NEW STARTER CHECKLIST - INDIA

Part 1 – Personal Details

|  |  |
| --- | --- |
| **Title** | Ms |
| **Surname** | Tyagi |
| **Forename(s)** | Srishti |
| **Address** | D-232,233 Street no8,9 Jagatpuri Near Mandoli Road Shahdara Delhi-110093 |
| **Telephone** |  |
| **Mobile** | 9999198125 |
| **Date of Birth** | 18.09.1995 |
| **Marital Status** | Single |
| **Gender** | Female |
| **Ethnicity** | Indian |

## Part 2 – Post Details

|  |  |
| --- | --- |
| **Start Date with Company** |  |
| **Location** |  |
| **Job Title & Type** |  |
| **Annual Salary** |  |
| **Contracted Hours** |  |
| **Appraiser** |  |
| **Permanent/Temporary** ***(If temporary, please state contract length)*** |  |
| **Holiday Entitlement** |  |
| **Probation** |  |
| **Work E-Mail Address** |  |

## Part 3 – Additional Benefits

|  |  |
| --- | --- |
| **Medical Reimbursement Amount** | 1250 per month |
| **Bonus** |  |
| **Mobile Phone/Laptop/Other** |  |
| **Meal Voucher** | 2200 per month |
| **Provident Fund** | 1800 per month |

***Part 4 - Medical***

|  |  |
| --- | --- |
| **Name of Spouse** |  |
| **Date of Birth of Spouse** |  |
| **Name of First Child** |  |
| **Date of Birth of First Child** |  |
| **Name of Second Child** |  |
| **Date of Birth of Second Child** |  |
| **Name of Third Child** |  |
| **Date of Birth of Third Child** |  |

|  |  |  |
| --- | --- | --- |
| **Prepared by:** |  | Date: |
| **Authorised by HR/MGR:** |  | Date: |
| **Details to Payroll:** |  | Date: |
| **Details to Finance:** |  |  |