

Online Joining Formalities on HR Interaction Centre

NEW JOINEE PROCESS

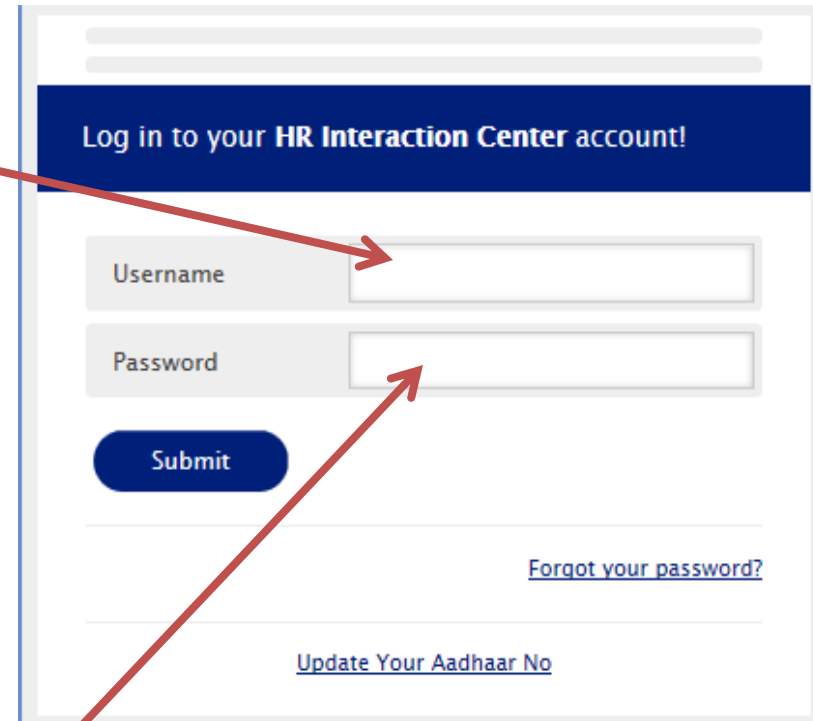
1. Go to http://10.132.4.214:88/HBL_HRIC/Login.aspx

2. Login with your username and password

Username would be your offer reference number (please refer your Appointment Letter, there is a reference no mentioned on the top right hand corner of the 1st page similar to

Ref:HDBFS/16-17/HRIC62438/App79377

The last section of this number (in this example 79377) would be your username.



Log in to your **HR Interaction Center** account!

Username

Password

[Submit](#)

[Forgot your password?](#)

[Update Your Aadhaar No](#)

Password would be your Date of Birth in DDMMYY format. For example, if your Date of Birth is 16 Jan 1982, your password would be 160182.

Welcome Page

ONLINE JOINING FORMALITIES STATUS

Dear Colleague,

A warm welcome to HDB Financial Services. As part of our joining formalities, you need to fill the joining forms online in the links provided below. All information is mandatory to be filled & submitted.

Your form will go to your Reporting Manager for verification & approval, post which the Central HR Operations team will verify your joining details.

Any discrepancies or pendencies can be seen in the same link with the same username & password.

Your employee code will be generated only after the pendencies are cleared, if any. Employee Code can be viewed here or you can connect with your Manager for the same.

Regards,
HR Team

1. Please click on the Personal details link to begin

[Personal Details](#)

[Education Details](#)

[Experience Details](#)

[Reference Details](#)

[Declaration Details](#)

[Family & Retiral Details](#)

[Documents Upload](#)

Completion Status

No

No

No

No

No

No

No

New Joinee needs to fill his details in all the links and submit them for the Completion Status to change to Yes.

☐ I hereby declare that the information furnished above is true.

I further declare that if any of the above information is found to be inaccurate or false in any respect, my appointment, even as a permanent employee, will be considered ineffective and irregular and would be liable to be terminated by the company immediately.

Date : 04-Aug-2016

Name : Anit Gupta

Submit Joining Form to your Reporting Manager for verification.

PERSONAL DETAILS SECTION

In this section, New Joinee needs to enter his personal details like Full Name, Date of Birth, Father's name, Address etc

Please enter your personal information. All information marked with * is mandatory

PERSONAL INFORMATION

Please save your data regularly by clicking on Save button.

