

	<h1 style="text-align: center;">ARIHANT FLEXI PACK</h1>
	<h2 style="text-align: center;">FLEXIBLE PACKAGING</h2>
	<h3 style="text-align: center;">STANDARD OPERATING PROCEDURE</h3>
	<h4 style="text-align: center;">HRD</h4>

1 ` PURPOSE:

- 1.1 Defines the process of recruitment, selection, induction and termination of employees
- 1.2 Defines the process for identification, performance and evaluation of training
- 1.3 Defines policy for pay and pay roll, leave and code of conduct
- 1.4 Define process for transfer of employees
- 1.5 Define the policy for leave and travel

2 SCOPE:

The procedure is applicable to all the manpower at Head Office.

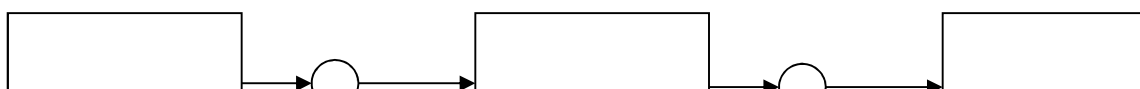
3 RESPONSIBILITY AND AUTHORITY:

4 Definition and acronyms

- 4.1 HRD Human resource development
- 4.2 HOD Head of department
- 4.3 ESIC Employee State Insurance
- 4.4 VP Vice president
- 4.5 GM General Manager
- 4.6 DGM Deputy General Manager

5 PROCEDURE:

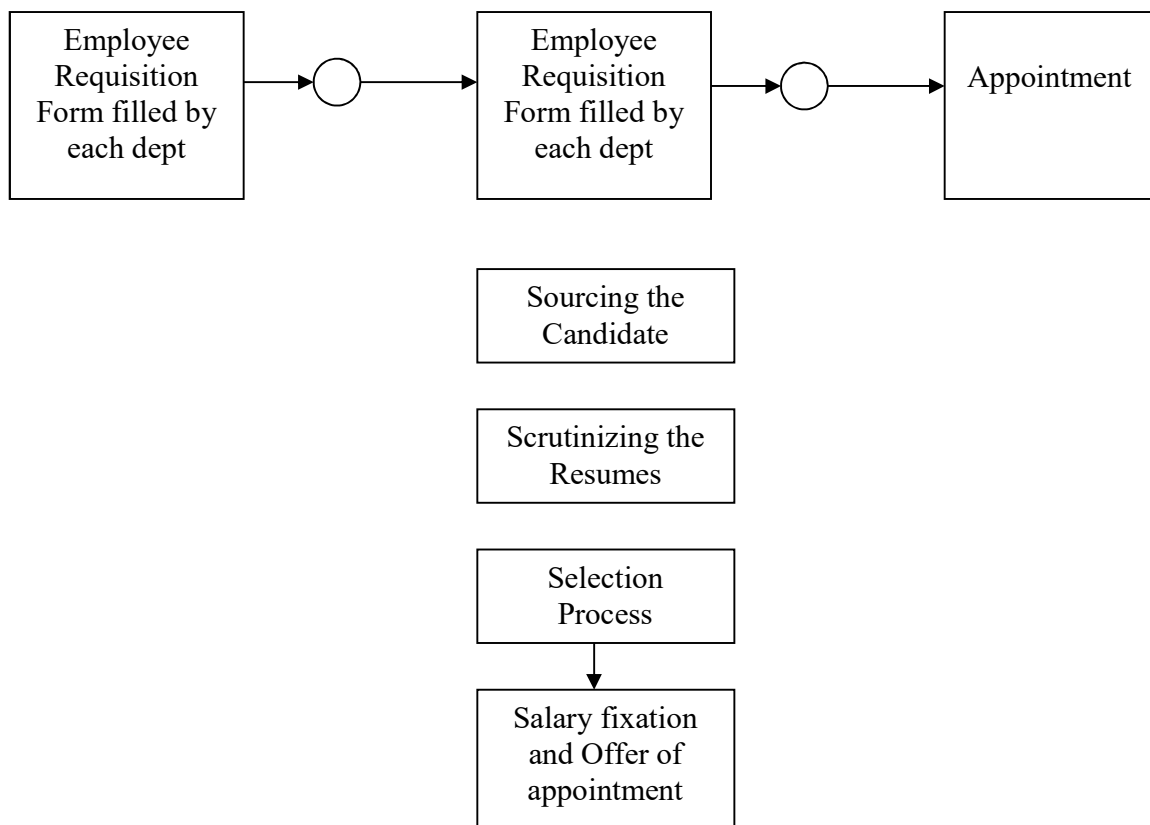
Recruitment and Selection



INPUT

PROCESS

OUTPUT



5.1 Recruitment and Selection

5.1.1 Recruitment means inducting the right manpower, at the right time, at the right place through right process. An employee being an important asset of the organization should be inducted through proper planning. Poor Manpower planning can break the organizational goal. Hence, it is expected from every Department Head to plan about his manpower requirement.

5.1.2 If there is a vacancy in any department in the organization, the Department Head has to give in the full details in the Employee Requisition Form.

5.2 Sourcing the candidate

5.2.1 Depending upon the Number of Vacancies, Position, Budget and Candidate Profile, the HR department will decide about the medium for sourcing the right candidate, which may include any of the following options.

- Advertisement with Newspaper/Magazines/Journals/Internet
- Placement Consultants
- Display on in house notice boards
- Existing Database
- Campus Recruitments
- World of mouth and employee reference

5.3 Scrutinizing the Resumes

5.3.1 On receipt of the resumes, the HR department shortlists the candidates on the basis of the Job Description, Salary and Person Specification as mentioned by the Department Head in the Employee Requisition Form. The Short-listed candidates are then called upon for interview depending in the availability and suitability in consultation with the HOD. The calling process may be either by sending the call letter, telegram, phonogram, or telephone call depending upon the place, time and urgency.

5.4 Selection process

5.4.1 The selection process may comprise of:

- Technical Test, if any
- Preliminary screening by the H.R. Department
- Final Interview

5.4.2 Final Interview may involve interview either with the Department Head Directors or H.R. Head or Panel of interviews, depending upon position. The members involved in the selection process record their recommendations and justify the same with comments and views in the Interview Assessment Form.

5.5 Salary & offer letter

5.5.1 The selected candidate's papers are then sent to the HR department for salary preparation

5.5.2 While preparing the salary, the following things are taken into account:

- Comparison with employees in the same level, designation and grade
- Considering his qualification, experience, expectation and his current salary
- Recommendation, if any by the interview panel

5.5.3 After the salary discussions are over with the candidates, an offer letter is issued to him.

5.6 Appointment & joining

5.6.1 On the date when the candidate is joining, the appointment letter is given to him by the HR Department.

5.6.2 The H.R. Head signs appointment Letters across all levels.

5.6.3 The new joiner has to submit a joining report (enclosed) to the department head, which will be forwarded to the H.R. Department.

5.6.4 The new joiner has to sign the duplicate copy of the letter and give it back to the HR department along with the following documents.

