

**THE CITY OF NEW YORK Department of Sanitation**

REQUEST FOR PERSONNEL ACTION DS 46 (7.16)

			<b>FOR PERSONNEL USE ONLY</b>	
			CONTROL NUMBER	
BUREAU		DIVISION		PAY LOCATION
NAME (LAST) (FIRST) (MI)		REFERENCE NUMBER		PRESENT STATUS <input type="checkbox"/> CIVIL SERVICE <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> NON-COMP <input type="checkbox"/> OTHER
ADDRESS				
PRESENT TITLE / LEVEL		TITLE CODE NUMBER		PRESENT SALARY

**TYPE OF ACTION REQUESTED**

<input type="checkbox"/> NEW APPOINTMENT <input type="checkbox"/> PROMOTION <input type="checkbox"/> OTHER	TITLE / LEVEL		TITLE CODE NO.	REQUESTED STATUS <input type="checkbox"/> CIVIL SERVICE <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> NON-COMP <input type="checkbox"/> OTHER
	SALARY REQUESTED			
<input type="checkbox"/> MERIT INCREASE	AMOUNT OF INCREASE	PERCENT OF INCREASE	NEW SALARY	
<input type="checkbox"/> SEPARATION	REASON FOR SEPARATION		LAST DAY WORKED	SEPARATION DATE (C.O.B.)
<input type="checkbox"/> LEAVE WITHOUT PAY	REASON		FROM      TO	
JUSTIFICATION AND / OR REMARKS: IF APPLICABLE, REPLACEMENT FOR: NAME: TITLE:				
TYPE OF SEPARATION: C.O.B. DATE: SALARY:				

INDICATE FUNDING SOURCE:

TAX LEVY

IFA

CD

OTHER REMARKS:

BUREAU HEAD OR DESIGNEE

DATE

**FOR BUREAU OF PERSONNEL USE ONLY**

T/O CHANGE? <input type="checkbox"/> YES <input type="checkbox"/> NO	EXPLANATION		
INCREASE TO PAY-AS-YOU-GO?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	AMOUNT
APPOINTMENT DATE	WORK LOCATION		PAYROLL DIST. NO.    BUDGET CODE & LINE NUMBER
REMARKS VACANCY NOTICE NUMBER:	EXPIRES:	IF APPLICABLE:	DP 363A: DP 40G: MPD:
DIRECTOR OF PERSONNEL OR DESIGNEE			DATE