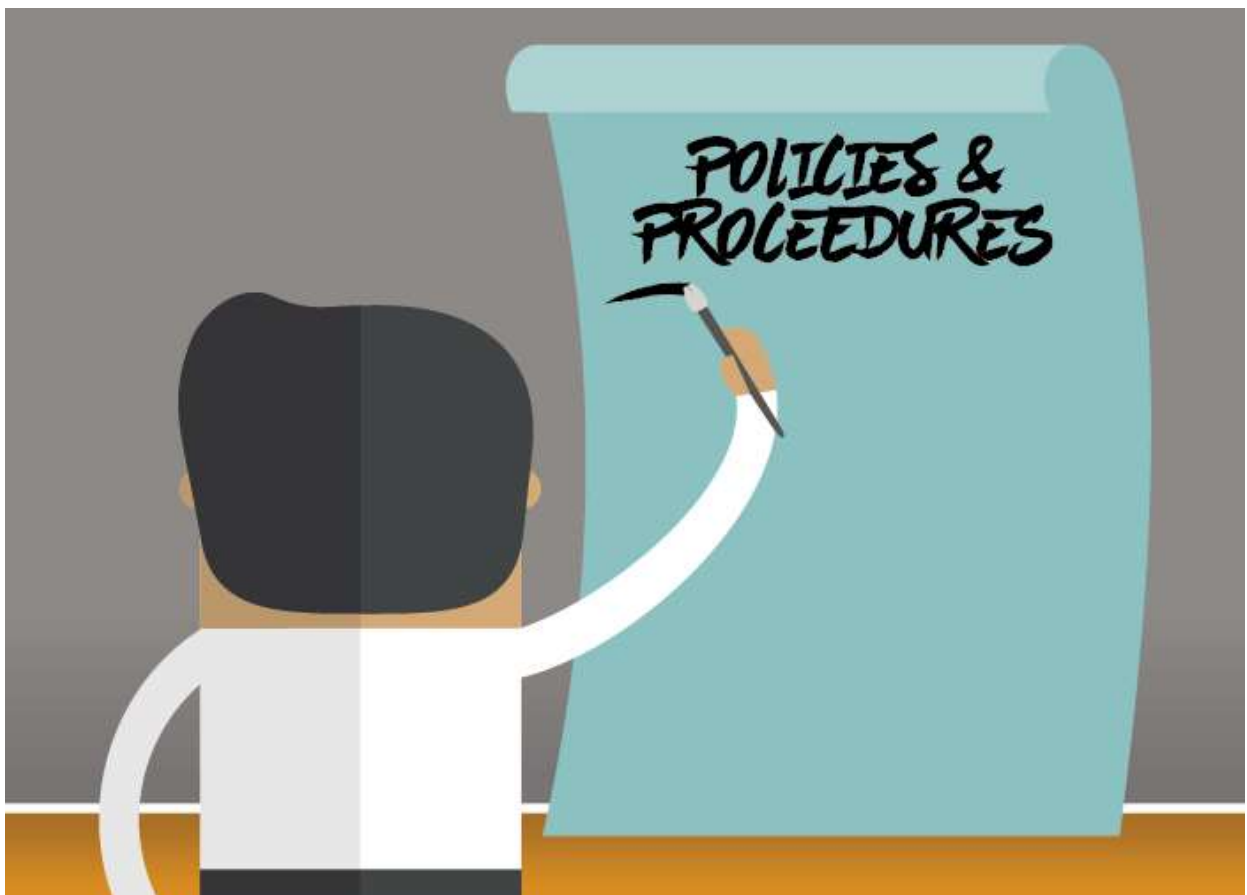


# **AUTOCAL SOLUTIONS PVT LTD**

## **CORPORATION POLICIES MANUAL**



## **AUTOCAL CORPORATION POLICIES MANUAL**

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## **VISION, MISSION, VALUES, POLICY (VMVP)**

### **Vision**

Our Vision is to be customer's first choice in arena of calibration, testing and validation globally by helping our clients to provide superior product, services and solutions.

### **Mission**

- Provide dynamic and challenging working environment for our employees.
- Outperform our peers, produce predictable earning for our shareholders
- To develop and deliver innovative products and solutions to our global customers.

### **Values**

#### **OWNERSHIP**

Ownership means that every individual continues to take responsibility of his/her own decisions & actions taken and accept personal accountability to lead business.

#### **EXCELLENCE**

Trust provides confidence in each other's capabilities and intentions of carrying out one's duties diligently & sincerely. It provides a base for transparent communication which fosters the foundation for building relationships among people.

#### **TRUST**

Excellence means that we deliver what we promise-and add value that goes beyond what is expected.

### **Policy**

1. Teamwork with Employee as Center
2. Customer orientation
3. Shareholder orientation
4. Quality as a Priority
5. Protection of the environment as a commitment
6. Corporate Governance & Ethical practices
7. Action orientation

THIS MANUAL IS GENDER NEUTRAL as a reference to Employee AND SUBJECT TO CHANGE WITHOUT FURTHER NOTICE.

## **INTRODUCTION**

### **GENERAL**

This manual is intended to give you an idea of service conditions, the benefits available and the rules and regulation governing your employment. It includes all abstracts of the important conditions of your service with the company and is to be read subject to the detailed clarifications, rules and regulations governing such conditions framed and issued by the company from time to time, as also provisions of any law for the time being applicable.

The management reserves the right to amend, alter change any or all the benefits and service conditions governing employment without notice and without assigning any reason. The management shall also be the sole judge of the meaning and interpretation of all or any of these interpretations between the employee and the Company, the executive Committee consisting of Right mix of Managers from operating department and Administrative Department to resolve the dispute and their decision shall be binding on the employee.

Management also reserves the right to make any exceptions and grant concessions from these rules from time to time exercisable through the Head of Administration & Personal Department.

### **COVERAGE**

These service conditions apply to all permanent employees and the probationers appointed in the permanent vacancy and who are working in the Company's Laboratory and Office at Vasai and its Branch Offices and/or at any other city as the Company may determine from time to time.

The employees working on Part-time basis or on temporary basis or in casual vacancy or Trainees are not covered under these service conditions except however that such trainees and employees shall be governed by rules of discipline and misconduct and shall be liable to be punished for breach thereof.( For the employees drawing gross emoluments of less than Rs. 1600/- per month, model standing orders, provisions as contained in this manual shall apply.)

## **EXCLUSIVE SERVICE AND OTHER PRIMARY CONDITIONS OF SERVICE**

An employee is required at all times to diligently and faithfully serve the company and is required to devote his/her whole time and attention exclusively to the business and interest of the company and to the best of his/her skill carry out his/her duties and attend punctually at the place or places where he/she is from time to time employed. An employee cannot without prior written permission, of the company engage himself/herself into any profession, vocation, business or any part time or full time service with any person, firm Government or Company which directly or indirectly harm the company's nature of business .

An Employee shall not have any private financial dealing with persons of firm having business relation with the Company for the sale or purchase of any material or equipment for his/her own use or supply of labour or for any other purpose. An employee shall not accept any gifts other than calendars, diaries or usual Diwali or New Year gifts etc. or have any financial dealings with the company's contractors, sub-contractors, suppliers, customers specially in the nature of lending or borrowing money, accepting the materials, equipment or labour by way of payment other than cash at the usual market value.

Every Employee should hold himself/herself in readiness to perform any duties required of him/her by his superiors to the best of his/her ability. Every employee is expected to be medically and physically fit to serve the Company to the best of his/her abilities. Employee not found fit by the Company's doctor to perform the duties assigned to them at any time are liable to be Compulsorily retired on medical grounds after payment of compensation equivalent to amount of gratuity or retrenchment compensation whichever is higher as applicable by law of the location within reasonable time.

Breach of these rules of exclusive service and other general condition would be misconduct, liable to punishment in accordance with the Company's Rule & the employee shall be liable to be dismissed summarily.

## **SECRECY**

No employee can during his/her service with the Company:

- a) Voluntary or otherwise engage himself/herself in any part of India or abroad in giving information or advice on matters or representing on behalf of company relating to the activities of the company, its pricing policy, service costing, sources of material supply or any other confidential matters except to the extent authorized by the Management either in written and/or verbal communication form traceable at present and future time of realization.
- b) Carry with him/her outside the office premises, office files and documents, books or photocopy of any letterhead/ company /supplier addressed document and/ or any other property belonging to the Company or relating to the Company's affairs with any biased, harmful intentions unless he/she is authorized by the Management to do so.
- c) Except in the ordinary courses of his/her duties, disclose and secrets, secret and /or confidential information or any other information or matter concerning the operations of the Company which is in the nature of a trade or business secret.
- d) Communication to public papers, journals, pamphlets or leaflets or cause to be disclosed at any time any information or documents official or otherwise relating to the Company except with the approval of the Management.
- e) Breach of this rule is considered as misconduct and the employee is liable for punishment in accordance with the rules or action as decided by management.

This section needs to mention clearly that the working hours are purely decided by location and work coordination with customers sites availability requirements to suit full day work. This can be different at each branch and will support working circumstances with clear intentions to officially fall within applied local labor practices



## HOURS OF WORK REGULATION

At all offices (For office staff other than Office Boys/Helpers, Peons & Drivers)

9:30 A.M. TO 6:00 P.M.

With lunch break from

1:00 P.M. TO 1:30 P.M.

On all days from Monday to Saturday of each month with full day off on Sundays: except when site work and consequent Office work is on.

Working hours for office boys / Helpers / Peons and drivers will be two hours extra on each working day, they will attend the office one hour earlier and will leave one hour earlier and will leave one hour after close of office hours or site as the case may be and that overtime payable to these two categories shall be counted after such time.

(Official written communication should be avoided and in such cases proper documentation of extra payment against working additional hours needs to be maintained very precisely)

Employees are expected to maintain punctuality. The Company would be entitled to take suitable action against habitual late comers. In Addition to such employee's being liable for deduction of proportional pay for such late coming on the concerned days.

The special concessions like early release or late coming needs to be documented approvals No Right as approach

Simply mention punching process with maximum XX late per month and allowable grace period is to be mentioned. Alternatively the penalty for deviation should be mentioned separately as admin document and not part of the manual Absence or failure of punching machine will be offset by document signoff by respective location In-charge.

(Avoid bureaucratic processes and options with maximum trust with employee as center and physical availability should be given limited weight age in this size of organization)

Every employee is required to punch his Attendance card or sign Attendance Register maintained by the Company, marking the time of arrival, the time of departure lunch break. If an employee reports after 15 minutes of start of office hours, or shift as the case may be but more than trice in a month, he will be treated on leave for half day. Employees should as far as possible inform the head of their department in advance about their late arrival. An employee after he has "Clocked In" shall not remain absent from his place of work during working hours without permission or sufficient reasons. Apart from being liable to be punished for such absence under rules of misconduct punishable under rules, Failure to punch the attendance card or to sign the attendance card or to sign the attendance Register may result in the employee being marked absent for the day. One day's leave shall be debited to the leave Account of the employees for every three days of late attendance.

There should be each locational Holiday list with coverage of national (mandatory) and regional occasions as focus with approval from HR before start of New Year and well display and circulation. The flexibility of change should be supported with limited clubbing options due to nature of service business and avoiding even distribution within months wherever possible to maintain employee concentration. Clarity on compensatory off process with local approval is MUST or extended service tenure, sites, statutory deadlines etc.

The Company shall observe such holiday (Maximum of 10 (Ten) check regulation in any calendar year) as are declared by the Management. The list of Holidays to be

Observed in the next calendar year shall be released in the third week of December of every calendar year. There can be different holidays for different branches and regions. The number of holidays so declared shall not be increased or decreased during the year for any reason Whatsoever.

Provided however that if it is felt that working of the offices and factory is likely to be hampered on account of Bandh, General Strike, Power cut, Rasta Roko etc. intimation of which has been received in advance the management may change any holiday to fall on such day and declare earlier holiday to be a working with notice of 24 hours and such change shall not be deemed to be change within a meaning of section 9A of Industrial Disputes Act, 1947 this being condition of service.

### Working Time Regulations

**Purpose:**

- Valid from 1<sup>st</sup> January 2008
- Flexible working hours are supporting employee's independence, fostering time management abilities and enhancing work-life balance and motivation.
- Company sets confidence in mature, self-disciplined and motivated employees by using flexible working hours.
- Flexible working time is not applying for outside sales, receptionist, company driver and workers.

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**Flexible working time  
Office Staff Regulations**

- Daily working time: 8 hours - weekly working time: 48 hours.
- Recorded presence times and actual working hours are not necessarily the same. When staying in the company premises for private purpose (e.g. Extra Non-Company Activity), the employee shall register-out first.
- Flexible working hours for office staff between 8:30 and 19:00 hrs.
- Core working hours between 9:30 and 17:00 hrs - i.e. within this time frame all employees are present in the premises (except out for approved reasons: business leave, holiday and sick leaves).
- 30 minutes lunch break.
- Employees must always record individually the time when entering and when leaving the premises in the Register.
- Proper Working time recording is the responsibility of each employee.
- Repeatedly missing time records and/or discrepancies of normal daily working time and actual working time and actual working time should not occur.
- In case of a discrepancy (weekly base), the employee will be informed by HR.
- In case of repeated discrepancy of normal working time VS. actual working time and five (5) notices ('warnings'), Autocal reserves the right to set back the working time from flexible to fixed working time for individual employees, who cannot properly manage flexible working time.