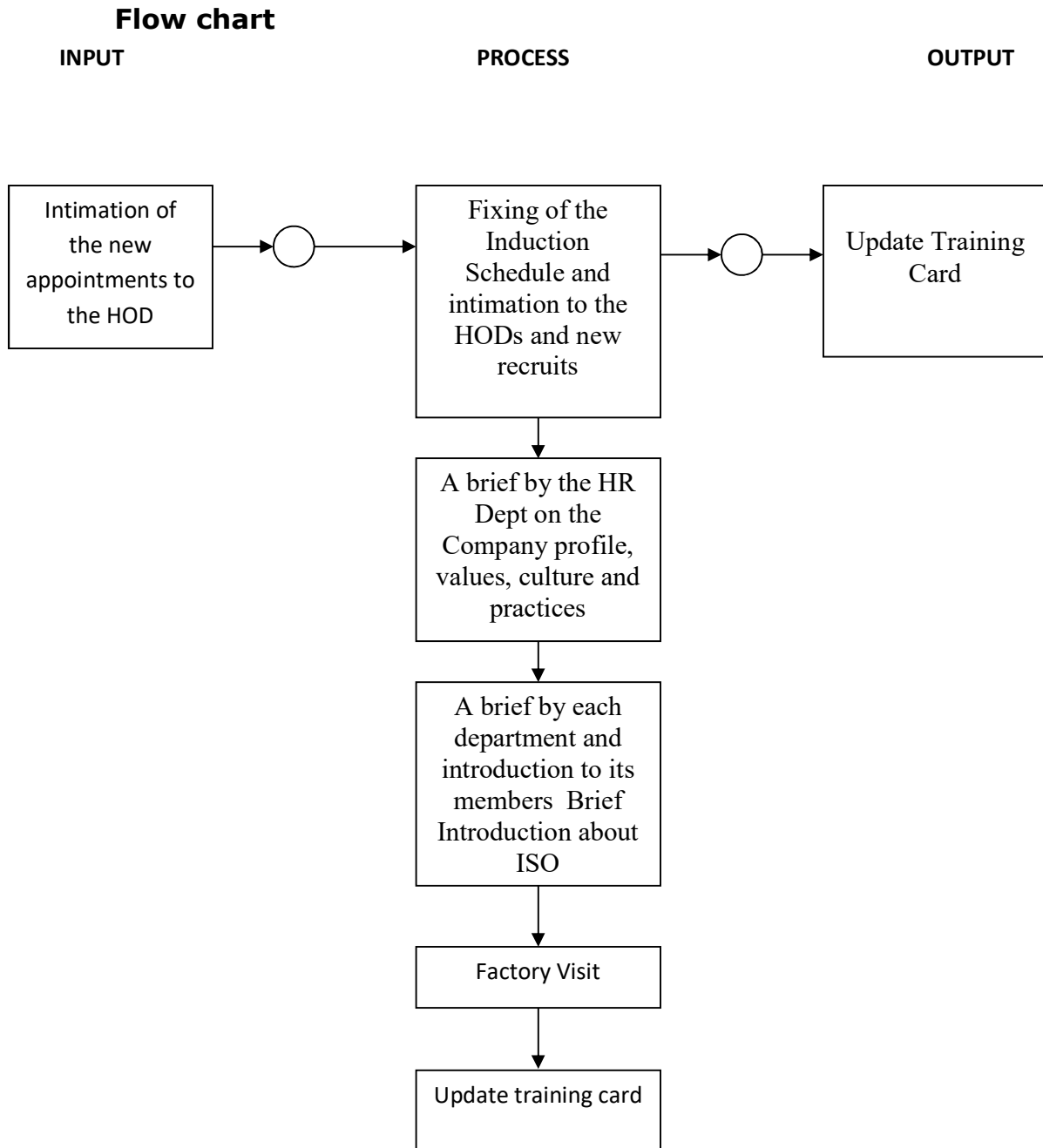
- Relieving letter from his previous employer
- Qualification Certificates (Educational & Technical, if any)
- Proof of residence (Ration card copy/electricity bill/telephone bill)
- Copy of Birth Certificate
- Salary slip of previous employment
- Two Photographs

Apart from the above, the candidate will be given other nomination forms as per the company rules, which he needs to fill and return to the HR department within two days. As of now these forms include, ERP form and PF nomination form

5.7 Photographs

The candidates shall provide two photographs

Procedure for Induction and Orientation



5.8 Induction & Orientation

- 5.8.1 The new recruit joining the Liberty Group will have to undergo Induction & Orientation. The Purpose of this program is to introduce the new recruit to all Employees, Department Heads, and Department, Processes, Value, culture and Practices of the organization.
- 5.8.2 The orientation will be carried out immediately within 2 days of the Joining.
- 5.8.3 The orientation will be for 2 days one day in Head office and one day in factory.
- 5.8.4 The new employee will meet each department and get a brief idea about the role, working and contribution of the department. This will also serve as a platform to interact with the members of each department.
- 5.8.5 After completion of the induction orientation program, the member is placed in the appropriate identified role.
- 5.8.6 Each HOD is intimated of the new appointment along with the schedule for the induction for his approval and availability.
- 5.8.7 The schedule is intimated to the new recruit and the HOD.
- 5.8.8 After the induction the training card is updated.

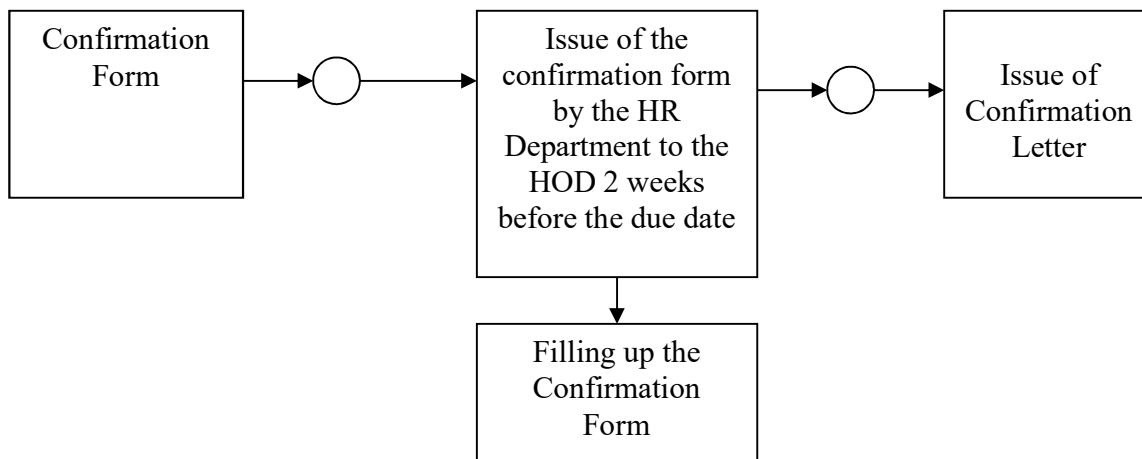
**Confirmation, separation, retirement,
Resignation/Termination/Dismissal and death on service**

Flow chart

INPUT

PROCESS

OUTPUT



5.9 Confirmation

- 5.9.1 Every employee who is taken on the company's role except those who are trainees and temporary have to undergo a probationary period of six months.
- 5.9.2 After completion of the probationary period the performance of the employee is reviewed. A confirmation form will be circulated to the respective HOD of the employee and accordingly confirmation is made.

