



RELEASE OF NEW DOCUMENTS

NOTIFICATION HEADER			
Related Edition No.	Vol 10	Related Edition Date	December 2016
Issued By	QA Department	To	All staff subsidiaries

NOTIFICATION DETAILS		
1	Document Name	Appraisal form for Managerial Positions
	File Name	CBS-F-HR-18_Appraisal_form_for_Managerial_Positions_2.0
	Latest Version	2.0
	Description	This form is designated for employees holding managerial position. Managers will be evaluated by their immediate line manager. Evaluations will be completed on a half yearly basis to review objectives set during start of the year (or upon first 2 months from employee joining date) and then visit objectives' performance and their progress after 6 months.
	Location	Storage Centre\CBS Templates Prod\HR Folder
2	Document Name	Project Completion and Acceptance Form (with vendors/third parties)
	File Name	CBS_F_CD_04_Project_Completion_and_Acceptance_ Form 1.0
	Latest Version	1.0
	Description	This form is completed when the project is completed by vendor and handed over to TCG and Subsidiaries in order to check if all deliverables indicated in the contract have been successfully delivered.
	Location	Storage Centre\CBS Templates Prod\Corporate Department Folder\Forms folder
2	Document Name	Business Trip Plan Details
	File Name	CBS-T-BDD-02_Business_Trip_Plan_Details_CountryName_1.0
	Latest Version	1.0
	Description	The purpose of this document is to capture all required elements and details behind a business trip being scheduled in terms of logistics, networking events and meetings for the travelling business development member of TCG and subsidiaries to the nominated visiting county(s) and come back to office with a folder filled with notes and observations as an outcome of such trip made in order to be used for briefing line manager of the travelling business development member & the and executive management and to be archived for future use and reference.
	Location	Storage Centre\CBS Templates Prod\BDD Folder\Templates folder



NOTIFICATION GUIDELINE

1. This is the latest version and all staff is instructed hence forth to use these templates. Please discard any previous versions of the template or form and if you see any colleague of yours using it, inform them.
2. All Templates and Forms will be available for use from the following path:
\\Server\Storage Centre\CBS Templates Prod
3. If you have any clarifications or comments, please email at:
swapna.gopinathan@cbs-uae.ae