**Name:**

**Employee Code:**

**Designation:**

**Date of Joining:**

| **Sr. No.** | **Department Details** | **Remarks** | **Sign** |
| --- | --- | --- | --- |
|  | **HR Department** | | |
|  | HR Manual |  |  |
|  | CIMS ID / Password |  |
|  | Books (if Required) |  |
|  | Library Card (if required) |  |
|  | Any Other |  |
|  | **Administration** | | |
|  | Identity Card |  |  |
|  | Bank Account |  |
|  | Notepad |  |
|  | Pen |  |
|  | Employee Card |  |
|  | Any Other |  |
|  | **System Administration** | | |
|  | Computer System (PC No.) |  |  |
|  | Head Phones (If required) |  |
|  | E-mail ID / Password |  |
|  | Network IP |  |
|  | Firewall ID |  |
|  | Domain User Name & Password |  |
|  | Access to Messengers (Yahoo / MSN / Skype / Google Talk etc.) |  |
|  | Any Other |  |
|  | **Joinee** | | |
|  | HR Manual studied and ISMS responsibilities understood. |  |  |

**Notes:**