

NEW JOINING FORMALITIES & ACTIVITIES

S. no	Activities		L1	L2	L3	L4	Norms Of the day	Remarks
			Junior	Executive	Manager	Management		
1	Manpower request from concerned department		✓	✓	✓	NA	1 st day	Via Mail
2	Manpower request approval		✓	✓	✓	✓	Within 2 days	Via Mail
3	Manpower sourcing		✓	✓	✓	✓	Within 2 week	Naukri, Ref, Advertisement
4	Manpower screening		✓	✓	✓	✓	Within 4 days	Via phone call
5	Interview confirmation		✓	✓	✓	✓		Via phone call & Mail
6	Interview process	Application form issue	✓	✓	✓	✓	On interview date	Direct
		Personal interview	✓	✓	✓	✓		Direct
		Shortlisting Candidate	✓	✓	✓	NA		Direct
		Candidate selection	✓	✓	✓	✓		Direct
7	Document collection		✓	✓	✓	✓	Within a week	Direct
8	Background verification		✓	✓	✓	✓		Direct
9	CTC negotiation & approval		✓	✓	✓	✓		Direct
10	Offer letter issue with DOJ confirmation		✓	✓	✓	✓		Direct
11	Joining formalities	PF form issue & collection	✓	✓	✓	✓	On the Date of joining	Direct
		ESI form issue & collection	✓	✓	✓	NA		Direct (Not applicable for above 21000 of gross)
		Gratuity form issue & collection	✓	✓	✓	✓		Direct
		ID card form issue & collection	✓	✓	✓	✓		Direct
12	Company induction & HR Induction		✓	✓	✓	✓	On the Date of joining	Direct
13	Plant visit		NA	NA	✓	✓		Direct
14	Job Role Clarity & Deployment to Res.Dept.		✓	✓	✓	✓		Direct
15	Employee code creation		✓	✓	✓	✓		Direct
16	PF & ESI creation		✓	✓	✓	✓		Direct
17	IT process	Mail id request	NA	✓	✓	✓		Within a week
		CUG allocation	NA	✓	✓	✓	Via Mail (If any need, Provision to be given for L1)	
		Laptop or Desktop allocation	NA	✓	✓	✓	Via Mail (If any need, Provision to be given for L1)	
18	Personal file documentation		✓	✓	✓	✓	Direct	

EXISTING EMPLOYEE RELIEVING FORMALITIES & ACTIVITIES

S. no	Activities		L1	L2	L3	L4	Remarks
			Junior	Executive	Manager	Management	
1	Resignation Approval		✓	✓	✓	✓	Via Mail
2	Notice period		30 days	30 days	30 days	30 days	Within norms days
3	Relieving formality	Handing over process					Via knowledge Transfer
		NOC collection from accounts					Via acknowledgment
		NOC collection from IT & HR					Via acknowledgment
	Issue Service Letter		DOE	DOE	DOE	DOE	
4	Full & final settlement		Within a week	Within a week	Within a week	Within a week	Fund transfer

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16/8/18