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**

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)**

* 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

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

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

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

HR Officer Name:

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, pincode and landmark)**

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.

* Ultimatix Login Activation ([https://www.ultimatix.net](https://www.ultimatix.net/) , Password: <to be shared by Onboarding Manager>
* 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.
* PAN Details to be uploaded immediately for payroll processing.
* Present and Permanent Address to be updated in Ultimatix (in GESS)

2. Retirals.

* PF transfer process from previous company to TCS.

3. Access to: -

* TCS Email Access: O 365

4. Personal details updation

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

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