**Fixed working time  
Workers Regulation**

- Daily working time: 8 hours - weekly working time: 48 hours.
- Recorded presence times and actual working hours are not necessarily the same. When staying in the company premises for private purpose (e.g. Extra Non-Company Activity), the employee shall register-out first.
- Fixed core working hours for workers are from 9:00 and 17:30 hrs - i.e. within this time frame all employees are present in the premises (except out for approved reasons: business leave, holiday and sick leaves).
- Lunch break shall be for 30 mins.
- Employee must always record the time when entering and when leaving the premises in the Register.
- Proper Working time recording is the responsibility of each employee.
- Autocal HR evaluates the weekly working time of each employee with the working time recorded in the Register system at the end of each week.
- Repeatedly missing time records and/or discrepancies of normal daily working time and actual working time and actual working time should not occur.
- In case of a discrepancy (weekly base), the employee will be informed by HR.

**RECORD OF AGE AND AGE OF RETIREMENT**

The Company will record the age of every employee at the time of his/her employment and the entry of age is to be attested by the employee. Employees are required for this purpose, to produce any of the following documents in proof of their age.



Birth Certificate

School Leaving Certificate

Passport

Voting Identity card

The age of retirement of every category of employee shall be 62 (check for lowering to 60 add fitness certification 55/58/60 etc based on nature of work) years however those who have completed 62 years of age shall retire on the last working day of the half financial year shall retire at the close of working hours on 30<sup>th</sup> September of that financial year shall retire at the close of working hours on 31<sup>st</sup> March of that financial year. If 30<sup>th</sup> September or 31<sup>st</sup> March happens to be holiday or Sunday then the employee shall retire at the close of working hours on previous working day.

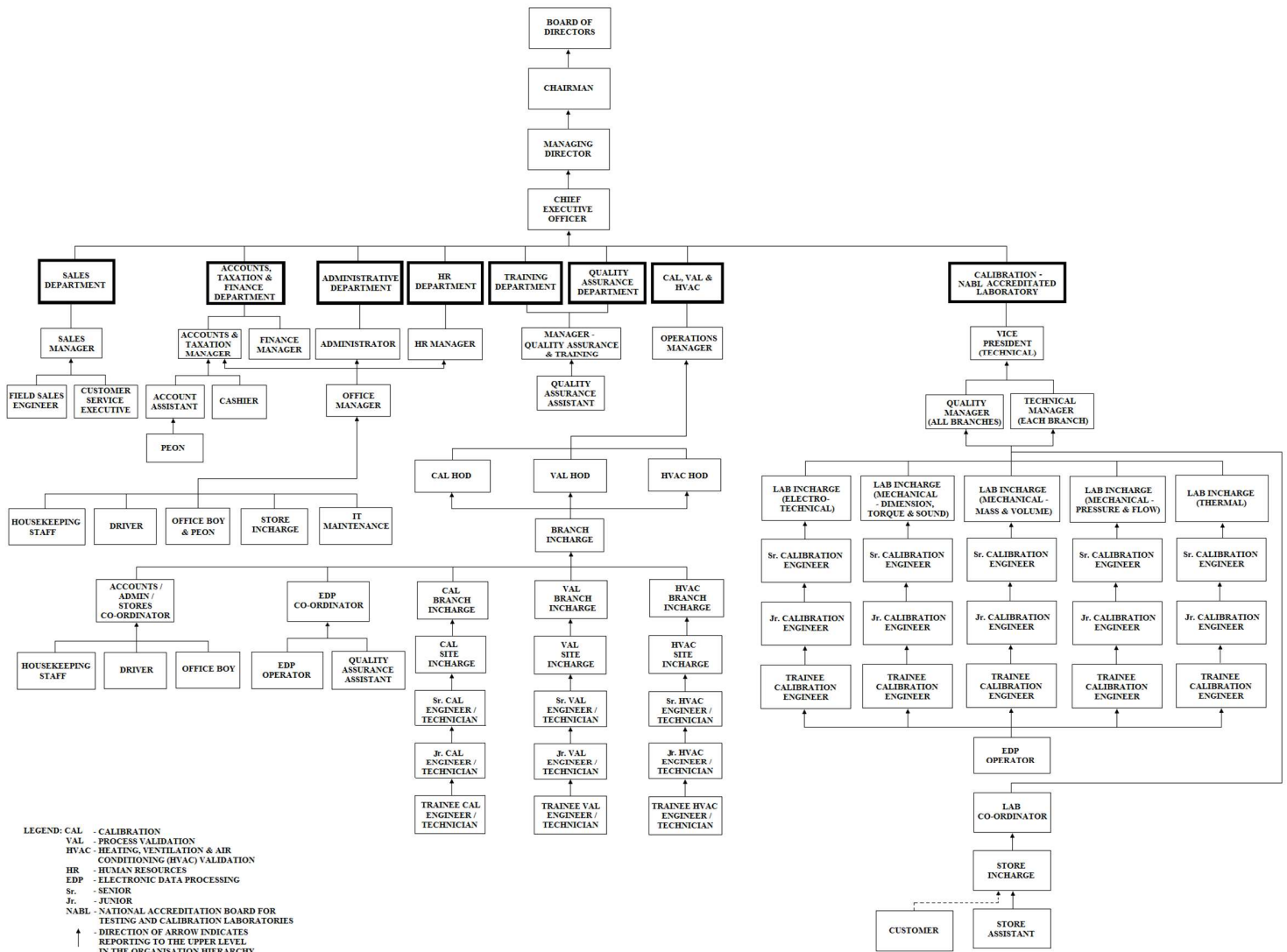
Salary -This should be separate and should be available as reference document as discussing this with employee who has already joined may prove a difficult option. This is ia sensitive document and should be part of assessment and appraisal document only for reference purpose whenever demanded by employee

It is time to move to consolidated salary approach with lower on allowances as per new atx laws in 2012 to maximize tax benefit like vehicle / tution fees / mediclaim support. To finally reduce multiple necessary requirement coverage and avoid duplication fr0m company and employee both. The policy should aim at improving emplu yee fatigue to reach at work/ working environment, normal high stress related diseases as such issues may not look important at the average age of employee but cause retention for older, higher duration of service linked benefitsafter completion of 5/10 /20 years of service e.g superannuation pension support/ medical coverage, bonus slabs linked to years of service,

**DA based salary structure should be gradually discontinued as it adds burdon on company irrespective of employee skill improvement , delinking commitment , sincerity, new change adoption. The consolidated salry possibilities should be studied by a 3 member team. Already in place as consolidated.**



**ORGANOGRAM FOR AUTOCAL SOLUTIONS PVT. LTD.**



## **SALARY**

Basic salary (Consolidated) referred to in these rules is inclusive of D.A. and can be suitably split into various components at appropriate time, by the Management. Management shall have complete discretion to give any Special Allowance or extra pay to any employee. Employees shall not be entitled to be promoted to next higher grade automatically on reaching the top of the grade. Grade change shall be exclusive prerogative of the Management. The increments unless otherwise provided in the appointment letter shall be based solely on performance and merit and will not be granted as a matter of right.

Allowance: All site personnel will be paid a Food Allowance of Rs 700/- per month. Check current practice

Use of subsidized food by customer option can be checked wherever possible to improve working stress origin and punctuality at remote sites.

## **Deputation / Transfer Policy**

The employee may be deputed or transferred to any location within the organization or subsidiary group companies as per the organization/customer need requirement with planned concurrence. The employee will continue to get the same benefits on transfer to any location. However he/she shall the rules of the particular location.

## **Management Trainees**

These employees will have to learn about each department by spending quality time in each department of AUTOCAL.

## **GRADES**

**(To be made in tabular form for ease of comparison and manager should be expected to move upwards in 3 years so as to make higher subgrade to support his career till retired in case of performed satisfactory as average age is low in org and may cause stagnation in next 5 years)**

**There will be 6 Grades, viz., Grade IV, III, IIA, II, I and a staff Grade. They are as follows:**

### **Grade IV:**

#### **I. Trainees**

All trainees will start in any one of the Grades: AIV-C, B, A

The trainees with the lowest qualification required for the job shall be in Grade IV C.

The trainees with a qualification more than the minimum required for the job shall be in Grade IV B.

The trainees with the highest qualification for the job shall be in Grade IV A.

## **TRAINEES TECHNICIANS**

### **a) Qualification**

During training period of 1 year the Trainee Technicians will be paid as per their initial qualification:

- |    |                      |              |              |                           |          |
|----|----------------------|--------------|--------------|---------------------------|----------|
| 1. | IT/HSC/NCTVT/SSC     | : Grade IV C | Rs. 2500 HRA | Rs. 500 Food Allowance    | Rs. 1000 |
| 2. | Diploma Engineer/BSC | : Grade IV B | Rs. 5000 HRA | Rs. 1000 Food Allowance   | Rs. 500  |
| 3. | Degree Engineer      | : Grade IV A | Rs. 7500 HRA | Rs 1500 No Food Allowance |          |

### **b) Training and Probation**

On Satisfactory report on performance being appraised after 6 Months, the trainee will be confirmed in writing.

Can be promoted to Grade III, strictly as per appraisal policy. After 1 Year of Training, can be promoted to Grade III on clearing written and oral examination with the minimum applicable standards. Completion of 1 Year training period and fulfilling conditions does not necessarily and automatically qualify an employee for promotion to Grade III.

### **c) Promotion**

On Satisfactory report on performance being appraised after 6 Months, the trainee will be confirmed in writing. Can be promoted to Grade III, Strictly as per appraisal policy. After 1 Year of Training, can be promoted to Grade III on clearing written and oral examination with the minimum applicable standards. Completion of 1 Year training period and fulfilling conditions does not necessarily and automatically qualify an employee for promotion to Grade III.

### **d) Job Profile**

Will work under Grade III and above Employee helping them carry out the Company's work. Will be responsible for packing and handling of all material from and to site and from and to labs. Will assist Grade III and above Employee's in all respects. Shall obey all instructions given by their respective Branch Managers.

## **Grade III :**

### **II. Probationers / Trained Employees (In short P/TE)**

**All P / T E will start in any one of the Grades : III - S, B, A**

**The P / T E with the lowest qualification required for the job shall be in Grade III C.**

**The P / T E with a qualification more than the minimum required for the job shall be in Grade III B.**

**The P / T E with the highest qualification for the job shall be in Grade III A.**

### **Probationers / Trained Employees ( In short P/TE)**

#### **a) Qualification**

After training period of 1 year the Trainees on further promotion will be paid as follows as per their initial qualification:

1. IT/HSC/NCTVT/SSC	: Grade III C	Rs. 5000 - 7000
2. Diploma Engineer/BSC	: Grade III B	Rs. 7000 - 9000
3. Degree Engineer	: Grade III A	Rs. 11000 - 15000

#### **b) Training and Probation**

The Newly recruited Employee will be on Probation for 6 months and will be confirmed in writing on a successful appraisal of performance. The Promotee will undergo on the job training, which will be continuous and will be on a Provisional Promotion for 6 months. Will be confirmed in the current Grade after being appraisal successfully.

### **c) Promotion**

For further promotion to Grade II A requires a minimum of 2 years of work experience in AUTOCAL and its Group Companies with updation of Knowledge, Educational Qualification and experience of working at Multiple Locations within AUTOCAL and its Group Companies. Shall be promoted to Grade IIA, strictly as per appraisal policy. Completion of 2 Years in Grade III and fulfilling further Qualifying Conditions does not necessarily and automatically qualify an employee for promotion to Grade IIA.

### **d) Job Profile**

Will work under Grade IIA and above Employees and help them carry out the Company's work. Will be responsible for packing and handling of all material from and to site and from and to labs.

**Will Solely be responsible for paper Work voz., CDS (Calibration Data Sheet), Inward / Outward Challans, Travel Papers, Permits etc.**

Will assist Grade IIA and above Employees in all respects. Shall obey all instructions given by their respective Branch Managers.

## **Grade IIA :**

### **III. Career Employees (In Short CE)**

**All CE will start in any one of the Grades : IIA - 3,2,1**

**The CE with the lowest qualification required for the job shall be in Grade IIA 3.**

**The CE with a qualification more than the minimum required for the job shall be in Grade IIA 2.**

**The CE with the highest qualification for the job shall be in Grade IIA 1.**

#### **Career Employees (In Short CE)**

##### **a) Qualification**

On Promotion, Probationers / Trained Employees, will be paid as follows as per their initial qualification:

1. ITI/HSC/NCTVT/SSC	: Grade IIA 3	Rs. 8000 - 10000
2. Diploma Engineer/BSC	: Grade IIA2	Rs. 10000 - 12000
3. Degree Engineer	: Grade IIA1	Rs. 12000 - 18000

##### **b) Training and Probation**

The Newly Recruited Employee will be on Probation for 6 months and will be confirmed in writing on a successful appraisal of performance. The Promotee will undergo on the job training, which will be continuous and will be on a provisional Promotion for 6 months. Will be confirmed in the current Grade after being appraised successfully.

