

THE CITY OF NEW YORK Department of Sanitation
REQUEST FOR PERSONNEL ACTION DS 46 (7.16)

FOR PERSONNEL USE ONLY

CONTROL NUMBER

BUREAU			DIVISION	PAY LOCATION
NAME (LAST)	(FIRST)	(MI)	REFERENCE NUMBER	PRESENT STATUS
ADDRESS				<input type="checkbox"/> CIVIL SERVICE <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> NON-COMP <input type="checkbox"/> OTHER
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	
	SALARY REQUESTED		<input type="checkbox"/> CIVIL SERVICE <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> NON-COMP <input type="checkbox"/> OTHER	
<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

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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

WHITE - PERSONNEL CONTROL

YELLOW - RECRUITMENT

PINK - FISCAL SERVICES

GOLD - ACKNOWLEDGEMENT TO REQUESTING BUREAU