5.10 Separation

- 5.10.1 The Separation of employees from the Company would be under the following circumstances:
- Retirement
 - Resignation/Termination/Dismissal
 - Death of the employee while still in service

5.11 Retirement

- 5.11.1 When an employee still in service attains the age of 58, he is retired from the services of the company. A written notice to that effect is served to the employee one month in advance.

5.12 Resignation/Termination/Dismissal

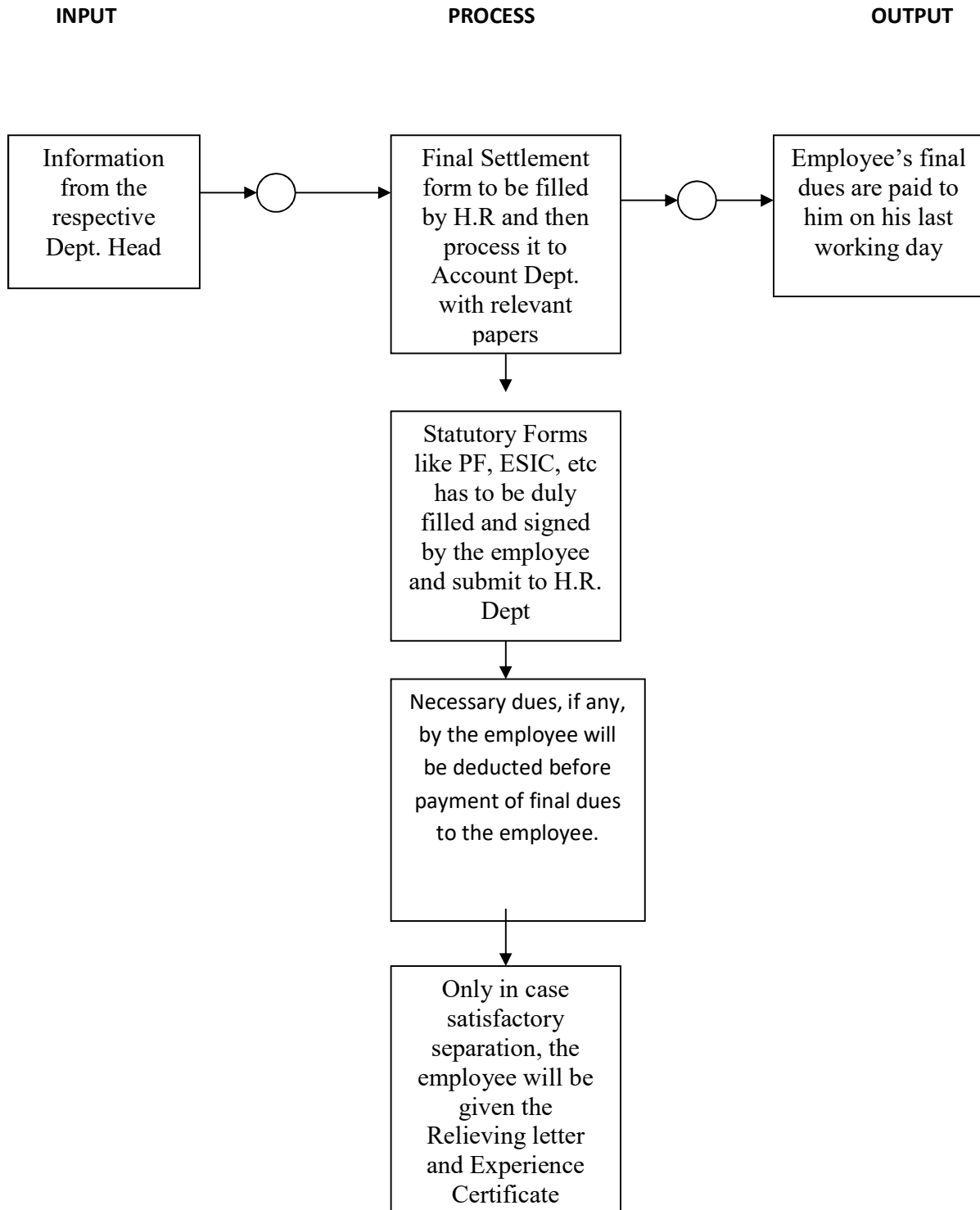
5.12.1 For employees who are still on probation period or working as trainees or temporary employment, no notice period is required for Resignation/Termination of the employment.

5.12.2 Upon confirmation of services, for management cadre employees, the contract of employment can be terminated by giving 90 days (3 months) notice on either side or on payment of 90 days (3 months) salary in lieu thereof. Either party is not bound to give reason for Resignation/Termination.

5.13 Death of employee while in service

5.13.1 All dues will be settled promptly in favors of the nominees of the deceased employee as mentioned in the records of the company.