##### **c) Promotion**

For further promotion to Grade II requires a \*minimum of 1 to 3 years of work experience as Branch - In - Charge or Site - In - Charge in AUTOCAL and its Group Companies with updation of Knowledge, Educational Qualification and experience of working at Multiple Location within AUTOCAL and its Group Companies. \*Minimum of 1 year for each IIA 1 Minimum of. 2 years for Grade IIA 2; Minimum of 3 years for Grade IIA 3.

**Knowledge of Computers is MUST for further Promotions.** Shall be promoted to Grade II; strictly as per appraisal policy. Competition of 1 to 3 years in Grade IIA and fulfilling further Qualifying Conditions does not necessarily and automatically qualify an promotion to Grade II.

##### **d) Job Profile**

Will work under Grade II and above Employee and help them carry out the Company's work. In case a GIII employee is not available, will be responsible for all GIII jobs like packing and helping of all material from and to site and from labs. In Grade III Employees absence he will also be responsible for Paper Work viz., CDS (Calibration Data Sheet), Inward / Outward Challans, Permits etc.

**WILL BE SOLELY RESPONSIBLE FOR AUTOCAL PROPERTY HANDED OVER TO HIM FOR SITE-WORK / LAB-WORK. WILL ALSO BE SOLELY RESPONSIBLE FOR:**

**1. THE SAFETY OF ALL AUTOCAL PERSONAL AT SITE.**

**2. COMPLIANCE TO CUSTOMER'S SITE REQUIREMENTS & PROCEDURES**

**3. CORRECTNESS OF READINGS**

**WILL ALSO ASSIST IN THE MAINTAINANCE OF MASTERS.**

Will assist Grade II and above Employees in all respects. Shall obey all instructions given by their respective Branch Managers.

## **Grade II:**

### **IV. Career Managers (In Short CM)**

**All C Ms will start in any one of the Grades : II - 3,2,1**

**The C M with the lowest qualification required for the job shall be in Grade II 3.**

**The C M with a qualification more than the minimum required for the job shall be in Grade II 2.**

**The C M with the highest qualification for the job shall be in Grade II 1.**

### **Career Managers (In Short CM)**

#### **a) Qualification**

On Promotion, Career Employees as Career Managers, will be paid as follows as per their initial qualification:

1. ITI/HSC/NCTVT/SSC	: Grade II 3	Rs. 12000 - 15000
2. Diploma Engineer/BSC	: Grade II2	Rs. 13000 - 16000
3. Degree Engineer	: Grade II1	Rs. 18000 - 20000

#### **b) Training and Probation**

The Newly Recruited Employee will be on Probation for 6 months and will be confirmed in writing on a successful appraisal of performance. The Promotee will undergo on the job training, which will be continuous and will be on a provisional Promotion for 6 months. Will be confirmed in the current Grade after being appraised successfully.

#### **c) Promotion**

For further promotion to Grade I requires a \*minimum of 3 years of work experience as Branch - In - Charge or Site - In - Charge in AUTOCAL and its Group Companies for Grade IIA 1it is 3 years for Grade IIA 2 it is 4 years; For Grade IIA 1 it is 5 years

Updation of Knowledge (a minimum of 4 years short term courses reited to Calibration, Validation and our Field of interest) . Educational Qualification (additional academic Qualification to be taken) and experience of working at Multiple Location within AUTOCAL and its Group Companies. Knowledge of Computers is a MUST for further Promotions. Employee Having track record of Extra-ordinary efforts leading to performance on the Job which contributes in a Measurable Form to the Company's Growth.

Shall be promoted to Grade I, Strictly as per appraisal policy. Completion of Minimum No. Of Years in Grade II and Fulfilling further Qualifying Condition does not necessarily and automatically qualify an employee for promotion to Grade I.

#### **d) Job Profile**

Will work under Grade I and above Employees and help them carry out the Company's work.

**Shall manage the Site Execution and Branch. Will Solely be responsible for all the Administration, Technical, Accounts, Human, Resources related issues at the said Branch.**

In case of absence of Grade III and Grade IIA employees, will also ensure the performance of their jobs. And in such a case

**WILL BE SOLELY RESPONSIBLE FOR AUTOCAL PROPERTY HANDED OVER TO HIM FOR SITE-WORK / LAB-WORK. WILL ALSO BE SOLELY RESPONSIBLE FOR:**

**4. THE SAFETY OF ALL AUTOCAL PERSONAL AT SITE.**

**5.COMPLIANCE TO CUSTOMER'S SITE REQUIREMENTS & PROCEDURES**

**6.CORRECTNESS OF READINGS**

**WILL ALSO ASSIST IN THE MAINTAINANCE OF MASTERS.**

Will assist Grade I and above Employees in all respects.

Shall obey all instructions given by their respective head of Department.

### **Grade I:**

#### **IV. Career Managers (In Short D H)**

**All C Hs will start in any one of the Grades : I - 3,2,1**

**The C H with the lowest qualification required for the job shall be in Grade I 3.**

**The C H with a qualification more than the minimum required for the job shall be in Grade I 2. The C H with the highest qualification possible for the job shall be in Grade I 1.**

#### **Career Managers (In Short D H)**

##### **a) Qualification**

On Promotion, Career Employees as Career Managers, will be paid as follows as per their initial qualification:

1. ITI/HSC/NCTVT/SSC	: Grade I 3	Rs. 17000 - 20000
2. Diploma Engineer/BSC	: Grade I 2	Rs. 18000 - 22000
3. Degree Engineer	: Grade I 1	Rs. 24000 - 30000

##### **b) Training and Probation**

The Newly Recruited Employee will be on Probation for 6 months and will be confirmed in writing on a successful appraisal of performance. The Promotee will undergo on the job training, which will be continuous and will be on a provisional Promotion for 6 months. Will be confirmed in the current Grade after being appraised successfully.

##### **c) Promotion**

For further promotion to Grade I requires a \*minimum of 5 years of work experience as Department Head in AUTOCAL and its Group Companies. \* for Grade I it is 5 years for Grade I 2 it is 6 years; For Grade I 3 it is 7 years.

Updation of Knowledge. Educational Qualification and experience of working at Multiple Location within AUTOCAL and its Group Companies. Knowledge of Computers is a MUST for further Promotions

Shall be promoted to Grade I, Strictly as per appraisal policy. Completion of Minimum No. Of Years in Grade I 2 and Fulfilling further Qualifying Condition does not necessarily and automatically qualify an employee for promotion.

##### **d) Job Profile**

**Imparting training to Grades I 2, I 1, I 3**

**Filling Gaps in case of emergencies and when particular person is not available**

**Will assist all Department by given feedback : Technical Manager by giving Technical Feedback; Sales by giving Customer Feedback; Other Departments as per the Departments requirement.**

**Shall obey all instructions given by Directors, CEO and as per agreed Company Policy.**

**Will take Decision in Conformity with Company Policy and in case of a Conflict (Expect in Routine Matters, where sometimes Common Sense is a great help) will come back to the Board of Directors and / OR CEO for further directions.**

Primary Guidelines for appraisal process (to be discussed)

Skill set of requirements in terms of experience/ back ground/ communication verbal/ written/ admin skills needs to be formulated a with weight-age along with actual performances with Clear GAP analysis for current and next level to be shared with employee.

A change or added portfolio should be MUST for major promotion with acquisition of new skills/ additional portfolio etc. Logical growth (every 3 years) without transfer (may not be location based) should be restricted

Special grades for larger location like Baddi/ Hyd etc. to be discussed and remote handling of such location may cause future conflict of succession.

Hard work and Smart work to be differentiated based on level /grade.

Responsiveness and administration capability or manpower handling needs to be well assessed in our service business.

**Reporting needs to be acknowledged to develop process based remote operation control also non reporting should be mentioned and punished rightly. Financial empowerment at local level to drive business is required to be practiced and highlighted with examples in written from by senior mgmt to fellow team members .this is a must for growth of company to make real cost profit center concept at local level with ease in appraisal at HO beyond profit generation.**

## **APPRAISALS**

The Appraisals Process:

360 degree process is suggested based on current circumstances. This may not give right view for remote site team for peers view.

1. Self – a) Strength Weakness Opportunity Threat -SWOT type response b)added skill c) shoulder additional responsibility of location goal( fin/ admin) setting beyond existing business d) reporting ability e) larger customer direct handing at site 20%

2. Peers ( means colleagues at same designation ) 3 different people for a HOD – 30%

This needs to be from same and different location of possible with level based. Customer feedback essential for branch manager level

3. Superior (To whom he/she reports overall, like Pankaj in Baddi now and Kiran in Goa)- 30%

4. Senior Management (JGA, PPK, VAS) ( limited weight-age 20%)

The secrecy of Colleague appraisal has to be maintained and the appraisal has to be taken at the spot as soon as the forms are given. The Superior will ensure secrecy and collection and sending the forms to HO.

The Superior appraisal will be done face to face, once the self-appraisal is submitted to the Superior.

1 Form is EDP and 1 Form is for Site/Sales/Admin.

**Maintain Multi skill set staff in appraisal process. Job rotation is a must within and outside department for extra ordinary increment/ promotion**

### **APPRAISAL FORM**

(Different parameter/sheet for different appraise may be needed with levels A/B/C etc. or % instead of yes/no in some questions to make qualitative difference)  
(Make process half yearly H1/ H2 in two stages for 2 years at start for senior team to allow to improve after sharing results)

**DEPARTMENT: SITE/SALES/ADMIN**

**Appraisal Stage: Self/Peer/Superior/Senior Management**

**Date:**

**Name of Appraised:**

**Designation:**

**Location:**

**1. (a) Attendance : Present \_\_\_\_\_ days out of \_\_\_\_\_ days.**

**(b) Leaves taken: as per leave rules / not as per leave rules absent absconding.**

**2. Attitude**

**(a). Work : Does the Person Analyze his / her work? Yes / No.**

**Sometimes/ Mostly/ occasionally/ reluctant**

**(b). Team: Does the Person accept work as substitute? Willingly/Unwillingly.**

**(c). Company: Does the Person complete the feedback / action Loop? Yes / No.**

**Sometimes/ Mostly/ occasionally/ reluctant**

**3. Technical Aptitude**

**Does the Person handle the site/Sales/admin work as per the Requirement, correctly? Yes / No.**

**4. Technical Subject Knowledge**

**Is the Subject Knowledge of the Person as per the minimum required as per the Designation? Yes / No.**

**5. Work habit**

**Is the Person neat in his/her work (documentation)? Yes / No.**

**6. Customer Liaison (Internal/External)**

**Are the Customers (Internal/External) comfortable with the Person's work? Yes / No.**

**Is person delivers the content /commitment customer as promised)**

**Excess / Normal / average / below normal**

**7. Training New People --- APPLICABLE/NOT APPLICABLE - WHY? ---**

**(a). Does the Person Like to train new persons or pass on useable information?**

**Yes / No.**

**(b). Does the Trainee give a positive feedback or does he show the effect of training in his work?**

**Yes / No.**

**8. Do you think the Person can be given additional responsibility?**

**(a) Yes - Why?**

**(b) No - Why?**

**9. Where do you see yourself in AUTOCAL by the next APPRAISAL (in next 3 years)? (Only Self)**

**10. In What way can AUTOCAL help the person being appraised to improve performance? (Foe Peer/Superior/Senior Management)**

**Signature of Appraiser / Appraisee**





**APPRAISAL FORM  
DEPARTMENT: EDP**

**Appraisal Stage: Self/Peer/Superior/Senior Management**

**Date:**

**Name of Appraised:**

**Designation:**

**Location:**

**1. (a) Attendance : Present \_\_\_\_\_ days out of \_\_\_\_\_ days.**

**(b) Leaves taken: as per leave rules / not as per leave rules    absent    absconding.**

**2. Attitude**

**(a). Work : Does the Person Analyze his / her work? Yes / No.**

**(b). Team: Does the Person accept work as substitute? Willingly/Unwillingly.**

**(c). Company: Does the Person complete the feedback / action Loop? Yes / No.**

**3. Computer Aptitude**

**Does the Person handle the Computer with ease? Yes / No.**

**4. Technical Knowledge**

**Is the Theoretical Knowledge of the Person as per the minimum required as per the Designation? Yes / No.**

**5. Work habit**

**Is the Person neat in his/her work? Yes / No.**

**6. Internal Coordination**

**Are the Senior Responsible Technicians comfortable with the Person's Work? Yes / No.**

**7. Training New People --- Applicable/Not Applicable - Why? ---**

**(a). Does the Person Like to train new persons or pass on useable information?  
Yes / No.**

**(b). Does the Trainee give a positive feedback or does he show the effect of training in his work?  
Yes / No.**

**8. Do you think the Person can be given additional responsibility?**

**(a) Yes - Why?**

**(b) No - Why?**

**9. Where do you see yourself in AUTOCAL by the next APPRAISAL? (Only Self)**

**10. In What way can AUTOCAL help the person being appraised to improve performance?  
(Foe Peer/Superior/Senior Management)**

**Signature of Appraiser / Appraisee**

Date of appraisal

Location of appraisal

## **Employee appraisal guidelines for superiors**

### **Basic information:**

Employee appraisals are an important management tool. Serious Preparation is indispensable for successful implementation. An employee appraisal must be honest, open and constructive. This is the only way for it to be meaningful and form the basis for future cooperation.

