

STANDARD OPERATING PROCEDURE	DBLGROUP IT DEPARTMENT South Avenue Tower (6th Floor), House-50, Road-3, Gulshan-1, Dhaka, Bangladesh	
	NEW JOINER'S EMAIL ID REQUEST- HR-TO-IT PROCESS FLOW	Page 1 of 1

Step 1: Initiation

HR department initiates the process by sending an email to the IT department.

Step 2: Email Content

In the email, HR includes new joiner's details (Name, Department, Position).
Clearly states the need for an email ID setup.

Step 3: IT Notification

IT department receives the email and acknowledges receipt.

Step 4: Verification

IT verifies new joiner's information against HR records.

Step 5: Email ID Creation

If information is accurate, IT creates a new email ID for the joiner.

Step 6: Notification to HR

IT notifies HR once the email ID is created.

Step 7: HR Confirmation

HR confirms receipt of the new email ID.

Step 8: Communication to New Joiner

HR/IT communicates the new email ID details to the new joiner.

Step 9: Documentation

Both HR and IT departments document the process for future reference.

Step 10: Closure

The process is considered complete once the new joiner has received their email ID.
This streamlined process ensures a seamless flow of information between HR and IT for the creation of email IDs for new joiners.