Final Settlement

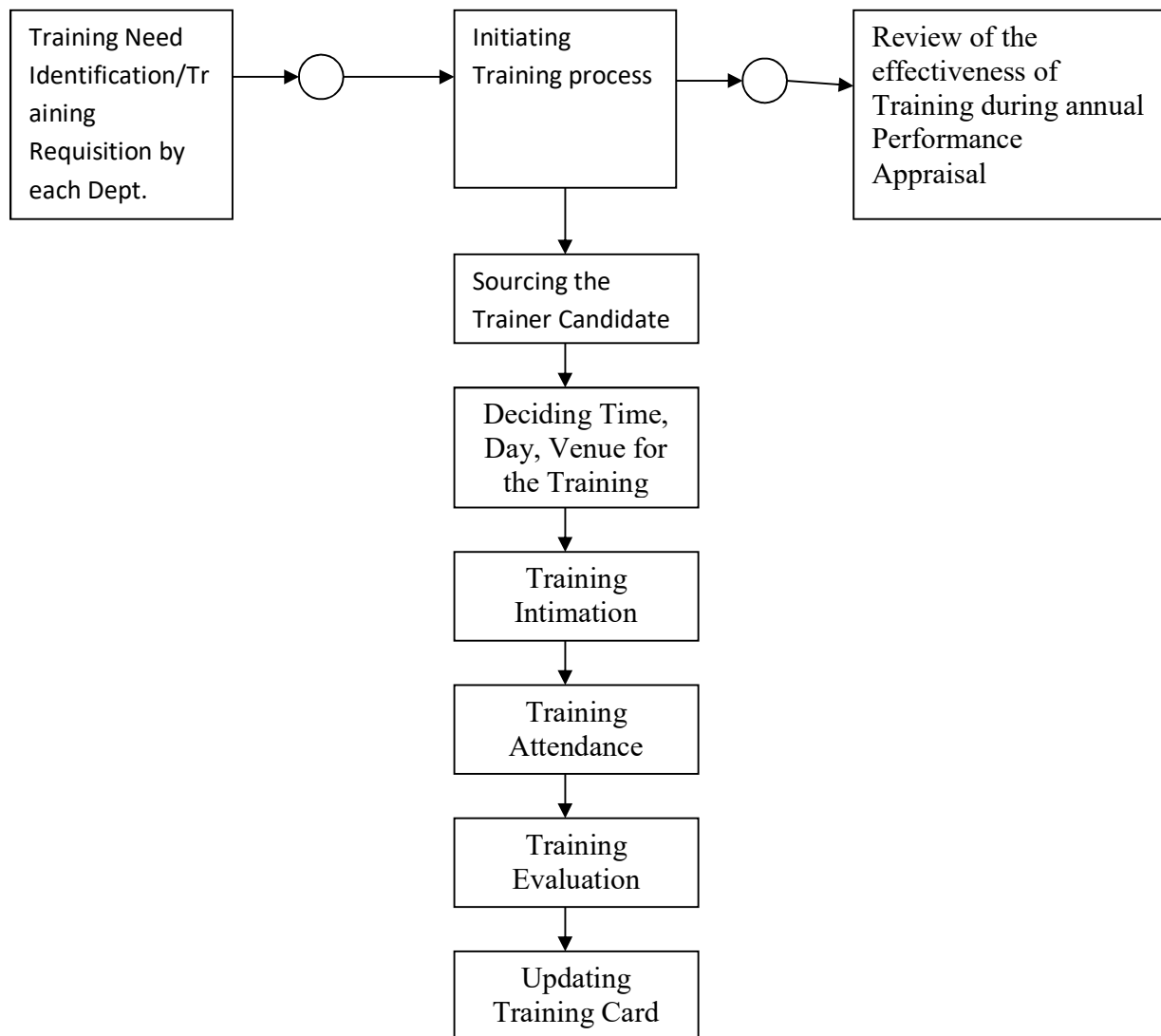


5.14 Final settlement

- 5.14.1 The objectives are to pay all dues to the employees who have separated from the company and in case any dues from the employee to the Company, to take appropriate action to recover the same.
- 5.14.2 Upon receiving the requisite information from the respective HOD the HR dept. will initiate the proceedings of his/her final settlement.
- 5.14.3 Once the HR Dept. receives the information, it fills in the final settlement form and sends it to the accounts department for payment of dues along with necessary documents for their records and reference.
- 5.14.4 Based on this data and pay roll data, final settlement dues will be processed taking into accounts the company's policy and legal obligations concerning the same.
- 5.14.5 In case of any amounts due from the employee or in case of unfulfilled payment contractual obligation, the company may take necessary steps to recover the dues from him/her.
- 5.14.6 In case of satisfactory separation from the Company only, the employee will be issued a relieving letter, experience letter as well as last salary slip on the last working day. The said documents will be issued by the H.R. Department.

Training

Flow chart



5.15 Procedure or training

5.15.1 The first step in the training process would be to set the Training Budget.

5.15.2 The next step would be to identify the Training needs which are classified into two categories as under:

- Planned or budgeted
- Need based

5.16 Planned Training (FO/HR/03)

5.16.1 All the departments should identify their training needs for the year. The HR dept will circulate the Training Need Identification Form to all HODs for the purpose.

5.16.2 Based on the requirements, the HR department will decide on the training to be provided.

5.17 Need based training (FO/HR/04)

5.17.1 Would be apart from the planned training program as per the need arising for each department

5.18 Training Need Identification: (FO/HR/04)

5.18.1 The HR Department will consider the Training needs identified by each HOD.

5.18.2 Similarly, the H.R. will also source and initiate certain training programmes and may nominate the employees accordingly.

5.18.3 It will also take care of employees who have expressed their wish to attend certain training program. However, the same will be initiated and decided by the H.R. Department in consultation with the Department Head.

5.18.4 Factors to be considered before finalization of the training programme

- Deciding whether it is in-house or external
- Contacting Trainers in that field
- Negotiating the Training cost, if possible
- Deciding the venue
- Intimating the employees nominated and their respective Department Head about the training

5.19 Training Program

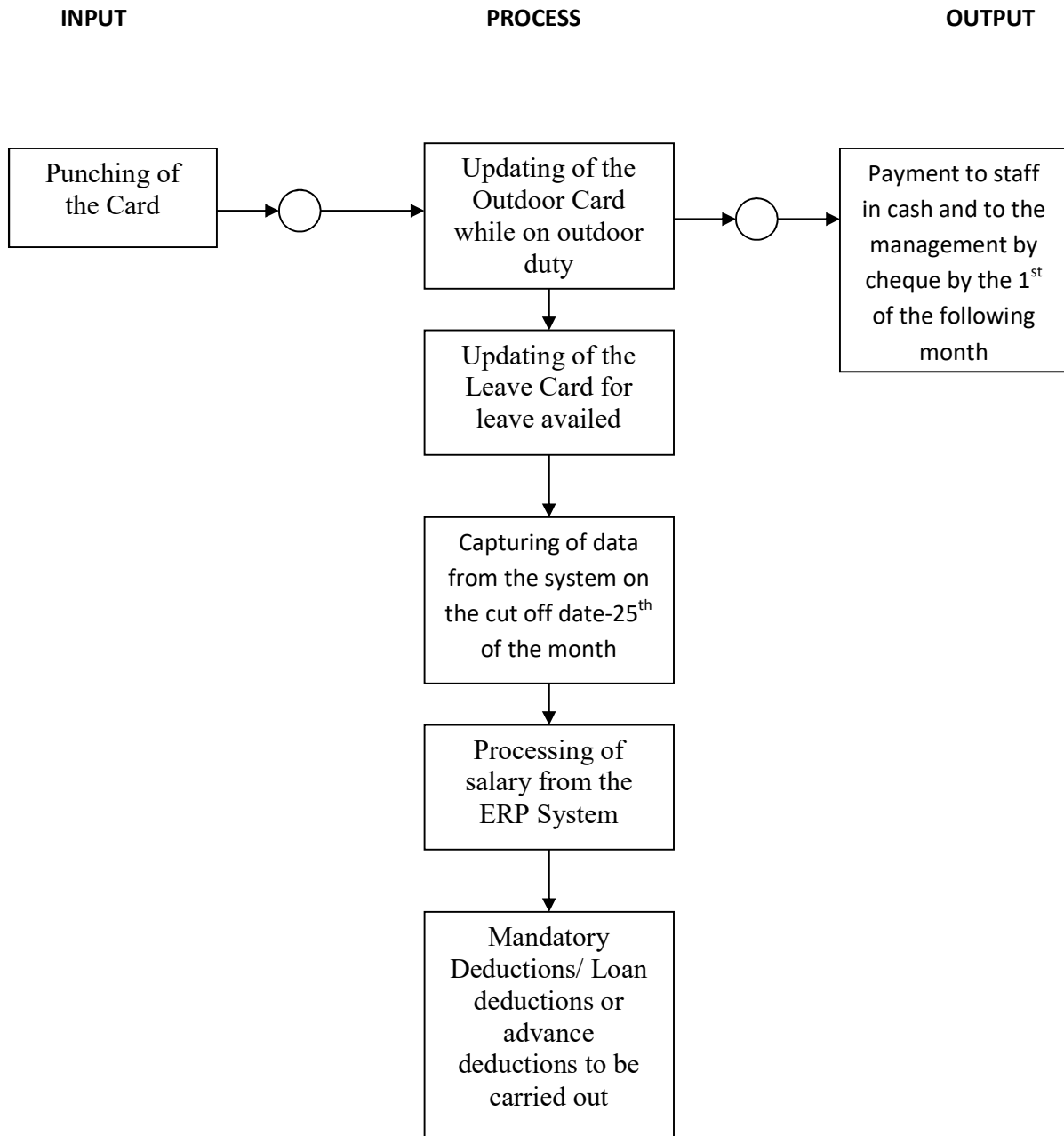
5.19.1 After the training is decided upon, the Training Intimation Form would be circulated by the HR Department to all participants and the respective HODs to inform them of the details of the Program. (FO/HR/05)