### **Preparation:**

- Invite the employee to the meeting at least one week in advance with advance information.
- Plan 1 ½ hours should for the meeting making employee tension free /order a coffee
- Give the employee the Employee appraisal form. As well as the corresponding Employee appraisal guidelines for employees so that he can prepare for the meeting.
- Prepare yourself for the meeting seriously. I.e. in writing, according to the Employee appraisal form.

### **Implementation (can be telephonic also with recorded message for remote site)**

#### **Introduction**

- Try to go to the meeting without any
- Try to create an atmosphere that permits openness.

#### **The employee speaks first**

- Let the employee speak first.
- Make sure that the employee first talks about positive things, his/her successes.
- Actively listen to the employee.

#### **Openness, constructive statements, firmness**

- Express your recognition of the employee's achievements.
- Express your criticism constructively.
- Stand by your opinion and articulate it clearly.
- Let the employee suggest measures.
- Be firm, insist on concrete measures and arrange deadlines.
- Have a positive attitude towards criticism. You can improve yourself as well.

#### **Completion:**

- Write down what has been said on the form.
- Employee and Superior sign both sides of the form the next-highest superior sign the 2<sup>nd</sup> side.
- Send the original to HR. If the employee wishes, he/she can naturally have a copy.
- The meeting can yield goals for the New Year. Use the Annual goals form for this.

An employee appraisal differs from a goal appraisal. In an employee appraisal, performance and behavior are evaluated and discussed generally, and not previously agreed goals.

The annual goals can be evaluated at the same meeting in the case of difficult appraisals; however, it is a good idea to separate the two topics.



**Annual Targets Needs to be identified b jointly by mgmt and HR if possible .**

**Name:**\_\_\_\_\_ **Function:**\_\_\_\_\_

**Period:**

**Date:**

No.	Objective	Condition Meth- ods	Measurements	Weight In %	Due Date	Remarks
1						
2						
3						
4						
5						

Date:\_\_\_\_\_

Date:\_\_\_\_\_

Signature Line Manager / Supervisor

Signature Employee

## **Employee appraisal guidelines for employees**

### **Basic Information:**

Employee appraisals are an important management tool. Serious Preparation is indispensable for successful implementation. An employee appraisal must be honest, open and constructive. This is the only way for it to be meaningful and form the basis for future cooperation.

### **Preparation:**

- Your superior should invite you to the meeting at least 1 week in advance.
- 1 ½ hours should be planned for the meeting
- Prepare for this in writing using the Employee appraisal form. Ask your superior for this if he does not give it to you himself. You can also ask HRD for a softcopy or the link.

### **Implementation:**

- Go to the meeting without any set options/prejudices.
- First talk about successes and events that you are proud of.
- Mention potential of improvement, points where you can/must improve your performance.
- Stand by your opinion and articulate it clearly.
- Have a positive attitude to constructive criticism.
- Suggest measures yourself.
- Express criticism constructively.
- The superior writes down what has been said on the form.
- Employee and superior sign both sides of the form; the next superior signs the 2<sup>nd</sup> side.
- The original form goes to HR.



## Employee Appraisal Interview

Name: \_\_\_\_\_ Func-  
tion: \_\_\_\_\_ Dept: \_\_\_\_\_ Year: \_\_\_\_\_

View/ Appraisal of Em- ployee	Topic of Interview	View / Appraisal of Su- pervisor
	<u>Future</u> Development Potential: • In What areas could your performance improve? • What do you need to work at? • Where do you see room for improve- ment within your collaborative relationship? • Do you have any abilities that you've not yet been able to employ?	

General Suggestions

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Next Line Supervi-  
sor: \_\_\_\_\_



## Employee Appraisal Interview

Tips on preparation: Employee Appraisal Guidelines for Supervisors: Employee Appraisal for Guidelines for Employees: Employee Appraisal Criteria

Name: \_\_\_\_\_ Func-  
tion: \_\_\_\_\_ Dept.: \_\_\_\_\_ Year: \_\_\_\_\_

View/ Appraisal of Employee	Topic of Interview	View / Appraisal of Supervisor
	<u>Past</u> (last year) <ul style="list-style-type: none"> <li>• What were the most important successes achieved?</li> <li>• What positive result did you achieve?</li> <li>• What would you do differently/better?</li> <li>• With what aspects are you dissatisfied?</li> <li>• What does your supervisor do well/not as well as he could?</li> </ul>	
	<u>Present</u> <ul style="list-style-type: none"> <li>• What do you view as your strengths/core competences?</li> <li>• What do you like doing?</li> <li>• Do you enjoy your work at belimo?</li> <li>• How would you evaluate trans Departmental and/or trans-divisional collaborations and those within the team?</li> </ul>	

Signature of Employee \_\_\_\_\_ Signature of Supervisor \_\_\_\_\_

Have separate leave manual as a sub section part of administration manual

To check minimum leave as per rule covering various states regulation for each type of leave

Review accumulation for leave criteria on various types of applicable leaves. Avoid accumulation as a process beyond set ceilings to keep employee fresh/ motivated / support family issues and reduce concessions and larger financial impact.

Set limit on maternity leaves for no of children / minimum years of service as a guideline with possibility of continued minimum service after joining. Use this as a factor on recruitment criteria.

Control deviations / concessions and paperwork for the same.

Check / support well organized good crèche possibility near factory as a long term leveraging advantage.

Review realigned skill / flexitime / remote working ( step down salary ) requirement possibility / timing / work for 3/6 months after maternity joining

Maintain Multi skill set staff in appraisal process. Job rotation is a must within and outside department for extra ordinary increment/ promotion

Maintain & practice clear difference between PL and SL with advance intimation/ accumulation and approval / eligibility criteria

Eliminate Leave clubbing / proceeding - receding criteria with non weekly holiday practice as a policy if possible for some leave type ( SL ) if currently practiced Covered subsequently

### **SECTION III**

#### **STAFF LEAVE RULES**

##### **1. GENERAL:**

- 1.1.** The staff leave rules will come into force forth with from 1<sup>st</sup> April 2008 and will supersede the earlier rules contained in the staff rules regulations.
- 1.2.** The leave rules will apply to all employees whose services are confirmed in writing.
- 1.3.** "Year" for the purpose of leave will be financial year April to March
- 1.4.** Application for leave will be made in the prescribed leave form only (specimen attached) and if no application is made for leave of absence, such absence shall be treated as leave without pay, unless the lapse is rectified and the authorized officer's sanction is obtained within 3 days of the unauthorized leave being taken.
- 1.5.** Grant of leave will depend on the exigencies of the work and the management reserves its right to regulate grant of leave in a manner, which results in the smooth functioning of the Company's Business. The employee's convenience shall also be taken into account.
- 1.6.** Every employee, whose services are confirmed in writing,. Is entitled to privilege leave, Sick leave and casual leave as per the details enumerated below. Maternity leave to lady employee will be governed as per the provision of Employees State Insurance Act in case of those covered under this Act and for others as per the provision of Maternity Benefit Act. Maternity leave rules are also given separately.
- 1.7.** The leave entitlements due to every eligible employee will be credited to his account on 1<sup>st</sup> April every year or on the date of confirmation as the case may be.
- 1.8.** These leave rules are subject to review, change, amendment and deletion at any time at the discretion of the management.



## **2. PRIVILEGE LEAVE: phased & planned entitlement based on no of service days completed to be explained to employee**

### **2.1 Eligibility / Quantum:**

**2.1.1** Every employee will be allowed Privilege leave of 21 days in a financial year if he has in one financial year's continuous service in the previous year. Any employee whose services are confirmed during the financial year will be allowed pro-rate privilege leave from the date of joining on 1<sup>st</sup> April of the next year.

### **2.2 Accumulation: to be checked for law and can be in 2 slabs based on no of years of service**

**2.2.1** Privilege leave can be accumulated for 42 days and any privilege leaves in excess of 42 days as at the end of the calendar year will automatically lapse unless specially permitted by management.

### **2.3 Combining with holidays / other leave:**

**2.3.1** Declared holidays may either be prefixed or suffixed to privilege leave at the option of the employee. However, for privilege leave exceeding 6 days, prefixing and suffixing of declared holidays shall be permitted.

### **2.4 Procedure:**

**2.4.1.** Application for privilege leave / Compensatory Time off should be made to the leave sanctioning authority at least 30 before the intended date of Commencement of privilege leave. The leave sanctioning authority shall approve the sanction of leave in principle and forward the application to the HR/Personnel Department.

**2.4.2** If any employee desires to extend his sanctioned privilege leave, he must intimate in writing, before the expiry of the sanctioned leave. The Written Communication regarding grant or refusal of extension will be sent to the address on record. If any employee who does not report for duty on the expiry of originally sanctioned leave or subsequently permitted extension of leave, he will lose his lien on employment unless he reports within 10 days from the expiry of privilege leave and explains reasons to the satisfaction of the management.

### **2.5 Encashment:**

**2.5.1** All permanent employees will be allowed to encash the Earned Leave subject to Income Tax Rules and subject to the following conditions:-

**2.5.2** Employee will be permitted, at his option to encash upto a maximum of 12 days privilege leave in a financial year provided he avails of 7 days privilege leaves at that time subject to advance intimation of minimum 7 days.

**2.5.3** Application needs recheck for encashment will be made alongwith the prescribed leave application to the HR/ personal Department.

**2.5.4** The minimum balance of Earned Leave after encashment should be 30 days (Check possibility to realign with 42 days)

**2.6** Balance of Earned Leave standing to the credit of the employee at the time of cessation of his/her services the company can also be encashed in the following circumstances only:

**2.6.1.1.1** On termination of services due to ill health, retrenchment or retirement(needs recheck ) .

**2.6.1.1.2** On transfer to any other group Co. provided, that the employee may instead at his option have his leave account transferred to the Co. to which he is transferred.

**2.6.1.1.3** On the death of an employee, in which case payment may be made to the person, who has been nominated for this purpose by the employee.

**2.6.1.1.4** On resignation after due notice as prescribed by the company's rules.

**2.7** Encashment of earned leave during employment, due to resignation except in case of death will be made at the rate of drawn Basic Salary of last March.



**2.8** Encashment of earned leave will be made at the rate of drawn basic salary of last March excluding all other allowances, shall be paid along with the month in which requisite leave of five days was taken.

**2.9** Except as and to the provided by law, no employee will be entitled to encashment of leave in lieu of unavailed Earned leave if he/she dismissed on account of misconduct or if he/she leaves work without the requisite notice.

### **3. LEAVE WITHOUT PAY**

**3.1.1.** (Also Read Note Below)

**3.1.2.** Leave may be granted without pay at the discretion of the Management.

**3.1.3.** Absence Without prior sanctioned leave except in case of absence due to sudden illness, sudden illness in family and or due to any other cause of unforeseen nature and further except where such cause of absence has been intimated to the company within 8 hours in case the employee is out of town and 4 hours from the start of the shift on the day of absence, in case the employee is at his place of posting; shall be treated as absence without pay for period of such absence and may further render the employee subject to disciplinary action in accordance with these rules. Those members of the staff who have remained absent without prior intimation but who have intimated to the office the fact of their inability to attend the office or factory should send in their leave forms immediately on resuming duty in order to maintain the register properly.

**3.14. NOTE:**

**3.1.5.** Actual work shall mean the actual working day on which such trainee or employee is present excluding his days of absence, off day, holiday etc.

In all cases where payment of encashment in lieu of leave is permitted, payment will be made at the rate of consolidated basic salary (exclusive of H.R.A. conveyance, or any other allowance) applicable to the employees in the month of service.

#### **4. SPECIAL SICK LEAVE (Please cancel this as a leave clause use and can be extended case as a gesture on case basis based on past performance)**

**4.1.1.** The company may consider grant of special sick Leave for hospitalization on account of major sickness like: Heart ailment, cancer, Renal problems, spinal or Orthopaedic problem, Accident and major surgery etc.

##### **4.1.2. Eligibility / Quantum:**

**4.1.3.** Every confirmed employee will be entitled to 8 days of Medical Leave in a financial year. However, those who join the company during the course of the year, will be allowed pro-rate Medical leave from the date of joining after confirmation. (Only applicable to NON-ESIC Employee Medical Certificate has to be submitted).

**4.1.4.** The special Sick Leave may be granted to the extent of 8 days for each completed year of service minus the leave already taken for sickness.

**4.1.5.** Unavailed Sick Leave reserved for hospitalization would not be encashed at any point of time.

##### **4.1.6. Accumulation:**

**4.1.7.** Medical leave can accumulated upto a Maximum of 16 ( should be NIL) days and accumulation beyond 16 days as at the end of financial year will automatically lapse.

#### **4.2 Combining with holidays / other leave**

**4.2.1** All Weekly holidays / declared holiday intervening the period of sickness will be counted as Medical Leave.

**4.2.2.** Privilege leave can be adjusted against any period of sickness if Medical leave is not available in the account of any employee, on his making request for the same.

