

Declaration Kit

Name: YOUR NAME

Employee Id: YOUR EMPLOYEE ID

Batch: BATCH NAME

Date of Joining: YOUR DATE OF JOINING

Work Location: YOUR WORK LOCATION-AS MENTIONED IN YOUR JOINING LETTER

Reference ID: YOUR CT/DT REFERENCE NUMBER

From: **YOUR NAME**

Date: **YOUR DATE OF JOINING**

To:
Head – HR Department
TATA Consultancy Services

TCS Work Location: YOUR WORK LOCATION
(Please enter as per your Joining Letter)

Dear Sir,

Sub: Joining Report

Reference to your offer letter No. TCS / CT/DT REFERENCE NUMBER dated DATE OF THE OFFER LETTER I hereby report for duty as YOUR DESIGNATION-AS MENTIONED IN YOUR OFFER LETTER (Designation) with effect from DATE OF JOINING (Date of Joining)

Present Address:

YOUR PRESENT ADDRESS

Permanent Address:

YOUR PERMANENT ADDRESS

Personal Email ID :- YOUR PERSONAL EMAIL ID

Mobile phone # : YOUR PERSONAL PHONE NUMBER

Alternate Mobile phone #: AN ALTERNATE PHONE
NUMBER WHERE YOU CAN BE REACHED

Mailing Address: Same as Present Address / Same as Permanent Address / Different (as mentioned below):

TICK ON THE APPROPRIATE OPTION- IF YOUR MAILING ADDRESS IS DIFFERENT FROM THE PRESENT AND PERMANENT ADDRESS, WRITE IT HERE

Yours faithfully,

Name: YOUR NAME

Signature: YOUR SIGNATURE

Information Security Policy

Associate Declaration

(Appendix 3.A TCS-iQMS-007 Security Requirements)

As a trainee/employee, the undersigned acknowledges that he / she is a fiduciary in possession of TCS information resources. This means that the undersigned shall protect these information resources from unauthorized activities including disclosure, modification, deletion, and usage.

The undersigned has read the Corporate Information Security Policy (supplied to the employee/associate through Ultimatix along with this declaration) and understands the policies described therein. The undersigned agrees to abide by the policies described therein. The undersigned agrees that the said policies may be changed or modified by TCS at any time and shall become binding on the employee/associate when the same is notified to the employee/associate (including through Ultimatix). The undersigned furthermore understands that violation of these policies is subject to disciplinary measures including privilege revocations and / or employee/associate termination.

The undersigned understands that access to TCS information assets is a privilege, which may be changed at the sole discretion of TCS. In any event, all such privileges terminate automatically upon the undersigned ceasing to be in employment/contract of TCS.

The undersigned also agrees to promptly report all violations or suspected violations of the security policies, to the extent known to the undersigned, to the Head of Corporate Security Committee at the following address:

Chief Executive Officer
Tata Consultancy Services
TCS House
Raveline Street, Fort
Mumbai 400021
India
Email address: ceo.office@tcs.com

Employee Id: YOUR EMPLOYEE IDName: YOUR NAME

Department: Computer Consultancy

Date: DATE OF JOININGPlace: WORK LOCATION-AS MENTIONED IN YOUR JOINING LETTERYOUR SIGNATURE

(Signature of Employee/ Associate)

Undertaking

I, the undersigned.....YOUR NAME..... [Employee ID YOUR EMPLOYEE ID]
hereby undertake that I will not involve or indulge in any kind of malpractice during the evaluation organized by TCS Xplore team for TCS Xplore participants.

I will refrain from any act / behavior - implicit or explicit - that is tantamount to or may be inferred as a malpractice. An indicative list of such acts would include:

- Copying code and answers from another associate/s, by using any means
- Saving code or answers on any kind of application / platforms
- Sharing of the password / code / answers with other associates
- Taking recognition of work done by other associate/s, in any form
- Using any resource not permitted by the instructor during an examination
- Multiple persons / groups turning in the same assignment on an individual / group assignment

I hereby authorize the company to initiate strict Disciplinary Action such as Termination / Dismissal against me without any notice in accordance with the rules and regulations of the company, if I have been found involving / indulging in malpractice.

Employee ID: YOUR EMPLOYEE ID

Name: YOUR NAME

Signature: YOUR SIGNATURE

Place: YOUR WORK LOCATION- AS MENTIONED IN YOUR JOINING LETTER

Undertaking for Provisional Appointment to TCS

From

YOUR NAME (Name)YOUR BATCH (Batch #)YOUR DATE OF JOINING (DOJ #)NAME OF YOUR COLLEGE (Name of College/Institute/University)

To

The Human Resource Head
Tata Consultancy Services Ltd.
TCS Location

Sir,

I, YOUR NAME from YOUR COLLEGE NAME part of TCS Xplore, undertake to produce the documents as stated in the Table below at TCS- WORK LOCATION Xplore Center / at Base location as per submission date stated therein.

Pending document	Date of Submission
IF YOU HAVE GIVEN ANY DOCUMENT	APPROXIMATE DATE OF PUBLICATION OF YOUR
DOWNLOADED FROM ANY PORTAL-EXAMPLE	ORIGINAL MARKSHEETS, CERTIFICATES, PASSPORT,
MARKSHEETS FROM YOUR COLLEGE PORTAL	OR NSR- YOU HAVE TO HANDOVER A COPY OF THE
PROVISIONAL DEGREE CERTIFICATE, NSR, PASSPORT	DOCUMENT TO THE HR AT THE TIME OF REPORTING
	TO OFFICE

I accept that my appointment with TCS is subject to the submission of the above documents and meeting the TCS Eligibility criteria (including 60% for all the academics for engineering graduates, 50 % for all academics of Science graduates & No extended education) as specified in the offer letter. I understand that if I fail to meet any of the eligibility criteria the offer of employment will be revoked at the discretion of TCS.

Employee ID: YOUR EMPLOYEE IDSignature: YOUR SIGNATUREDate: YOUR DATE OF JOININGPlace YOUR WORK LOCATION NAME

Tata Code of Conduct -2015

I acknowledge that I am aware of and have read the Tata Code of Conduct and I acknowledge that as a Tata employee, I am required to comply with the guidelines described therein and failure to do so may subject me to disciplinary action, up to and including termination, and if applicable, to criminal or civil proceedings (as per my employment terms and the relevant company policies)

I understand that if I have a concern about a violation or a potential violation of the Tata Code of Conduct, I am obligated to promptly report the violation to the ethics counsellor, ethics helpline and / or designated authority of my company.

By making use of these channels when necessary, I will play my part in maintaining the high ethical standards to which we hold ourselves.

TCOC Path:

Ultimatix->Applications->Learning & Collaboration->Knowledge Management->KNOWMAX->MyHR->Global->Ethics & Conduct->Conduct->TATA Code of Conduct

iEvolve Course ID: Tata Code of Conduct: Awareness and Allegiance-21939

Signature: **YOUR SIGNATURE**

Name: **YOUR NAME**

Employee ID: **YOUR EMPLOYEE ID**

Date: **YOUR DATE OF JOINING**

Department: Computer Consultancy

Location: **Your work location -as mentioned in your Joining Letter**

Address: **Your Address**