5.19.2 During the training, a Training Attendance Sheet would keep a track of the attendance of the participants. (FO/HR/07)

5.19.3 Similarly, the faculty would need to assess the performance of each participant in the Participants Assessment Form. This form is then forwarded to the respective HOD. (FO/HR/08)

5.19.4 The training card of the participant (FO/HR/09) and training logbook will be updated by the HR Department. (FO/HR/10)

Pay Roll



5.20 Pay & Payroll

Employee classifications

5.20.1 The employees are classified into permanent, Trainees & Temporary Employees.

Pay Period, per day and Hours of work

5.20.2 Pay period is for one month i.e. from 25th to 24th

5.20.3 Pay day is 1st of every month

5.20.4 Every employee is paid for eight hours of work in a day starting from 10. a.m. to 6.00 p.m. The lunchtime of ½ hour starting from 1.00 p.m. to 1.30 p.m. is a paid hour.

Time Sheets

5.20.5 We have a card punching system installed by **Zicom** Securities. Every employee is required to punch their access cards while coming to office in the morning and at the time of leaving office. This data is captured from the Card Punching system, and then transferred to our ERP System through software and the final data is generated by from the ERP program for attendance and pay roll.

5.20.6 Pay roll deductions

The mandatory deductions are carried out as per the Law, which the company is required to deduct.

5.20.7 Advance payment of salary

Advance payment of salaries is made in case of emergency or as approved by the respective employee's department head and accounts.

5.20.8 Mode of payment

The permanent employees and those on probation in the Managerial grade and above are paid salaries and other payments through cheque. For employees in the staff grade, both permanent, trainees, temporaries and those on probation period are paid by cash.

5.20.9 Grade Structure

Given below is the existing Grade Structure of the Company. It is proposed to change the Existing Structure in due course of time.

5.21 Salary Structure

Given below is the existing salary structure for both Management and Staff grade.

5.21.1 For Management

The salary structure for Management Cadre is as under:

- Basic Salary
- Allowances
 - House Rent Allowance
 - Children's Education Allowance
 - Telephone Expenses
 - Conveyance
 - Special Allowance

- Annual Benefits
 - Bonus
 - Superannuation
 - Medical
 - Leave Travel Allowance
 - Provident Fund
 - Employee State Insurance (ESIC), if applicable

- All Annual Benefits are company's contribution.
- All Annual Benefits are calculated on Basic Salary.
- Bonus is as declared by the Company from time to time
- Medical & Leave Travel allowance are 8.33% (each) of the Basic Salary.
- Superannuation is 10% of the Basic Salary
- Provident Fund is 12% of the Basic Salary.
- Employees State Insurance, if applicable is 4.75% of Basic Salary
- Only employees who have completed their probation period are entitled for leave Travel Allowance. However, Leave Travel Allowance will be paid only after the employee completes one year of service.

5.21.2 Deductions

- Professional Tax (As applicable)
- Provident fund (12% of Basic Salary)
- Superannuation (10% of Basic Salary)
- ESIC (1.25% of Basic Salary), if applicable

5.21.3 For Staff

The Salary structure for Staff Cadre is as under:

- Basic Salary
- For Staff Cadre, Basic Salary = Basic Salary + Fixed Daily Allowance + Variable Daily Allowance

➤ Allowances

- House Rent Allowance
- Children's Education Allowance
- Conveyance
- Special Allowance
- Fixed Daily allowance
- Variable Daily Allowance

➤ Annual Benefits

- Bonus
 - Medical (if applicable)
 - Leave Travel Allowance (if applicable)
 - Provident Fund
 - Employee State Insurance (ESIC), if applicable
-
- All Annual Benefits are company's contribution
 - All Annual Benefits are calculated on Basic Salary + both Daily Allowances
 - Bonus is as declared by the Company from time to time
 - Medical & Leave Travel Allowance, if applicable are as decided by Management
 - Provident Fund is 12% of the Basic Salary + both Daily Allowances
 - Employees State Insurance, if applicable is 4.75% of Basic Salary + both Daily Allowance
 - Leave Travel Allowance is applicable only for employees who have completed their probation period and they will be paid the LTA after completing one year of service.

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5.22 Attendance

5.22.1 Working Days

In Liberty, we observe 6 days working with Sunday as Weekly Off.

5.22.2 Office Hours

The official timing for reporting to work is 10.00 a.m. to 6.00 p.m. The company understands that there can be emergencies or exigencies with everyone. Hence the relaxation time of 10 minutes is given to employees every day. However, it is expected by the employees to use it as a privilege and not as right and be in office by 10.00 a.m. every day.

5.22.3 Attendance System

The attendance is recorded

5.22.4 Late Coming

Any employee reporting to work after 10.0 a.m. up to 10.30 a.m. is considered as late coming. However, such late coming shall be allowed only three times in a month.

Any reporting after 10.30 a.m. would be treated as half day's leave.

- Also if the late coming exceeds more than 3 times a month, then it is considered as half day leave for every late coming.
- The said Half-Day will be deducted only from employees' Casual Leave.
- If no Casual Leave is available, then the same will not be adjusted against sick leave or privilege leave and will result in Half Day Salary Deduction.

5.22.5 Half Day Leave

An employee can avail of the half-Day Leave with prior or post approval of his Department Head.

- Employee availing Half Day Leave in the morning, should report to work at 1.30 p.m.

5.22.6 Outdoor Work

It is understood that some employee has to go out of the office for several official work. An Outdoor Card is maintained at the Reception for such purpose.

- All employees going out for such work are required to make an entry in the outdoor Card either a day prior or after coming back to office and get it signed by his respective Department Head.
- Please note that any employee failing to do so may not find his salary accounting appropriate at the end of the month and eventually salary calculations will be affected.
- It is the responsibility of each employee to fill in the same and get it signed by their respective Department Head as Self Responsibility.

5.22.7 Lunch Time

The Teatime is 10.30 to 11.00 a.m. and 3.30 – 4.00 p.m. Vending machines have been provided on each floor. The lunch break is from 1.00 to 1.30 p.m. For employees who are required to offer daily prayers, the lunchtime will be half an hour after/before their stipulated prayer time.

- Lunch Time will be from 1.00 to 1.30 p.m.
- For employees who are required to offer their daily prayers, the lunchtime will be half an hour after/before their stipulated prayer time.

5.22.8 Late Sitting

The company understands that some employees may require sitting late after office hours depending upon the urgency and nature of the job and the department. Such employees can avail of the Late Sitting Concession, which is as under:

- The said concession can be availed by employees who are required to be in office beyond 7.00 p.m. till the work get finished or postponed on to next day, which ever applicable.
- Such employees can come to work the next day by 11.00 a.m.
- It should be noted that 11.00 a.m. is the deadline irrespective of number of hours he has worked the previous day after 7.00 p.m. If the employees come after the deadline, then they will have to face Half-day deduction.
- The employee has to mention the same in the Outdoor Card the next day and get the approval of his Department Head in order to avoid discrepancies in salary calculations.