#### **4.3. Procedure**

**4.3.1.1** An employee who is reported sick must arrange to intimate to his department manager, by the quickest mode of communication about the nature of illness and probable period of absence. Subsequently he should apply in the prescribed leave form, immediately within 2 days of resuming duty.

**4.3.1.2** Every Absence on account of sickness for three days and more must be supported by medical certificate from the attending doctor / E.S.I. panel doctor as applicable. A 'fitness' certificate should be provided in case of sickness, which is of an infections nature.

#### **4.4 CASUAL LEAVE**

#### **4.5 Eligibility / Quantum:                    Increase casual leave to 7 days and reduce medical leave check law**

**4.5.1** Every confirmed employee will be entitled to 4 days of casual leave in a financial year. However those who join the company during the course of the year , will be allowed pro-rata casual leave upon confirmation.

**4.5.2.** Casual leave will allowed for maximum of 1 days at a time and minimum of ½ day.

#### **Combining with holidays / other leave:**

**4.5.2.1.1** Casual leave can not be either suffixed or prefixed to weekly holidays / declared paid holidays.

**4.5.2.1.2.** Casual leave cannot be combined with any other type of leave.

#### **4.6 Lapses**

**4.6.1.1.1** Casual leave is non-cumulative and unavailed casual Leave remaining balance in individual employees account as on 31<sup>st</sup> March of the Financial year or on cessation of employment will lapse.

#### **4.7. Procedure**

**4.7.1.1** Casual leave should be applied on company's prescribed form and ordinarily prior permission should be obtained. When it is not possible, department manager should be intimated by the quickest mode of communication about reasons and duration of leave. In such an event, casual leave shall be applied for immediately on resuming duty but not later than 2 days.

**4.7.1.2** Availing of casual Leave by Individual employee Will be regulated by the sanctioning authority in such a manager that the leave is fairly distributed over a period of 12 months barring exceptional cases different treatment.

#### **4.8 Compensatory Time Off:**

**4.8.1** In the event of an employee working on a Paid / weekly holiday; the employee will be entitled to take a compensatory Time off subject to;

**4.8.1.1.1.** Sanction by the department Head / Functional Head.

**4.8.1.1.2** The compensatory time off should be taken within 90 (30)days of such an exigency.

**4.8.1.1.3** In exceptional Cases, the HR/CEO can waive the 90 days Period.

## **4.9 MATERNITY LEAVE**

### **4.10 Eligibility / Quantum:**

**4.10.1.** Maternity leave for those lady employees, who are not covered under the Employees State Insurance Act, will be governed by the provisions of Maternity Benefit Act, 1961 and rules made there under. The relevant portions of the applicable provisions are as follows:

**4.10.1.1.1** A lady employee who has worked for 80 days or more, prior to the date of confinement will be eligible for maternity leave on full Pay.

**4.10.1.1.2** A lady employee will be granted 12 weeks maternity leave with full pay of which not more than 6 weeks shall precede the expected date of confinement.

### **4.11 Combining with other leave:**

**4.11.1** Medical leave or privilege leave may be granted in continuation of maternity leave at the request of the lady employee subject to producing medical certificate.

### **4.12 Procedure**

**4.12.1** A lady employee applying for maternity leave should give a notice in writing of her expected date of confinement, supported by a certificate from the registered medical practitioner, 4 weeks prior to proceeding on maternity leave.

## **HOUSING RENT ALLOWANCE /**

### **HOUSING RENT SUBSIDY & COMPANY LEASED ACCOMODATION**

**Generally, it will be impossible to provided housing accommodation to all the employees.** However with a view to help the employees partly in their efforts to secure accommodation, the company will pay all permanent employees **House Rent Allowance / House Rent subsidy and / or House maintenance Allowances @ 20% of Basic Salary**

Free Bachelor SHARED Accommodation shall be provided by company for Employee Posted at sites. Over and above **House Rent Allowance**

## **SECTION V**

### **MISCONDUCT**

**1.** Any of the following acts of commission or omission on the part of the employee shall amount to misconduct:

- a)** Willful insubordination or disobedience, whether or not in combination with another, or any lawful and reasonable order of superior.
- b)** Going on a illegal strike or abetting, inciting, instigation or acting in furtherance thereof;
- c)** Willful slowing down in performance of work, or abetment or acting in instigation thereof;
- d)** Theft, fraud, or dishonesty in connection with the Company's business or Property (or the theft of property of another employee within the premises of the Company including residential premises);
- e)** Taking or giving bribes or any illegal gratification;
- f)** Habitual absence without leave or absence without leave for more than 10 consecutive days or overstaying the sanctioned leave without sufficient grounds or proper and satisfactory explanation;
- g)** Late attendance for not more than three occasions within a month.
- h)** Habitual breach of any standing order or any law application to the establishment or any rules made there under.
- i)** Collection without the permission of the Management of any money within the premises of the establishment except sanctioned by any law for the time being in force;
- j)** Engaging in within the premises of the establishment;
- k)** Drunkenness, riotous, disorderly or indecent behavior on the premises of the establishment; or any residential premises owned or leased by the Company.
- l)** Commission of any act subversive of discipline or bad behavior on the premises of the establishment;
- m)** Habitual neglect of work, or gross or habitual negligence.
- n)** Any conduct referred herein or not which is punishable under the Indian Penal Code, Bombay Police Act CRPC and or any other act if proves in a count of trial may be taken cognizance of and the employees concerned shall be dealt accordingly;
- o)** Habitual breach or any rules or instructions for the maintenance and for proper conduct of work in any department, or the maintenance of the cleanliness of any portion of the establishment;
- p)** Habitual breach or any rules or instructions for the maintenance and for proper conduct of work in any department, or the maintenance of the cleanliness of any portion of the establishment;
- q)** Concussing for union membership or the collection of union dues within the premises of the establishment, except in accordance with any law the permission of the Manager.
- r)** Willful damage to work in progress or to any property of the establishment; will have to be compensated in full by the concerned employee's.
- s)** Holding meetings inside the premises of the establishment without the permission of the Management or except in according with the provisions of any law the peof the Manager.



Disclosing to any unauthorized person any information in regard to the processes of the establishment which may come into the possession of the employees in the course of his work;

- t)** Gambling within the Premises of the establishment;
- u)** Smoking or spitting on the premises of the establishment where it is prohibited by the management displayed with signage;
- v)** Failure to observe safety instructions notified by the Management or interference with any safety device or equipment installed within the established;
- w)** Distributing or exhibiting within the premises of the establishment hand-bills, pamphlets and such other things or causing to be displayed by means of sign or writing or other visible representation on any matter without previous sanction of the Management.
- x)** Refusal to accept a charge-sheet, order or other communication served in accordance with these standing orders;
- y)** Unauthorized possession of any lethal weapon in the establishment;
- z)** taking part in or abetting, aiding, supporting the following acts viz. Riotous behavior, Assault, Physical intimation, Dharna, kidnapping, Blackmail, unlawful detention on or outside the premises of the factory, Company's officers, or at the Residence of the Officer/Staff of the Company.

**EXPLANATION:** No act of misconduct which is committed on less than three occasions within a space of two years shall be treated as habitual.

2.(A) An employee guilty of misconduct may be :

- (a) Warned or censured, or
- (b) Fined, subject to and in accordance with the provisions of the payment of Wages Act. 1936, or
- (c) Suspended by a order in writing for a period not exceeding four days, or
- (d) Dismissed without notice.

Provided that any misconduct mentioned in all listed sub clause like a,b,c,d,e,k,t,u,w and z1 of clause 1 may be punished with dismissal and need not be habitual to warrant punishment under these rules. Striking off name of the employee from the Muster Roll of the Company for his continuous absence without leave or prior permission or overstaying of leave after such extension of leave has been refused beyond 10 days after due notice has been given to him shall not be deemed to be a punishment.

3. No order under sub-clause (1) of clause (2) shall be made unless the employee concerned has been informed in writing of the alleged misconduct or given an opportunity to explain the circumstance alleged against him.

4. No Order of dismissal under sub-clause (d) of clause (2) shall be made except after holding an enquiry against the employee concerned in respect of the alleged misconduct in the manner set forth in clause (5).

5. An employee against whom an enquiry is Proposed to be held shall be given a chargesheet clearly setting forth the circumstances appear against him and requiring his explanation. He shall be permitted to appear himself for defending shall be permitted to be defended by an employee working in the same department as himself. Except for reasons to be permitted to be recorded in writing by the officer holding the enquiry, the employee shall be permitted to produce witness in his defense and cross examine any witness on whose evidence the charges rests. A concise summary of the evidence led on either side or the employee's plea shall be recorded.

All proceeding of the enquiry shall be recorded in English. However, the employee shall be furnished the copies of the proceeding in Hindi or regional language if he so desires and does not understand English. The enquiry shall be completed within a period of three months, provided that the period of

three months may, for reasons to be recorded in writing be extended to such further period as may as deemed necessary by the enquiry officer.

6. An employee against whom any action is proposed to be taken under sub-clause (d) of clause (2) may be suspended pending the enquiry or for the period, if any allowed to him for giving his explanation. The order of suspension may take effect immediately on its communication the employee

6A. Subject to the provisions of the payment of wages Act, 1936 an employee who is placed under suspension under sub-clause (5) shall during the period of such suspension be paid subsistence allowance at the following rates namely;

- i) For the first ninety days of the suspension periods, subsistence allowance to be paid per month shall be equal to one held salary to which the employee would have been entitled if he were on leave with wages.
- ii) If the enquiry gets prolonged and the employee continues to be under suspension for a period exceeding ninety days, further period of ninety days shall be equal to three fourths of salary
- iii) If the enquiry is not completed within a period 180 days, the employee shall be paid subsistence allowance equivalent to full salary (consolidated) per month until such time as enquiry is finally concluded.

Provided that, where the finding of the enquiry officer show that such enquiry is prolonged beyond a period of 90 days, or as the case may be beyond 180 days, for reasons directly attributable to the employee, the subsistence allowance to be paid per month shall be reduced to one-half of such salary (consolidated).

- iv) If as a result of the enquiry held or explanation tendered, on finding that employee is not guilty of the misconduct alleged, it is decided not to take any action against the employee under clause (1) the employee shall be deemed allowance as he may have already drawn and to all other privileges for the full period of suspension.

6B. The payment subsistence allowance under sub-clause (6A) shall be subject to the employee concerned not taking up any employment during the period of suspension.

7 In awarding punishment under these rules the publishing authority shall take into account the gravity of the misconduct, the previous record, if any, of the workman and any other extenuating or aggravating circumstances that may exist.

8 accordance with these rules and provided that he has been asked to accept the charge-sheet in the presence of at least two witnesses, he shall be told verbally the time and place at which the enquiry into his alleged misconduct is to be held and if he refuses or awarded shall take into account of misconduct thus committed.

9 An employee may be censured or fined for any of the following acts and omissions:

- a) Absence without leave with sufficient cause
- b) Late attendance
- c) Negligence in performing duties
- d) Absence without leave or without sufficient cause from the appointed place of work for a day or part of day in addition to being liable to be warned censured or fined the company shall be empowered to deduct the proportionate.
- e) Entering or leaving attempting to enter or leave the premises of the establishment.
- f) Committing nuisance on the premises of the establishment.
- g) Breach of any rule or instructions for maintenance or running of any department.



Provided that no employees shall be fined, except in accordance with the provision of the payment of Wages Act, 1936, wherever the provisions of the said Act are applicable to him.

**Note:** In case of damage to the Equipment, Instruments and Property of Autocal; the Employee In Charge will file an FIR with the Police and complete all Documentation Formalities needed for claiming Insurance.

In case this is not done, the employee will be dismissed from service at the discretion of the seniors.

## **RESIGNATION AND DISCHARGE**

Employees who wish to resign from the services of the Company shall give the Company same notice as the Company is required to give them, for relieving them from the services of the Company by way of discharge, which is as under:

- i) In case of temporary, Casual, probationary employees – 1 month;
- ii) In case of permanent employees completed 3yrs service need to serve 45 Days' notice;
- iii) In case of permanent employees 5yrs services need to serve three (3) months' notice.

Provided that when an employee gives notice of resignation, the Management is entitled to accept it with immediate effect or from any date before expiry of the notice period without paying the employee his/her salary for the unexpired notice period.

## **DISCHARGE**

The company may at any time discharge an employee from service or terminate his/her service if his or her service is not found satisfactory without assigning any reason by giving the same notice or by the payment of salary in lieu of such notice as provided herein above. No such notice is necessary if the service of any employee is dispensed with for proved misconduct as provided herein before.

## **SECTION VI**

### **PROVIDENT FUND**

Subject to the provisions of Income Tax Act, 1962 and Provident Funds and Miscellaneous Provisions Act, 1952, Company shall establish Provident Fund which shall be administered by the Government Provident Fund trustees.

All the employees joining against permanent vacancy; all the probationers joining to fill permanent posts shall become entitled to benefits of provident fund immediately from their date of joining. However, any employee who is already member of Govt. Provident Fund scheme or recognized Provident Fund scheme and have executed the necessary form for transfer of such Provident Fund to the credit of Company's Fund shall become entitled to benefits from the date of joining the company.