CANDIDATE INFORMATION

Name is as per your Appointment Letter. If you want to change your name, please contact your Reporting Manager/Regional HR Team.

Name of Candidate* :	Mr. ▾	ANIT	Middle Name	GUPTA
Father's Name* :	Mr. ▾	SURESH		GUPTA
Date of Birth* :	November 15, 1996		Marital Status* :	Single ▾
Religion* :	Hinduism ▾		Nationality* :	Indian
Mobile No* :	+91 7028280296		Personal Email ID* :	aaa@aaa.com
Emergency Contact Person's Name* :	Test Test		Emergency Contact No :	+91 9899999999
Role* :	Sales Executive		Emergency Landline No :	STD
Branch* :	Kamala Mills, 12th Floor		City* :	Mumbai
Aadhaar No* :	111122223333		Pan No* :	AAAAAXXXAA
ESIC No :			PF UAN :	
			HDFC BANK Savings Account No. :	

Salary is paid only through HDFC Bank Account. You are required to open a salary account with HDFC Bank. If you currently hold a savings account with HDFC Bank, you could convert the same to a salary account upon joining the organisation.

PAN No & Aadhaar No

Please save your data regularly by clicking on the Save button

If there any changes to the role, Branch or city, please contact your Reporting Manager/Regional HR team.


Save

Upload your latest passport size photo

UPLOAD LATEST PASSPORT SIZE PHOTO

Please upload scanned copy of your latest Passport size Colour Photograph :
Dimensions - 25 x 30 mm, Resolution - 200 dpi, Max file size not to exceed 200kb
This photo will be used for your ID card and all official records, hence must be uploaded strictly as per the specifications provided.

Upload Photograph * No file chosen



1. Click on "Choose File" to choose the soft copy

2. Click on "Upload" to upload the photo

Please upload only formal passport photo not exceeding 200 kb. Do not upload profile photos!

Enter your Present & Permanent Address & Languages known

ADDRESS

PRESENT ADDRESS :

Accommodation* :

Line 1* :

Line 2* :

Landmark :

State* :

City* :

If others specify :

Pin Code* :

Landline No :

☒ Enter your present address first and click here if your Present Address is the same as your Permanent Address. Uncheck the box if you want to edit your p...

PERMANENT ADDRESS :

Line1 Address

Line 2 Address

Landmark 1

Maharashtra

Mumbai

City* :

If others specify :

Pin Code* :

Landline No :

LANGUAGES KNOWN

Language*

Proficiency* ☒ READ ☒ WRITE

☒ READ ☒ WRITE

If your city is not in the list, select Others from the drop down and mention the name in the box below

Click on "Submit" if you want to submit the page. Once submitted, you cannot make any changes

If you want to go back to the Main page, click on "Home Page"

If you want to save the data, click on "Save"

Click on "Next", if you want to go to the next section

EDUCATION DETAILS SECTION

In this section, New Joinee needs to enter his complete Education Details starting from X standard & upload relevant mark sheets/certificates for the same

Please Enter your complete Education Details

EDUCATION DETAILS

* Please enter your complete education details starting from X standard. Also, please upload scanned copies of marksheets/certificates as applicable. Please provide true and accurate information as this data will be used for background verification.

ADD EDUCATION

Please scan

If your qualification/university is not present in the list, please select others from the drop down and mention the details in the specified box.
Name of qualification is not required for X and XII

Level* :	X Std	If others specify	
Name of Qualification* :	OTHERS	If others specify	
Board / University* :	Central Board of Second	If others specify	
School / College* :	Modern School	Area of Specialization* :	
From* : (MM/YY)	April 1987	To* : (MM/YY)	April 1997
Grade / (%)* :	80.4	Is the Education Complete* :	Yes
Part Time / Full Time* :	Full Time		







If you do not have scanned copy of

Click on “Add” to add the Education after entering all the mandatory information. Once you click on Add, you can then enter the next education details.

