

HR Service Request for the Appointment of an Employee

Selection Request Type	<input type="text" value="New Appointment"/>	
Employee Name	<input type="text"/>	←Enter the name
Position (PA, PASS, RA, RAP)	<input type="text"/>	←Enter the position
Project Name	<input type="text"/>	←Enter the debit head
WBS	<input type="text"/>	←Enter subhead of project
Position Start Date	<input type="text"/>	←Enter employee start date
Contract End Date	<input type="text"/>	←Enter the contract end date
Bank Key (SBI, Canara bank)	<input type="text"/>	←Enter the bank name
Bank Account	<input type="text"/>	←Enter the bank a/c number
Proposed Monthly Salary (INR)	<input type="text"/>	←Enter proposed salary
HRA (24% of basic)	<input type="text"/>	←tick if HRA required
File (Cover letter, Resume, Marks cards, PAN, Bank details)	<input type="text"/>	←Attach all documents

HR Service Request for the Internal Transfer of an Employee

Selection

Select Request Type	<input type="text" value="Internal Transfer"/>	
Employee Number	<input type="text"/>	←Enter Employee number
Employee Name	<input type="text"/>	←Enter employee name

Internal Transfer

Contract End date	<input type="text"/>	←Enter the contract end date
Valid From Date	<input type="text"/>	←Enter the new start date
New Department	<input type="text"/>	←Enter new department name
Project Name	<input type="text"/>	←Enter the new debit head
WBS	<input type="text"/>	←Enter the Sub head
New Position Title	<input type="text"/>	←Enter the new position

HR Service Request for the Extension of an Employee

Selection

Selection Request Type	<input type="text" value="Extension of Contract"/>	
Employee Number	<input type="text"/>	←Enter employee number
Employee Name	<input type="text"/>	←Enter employee name

Extension of Contract

Existing Contract End Date	<input type="text"/>	←Enter existing contract date
New Contract End Date	<input type="text"/>	←Enter new contract date

HR Service Request for the Hike in Employee's Emoluments

Selection

Select Request Type	<input type="text" value="Salary Revision"/>
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Employee Number←Enter

Employee Name←Enter

Salary Revision

Contract End Date←En

Valid From Date←Ente

Pay Scale Group←Ente

Pay Scale Level←Enter

Proposed Monthly Salary (INR)←

HR Service Request for the Relieving of an Employee

Selection

Select Request Type

Employee Number

← Enter Employee number

Employee Name

←Enter Employee name

Relieve Employee

Contract End Date

←Enter contract end date

Relieving Date

←Enter the relieving date