The company shall contribute an equivalent amount of member employees own contribution, not exceeding 10% of the consolidated Basic Salary (Excluding H.R.A., conveyance, reimbursement or any other allowance) of such member employee to the fund every month provided further that the application of Provident Funds and Miscellaneous Provisions Act, 1952 to the fund every month provided further that Provisions Act, 1952 to the Company, Appropriate Contribution payable under pension scheme and Deposit linked insurance scheme shall be credited in respective Accounts and to that extent the contribution towards Provident Fund shall proportionately reduce.

The Employee shall have option to contribute more than 10% in definite proportion to his salary by way of voluntary contribution without any obligation on part of the company to contribute equivalent amount in excess of 10% of the basic salary.

### **WITHDRAWALS FROM THE FUND**

Withdrawals from the funds either refundable or non-refundable may be allowed in the following circumstances:

- a) To pay expenses incurred in connection with illness of the employee or member of his family.
- b) For meeting the cost of higher education of the children.
- c) To pay for the cost of passage to any place out of India of the employee or any member of his family.
- d) To pay expenses in connection with marriage (employee's himself, his son, daughter, brother, Sister) or for funerals or religious ceremonies of the family.
- e) To meet the expenditure on building a house/flats and additions, substantial alterations or improvement Necessary to the house.
- f) To pay on policies of insurance on the life of the employee or his/her spouse.
- g) To meet expenses on account of damage caused to the movable or immovable property of the employee as direct result of floods, cyclones, earthquakes or other natural calamities.

The details rules, regulations, mode in regard to interest, percentage on refundable withdrawals. Guarantees, recovery of the refundable withdrawal, nominations etc. are specified in the provident Fund Rules. The employees may contact the personnel Department for the same.

### **GRATUITY**



Subject to the Provisions of Gratuity Act, 1972 every permanent employee who has been in continuous service with this company for more than Five years, shall become entitled to gratuity at the following rates on cessation of his service with the Company by any reason whatsoever other than by way of dismissal.

#### RATE FOR GRATUITY

An amount equivalent to 15 days of last drawn basis salary (Excluding H.R.A., conveyance, City Compensatory allowance, Overtime, Special Allowance etc.) For every completed year of service.

An amount equivalent to 15 days of last drawn basis salary for first fifteen years and an amount equivalent to 21 days of last drawn basis salary for every completed years of service in excess of fifteen years upto 20 years.

Calculate as above plus one month's basis salary for every completed years of service in excess of twenty years.

Except however on retirement, after attaining the age of supersnustion or on cessation of employment on account of medical grounds or gratuity becoming payable to the nominee after the death of an employee while in service shall be paid at the rates mentioned first hereinabove if the service is less than five years at the appropriate rates if the service is more than ten years as the case may be.

An employee who has been dismissed from Company's service for:

1. Riotous and disorderly conduct or for any other act of violence.

OR

2. An offence involving moral turpitude provided that such offence is committed by him in the course of his employment shall not be entitled for gratuity.
3. an employee who has been dismissed from service for causing financial loss to the company by his any act of commission or omission which in the normal course of his duties he is required to do shall not be entitled to gratuity to the extend of such loss.

These rules shall apply to all the employees who are not covered by payment of Gratuity Act, 1972. For these employees who are covered by payment of Gratuity Act, 1972 amount of gratuity shall be payable at the maximum of the amount calculated under the said Act and these rules. Provided further that for the employees who are drawing a salary (as defined under gratuity Act) of more than Rs. 2,500/- per month and have rendered continuous service of more than five years but less than ten years shall be paid gratuity at the rate fifteen days of salary for every completed year of service or part there of in excess of six months and the salary for this salary drawn as defined under Gratuity Act or as defined under these rules.

For the purpose of calculating gratuity and eligibility under these rules any service over six months shall be counted as one year, and the year of service shall be counted from the date of joining and not correspond to any financial year or calendar year.

Notwithstanding anything contained hereinabove gratuity shall be granted at the sole discretion of the Company and no employee or heirs of deceased employee howsoever eligible shall be deemed to be entitled to gratuity as a matter of right.

## SECTION VIII

## **SUPERANNUATION SCHEME BENEFITS**

All the permanent employees of the company of the company above having completed the age of 18 years and not more than 62 years will be entitled to become member of Superannuation scheme benefits.

The yearly contribution to the scheme will be made by the company at the rate of 13% of the annual basic salary of the employee.

The contribution will be credited to LIC who secure pensionary benefits to the members of the superannuation scheme.

Normally the benefit under the scheme are payable in the form of pension. However if opted by the employee and agree by the Trustees a part of the pension may be commuted single payment within the limits prescribed balance to be available as a pension.

The various options to be exercise by member employees in regards to pension benefits can be exercised by them any time unit one year before the due retirement date. However, all the member employees are advised to file the proper nomination with personnel Department and exercise options as soon as possible. The broad options for availing various pension alternatives are as under:

### **BENEFITS**

#### **1. Life Pension with Guaranteed payment for 15 years.**

In this case a pension is payable for minimum of 15 years to be continued during life time till death. In even of the death within 15 years after retirement, the pension shall continue to be paid for the benefit of the beneficiary until the balance of the guarantee installments is paid.

#### **2. Optional Life Pension with guaranteed payment for 10 years / 5 years.**

A Pension shall be payable for ten years of five years as elected by the member and continued therewith

During life time. In the event of death of member within ten years / five years as the case may be, pension will continue to be paid for the benefit of the Beneficiary until the balance of the guaranteed installment shall have been paid.

#### **3. Optional Pension Ceasing at death.**

In this case a pension is payable throughout the whole duration of the member only.

#### **4. Optional Joint Life and last survivor pension to member and his wife.**

#### **5. Benefits on Retirement Before Normal Retirement Date.**

If the member retires before the normal retirement date, owing to ill health or incapacitation within a period of 10 years preceding the Normal Retirement date, the pension as elected by him will become payable from such date or the member may elect to have pension w.e.f. Normal Retirement date.

#### **6. Benefits on Retirement after Normal Retirement date.**

If the member remains in service after Normal Retirement date, i.e. after completion of 60 years of age the pension will be deferred and the contribution payable shall be paid subject to maximum period of five years after Normal Retirement date. When the employee actually retires a pension elected by him will become payable.

#### **7. Benefits payable to beneficiary on death of the member.**

In the event of death of the member whilst in service of the company, the pension will become payable to the dependents / beneficiary appointed by the employee for their life time as for 5, 10 and 15 years and thereafter for remainder of their life time as opted by them.

#### **8. Benefits on Leaving Service.**



If the employee leaves the services of the company, a pension will become payable to him immediately or commencing from Normal Retirement date as elected by him.

Need to review this in relation to direct tax code application from 2012 to make necessary amendments or compliance and maximum benefit in hand to employee. As this provision is changed for select applicable schemes under section 80D



## **SECTION IX**

### **Medical Expenses Reimbursement**

**Check to avoid cumbersome process of bills by changing applicable amounts.**

- Medical expenses Reimbursement is done as per the entitlement of an employee according to his salary. The re-imburement can be between 8-12% of the basic pay, to an upper limit of Rs. 1250/-per month.
- Medical expenses reimbursement is subject to income tax rules and original medical bills are to be submitted for the reimbursement.

### **Employee State Insurance Scheme (ESIS)**

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- The Employee State Insurance Act provides the medical benefits to the insured employees through the ESIS. The scheme provides the full range of medical care namely outpatient services, specialization services, hospital service through dispensaries and ESI hospitals. ESI has referral arrangements with reputed premier hospitals in the country for specialized treatment.
- Eligibility
  - Employees drawing a gross monthly salary up to 6500/- are covered under the ESIS. The employee contributes 1.75% and the company contributes 4.75% of the employee's gross monthly salary towards ESIS.
- Registration
  - The employee is required to fill a Declaration form within 10 days of joining the company. The employee is then provided with a Temporary Insurance Card, On receipt of which the employee gets a permanent Medical Acceptance Card and Identity card within three months. The insured person has to attend the dispensary of his Insurance Medical Practitioner and based on the prescription collect the drugs from the ESI approved chemist.
- Benefits

The scheme provides following benefits:

- Medical Benefit
- Sickness Benefit
- Maternity Benefit
- Employment Injury Benefit
- Dependent's Benefit.

## Health Insurance / Mediclaim

If newly being suggested a discussion on this is advocated as claim rejection By insurance may amount to company refusal to pay claim check if company really is looking to support as the cost may keep on increasing every year with limited control on the same. Can be looked as retention tool for Real senior staff with self deduction of 50% of premium after coordinating existing group insurance policy.

All employees not covered under ESIS covered under the Health Insurance Scheme of The Oriental Insurance Co. Ltd., provided they have completed 1 year of service as on 1<sup>st</sup> January, 2008. The scheme is operated Co. Ltd., provided they have completed 1 year of service as on 1<sup>st</sup> January, 2008. The scheme is operated by "Autocal Group Employees Welfare Trust" the following procedure is to be followed for filling a claim under the scheme:

- Coverage: The insurance coverage starts 60 days from the date of filling up the enrollment from.
- Scope: Self, spouse and legally dependant children (Maximum 2).
- Benefits:

**Hospitalization:** To avail the hospitalization benefit, the insured person should stay in a hospital / nursing home for a minimum period of 24 hours. The expenses incurred 30 days before and 60 days after hospitalization are covered under this scheme. When the treatment is over, the claim should be submitted within 15 days.

**Domiciliary Treatment:** To avail this benefit, the insured person should submit the medical practitioner's prescription, chemist's bills, consultancy charge etc. within 30 days from the date of treatment.

The following table outlines the limits of the above-mentioned benefits.

Category	Benefits (Rs.)	Self	Spouse	Child
A	Hospitalization	25000	25000	25000
B	Hospitalization	50000	25000	25000
C	Hospitalization	100000	25000	25000
D	Hospitalization	150000	25000	25000

**Category A: Employees having salary less than Rs. 20000.00 gross per month and service less than 5 years.**

**Category B: Employees having salary less than Rs. 20000.00 gross per month and service more than 5 years.**

**Category C: Employees having salary more than Rs. 20000.00 gross per month and service less than 5 years.**

**Category D: Employees having salary more than Rs. 20000.00 gross per month and service more than 5 years.**

The following procedure is to be followed for claiming the benefits under the scheme:

- All intimations should be given to the insurance company within 7 days of the hospitalization.
- Final claim is to be filed within 60 days from date of discharge.
- All claims should be supported with the following documents:
  - Duly filled discharge card / certificate issued by the hospital giving the details of nature of illness and treatment administered.
  - Hospital bills giving the breakup of the charges claimed such as room rent, nursing, medicines prescribed, doctor's fees investigations etc. attending doctor's, surgeon's / consultants / anesthetists bills etc. and the certificate regarding diagnosis / nature of operation etc.
  - Cash memos of the medicine purchased from the chemists with name of the patient, doctor and date of purchase.

- All medical bills should be supported by the prescriptions of the treating doctor in case the prescriptions are not available the bills should be signed and stamped by the treating doctor on the reserves of the bills.
- All cash memos of pathological investigations, X-ray, ECG etc. should be supported by reports & conclusions.
- Details of the case history & investigation report from the beginning of the treatment i.e. even before hospitalization.
- Details of local treatment taken in case the insured patient are shifted to some other town for treatment.
- All other related document if any is pertaining to substantiate the claim.

## SECTION X-

### Group Personal Accident Scheme

**\*as per Company Insurance policy of XXXX insurance company**

**Group Personal Accident Scheme Must for field team to avoid company liability in case of accident in travel proper documentation update is a MUST for HR and location to intimate timely with FIR Lodging for accident**

The company has insured all employees not covered under the ESI Scheme, under the Group Personal Accident Scheme. The policy covers death and disablement of the insured person due to an accident. The sum insured is as follows:

Table A 24 Months Salary

The B24 Months Salary

The employee gets the following benefits:

Category	Instance	Benefit
Table A	Death	100% of sum insured
	Loss of two limbs, two eyes or one limb or one eye.	100% of sum insured
	Loss of one limb or one eye	50% of the sum insured
	Permanent total disablement from injuries other than those mentioned above.	100% of sum insured
	Permanent partial disablement percentage as shown in the prospectus*	As per the Prospectus*
	Temporary total disablement.	Maximum weekly benefit Rs. 3000 per week upto 100 weeks as per the capital sum insured.

.The procedure for claiming these benefits is outlined in the detailed ESIS document available with HR personnel at HR at 16, Swastik, HODs and Branches.

Sr. No.	Benefit in case of injury	Benefits in case of Death	Benefits in case inability to attend Office
1	100000 max	300000	Rs 1000 per week

Not covered by ESIS and have completed one year of service as on January 1, 2008 are covered by Medi-claim Insurance Scheme of the Oriental Insurance Co. Limited. The employees are eligible for hospitalization benefits under the scheme.



Travel for business related purpose is supported under the travel policy. As the business involves regular visits to customer site location in individual & group travel cost contribute substantially to the sales as a% basis for each location.

