

Joining Checklist

From:

Date:

To: Head – Human Resources

I am joining on _____ and I am sharing the following documents for verification/submission.

Documents to be verified against Originals

- X Mark sheet
- XII Mark sheet / Diploma
- Graduation Certificate and Mark sheet
- Post Graduation Certificate and Mark sheet
- Previous experience certificates
- Pan Card / Aadhar card
- Passport / Driving License/Voter card
- Latest Compensation Letter

EP Number:

Immediate Past Company Name:

Immediate Past Company LWD:

Blood Group:

Marital Status:

Documents to be Submitted

- Nomination Forms for PF, EPS, Gratuity, Superannuation
- Superannuation Transfer Form (if applicable)
- Tata Code of Conduct
- Immediate Last company Relieving Letter/Experience Letter/Resignation Acceptance from HR
- Medicate Fitness Certificate
- Gap Affidavit (If Applicable)
- Joining Kit
- Photo

Name:

Signature:

----- For Office Use Only -----

HR Officer Name:

Name:

Date:

To
Head Talent Acquisition – India
Tata Consultancy Services
<Regional Branch Address>
India

Dear Sir,

Sub: Joining Report

Reference to your Offer / Appointment / Transfer Letter No. TCS/
Dated _____ I hereby report for duty as _____
with effect from _____

Thanking You,

Yours Faithfully

Local Address

Permanent Address

Base Branch:

Date:

From:

EP Number:

To:

The Induction Lead

Declaration

Dear Madam/Sir,

I hereby declare that during the Branch Induction session, I have received the information about the methodology to update my details on Ultimatix for the below mentioned processes: -

1. Payroll Processing.
 - o Ultimatix Login Activation (<https://www.ultimatix.net> , Password: <to be shared by Onboarding Manager>
 - o Upload the Bank A/c No. details of both salary account & ERA A/c (Employee Reimbursement A/c) in GESS portal of Ultimatix immediately for smooth payroll processing.
 - o PAN Details to be uploaded immediately for payroll processing.
 - o Present and Permanent Address to be updated in Ultimatix (in GESS)
2. Retirals.
 - o PF transfer process from previous company to TCS.
3. Access to: -
 - o TCS Email Access: O365 Mail
4. Personal details updation
 - o Dependent details to be updated for HIS in Ultimatix, and other retiral nominations.

Yours Faithfully

Emp No:

TATA CODE OF CONDUCT – 2015

I acknowledge that I have received the Tata Code of Conduct. I 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 action as per my employment terms and relevant company policies. If I have a concern about a violation, or a potential violation of the Tata Code of Conduct, I understand that there are channels available to me in my company to report such concerns. By making use of these channels when necessary, I will play my part in maintaining the high ethical standards to which we hold ourselves.

Signature:

Date:

Name:

Department:

Address:
