New Staff Onboarding Checklist

Welcome to the College of Science and Technology! To ensure your transition is seamless, please complete the following administrative and logistical requirements.

A. Administrative & Legal Compliance

- **Joining Report:** Submit your formal joining report to the Administration Section upon arrival.
- **Drug Testing:** Undergo the mandatory drug test. The Administration Section will guide you.

B. Financial & Statutory Registrations

- **Tax Payer Number (TPN):** Register online via the RRCO portal.
- **Group Insurance Scheme (GIS):** Register online via the RICBL portal.
- **Provident Fund (PF):** Register online via the NPPF portal.

Note: If you require any assistance, please visit the Finance Office.

C. Digital & Professional Identity

- **Official Email Account:** Contact the ICT Section to have your institutional email created.
- **Library Membership:** Contact the Library Incharge to register and receive your Library Card.
- **Staff Welfare Fund (SWF):** Meet with the Staff Secretary to enroll in the staff welfare scheme.

D. Workspace & Logistics

- **Office Space Allocation:** Coordinate with your Head of Department (HoD) or Programme Leader (PL) to identify your designated workspace.
- **Office Stationery:** Collect initial supplies and stationery from the Store In-charge.
- **Housing/Accommodation:** If you require official quarters, contact the Estate Manager to check for availability and processing.

Thank you!