The larger concern is to achieve balance between travel cost and working time and relative volume of business during visit coupled with employee safety , travel fatigue .Active cooperation is expected from the site teams to control the cost effectiveness of the travel cost as the same is based on collective assumptions. Suggestions are always welcome on ways and means to reduce the same.

The local team is the best to offer the right suitable sincere solution every time.

It is also expected that the team will not use this allowances as a added way of revenue generation techniques which will affect the future business .Well managed coordination and grouping the key to lower travel cost with minimum inconvenience.

## **SECTION XI**

### **TRAVELLING POLICY FOR STAFF / SITE**

#### **1.0 INTRODUCTION**

The Company believes that employees traveling on Company Business Should have the facility to travel and live in comfort and in a manner benefiting the image of the Company. The Company also believes that these twin policies should be pursued in a manner that ensures the concept of "BEST COST" i.e. we travel on Company business in the most cost effective manner and also remain keenly conscious of the limits applicable to expenditures under various related to travel.

#### **2.0 PURPOSE**

This policy is written to establish a uniform system of expenditure allowable to employees when they travel on Company business. It is also designed to provide a set of procedures so that issue of advance, settlement of accounts, reimbursements etc. can be carried out consistently and promptly. To define modes of conveyance & expenses on refreshment while on official business.

#### **3.0 DEFINITION OF TRAVEL:**

A journey undertaken by an employee for official work necessitating him to stay overnight or travel overnight

#### **4.0 SCOPE**

This policy applies to all employees. This procedure applies to all the employees of the Company and to their normal location of work. This also covers deputation at different location for a period exceeding one month.

#### **5.0 MODE OF TRAVEL:**

If during the night an employee is traveling in unreserved compartment of a Train / by sitting in a Bus / by a Company Vehicle for the entire night; he/she will be eligible for a Half Day's Compensation In terms of time off or cash as per the basic salary for that month.

Local Conveyance i.e., the cost of reporting at Office from Residence every day will be paid to only those employees who are drawing a Gross Salary of Rs. 5000/- or less. The amount paid will be for a pass by Bus and / or train, required to complete the one way journey.

These rules shall apply to all journey undertaken by the employees on Company's work outside their usual place of posting which shall mean the Municipality or Corporation limits inclusive of and upto a distance of 150 kms of the city where an employee is posted.

#### **5. DURATION OF TOUR**

5.1 A tour is deemed to have been commenced from the actual time the employee leaves the usual place of work or place of posting.

5.2 A tour is deemed to have been completed upon arrival of the employee at the usual place of work or place of posting.

5.3 For the purpose of these rules, 'full day' shall mean a tour duration of 18-24 hrs. beginning with the actual time of departure from the usual place of work or place of posting, till the time of arrival to the place of work or place of posting

5.4 For Calculating the tour duration, the duration for which the employee has absented him/herself from the official duties for which the said tour is undertaken shall be excluded.

### **6.1. AUTHORISATION OF TOUR**

Employee/s proceeding on tour for official work should fill a travel Requisition/Authorization Form (TRAF) which can be obtained from the Secretary of the concerned Department or Administration Department (Admin). (refer annexure - A) The TRAF should be presented to the concerned Manager / Head of the Department (HOD) for authorization. No employee can undertake an official tour unless a TRAF is duly filled and the approval of the Manager / HOD is obtained.

If the concerned Manager / HOD is not available, the approval of the TRAF by any other Manager / HOD can be obtained, after the same is recommended by the senior most member of the team.

If in any emergency an employee is forced to undertake a tour without fulfilling the above formality. The same must be complied with and the necessary authorization obtained, immediately upon conclusion of tour.

For any tour undertaken by the employees falling in grades can be self authorized.

### **7. TRAVEL ARRANGEMENTS & TICKET BOOKING**

After obtaining the necessary approval from the concerned Manager / HOD, the employee must submit the TRAF sufficiently in advance to the Admn. For making necessary arrangements for the tour.

Upon receipt of TRAFs complete in all respects the Admin. Will give a "Tour Number" to each TRAF which shall serve as reference number for all purpose till the tour is conducted and the employee's claim settled.

The Admin. Shall retain that portion of the TRAF marked "For Use Administration Department Only" to update attendance and Leave records and return the remaining portion to the concerned employee for further submission to the Finance Department.

The Admin. Shall make necessary travel arrangements like ticket booking strictly as per the limits specified below for this purpose.

<b>GRADE</b>	<b>MODE OF LOCAL CONVEYANCE</b>	<b>MODE OF OUTSTATION TRAVEL</b>
TM, GM & above	Taxi/Rickshaw/Co. Car	II Tier AC or Air or private Taxi
GI, GII, Staff GIII, GIV	Taxi/Rickshaw/Co. Car Taxi/Rickshaw/Co. Car	Train II Class, III Tier AC Train II Class

**Note: 1)** All Heads of Department should desist sanctioning Air Travel in sectors which are well connected by train or where the total journey is not more than 12 hours and in all such cases where air travel can be avoided.

**2)** Except for employees in the rank of G.M. reimbursement of expenses for use of personnel vehicle (Two Wheeler/Four Wheeler) for outstation travel is not permitted.

**7.5.** The Admn. Shall reconfirm with the concerned Manager/HOD in all cases where Air journey is recommended, if there is ready access to other modes of transport.

**7.6.** Except for air travel and travel by private Taxi, employees are free to make their own travel arrangements if so desired, but shall strictly adhere to the calling prescribed in Para 4.4.

**7.7.** If any employee directly undertakes travel by a higher mode of transport than he/she is otherwise entitled to, the same shall be authorized only by the H.O.D. of the concerned department or by the H.D.D - Admin. In the absence of the former. Further, such authorization shall be explained with reasons for the same.

**7.8.** For frequent travel between two stations, where ever possible the employees will be provided monthly/quarterly passes by the Co. and all pass holders must make use of the same. No full fare tickets will be booked for such employees unless specifically at the instance of the H.O.D. of the concerned department or H.O.D. - Admin. In the absence of the former.

**7.9.** Requests for multiple or alternative bookings for the same journey shall not be entertained by the Admn. Any exception to this rule will have to be necessarily at the instance of the H.O.D. of the concerned department or H.O.D. - Admin. In the absence of former.

**7.10.** All requisitions or alternative booking including bookings to be made by the Regional Head Quarters and branch offices shall be routed through duly authorized TRAFs submitted to Admn. And no employee shall directly request/leave instructions for travel bookings either at the place of posting or regional offices.

**7.11.** Employees falling in grade c5 and above, if leave oral or telephonic requests/instruction for booking directly at the regional/branch offices, the same information must be passed on to Admn. Through a TRAF.

## **8. CANCELLATION / POSTPONEMENT OF TOUR**

In case of cancellation or postponement of a tour or any part of the tour, the employee shall immediately notify Admn. By giving the Tour number. The ticket/s already issued to him/her for undertaking the journey shall be returned to Admn. For cancellation.

If an employee holds any unused tickets after conclusion of the tour, the same must also be returned to Admn. With an explanatory note for reasons thereof upon which Admn. Will explore the possibility of getting the ticket/s cancelled.

Negligence in adhering to the above clause will result in recovery of the entire cost including travel agent's charges and service charges as well as travel hard ship allowance claimed if any, from the employee's salary and / or in any other manner or any other penalty depending on the circumstances of the case.



## **8. LOCAL CONVEYANCE ON TOUR: Need to understand existing policy for motorbike related travel and assumptions on Kms**

The Most Economic And Reasonably Fast Mode Of Local Transport Should Be Selected While Traveling Within City / Town For Carrying Out Official Work. Local Transportation Would Normally Include Transportation (From the Residence to Customer's Office) and to Customer's Office or Vice-Versa.

Mangers/Executives In Different Grades Should Observe The Local Transportation Norm Stated Below:

### **GRADE G - I, G - II**

### **ALLOWANCE MEAN OF TRANSPORTATION**

Personal Car / Official Car / Regional Office Car,  
Public Taxis And Autorikshaw As Applicable.

### **G-III, G-IV**

Second Class BY Local / Commuter Train Service Autorikshaw / Public Taxis From Nearest Railway Station.

Or

Autorikshaw / Public Taxis (Post, Facto Explanation To The Reporting Manager Is Necessary In Case Public Taxi Is Hired Form Office To Place To Work Of Vice-Versa.

### **GRADE**

### **ALLOWANCE MEANS OF TRANSPORTATION (actual proof Attached)**

#### **OFFICE STAFF**

Second Classby Local / Commuter Train Service,  
Autorikshaw, Public Buses.

#### **Assistant Staff**

Second Class By Local/Commuter Train Service, Public Buses, Auto Rikshaw / Public Taxis, if Heave Luggage Is Being Carried.

## **10. LUNCH/ DINNER/REFRESHMENT EXPENSES: -**

Company Will Reimburse Actual Lunch/Dinner/Light Refreshment Expenses Incurred By An Employee In The Following Situations.

- i) When An Employee Is Required To Work On Outdoor Duty During His Normal Lunch Recess On Any Working Day.
- ii) When An Employee Is Required BY His Immediate Superior Of Manager TO Work During Extended Hours, After The Normal Close Of Working Hour, Beyond 8.00 P.M.
- iii) When An Employee Is Required To Work On Weekly Holidays Or Other Declared Holidays.
- iv) The Above Expenses Will Be Reimbursed Only When The Food Is Not Provide By Autocal Subject To Maximum Limits In Different Grades as Follows:

### **Grade**

### **Amount (Rs.)**

### **(Per Lunch/Dinner/Refreshment Expenses)**

#### **Director / Partners /CEO/GM/TM**

AT ACTUALS

G1

50/-

G II & GIII

40/-

G IV And Staff

30/-

- 10.1 **Approval** : Reimbursement Can Be Made After Obtaining From Department Manager /Reporting Manager.

- 10.2 **PROCEDURE:** Expenses Should Be Reported On Cash Payment Voucher Form. Expenses Upto Rs. 25/- May not Be Supported by Bills.

### 10.3 **EXPENSES LIMITS**

**LODGING** : Lodging Expenses Shall Be Reimbursed At Actual Subject Maximum Limits Stated Below:

Grades	Room Rent Per Day			
	A City Rs.	B-City Rs.	C-City Rs.	D-City Rs.
Director/Partners/CEO/	AT ACTUAL	AT ACTUAL	AT ACTUAL	AS Available
GM/TM	1800	1200	700	-
GI, GII	900	600	500	-
G III, GIV, Office Staff Peons & Drivers / Other	500	350	350	-
	200	200	150	-

Limit Refer To Room Rent Plus Service Charge, If any, All Taxes Like, Luxury Tax, Expensing Tax Etc. Are Excluded From Limit This Limit.

**A-City** : Delhi & NCR , Bombay, Calcutta, Madras

**B-City** : Ahmedabad, Bangalore , Baroda, Vashi, Daman, Bhuvaneshwar/ Cuttack, Chandigarh, Cochin, Bhopal Guwahati, Jaipur, Jamshedpur, Kota, Lucknow, Patna, Pune, Mangalore, Nagpur, Ranchi, Udaipur, Surat, Secunderabad / Hyderabad, Trivandrum, Vishakapatnam And All Town In Goa.

**C-City** : Agra, Amritsar, Bharuch, Bhilai, Bokaro, Coimbatore, Durgapur, Hazira, Indore, Kanpur, Mahad, Mysore, Roha, Salem, Tiruchi, Varansi, VijayWada, Mudanur, Dhanbad, Guna, Nagthane And Rourkela.,

**D-City** : All Over Places Not Covered Above In A B And C Cities.

- 10.4 **Laundry:** The Laundry Expenses Incurred By An Employee On Tour Will Be Reasonably Paid On Actual Per Set Per Day Producing Receipts Only For G I And Above On Tour.

- 10.5 **OUT-OF-POCKET EXPENSES:-** Portage Reading Material, Boot Polish And Other Miscellaneous. **PER DAY STAYED** Only On Tour Upto Position As Below G I And Above ..... Rs. 30/-

- 10.6 **CUSTOMER ENTERTAINMENT WHILE ON TOUR:** Executive/Managers In Grade G I And Above Are Allowed Customer/Other Relevant Authority Entertainment , Where Found Necessary For Business Development. Sales Persons As Well As Persons Working In The Accounts Receivables And Customs Related Areas Are Also Permitted To entertain With Prior Approval Of The Respective Executive/Managers To Whom They Report.

Whereas no formal limits is being established for Manager and they may use their discretion having number of customers depending upon importance of seniority of customer and vitality of nature of business with customer in relation with customer in relation with company business.

Expenses Limits are specified below and figures indicate expense limit per head

<b>GRADES</b>	<b>A City Rs.</b>	<b>B City Rs.</b>	<b>C City Rs.</b>	<b>D City Rs.</b>
GI	250	200	150	100

\* Exclusive of taxes but including services charges.

## **11. SETTLEMENT OF ADVANCES**

Travel Expenses statements in the proforma provided be completed by the traveler in all respects and approval of the department head obtained. The department head would be responsible to ensure that all expenses are claimed within the policy or otherwise reasonable and valid before recording his approval.

