

New Hire Useful Information

Congrats and welcome to Deloitte family!!!

The below information will be useful in identifying the practice you belong to:

Employee Name :
Personnel Number :
Official Email ID :
Designation :
Entity :
Business :
Business Area :
Business Line :

Happy to help if you need any further assistance.

Best Regards,

Talent Onboarding

Important Information:

1) For any **technical or talent** related issues please contact **Technology Call Centre**.

- **Phone number:** +91 040 6762 2222
- **Toll free number:** 1800 2582 2222

2) Ensure you complete the below mentioned nominations using the following steps.

i. PF ii. Gratuity iii. Insurance & Other Benefits

DeloitteNet >> Talent OnDemand >> Total Rewards >> My Pay Slip, Tax & Reimbursements >> My Transactions >> My Nominations, then click on point 1 / 2 / 3

3) New Hire Paper Documents (soft copies only):

- Share all your employment and education related documents to the below listed mailboxes accordingly.

Type of Document	Email ID
Education	usindiabieducation@deloitte.com
Employment	usindiabiemployment@deloitte.com

Relieving Letter Declaration

To,

I, _____, have joined _____
("Company") on _____. The last working day with my previous employer was on _____ (Date) and I have not been able to provide the relieving letter from my previous employer to the Company.

I shall endeavor to submit such relieving letter by _____ (Date) to the Company.

I hereby declare that as on date of this declaration, I am not employed with any other organization in any capacity whatsoever.

I further undertake to indemnify the Company for any loss to the Company on account of incorrect information/details provided by me or any misrepresentation and understand that any such misrepresentation could lead to a disciplinary action against me resulting up to termination of employment.

Further, I understand that due to the non-submission of the above-mentioned relieving letter from my previous organization, the Company may not be able to complete the mandatory background verification process and likely that I will not be assigned for client engagements which requires mandatory background verification done and due to which I may not be able to be staffed on such engagement until I have provided required documents and the background verification has been completed.

I take complete responsibility for all implications (including but not limited to legal implications and / or termination of employment with the Company) which may arise as a result of non-submission of the documents / non-completion of the background check process, as per the policies / guidelines of the Company.

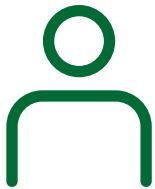
Thanking you,

Signature:

Name :

Personnel Number :

DOJ :



To
Director – HR
Deloitte.

Joining Report

I _____, _____, have joined on _____
in _____.

Regards

(Signature)

- Personnel Number :
- Official Email ID :
- Business :
- Business Area :
- Business Line :