Add Cancel

Summary of your Education Details can be seen in the below section

EDUCATION DETAILS

Level	Qualification	Board / University	From	To	Edit	Delete
X Std	OTHERS	Central Board of Secondary Education	April 1987	April 1997		
XII Equivalent	OTHERS	Central Board of Secondary Education	May 1997	April 1999		
Graduation	Bachelor of Engineering(B.E)	University Of Delhi	May 1999	April 2003		

Click on "Edit" to edit the information entered. Once you click on Edit, the details entered by you will be visible in the "Add Education" section and you need to click on Update once you have finished making the required changes

Click on "Delete" if you wish to delete the entered information

OTHER DETAILS

Gaps in Education if any :

Scholarships & Achievements
(Ranks, Merit, Prizes etc) :

Please click on Submit only once you have entered your complete education details. You will not be able to edit any details, once submitted

[Home Page](#)[Previous](#)[Save](#)[Submit](#)[Next](#)

Please click on the Submit button to submit the form after entering all the relevant information.

EXPERIENCE DETAILS SECTION

New Joinee needs to provide his complete Work Experience history in this section

Please enter your complete Employment History. All fields marked with * are mandatory

Please provide the details of your complete Employment History. Please provide ACCURATE and TRUE information as this data will be used for background verification.

Note : If you have worked as a trainee, intern, article, summer trainee, management trainee etc the same should not be filled in the employment verification form.

☐ If you are a fresher, please check the box.

ADD ORGANIZATION

Name of Organization* :	Tata Capital Housing Finz ▼	If others specify	
From* :	April 1, 2005	To* :	June 30, 2016
Designation* :	_Officer	City of Posting* :	Mumbai
Employee Code :	102339	Last Drawn Annual CTC :	400000
Supervisor's Name :	Ananth Gupta	Supervisor's Designation :	Branch Manager
Supervisor's Contact No :		Supervisor's Email Id :	
HR Manager Name :		HR Email Id :	
HR Tel. No :			

Add

Cancel

ORGANIZATION DETAILS

After entering the details of Click on “Add” to add the Employment details after entering all the mandatory information. Once you click on Add, you can then enter other employment details.

Supervisor's Email Id :

ADD ORGANIZATION

Name of Organization* :

--select--

If others specify

From* :

To* :

Designation* :

City of Posting* :

Employee Code :

Last Drawn Annual CTC :

Supervisor's Name :

Supervisor's Designation :

Supervisor's Contact No :

Supervisor's Email Id :



HR Manager Name :

HR Email Id :

Summary of your Employment Details can be seen in the below section

Employment Details Successfully Submitted.

ORGANIZATION DETAILS

Organization	Designation	From	To	Edit	Delete
Tata Capital Housing Finance Ltd	Officer	April 1, 2005	June 30, 2016		

Please save your data regularly by clicking on Save button.

Click on "Edit" to edit the information entered. Once you click on "Edit", the details entered by you will be visible in the "Add Organization" section and you need to click on "Update" once you have finished making the required changes

Click on "Delete" to delete the entered information

Gaps in Employment if any :

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Please click on the Submit button to submit the form after entering all the relevant information.

REFERENCE DETAILS SECTION

Candidate needs to provide details of references and answer some questions in this section

Please enter details of your Professional References and answer the mandatory questions

PROFESSIONAL REFERENCES

Please save your details by clicking on the Save button.

REFERENCES

Reference 1 :

Name* :

Ratul Moitra

Designation* :

RBM

Contact No* :

+91 9821827889

Organization :

Email Id :

Reference 2 :

Nitesh Shetty

RBH

+91 9821372225

Answer the following mandatory questions in Yes or No

RELATIVE DECLARATION

Do you have any relatives in HDBFS or HDFC Bank group companies* ?

☐ Yes

☐ No

Have you been interviewed by HDBFS before* ?

☐ Yes

☐ No

Do you have any legal proceedings initiated/pending against you* ?

☐ Yes

☐ No

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Submit

Next

Please click on the Submit button to submit the form after entering all the relevant information.

If your answer to any of the Mandatory questions is “Yes”, you need to provide further information

RELATIVE DECLARATION

Do you have any relatives in HDBFS or HDFC Bank group companies* ?

☒ Yes

☐ No

Please provide the details :

Name*

Company Name*

Designation*

Location*

--Select--



Add

Remove

Have you been interviewed by HDBFS before* ?

☒ Yes

☐ No

Please state month and year of interview* :

August



2016



Do you have any legal proceedings initiated/pending against you* ?