If the expenses exceeds the advances, the statement shall, after approval be sent to accounts for verification and settlement.

If the advance exceeds the total expenses, the approval statement should be submitted directly to the cashier together with the amount due to the company as per the statement. The cashier shall issue a cash receipt for the amount refunded.

The travel expense statement so submitted shall be subject to verification and in the event of any discrepancy; the difference payable by the company or the traveler shall be settled forthwith, in cash.

The travel expense statement shall not contain any particulars or advances paid by one employee to another out of an advance taken by the former. In case such payments are made, the former shall obtain a receipt from the latter and separately claim the amount from accounts in the name of the latter together with the receipt obtained an aforesaid.

## **12. REIMBURSEMENT OF SITE SPECIFIC DISTURBANCE ALLOWANCE**

The employee/s deputed from H.O. or any branches for Calibration, Validation assignment and offshore assignment (training or otherwise) outside their usual place of work or place of posting are eligible to claim a site specific disturbance allowance for each day of stay at site for a minimum period of 3 Months. This amount will become payable on completion of 90 days at the specific site.

This allowance however is not payable to employees traveling for attending kick-off meeting and site progress/review meeting etc., and on short duration site training assignment irrespective of whether the same is paid training or part of the total contract.

**BADDI : Rs 65/-**  
**BARODA, BANGALORE, HYDERABAD, AURANGABAD, GOA : Rs 50/-**

This allowance however is not payable to employees traveling for attending kick off meeting and site progress/review meeting etc., site training assignment irrespective of whether the same is paid or part of the total contract.

## **13. OTHER EXPENSES**

- 13.1 Conveyance Employees cannot claim any conveyance expenses if the company provides/ makes arrangement for provision of a vehicle for the employees use. Where the tour duration

is more than 8 days at a single destination, use of public transport by season tickets where available should be resorted to.

- 13.2 Telephone / Telex / Fax / Courier and other communication expenses. These expenses shall be claimed only at actual with proper proof of expenditure including expenses on local telephone calls. These expenses will be permissible only if a statement containing relevant details like the telephone no. Name of the person contacted and purpose of the call etc. is enclosed. In case, personal Mobile is used - the requisite amount shall be reimbursed.

13.3 **VEHICLE HIRE**

Use of private/hired vehicle in the normal course shall not be resorted to by the employee/s. However, where the private vehicle is used the employee should submit proper receipts for such expenditure, where for any reason proper receipts could not be obtained; an internal authorization from in the prescribed format should be used  
(Refer annexure - C)

## **Policy On International Travel**

### **1.1 Approving Authority:**

All Employees For Travel on Business to Any Location Out Of India Shall Obtain Prior Permission of The Concerned Director Through Their HCO.

### **1.2 Model Of Travel:**

Foreign Travel Will Normally be by Air And Necessary Ticket Will Be Booked Through The Administration Dept. Of International Business Division. Employees Other Than Directors Are Expected TO Avail Of Excursion Fare But Can Travel Economy Class, Where Former Option Is Not Available.

The Travel Arrangements Will Be Trade Through The Travel Agency, Which Has Agreement With The Company. These agreements will Be Done Periodically by Admission Dept. in Consultation with the Finance Dept., and International Business Division.

### **1.3 Duration Of Travel:**

The Employees Can Plan Their Travel So As To Reach The Foreign Destination One Day In Advance And Return Journey Should Be Arranged Immediately On Business Engagement.

### **1.4 Loading, Boarding, Conveyance & Other Arrangements:**

Employees On Foreign Travel Will Be Eligible For Reimbursement Against Actual Bills As Per Following Overall Limits:

Cadre	Maximum Reimbursement Limit (US \$ Per Day)
All Employees At All Levels	300 (All Countries Except Europe) 400 (Europe & Japan)

The Expenses Will Be Reimbursed On Actually Basis Subject TO The Above Limits.

- Above Reimbursements Include Expenses Towards Loading, Boarding, Laundry, Conveyance and Other Similar Expenses, Conveyance Claims Should Be Supported By Bills, As Far As Possible.
- The Hotel Expenses Will include actual Bill, All Service Charge, and Taxes Etc. Levied by the Hotel for Loading Purpose.
- Since Employees May Not Be Able To Reduce Bill Of all Expenses, They Can Claim Reimbursement Up To 10% Of The Above Corresponding Limit, Towards Miscellaneous Expenses, Without Production Of Bill.
- An Employees Can Claim, Within Above Limit, US \$ 100 Per Visit, Against Bill/ Tickets For Expenses Towards Sight Seeing, Entertainment And Travel For Personal Reason.

A System Of Expenses Codes & allocating The Expenses In These Codes Will Be worked out by hr Dept With The Help Of Accounts Dept. To Systemize Credit Card Payment Duly Supported By Bills.

### **1.5 Statement Of Expenses:**

All The Employees Will Be Required To Submit The Expenses statements With The 10 Day After Completion Of The Tour The Statement Will Be Sent To VP-HR For Authorization Before Making The Reimbursement After Obtaining The approval Of HOD.

## **Section XII**

### **Loan: Loan Scheme (Staff), Housing Loan, Educational Assistance**

#### **Loan Scheme for Staff:**

- This Scheme is applicable To all The Employees.
- The Employees Who Complete One year Of Service Will Only Be Eligible for Loan under the Scheme.
- Employees Having Previous Loan Balance Pending Will Not Be Eligible For Further Load Until The Previous Loan Is Recovered Fully.
- Loan For Staff and Executive Categories Can Be Granted as Per Need subject To a Limit of Rs. 5000.00 this amount Will Be Deducted in 10 Equal Installments.
- In Case Of a Staff Member Requires More Than Rs 5000.00 Loan For Any Importance Purpose, He can Be Granted Further Loan Up To a Limit Of Rs. 10000.00 absolutely On Discretion And recommendation Of Head Of The Department. However This Load Amount Beyond Rs. 5000.00 Will Attract An Interest At The Rate Of 15% The Interest Amount Will Be Recovered With The Loan Installments.
- Irrespective Of Loan Amount, Loan Installments Will Be 10 Only Including Interest.
- At The Time Of disbursement Of Bonus, 50% Of Bonus amount Will Be Adjusted against Loan Balance in All Cases of Loan.
- All Loan Applications Normal Or urgent Will Requires Recommendation on the Loan Application Are as per Policy.

#### **Loan Scheme Of Technicians / Other:**

- The Employee Who Complete One Year Of Service Will Only Be Eligible For Under This Scheme.
- Employees Having Previous Loan Balance Pending Will Not be Eligible for Further Loan until the Previous Loan Is Recovered Fully.
- Loan For The Workers Category Can Granted As per Need Subject To a Limit Of Rs. 5000.00 This Amount Will Be Deducted In 20 Equal Installments.
- In Case Of A Worker Require More Than Rs. 5000.00 Loan For Any Importance Purpose, He Can Be Granted Further Loan Up To a Limit of Rs. 5000.00 Absolutely On Discretion And Recommendation Of head Of The Department. However This Loan amount Beyond Rs. 5000.00 Will attract an Interest At The Rate Of 15%. The Interest Amount Will Be Recovered With The Load Installments.
- Irrespective Of Loan Amount, Loan Installments Will Be 20 Only Including Interest.
- At The Time Of Disbursement Of Bonus, 50%. Of Bonus Amount Will Be Adjusted Against Loan Balance In All Cases Of Loan.
- All Loan Application Normal Of Urgent Will Requires Recommendation From The Head Of The Department.
- The Department Head Shall Ensure That the recommendations on the loan application are as per policy.



## **POLICY ON HOUSING LOAN**

### **Housing Purchases Loan Assistance under BANK H.L. from 1<sup>st</sup> January 2008**

#### **PURPOSE:**

To assist employees of the company to purchase residential accommodation.

#### **SCOPE**

This policy applies to all eligible employees. The policy does not automatically provide eligible employees the right to a housing loan. Grant of loans will be governed by the employee's track record, integrity and long term employability.

#### **CONDITIONS**

- 1.** Assistance under this scheme is conditional upon HDFC/ICICI/NKGSB approval to sanction loans under their loan scheme
- 2.** Sanction of assistance under this scheme may be varied or discontinued at any time without notice by BANK or the company.

#### **RESPONSIBILITY:**

The CEO / DIRECTOR shall be responsible for the implementation of this policy.

#### **ELIGIBILITY:**

- a. To become eligible an employee must have completed five year of continuous service in the company or its associated concerns and have a good track record.
- b. The construction / purchase of the residential premises should be free from encumbrance and should be in the name of the employee or his/her spouse.
- c. The employee must arrange to invest at least 25% of the purchase price from his resources.
- d. Terms and conditions of BANK should be complied with.

#### **Quantum of Loan: AS PER BANK POLICY**

#### **Interest on Loan:**

<u><b>Loan Amount (RS)</b></u>	<u><b>Percent Per Annum</b></u>
<b>AS PER BANK POLICY</b>	<b>AS PER BANK POLICY</b>

#### **Company Assistance:**

1. The Company shall assist in enabling employees to avail of BANK loans under the scheme by guaranteeing the repayment of the loan to BANK on behalf of the employee.
2. The company shall subsidize the interest on Housing Loan availed from BANK to the extent of Rs 1000 per month of the applicable annual interest for a period of 5 years from the date of disbursement of loan. For availing benefits of interest subsidy employee will be required to take whole Time Insurance Policy (With Accident) Cover for a sum equivalent to 75% of the loan amount. These policies will have to be assigned to the company by employee.

Security to be provided by the employee:

- I. The employee would agree to all the terms and conditions laid down by BANK and execute the documents required by BANK in its Memorandum of Loan Terms

II. The employee shall agree to the terms and conditions laid down in the loan. Agreement between the company and the employee and shall execute all the documents required such as power of Attorney. Promissory Note Hypothecation of PF accumulation. Gratuity, Superannuation etc.

III. The employee shall create a second charge on the property in favor of the company.

IV. Two sureties acceptable to the company.

**PROCEDURE:**

1. The employee shall route through his department head on application for consideration to the personal Dept Head - H.O.

2. The applicant shall submit such documents as may be necessary for proving his ownership or title to the premises to be purchased by him. Such a document would include (a) housing plant duly approved to the Municipal corporation / Town planning (b) flat booking receipt or certificate from the concerned authority stating that the premises is allotted to the applicant (c) title deeds (d) completion certificate (e) verification of title by solicitors (f) membership of a co-operative housing society (g) any other document as may be necessary in individual cases for verification of the application.

3. The application shall be forwarded by the personal Dept at H.O. to the Managing Director Via Vice President or General Manager for review by the Management and no right is conveyed upon any employee to claim assistance under this policy.

4. In the event of sanction by the Management, the employee shall intimate to the Head of the Personnel - H.O. the approximate time schedule for release of payments. The payment shall be made by the company directly in the name of the party for example - builder, society or municipal corporation on behalf of the employee.

5. The employee shall submit to the Head of the Personnel - H.O. all the documents of title to the premises immediately on receipts of obtaining the same after payment has been made by Accounts

6. All residence documents in original shall be kept in the custody of the Head of the personnel - H.O.

7. The employee shall make a Commitment to serve the company for period of five years after the loan repayment has been fully made.

8. the employee shall also execute such powers of attorney and letters or authority in favour of the company or to the Trustees of the PF or Gratuity Fund or Superannuation Fund as the case may be from time to time as may required by the company prior to the release of the loans.





## **POLICY ON EDUCATION ASSISTANCE**

The Company offers educational Assistance to encourage employees to further their education and that of their Children.

### **Eligibility:**

All confirmed employees and ONE child.

### **Items Covered:**

1. School/College/Institutional fees and examination fees, Courses undertaken by the employees shall be before or after hours.
2. Cost of books, study materials and Children's uniforms.

### **Exclusions:**

Assistance shall not cover expenses on personal courses which are in the nature of hobbies. Approval under the scheme shall not entitle an employees to adjust working hours.

### **Amount:**

1. The maximum assistance granted to any employee for his personal education shall not exceed Rs. 2500/- p.a.
2. Assistance for each child shall be at actual subject to a maximum of Rs. 1000/- p.a. all inclusive Reimbursement of uniforms shall however be restricted to a maximum of Rs. 250/- per child p.a.

**Note:** For the Purpose of the policy a "year" shall be a period of 12 months commencing June 1.

### **How to apply:**

#### **PERSONAL EDUCATION:**

The employee who wish to undertake the "Personal Education" and claim under the policy should apply in the enclosed format marked "ANNEXURE – A" and send the application to Personnel Department. After careful scrutiny, the application will be forwarded to designated officer for sanction under the policy. In no circumstances the company will be responsible to reimburse the claim for Personal Education under the policy. If the same is made after taking admission and without prior approval.

#### **CHILDREN EDUCATION**

The Employee is required to make application un enclosed format marked Annexure "B"

The application should be forwarded to Personnel Dept. along with required attachments, for settlement of claim.

### **Claim:**

**For** claim of assistance, bills/receipts should be submitted to the Head of the Personnel Dept – H.O who shall be responsible for the implementation and control over this scheme. The benefits under the policy may be revoked/amended by Management at any time, without notice.