

Please refer to your offer letter and keep the below details handy with you. Please complete the word document “Joining Kit for EP” shared on mail.

1. **Offer Letter Number** e.g. TCSL/EP2020CNXXXXXX/Hyderabad/13XXXXX
2. **Date on the first page** of offer letter is your offer released/generated date.
3. Last 7 digit on you offer letter number is your **applicant ID**.
4. **On CTC Breakup page or Annexure-1**, you shall find your designation and the relevant experience.

Please keep the above points handy and then fill this document.

Please fill the places highlighted in **Dark Blue**

Please note-This is sample document to help you fill the word document.

Joining Report

From: (Your Name as per Offer Letter)

Date: (Your TCS Date of Joining)

To: Head – Human Resources

I am joining on (Your TCS Date of Joining) and I am submitting herewith the following documents

Documents to be verified against Originals

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

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

Applicant ID: (Refer to last 7 digit number in Offer Reference Number)

Immediate Past Company: (Your previous employer's name)

Immediate Past Company LWD: (Last working day in your previous organization)

Blood Group: (Your Blood Group)

Marital Status: (Your Marital Status)

Name: (Your Name as per Offer Letter)

Signature: (Your Name as per Offer Letter)

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

HR Officer Name:



TATA CONSULTANCY SERVICES

Name: **(Your Name as per Offer Letter)**

Date: **(Your TCS Date of Joining)**

To
Head Talent Acquisition – India
Tata Consultancy Services
Brigade Bhuwalka Icon,
Bangalore
India

Dear Sir,

Sub: Joining Report

Reference to your Offer / Appointment / Transfer Letter No. TCSL/**(Your offer letter Reference Number)** Dated **(Offer Generated Date)** I hereby report for duty as **(Designation as per Offer Letter)** with effect from **(Your TCS Date of Joining)**.

Thanking You,

Yours Faithfully,

(Your Name as per Offer Letter)

Local Address

(Your complete current address along with State name, landmark and pincode)

Permanent Address

(Your complete permanent address)

Base Branch: **(Joining Location)**

Date: **(Your TCS Date of Joining)**

From: (Your Name as per Offer Letter)

Applicant id: **(Refer to last 7 digit number in Offer Reference 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. (Ultimatix > GESS > PF Transfer > Initiate PF Transfer)

3. Access to: -

- o TCS Desktop / Laptop Login:
- o TCS Email Access: Lotus Notes
- o Webmail

4. Personal details updation

- o Dependent details to be updated for HIS in Ultimatix, and other retiral nominations.

Yours Faithfully **(Your Name as per Offer Letter)**

Emp No:



TATA CONSULTANCY SERVICES

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: (Your Name as per Offer Letter)

Date: (Your TCS Date of Joining)

Name: (Your Name as per Offer Letter)

Department: Computer Consultancy

Address: (Your complete permanent address)