☒ Yes

☐ No

Please provide the details* :

Home Page

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Save

Submit

Next

Please click on the Submit button to submit the form after entering all the relevant information.

DECLARATIONS SECTION

In this Section, candidates needs to read and accept all the mandatory declarations

Please read and accept Code of Conduct and all other mandatory declarations

Please open each declaration by clicking on the section header

DECLARATIONS

Please save your data regularly by clicking on Save button.

Please open and read each declaration by clicking on the relevant section and confirm your acceptance by checking the checkbox.

ACCEPT - DECLARATION OF RESIGNATION FROM PREVIOUS EMPLOYMENT

TO WHOMSOEVER IT MAY CONCERN

*Relieving letter must be submitted within ONE MONTH of joining the services of HDB Financial Services Limited.

On my acceptance of the offer of appointment from HDB Financial Services for the post of **SALES MANAGER**, I am to hereby declare as under :-

I was employed with **Tata Capital Housing Finance Ltd** & have currently resigned from the services. My last working date with my previous employer was **June 30, 2016**. I also declare that after joining HDB Financial Services I am not continuing with any employment elsewhere.

☐ I **Anit Gupta** also undertake to indemnify HDB Financial Services with regards to payment of dues, if any to my previous employer / organization.

ACCEPT - CODE OF CONDUCT

ACCEPT - RELATIONSHIP DECLARATION

ACCEPT - DECLARATION OF MEDICAL FITNESS

ACCEPT - AUTHORISATION TO CONDUCT BACKGROUND SCREENING

ACCEPT - CUSTOMER RIGHTS POLICY

ACCEPT - RULES AND STANDARDS OF EMPLOYEE CONDUCT

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Please click on the Submit button to submit the form after entering all the relevant information.

SELF DECLARATION

☒ I **Anit Gupta** hereby declare that I shall practice and promote high professional standards in carrying out my job responsibilities and in my relationship with other employees & customers. I will be –

Respectful : I shall treat every customer and fellow employees with dignity and respect and will not indulge in any conduct that could constitute sexual or other harassment. I will maintain the required discipline and professionalism in my branch / in my customer's premises.

Fairness : I will treat all our customers fairly and ensure that all information provided to the customers is truthful and not meant to intentionally mislead him / her. All products and services will be sold on their merits.

Customer Code of Conduct : I will not enter into any formal or informal arrangements nor engage in any illegal activities with competitors or with any other channels. I will meet / interact with customers directly. I shall also not accept cash or gifts from any customers or third party in return for any business provided or services rendered either before or after a transaction is discussed or completed, as they can be construed as a bribe or other form of illegal compensation.

Protect Customer Information : I shall treat Customer Information as confidential and safeguard it. I will not use or disclose this information for any reason other than the intended purpose. I shall not use improper or illegal methods to obtain information regarding our customers.

Abide by company policies & procedures : I shall treat comply with all internal policies and procedures established by the Company. I shall provide all the data required by HDB Financial Services accurately and in a timely manner. I shall not engage in any fraudulent activity directly or indirectly as it can lead to disciplinary action by the company.

IT Security Protocol : I shall not share my login ID & password verbally or in writing with others. I shall not login with someone else's login credentials. I am aware that sharing of login credentials is strictly prohibited and can lead to strict disciplinary actions, including termination of services.

☒ I **Anit Gupta** hereby declare that if I violate any of the above mentioned clause the organization can take appropriate disciplinary action against me.

Please click on Submit once you accept all the declarations

Please accept
each
Declaration
by clicking on
the check
boxes

FAMILY & RETIRAL DETAILS

In this section, candidate has to enter his/her complete family details and select nominations for Retiral Benefits. Candidate also has to update his previous employer PF details

Please enter your complete Family Details including Living Parents, Spouse and Children

FAMILY & RETIRAL DETAILS

FAMILY DETAILS

* Please provide the complete details of your living parents, spouse and children (if applicable). This information will be used for Insurance purposes as well as Retiral nominations, hence please ensure that the data is entered accurately.

