

CHECKLIST FOR NEW JOINEE

S.No.	NATURE OF WORK	DEPARTMENT	DURATION
1.	LETTER OF INTENT	HR DEPT	1 DAY
2	APPOINTMENT LETTER	HR DEPT	Within 7 Days of Joining
3	COMPUTER	N/W DEPT	Day of Joining
4	EMAIL ID	N/W DEPT	1 DAY
5	MSN MESSENGER	N/W DEPT	1 DAY
6	SITTING ARRANGEMENT	ADMIN	Before Day of Joining
7	STATIONERY ITEMS	ADMIN	1 DAY
8	VISITING CARDS	ADMIN	7 DAYS
9	CONNECT ID	HR DEPT	1 DAY
10	SWIPE CARD	HR DEPT	2 DAYS
11	Transport arrangement if any	HR DEPT	From 1 st day.
12	Opening Bank account	Accounts department	7 days



LIST OF DUTIES AND RESPONSIBILITIES TO BE HANDLED BY HR AND ADMIN DEPARTMENT

S.No.	NATURE OF WORK	PERSON RESPONSIBLE
	HR DEPARTMENT	
1.	Co-ordination with US and Indian Office	
2.	Email Replying	
3.	Salary Approval	
4.	Approval of Letters, Documents	
1.	Offer Letter	
2.	Appointment Letter	
3.	Employee Personal Database	
4.	Leave Record	
5.	PF	
6.	ESI	
7.	Preparation of Salary	
8.	Confirmation Letters	
9.	Induction	
10.	Training Co-ordination	
11.	Swipe Card	
12.	Connect ID	
13.	Muster Recording	
14.	Employee In/Out	



	Administration Dept	
1.	Printing	
2.	Stationery	
3.	Quotation Filing	
4.	Cleanliness	
5.	Medical/ First Aid	
6.	Courier	
	Operations and Administration Department	
1.	Quotation Scrutinizing	?
2.	Fixed Assets repairing and new purchases	?
3.	House Keeping	?
4.	Annual Maintenance	?
5.	Furniture and Fixtures	?
6.	Electrical and Electronics	?