5.22.9 Outstanding Tours

Employees, who are required to go on official outstation tours, should inform the HR department well in advance through The Outdoor Tour slip (enclosed). The employees should ensure that the Outdoor Tour Slip should be signed by the Department Head and should be sent to the H.R. Department either prior or after the said tour.

5.23 Travel Policy

5.23.1 Applicability:

To all Categories of employees in the regular payroll of the company, inclusive of Head office, factory, branch offices, docks, inclusive of **Dongri, Ghatkopar** office, installations and other service rendering units/sites

5.23.2 Definitions:

Travel means a journey undertaken by an employee on company business or in the interest of the company to different places in the country or abroad. Travel shall not cover journey within metropolitan city of Mumbai and to /from thane, Mira Road, Panvel, Vashi etc or any combination thereof.

5.23.3 Local Conveyance: Means a journey undertaken by an employee between place of work within the same city. Travel between Thane, Mora Road, Vashi and Panvel to Mumbai or any other combination thereof will be considered a local conveyance.

5.23.4 Travel Authorization:

- Travel authorization for domestic travel is required to be approved and signed by the respective heads of department. Each employee is responsible for adhering to the policy and procedures defined herein. It will be the immediate approvers responsibility to be convinced of the need for the expenditure and to be satisfied about the appropriateness.
- Journey related to monthly or weekly performance review meetings or other periodical visit to factory or to head office between staff of both ends can claim railway/bus, auto or taxi for the particular journey as per eligibility at actual.

5.24 Classification of Cities:

5.24.1 Class A

Mumbai. Delhi, Kolkata, Chennai, ahmedabad, hyderabad, Bangalore, Gao (Within city limit)

5.24.2 Class B

Agra, Baroda, Coimbatore, Cochin, Mysore, Hubli, Jaipur, Nagpur, pune, Nasik, Trivandrum, Calicut, Vishakapatnam, Surat, Madurai, Salem, Trichi, Indore, Vijayawada, Raipur, Jabalpur, Udaipur, Jodhpur, Bhopal, Gwalior

5.24.3 Class C

All cities and towns in India, other than those mentioned above.

5.25 Place of work control:

Place of work control means the normal place of working/duty of an employee as may be fixed by the company from time to time.

5.25.1 Outstation Travel:

A journey on tour shall be deemed to commence from and end at the residence of the touring official.

5.26 Eligibility:

5.26.1 Local Conveyance

Manager Grade:

- First class train fare and taxi/auto fare whichever is lower to reach the particular destination.
- Auto/Taxi fare is applicable when the distance or reaching the place is within 25 km. for VPs and above, within 15 km. for GMs and Sr. GMs and within 5 km. for the rest in the Management Grade.

Staff Grade:

- | | |
|--------------------------------|---|
| ➤ For Sales / Marketing Staff: | 2 nd class rail fare |
| ➤ Junior Staff: | Local bus |
| ➤ Supervisory staff | 1 st class rail fare
Auto/Local bus (if distance is
More than 10 km., usage of
Auto/bus should be clubbed) |
| ➤ Officers | 1 st class rail fare
Auto/local bus (if distance is
More than 15 km., use of
Auto and bus should be
Clubbed) |

For Departments other than marketing:

- | | |
|---|---|
| ➤ Peons, Electricians, AC Operator | Only local bus |
| ➤ Security, Attendants, Dock & Factory | 2 nd class rail |
| ➤ Messengers | |
| ➤ Telephone Operator, Clerk, Accounts Asst | Auto/local bus(if |
| ➤ Computer Operator, Typist, Import Asst | distance is more |
| ➤ Purchase Asst, Finance Asst, Jr. Accounts | than 10kms, usage |
| ➤ Asst | of bills of auto /
Bus to be
clubbed)
2 nd class fare |
| ➤ Accounts Officer, Steno Secretary, Executive: | Auto/local bus, if |
| Secretary, All Supervisors except Marketing: | distance is more |
| | than 15 km |
| Supervisors | 1 st Class rail |

Note:

- For the Staff Grade, the taxi fare will be reimbursed only if auto services are not available.
- If railway pass is held, no claim for the fare can be raised for the same route, irrespective of the class as per entitlement.
- Daily Allowance/Bhatta for local/outstation Traveling
- This allowance is applicable only to the Sales/Marketing Department.
- This is a fixed sum of money claimed by the Sales Department staff who have field working on a daily basis for promotion of our products, retailers visit, wholesale distribution points, networking increases and related business deals enhancement. This allowance is claimed only when visiting the field, with the consent of the superior. The claim is to be submitted with the visit report and approved by the superior for reimbursement of the claim. HOD Marketing will fix the target for sales for each Region/Area for accomplishment by the person visiting such area/Region.

➤ Designations	Bhatt
➤ Sales Representatives/Junior staff	55
➤ Supervisory staff	75
➤ Senior Supervisory staff	90
➤ Officers	110
➤ Senior Officers	130

5.26.2Ex-HQ Allowance

- This allowance is applicable only to the Sales/Marketing Department.
- This is a fixed sum of money claimable by the Sales Department who are required to leave the Head Quarter early in the morning and return home in the night, with the consent of the superior. Ex-HQ Allowance is in lieu of Daily Allowance.

➤ Designations	Bhatta
➤ Sales Representatives/Junior Staff	75
➤ Supervisory Staff	95
➤ Senior Supervisory Staff	110
➤ Officers	130
➤ Senior Officers	150

5.26.3Outstanding Expenses

Lodging and Boarding Rules:

➤ Mgt Grade

➤ Grade	Design -ation	Mode of transport		City Rs./day	Hotel Rs./day	Food Rs./day	Laundry
➤ U/C	VP & above	Air(Eco) A/C 2 tier	A	Actuals	Actuals	Actuals	
				B&C Actuals	Actuals	Actuals	
➤ U/C	Sr.GM GM	Air(Eco) A/C 2 tier	A	2500	500	50	
				B	1200	400	30
				C	800	300	20
➤ A	Dy.GM	Air(Eco) A/C 3 tier	A	2000	500	50	
				B	1100	350	30
				C	600	250	20
➤ A	AGM	Air(Eco) A/C 3 tier	A	1750	350	50	
				B	1000	300	30
				C	650	200	20
➤ A	Sr. Mgr	Air(Eco) A/C 3 tier	A	1200	250	30	
				B	800	240	25
				C	600	230	20
➤ B	Dy. Mgr Asst. Mgr	Air(Eco) A/C 3 tier A/c Bus	A B C	1000 750 500	240 220 210	25 20 20	
➤ D&E		Air(Eco) A/C 3 tier A/c Bus	A B C	750 600 400	210 200 190	20 20 20	

Staff Grade:

- For the Sales / Marketing Department:

