enrolment form.

The details given in the attachment is correct and true to the best of my knowledge.

We also ensure that crew of the tank trucks are not changed frequently and follow all safety precautions in the plant and enroute.

Kindly issue the entry pass.

Your's Truly

Transporter Owner Sign and Stamp.

- Encl. 1. Dully verified and filled TT crew enrolment form in HPC format
2. Address and DOB proof _____
3. Police Verification report dated _____

Instruction to Fill the TT crew enrolment form

1. Fill all the columns in Capital Letters only
2. Paste the recent colour photo does not staple it.
3. Please give the blood group and identification mark on the body of applicant.
4. **From to be signed by only transport owner not by any other authorized persons.**
5. Transport code/ Vendor code to be fill for HPC transporters only rest can be left as blank
6. For Address and date of birth proof if you are giving PAN CARD/ SLC/ RATION CARD / Electricity bill then please attach two different type documents for proof of address/ identity and date of birth.
7. If Govt ID card/ Driving Licence/ Aadhar card/ Voter id card/ passport is attached then only one proof is sufficient.
8. This form to be fill for all existing and new TT crew
9. For existing TT crew, please mention the IIPC Biometric id in left bottom of the form