

DURATION CHART FOR NEW JOINEE REQUIREMENT COMPLETION

INFORMATION TECHNOLOGY DEPT:-

*** Duration mentioned below is applicable after receipt of New Joinee form in Information Technology department.*

<u>PROCESS</u>	<u>TIME DURATION</u>
1) PC Requirement:	4 weeks for permanent PC and 3 Working Days for temporary PC
2) E-Mail ID Creation:	2 Working Days
3)_XtremeVPN Activation:	2 Working Days
4) Network Drive account activation:	1 week (After receiving details.) IT will initiate communication for network drive permission's. After receipt of complete permission details from the respective HOD & per IT standards, IT will commence setting up the Network Account for the New Joinee
5) Role Specific Software Request:	1-4 weeks On above software request, IT shall initiate the IT purchase requisition process. Cost of the software will be attributed to the requesting department, after HOD authorization and IT, CTO, CFO approvals. Depending on the software request the detailed lead time will be applicable as mentioned in the IT purchase requisition document.
6) Software deployment	1-4 weeks

ADMINISTRATION DEPARTMENT

<u>PROCESS</u>	<u>TIME DURATION</u>
1) Visiting Card	4 Working Days
2) Mobile Phone	As per policy
3) Sim Card	2 Working Days
4) Data card	4 working Days
5) Stationary	Immediately
6) ID/ Access Card	4 Working Days
7) Food Coupon (Only Mumbai)	Immediately
8) Workstation	3 Working days
9) IP Phone	3 working Days

HUMAN RESOURCES DEPARTMENT

<u>PROCESS</u>	<u>TIME DURATION</u>
1) E.Code Generation:	2 Days
2) Appointment letter:	4-5 Working Days (Only for permanent employees)
3) HDFC A/c opening:	8 Working Days if account already exists (From the time Account no is provided to the HR) or Fresh account opening requires minimum 10 Working Days. (On submission of required documents to the HDFC executive)