If any of the relations are not applicable for you, please uncheck the same

	Relation	First Name *	Middle Name	Last Name	Gender *	Occupation	Date of Birth *	Contact No
<input checked="" type="checkbox"/>	Father <input type="text" value="v"/>	<input type="text" value="Ratul"/>	<input type="text"/>	<input type="text" value="Gupta"/>	Male <input type="text" value="v"/>	<input type="text" value="Retired"/>	<input type="text" value="31-Jan-1950"/>	<input type="text" value="9821820957"/>
<input checked="" type="checkbox"/>	Mother <input type="text" value="v"/>	<input type="text" value="Anita"/>	<input type="text" value="Narayana"/>	<input type="text" value="Gupta"/>	Female <input type="text" value="v"/>	<input type="text" value="Home maker"/>	<input type="text" value="01-Sep-1954"/>	<input type="text" value="9887598587"/>
<input checked="" type="checkbox"/>	Spouse <input type="text" value="v"/>	<input type="text" value="Parul"/>	<input type="text"/>	<input type="text" value="Gupta"/>	Female <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Child <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click on Add to add more family members

Add

Click on "Add Retiral Details" after entering your complete family details

RETIRAL NOMINATION

PF and Gratuity nomination is mandatory. ESIC nomination should be selected only if you are eligible for ESIC. System will automatically disable ESIC Nomination if you are not eligible

Name	Relation	Address*	Full Address*	PF Nomination (%)*	Gratuity Nomination (%)*	ESIC Nomination
Ratul Gupta	Father	Same as a <input type="button" value="v"/>	Same as Permanent Address	<input checked="" type="checkbox"/> 25	<input type="checkbox"/> 0	<input type="radio"/>
Anita Narayan Gupta	Mother	Same as a <input type="button" value="v"/>	Same as Permanent Address	<input checked="" type="checkbox"/> 25	<input type="checkbox"/> 0	<input type="radio"/>
		Same as a <input type="button" value="v"/>	Same as Present Address	<input checked="" type="checkbox"/> 25	<input checked="" type="checkbox"/> 100	<input type="radio"/>
		Same as a <input type="button" value="v"/>	Same as Present Address	<input checked="" type="checkbox"/> 25	<input type="checkbox"/> 0	<input type="radio"/>

Please select Address as
 1) Same as Present Address of Employee
 2) Same as Permanent Address of Employee or
 3) New address. If New Address, please enter the address in "Full Address"

Please select your nominees for Retiral nominations and the proportion by which the Retirals will be divided. Total % should not exceed 100

If the nominee is minor, please provide details of the guardian who will receive the amount during minority of nominee

Minor Nominee Name	Name of Guardian	Relationship of Nominee with Guardian	Address of Guardian
Anil Gupta	Akhil Gupta	Uncle	test address1, test address 2, test city

Please provide Guardian Details in case of minor nominees for PF Nomination

Save Retiral Details

Please answer all questions related to your previous employment ESIC/PF details as well as provide your KYC details

Please save your data regularly by clicking on Save button.

ESIC DETAILS (APPLICABLE ONLY IF ELIGIBLE FOR ESIC)

ESIC Insurance No (If you have an existing number)

ESIC Dispensary (Please mention name of nearest ESIC dispensary)

Branch Office (Please mention name of nearest ESIC branch office)

PREVIOUS EMPLOYMENT PF DETAILS

Were you earlier a member of the Employee's Provident Scheme, 1952 ? *

Were you earlier a member of the Employee's Pension Scheme, 1995 ? *

Answer the following mandatory questions in Yes or No

OTHER DETAILS

International Worker* (Applicable if you are not of Indian origin) :

KYC DETAILS

Please provide details of any bank account belonging to you. This is required for KYC confirmation as per the Employee Provident Fund Organization.

DOCUMENT TYPE	DOCUMENT NUMBER	IFSC Code
BANK ACCOUNT-1*	04901000003255	IFSC Code : UBIN0530344

UPLOAD DOCUMENTS

In this section, candidate has to upload the scanned/soft copies of all his, DOB proof, Address proof, Resignation Letter, Relieving Letter etc

Please upload all documents by selecting the scanned files & clicking on Submit

Please upload only clear scanned copies of your documents. Any documents which are not clear will not be considered.
File size of individual attachments should not exceed 500 kb.