➤	Designation	Train	Bus	Lodging	Boarding	Total
➤	Sales Rep	2nd sleeper Class	Ordinary	100	90	190
➤	Supervisory Staff	2nd Sleeper class	Ordinary	140	110	250
➤	Sr. Supervisory Staff	2nd Sleeper class	Super Delux	180	150	330
				& Ac Chair Car		
➤	Officers Ac Chair	AC 3 tier / Super Car	Ac / Delux	225	175	400
➤	Sr. Officers	Ac 3 tier/ Ac Chair/	Ac / Super Car	400	200	600
				Delux		

➤ Department other than Sales / Marketing:

➤	Grade	Mode of	City	Hotel	Food	Total	
				Transport			
			S1.	A/C 3 tier	All	400	200
	600						
➤	S2.	2 nd Sleeper	All	225	175		400
			S3.	2 nd Sleeper	All	180	150
	330						
➤			S4.	2 nd Sleeper	All	140	110
	250						
			S5.	2 nd Ordinary	All	100	90
	190						
				class			
➤	S6.	2 nd Ordinary	All	70	50		120
	class						

5.26.4 Daily Allowance for foreign Tours:

Daily Allowance on foreign tours applicability is a given below:

Grade	Designation	Daily Allowance	
➤	U/C	VP & above	\$ 200
		Sr. GM/GM	\$ 150
➤	A	DGM	\$ 100
		AGM	\$ 100
		Sr. Mgr/Mgr	\$ 100
➤	Note: Daily allowance as per RBI rules for foreign travel will be applied from time to time for abroad travel		

5.26.5 Advance for Travel / Boarding / Lodging

- With the approval of HOD, advances can be drawn for the outstation by any person going for outstation travel.
- Once the traveling advance is taken, salary advance is not applicable for the identical purpose except where outstation travel continues into the following month. Salary advance is as per the guidelines issued by the VP – Finance.

For Sales / Marketing Staff:

- Sales/ Marketing staff operating from offices other than corporate office can avail an impress amount as given below. The impress amount is exclusively for local market / sales development. The impress amount can be availed of as per the need and duration of the tour.
- The impress for the different grades are as follows :

Designation	Entitlement For a week	Entitlement For a fortnight	Entitlement For a month
➤ 3,000	Junior Staff/ Sales Rep		Rs. 750 1,000
➤ Supervisor	Rs. 1,000	1,500	3,500
➤ Sr. Supervisor	Rs. 1,200	2,000	4,000
➤ Officer	Rs. 1,500	3,000	5,000
➤ Sr. Officer	Rs. 2,000	4,000	6,000

- The impress can replenish to the extent of the ceiling limit, with the approval of HOD/Depot in charge. The impress shall not be paid a second time, unless the bills are submitted and nothing is outstanding for claiming a second time.
- If the impress account is not cleared, it may lead to deduction from salary payable by the company.
- If the person on tour is not available till the 10th of the following month and the tour is supported by the forecast of tasks to be accomplished, the salary may be advanced with the sanction from VP – Marketing and VP – Finance.

General guidelines for all

- Travel by air counter foil to be retained and attached, along with tour expenses statement.
- For rail/ road travel, the employee should mention name and number of train and relevant documents to be attached with expense statement.
- In case taxi is hired for a long distance, it should be on sharing basis as far as possible. The taxi receipt shall be attached to the travel expense statement.
- Employees who are required to spend money on business meetings with suppliers, customers or any other government servants, it should be done so only with the consent of HOD, or other relevant official/director of the company on PRIOR approval basis. Supporting vouchers giving details of parties, amount spent and bills should be submitted along with travel expenses statement.
- Employee on travel shall not be entitled to avail of any leave while on tour.

5.26.6 Bills submission practice/ attachments for reimbursement claim :

- For all categories, proof of travel, boarding, lodging to be attached with the claim (All booked tickets confirmed, canceled at times after confirming the booking, air, rail tickets photocopy to be invariably required, hence claimer of TA bill should retain all relevant copies safely)
- Conveyance local by auto, taxi, bus to be as per standard of city visited/ and as HOD sanction. Tickets have to be attached. Without ticket attachment, no claim will be passed.
- c. Where actual boarding/ lodging expenses exceed above limits, the total of both (Boarding + Lodging) for the entire tour as per entitlement rules will constitute actual payable as compensating amount.
- d. In case of misplacement, loss or any other unforeseen reason for non-submission of documents as proof of journey and related expenses, the application of rule would be 40% of total applicable as per above eligibility rules and in case of lodging and boarding bills, the re-imbursement will only be 50% of the entitlement as per the above mentioned rules.

General rules:

- All employees to submit the bills within 7 days after completion of journey, except for journey abroad, in which case within 21 days from the date of return to India
- Advances for journey shall be paid, after approval by HOD, providing details of journey, approximate days of lodging/ boarding and recommendation for advance request demand.
- Advance drawn against journey if the journey gets canceled owing to unforeseen reasons must be returned to the Accounts department in 2 days, as the same cannot be treated as salary advances or others for adjustment later.
- For all purposes, HOD needs to recommend and approve journey and bills submitted after return from journey.
-
- **NOTE : The travel policy can be amended as per the necessities of business operation.**

Annexure attached are as follows :

===➔ For all employees:

- Claim for re-imbursement of Local Conveyance
- Claim for re-imbursement of Outstation Expenses
- Application for advance

===➔ For the Sales/Marketing Department only :

- Claim for Daily Allowance & Re-imbursement of Local Conveyance
- Claim for Ex-HQ Allowance
- Applicant for impress
- Statement of Objective of the Tour.

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5.27 Leave and leave rules

5.27.1 Official Holidays

- Apart from Sunday, keeping in line with the National & Public Holidays Act, 1953, the company observes 9 paid holidays every year.
- Along with these holidays, the company also observes Half Days for certain Public Holidays. The employees are informed about the same a day prior through issuance of Circular.
- The list of holidays is notified to all employees at the beginning of every year.

5.27.2 Leave Rules

- Leaves are privileges given to the employees by the Company. Leaves are under the discretion of Management and not the right of the Employees.
- All the leaves are calculated and allotted as per calendar year i.e. January to December.

5.27.3 Casual Leave

Casual Leave is given to an employee to meet certain unforeseen casual situations, which cannot be avoided during the normal course of one's life.

- Both Management and Staff Cadre employees are entitled for 5 days Casual Leaves in a year.
- Casual Leave can be taken for a minimum of ½ day and maximum of 1 day
- Casual Leave cannot be combined with Sick Leave or Privilege Leave.
- Casual Leave cannot be carried forward to next year. If it is not used in the same year, it gets lapsed.
- Casual Leave cannot be encased. However, it can be prefixed or suffixed with Privilege Leave, but not both.
- It is the responsibility of each employee to update his Leave Card on time i.e. on the same day or resuming his duty or before going on leave whichever applicable. If he fails to update the same, then records of the HR Department shall be considered as final.

5.27.4 Sick Leave

The purpose of Sick Leave is to avail employee of the facility to take rest and recover from illness when he is sick.

