

REQUEST FOR PERSONNEL ACTION DS 46 (7.16)

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

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<input type="checkbox"/> NEW APPOINTMENT <input type="checkbox"/> PROMOTION <input type="checkbox"/> OTHER	TITLE / LEVEL		TITLE CODE NO.
	SALARY REQUESTED		REQUESTED STATUS <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:		TYPE OF SEPARATION:
NAME:		C.O.B. DATE:
TITLE:		SALARY:

INDICATE FUNDING SOURCE: <input type="checkbox"/> TAX LEVY <input type="checkbox"/> IFA <input type="checkbox"/> 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 <div> VACANCY NOTICE NUMBER: EXPIRES: IF APPLICABLE: <div> DP 363A: DP 40G: MPD: </div> </div>			
DIRECTOR OF PERSONNEL OR DESIGNEE			DATE

WHITE - PERSONNEL CONTROL

YELLOW - RECRUITMENT

PINK - FISCAL SERVICES

GOLD - ACKNOWLEDGEMENT TO REQUESTING BUREAU