UPLOAD DOCUMENTS

1) PAN Card *

Choose File No file chosen

Download

Only PAN Card should be uploaded. PAN Acknowledgement should not be uploaded.

2) AADHAAR Card *

Choose File No file chosen

Download

Only AADHAAR Card should be uploaded. AADHAAR Acknowledgement should not be uploaded.

3) DOB / Voter ID / Passport / Birth Certificate

Choose File No file chosen

Upload Download Delete

Only DOB / Voter ID / Passport / Birth Certificate should be uploaded. If DOB is not entered, then birth certificate should be uploaded.

Click on Choose File to select the individual document and click on the Upload button next to it to upload the same

4) Address Proof (Aadhaar card / Passport / Telephone or Mobile bill / Ration Card / Driving License / Rent Agreement / Electricity Bill)

Choose File No file chosen

Download

5) Relieving Letter of Last Organization

Choose File No file chosen

Upload Not Attached

6) Resignation Letter Acceptance of Last Organization

Choose File No file chosen

Upload Not Attached

7) Affidavit for Name Mismatch

Choose File No file chosen

Upload Not Attached

Please enclose scanned copy of notarised affidavit on Rs 20 stamp paper, in case your name is not consistent across all your documents and/or mark sheets. Female employees can also attach marriage certificate, in case of name change after marriage.

Once you have submitted all the pages and the Completion Status for all the links becomes “Yes”, you need to check the declaration & submit the form to your Reporting Manager.

Your employee code will be generated only after the pendencies are cleared, if any. Employee Code can be viewed here or you can connect with your Manager for the same.

Regards,
HR Team

[How to complete your Joining Formalities online? Click here to know!](#)

	Completion Status
Personal Details	Yes
Education Details	Yes
Experience Details	Yes
Reference Details	Yes
Declaration Details	Yes
Salary & Retiral Details	Yes
Documents Upload	Yes

Step 1. Click on the checkbox

Step 2. Enter your Date of Joining and your mentor Emp Code

Step 3. Click on “Submit to Manager”

☐ I hereby declare that the information furnished above is true.

I further declare that if any of the above information is found to be inaccurate or false in any respect, my appointment, even as a permanent employee, will be considered ineffective and irregular and would be liable to be terminated by the company immediately.

Date : 16-Nov-2017

MANAGER DETAILS

Date of Joining* :
Manager Employee Code* :

Submit to Manager

Submit Joining Form to your Reporting Manager for verification.

Your Manager will verify the documents uploaded by you against the originals and push back to you in case of any discrepancies, else will submit to the Central HR Operations team for further process.

Once the joining form has been submitted to the Manager, your Joining Formalities status is updated. You can log in to view the latest status of your joining form.

Your Joining formalities Status: Your Joining Form has been sent to your Reporting Manager for verification.

STATUTORY FORMS

Please take a printout of all the statutory forms and sign, wherever indicated. The forms are auto filled based on the information entered by you, however, please review the same and make changes, if any.

Please send the filled in & signed forms along with the Appointment Letter signed by you on all pages, by courier to the Central HR Operations Desk at the below mentioned address:

HR Operations
HDB Financial Services Ltd
5th Floor, Wilson House
Old Nagardas Road, Near Amboli Subway,
Andheri (East), Mumbai-400069.

All statutory forms need to be printed back to back (on both sides of the paper)

[PF Nomination Form](#) - 2 copies to be printed, 2 signatures on each copy

[Gratuity Nomination Form](#) - 1 copy to be printed, 2 signatures

[EPFO Form](#) - 2 copies to be printed, 1 signature on each copy

Appointment Letter – to be signed by the employee on all pages.

You also need to take printouts of your Statutory Forms as indicated , and sign wherever indicated. The filled in and signed statutory forms need to be submitted along with your signed Appointment Letter to the address mentioned

All Statutory forms need to be printed back to back. Please ensure you take no. of copies as mentioned!

PAN Card	Download	<input type="checkbox"/>	<div></div>	<input type="checkbox"/>	<div></div>
DOB Proof	Download	<input type="checkbox"/>	<div></div>	<input type="checkbox"/>	<div></div>

IF PUSHED BACK BY MANAGER/HR OPERATIONS

Once you have completed your Joining formalities and submitted the same to your Manager, the documents uploaded by you are verified by both your Manager and the Central HR Operations team. In case of any discrepancies, they will push back the form to you and you need to reupload the documents and resubmit the form.

