

Company Name



**PROCESS FOR NEW  
JOINING EMPLOYEES**

Document No:

Rev. No. :  
Date :

NAME OF EMPLOYEE :		DATE :-	
PARTICULAR	STATUS	DATE	REMARKS
<b><u>COMPANY POLICY</u></b>			
JOB CONFIRMATION LETTER OR RESIGNATION LETTER	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		
REF. CHECK OF CANDIDATES	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		
DOCUMENT	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		
1 Year Bond (For Junior 1/3 for 3 month and Senior 1/3 for 6month)	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		
NDA	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		
BOND LETTER	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		
<b>Employee Signature</b>			
<b><u>OFFICE USE ONLY</u></b>			
JOINING KIT	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		
HRPLUG EMPLOYEE DATA UPDATE	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		
PERSONAL DETAIL (ANNEXURE I)	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		
HR POLICY	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		
EMP. CODE	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		
ATTENDANCE REGISTRATION	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		
INDUCTION	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		
APPOINTMENT LETTER	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		
BANK ACCOUNT NO.	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		
DEPARTMENTAL TRAINING	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		
EMPLOYEE FEEDBACK OF DEP. TRAINING	<input type="checkbox"/> RECEIVED <input type="checkbox"/> PENDING		