- Employees at Management Cadre are entitled 10 Sick Leaves in a year.
- Employees at Staff Cadre are entitled for 5 days Sick Leaves in a year and should be availed one leave for every two months.
- Sick Leave can be availed for a minimum of 1 day and maximum of 2 days.
- Sick Leave can be prefixed or Suffixed with privilege Leave.
- If the sick leave is taken for more than 2 days then the employee has to produce medical and fitness certificate from a medical practitioner failing which his leave will not be sanctioned.
- Sick leave cannot be accumulated and carried forward to next year. Neither can it be encased.
- The employee has to update the Leave card without fail as and when he takes leave and get it approved by the respective Department Head failing which, his application or approval will not be taken into account.

5.27.5 Privilege Leave

- Every employee needs a break from his routine office work and needs his space for relaxation. Hence, every employee is given the benefit of Privilege Leave as per the Company's Act, 1953
- Every employee, both Managerial and staff Cadre and entitled for 30 days Privilege Leave in a year.
- Privilege Leave can be availed for a minimum of 5 days at one time and can be availed twice in a year.
- If an employee is taking a long Privilege leave for holiday and other such purpose, then he has to intimate the H.R. department through a leave application (enclosed) by his department head, 15 days in advance of the said leave.
- Privilege Leave can be accumulated carried forward to next year to a maximum of 90 days. If it exceeds 90 days, it is not liable for encashment.
- The encashment is done on the basis of the Basic Salary of the Employee.
- At the end of the year, the HR department will circulate a form (enclosed) to all employees who need to encase/carry forward their Privilege Leave.
- A minimum of 10 days balance of Privilege Leave is to be compulsorily kept balance at the end of the year. Only the remaining leaves are encashed.

5.27.6 Half Day Leave

- An employee can avail of the Half Day Leave with prior or post approval of his Department Head.
- Employee availing Half Day Leave in the morning, should report to work at 1.30 p.m.

5.27.7 Compensatory Off

- Any employee who is required to work on paid Holidays/Sundays, as approved by his Department Head/Sanctioning Authority are entitled for compensatory Off.
- The said employee has to avail this benefit within a week of his working on Holiday
- Compensatory Off cannot be accumulated and taken at a stretch. However, it can be prefixed or suffixed with Casual Leave or Sick Leave.
- The Department Head should approve Compensatory Off and the Leave Card should be filled accordingly.

5.28 Dress Code

5.28.1 From Monday to Friday, employees are required to wear Formal Clothes which means Formal Pants and Shirts for Men and Sarees, Salwar Kameez for Women.

5.28.2 For Marketing Department, it should be Formal Pants & Full Sleeves Shirts with necktie.

5.28.3 Gentle Casual dress is allowed to all only on Sundays.

5.28.4 Shoes should be neatly polished and should be worn with socks only.

5.29 Smoking

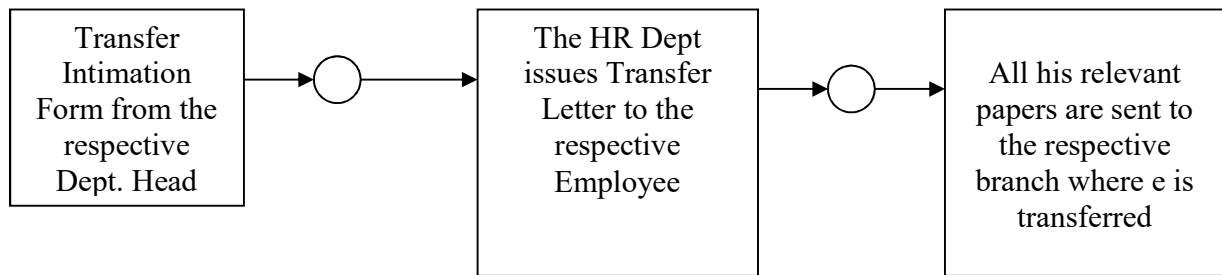
5.29.1 Since smoking is a fire hazard and has an adverse impact on the person's health as well as the passive smokers, the company prohibits smoking in the office premises. Smoking is permitted, however, during breaks and lunch times in designated areas outside the premises.

5.30 Visitors

- In order to avoid disruptions and possible security problems, all visitors must first meet the security at the entrance that will direct them to the receptionist. The visitors will then identify him and the person he has an appointment with. The receptionist will check the availability of the concerned employee and accordingly the visitor is permitted to meet the employee. No. Visitor is allowed to wander about the premises and meet anyone with whom there is no business to be transacted. Visits by personal friends or family to the office is discouraged and they should be kept to break time or the reception area.

5.31 Procedure for Transfer

Flow chart



- 5.31.1 The services of any member is transferable to any Department/Location of the Company Group Companies/either in India or abroad depending upon business requirement, at the discretion of the Company.
- 5.31.2 The employees may also make request for transfer to other Department/Locations. However, such requests may be considered upon the availability of suitable position in the department/location and other factors considered relevant by the company. There will be no obligation on part of the Company will be decided by the respective Department Head and the Directors.
- 5.31.3 All Inter Group/Inter Departmental/ Inter Functional transfers within the same company will be decided by the respective Department Head and the Directors.
- 5.31.4 The same has to be intimated to the HR Head through the Form (enclosed) signed by either the respective Department Head or the Director.
- 5.31.5 A formal letter of transfer will be issued to the respective employee signed by the HR Head.
- 5.31.6 Where the contract of employment requires changes with regards to transfer, a new letter of appointment will also be issued to the respective employee by the H.R. Department.

5.32 Quality records

Form Number	Title	Custodian	Retention period
FO/HR-01	Employee Requisition Form	HR DEPT.	
FO/HR-02	Interview Assessment Form	HR DEPT.	
FO/HR-03	Training Requisition Form	HR DEPT.	
FO/HR-04	Training Need Identification form	HR DEPT.	
FO/HR-05	Training Intimation Form	HR DEPT.	
FO/HR-06	Annual Training Plan	HR DEPT.	
FO/HR-07	Training/Meeting Attendance Sheet	HR DEPT.	
FO/HR-08	Training Evaluation Sheet	HR DEPT.	
FO/HR-09	Training Card	HR DEPT.	
FO/HR-10	Training Log	HR DEPT.	
FO/HR-11	Probation Evaluation Form	HR DEPT.	
FO/HR-12	Transfer Intimation Form	HR DEPT.	
FO/HR-13	Outstation Tour Slip	HR DEPT.	
FO/HR-14	Application for Privilege Leave	HR DEPT.	
FO/HR-15	Final Settlement Form	HR DEPT.	
FO/HR-16	Statement of objective of the Tour	HR DEPT.	
FO/HR-17	Application for Impress	HR DEPT.	
FO/HR-18	Application for Advance	HR DEPT.	
FO/HR-19	Claim for reimbursement of Outstation expenses	HR DEPT.	
FO/HR-20	Claim for reimbursement of	HR DEPT.	

	local conveyance		
FO/HR-21	Claim for Daily Allowance and reimbursement of local conveyance	HR DEPT.	
FO/HR-22	Claim for Ex-HQ Allowance	HR DEPT.	

5.33 Document revision history

[illegible]

6 Records

Sr. No	Document title	Format no
1.		
2.		
3.		
4.		

REVISION HISTORY		
Rev	Description of Change	Effective Date
New	Initial Release	1/11/2014

Prepared by	H Bhatt	Approved & Reviewed by	Vatsal Shah
Designation	Admin-Manager	Designation	MR – Factory Head
Sign		Sign	
Date		Date	