Manager/HR Operations can push back the Joining formalities if the documents attached are not correct. Employee needs to go back to the Joining formalities & re-upload the documents.

<u>Personal Details</u>	Yes
<u>Education Details</u>	Yes
<u>Experience Details</u>	Yes
<u>Reference Details</u>	Yes
<u>Declaration Details</u>	Yes
<u>Family & Retiral Details</u>	Yes
<u>Documents Upload</u>	No

The Completion Status for the section will change to "NO". You can click on the link to re-upload the documents. You need to re-submit to Manager after clearing the discrepancy

☐ I hereby declare that the information furnished above is true.

I further declare that if any of the above information is found to be inaccurate or false in any respect, my appointment, even as a permanent employee, will be considered ineffective and irregular and would be liable to be terminated by the company immediately.

Date : 04-Aug-2016

Name : Anit Gupta

Your Joining formalities Status: Your Reporting Manager has raised pendency/discrepancy on your Joining Form. Please refer to the status below to clear the same.

Joining Formalities Status will be updated

DOCUMENTS VERIFICATION		Manager Verified	Manager Re		
PAN Card	Download	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
DOB Proof	Download	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

You can check the remarks to understand the discrepancy and clear the same by re-uploading the respective document(s). You need to resubmit the form from the Home page to the Manager.

Your Joining formalities Status: Your Reporting Manager has raised pendency/discrepancy on your Joining Form. Please refer to the status below to clear the same.

DOCUMENTS VERIFICATION		Manager Verified	Manager Remarks	HR Verified	HR Remarks
PAN Card	Download	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
DOB Proof	Download	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
AADHAR Card	Download	<input type="checkbox"/>	INCORRECT DOCUMENT ATACHED	<input type="checkbox"/>	
Residence Proof	Not Attached	<input type="checkbox"/>		<input type="checkbox"/>	
Relieving Letter	Not Attached	<input type="checkbox"/>		<input type="checkbox"/>	
Resignation Letter Acceptance	Not Attached	<input type="checkbox"/>		<input type="checkbox"/>	

EDUCATION DETAILS						
Level	Qualification	Certificate	Manager Verified	Manager Remarks	HR Verified	HR Remarks
X Std	OTHERS	Download	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
XII Equivalent	OTHERS	Download	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

MANAGER SUBMITS TO HR OPERATIONS

Once the Manager completes the verification, they will submit the same to the Central HR Operations team for further process.

Once the Manager completes the verification, he will submit the form to the Central HR Operations team for verification. You can see the revised Joining formalities status as below.

Your Joining formalities Status: Your Joining Form has been verified by your Reporting Manager and has been sent to the Central HR Operations Team.

If the Central HR Operations team has raised a discrepancy in your Joining formalities, you will be able to see the status as below:

Your Joining formalities Status: Central HR Operations team has raised pendency/discrepancy on your Joining Form. Please refer to the status below to clear the same.

You can also see the verification status of the Statutory forms from the home page. This will help you clear discrepancies, if any.

PAYMENT OF GRATUITY FORM		
	Is it Complete	Remarks
Signature of Employee	<input checked="" type="radio"/> YES <input type="radio"/> NO	
Declaration by witness	<input checked="" type="radio"/> YES <input type="radio"/> NO	
Acknowledgment (Signature) by Employee	<input checked="" type="radio"/> YES <input type="radio"/> NO	

DECLARATION FORM - EPFO		
1ST COPY		
	Is it Complete	Remarks
Signature of Employee	<input checked="" type="radio"/> YES <input type="radio"/> NO	

2ND COPY		
	Is it Complete	
Signature of Employee	<input checked="" type="radio"/> YES <input type="radio"/> NO	

Once HR Verifies your Joining form, the status will change as below:

Your Joining formalities Status: Your Joining Form has been verified by the Central HR Operations Team and your Employee code generation is in process.

You will be also be able to see your Employee No, once the same is activated by the HR Operations Team

Your Joining formalities Status: Your Employee Code with HDB is HDB70000

Thank You