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CONCEPTUAL STUDY OF HR POLICIES AND GUIDELINES SPECIAL REFERENCE TO RAJDEEP INDUSTRIAL PRODUCTS PVT. LTD

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ABSTRACT

Rajdeep Industrial products Pvt Ltd is a Trading company established more than 40 years ago, in 1970. The company has since then, emerged as a reputed industrial supplier, supplying quality and genuine engineering products that meet customer expectation.

Presently, the company offers quality products from the multinational companies like SKF India ltd, L&T Audco and Atlas Copco. Rajdeep has received many awards from principle companies for the achievement which makes it the customers choice. The awards include No. 1 distributor in India from L&T Audco valve, Best marketing Company in India from SKF India Ltd to name a few. This case study has covered the HR policies of Rajdeep Industrial Products Pvt Ltd.

The case covers the recruitment and selection of the employees, the sexual harassment policy, the induction, bonus, increment, pay, grievance handling policy and the other policies followed by the company and the introduction of new policies accompanied by the revision of the existing ones for the smooth functioning of the company and quick problem solving of the human resource related issues. This case study will help in understanding the concept of various HR actions and guidelines to be monitored in any organization.

KEYWORDS:

HR polices, grievance handling, smooth functioning, guidelines, conceptual understanding, Human Resources

INTRODUCTION

RajDeep Industrial Products Pvt Ltd is a leading trading firm for various industrial products including bearings, valves and compressors of L&T, SKF and Copco Atlas respectively, along with a few more related products. RajDeep is an ISO 9001 – 2008 certified trading organization - authorized stockists of brand leaders of industrial products - SKF bearings, L&T Valves & Atlas Copco Compressors. Established in 1970 Rajdeep has a highly motivated team of Service Oriented professionals to take care of its industrial customers. It delivers quality products and services which bring tangible business value to its customers - all over India.

As the company deals with trading, the majority of the employees comprise of sales people. Besides a separate sales department for Bearings and valves, there is an accounts department, a logistics department handles the dispatches and an HR department which looks after the well being of its employees. In all, the organisation consists of around 125 employees and the RajDeep keeps adding new members to its family.

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VISION:

To be a Leading and Recognized Organization, for Quality Engineering Products, with Total Solutions.

CORE VALUES:

- ▶ Customer Satisfaction
- ▶ Supply of Genuine Products
- ▶ Growth of the Organization and its Employees
- ▶ System Oriented Company

CORE PURPOSE:

Increase Customer Productivity and Profitability by providing world class solution.

MISSION:

*To be leading industrial suppliers in Maharashtra (other than Mumbai region).

*RajDeep should enjoy the status of best industrial suppliers in the eyes of the customers and our Principals.

*We want company to offer value added services in the existing products and to achieve as best service providers.

*RajDeep wants to grow every year at minimum 30%, and achieve business of 100cr. In next year.

*As RajDeep grows all its employees also should grow in terms of taking more challenges, better living standards, acquiring more and more skills.

OBJECTIVES

- . To know the HRM policies followed in RajDeep Industrial Products Pvt Ltd.
- To identify the various avenues for improving the HRM policies of RajDeep Industrial Products Pvt Ltd.
- To introduce new policies into the existing manual of RajDeep Industrial Products Pvt Ltd.
- To understand the various HR polices and guidelines to be followed in any organization

METHODOLOGY

In order to support the understanding of organization culture and climate and support it with appropriate policies and guidelines both primary as well as secondary research was conducted . sample of 50 employees was considered for study in order to find out the awareness level of the employees. For secondary research, referred to a number of books, blogs and to the previous HR manual of RajDeep Industrial Products Pvt Ltd

RESULTS AND DISCUSSION

HR Manual of Raj Industries

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RECRUITMENT

1.0.0 Objective of this policy

Recruitment has been considered as one of the critical and important activities of the HR systems. The success of any organization depends to a great extent on the employees, in terms of knowledge base and commitment. This is especially relevant in today's context of hard competition where operational, commercial and marketing efficiencies play crucial role in the profitability and prosperity of business.

In order to make sure that the right quality of manpower to fill the existing vacant position and prospective positions that could arise due to expansion and new branch activities, a detailed policy and procedures are being laid down for recruitment.

2.0.0 Scope

This policy is applicable for whole RajDeep Industrial Products Pvt. Ltd.

3.0.0 Procedure

3.1.0 Manpower Requirement

3.1.1 All recruitment shall be made against approved positions only. The approval of position are to be taken along with the annual budget and structuring exercise in the beginning of the financial year.

3.1.2 For creation of new positions/roles provisions shall be made in the yearly manpower budget.

3.1.3 There shall be automatic recruitment of employees on resignations against replacement of approved positions. This recruitment could be filled up with new personnel or promoted from existing personnel. Specific approval on confirmed positions shall be obtained from the Director by the HR department in the beginning of the year after finalization of annual budget and organizational structure.

3.1.4 Recruitment of clerical positions shall be done only at entry level in most of the cases

3.2.0 Important Points about Recruitment

3.2.1 No recruitment should be made on the basis of recommendation if there is no vacancy as per the organizational chart.

3.2.2 If there is a sanctioned vacancy and the recommended person has to be recruited, in such cases the candidate should at least be average and these cases be reviewed after three months. If their performance is not good they should be asked to go.

3.2.3 The policy regarding the recruitment of females should be similar to the one applicable to the males.

3.3.0 Sources of Recruitment

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3.3.1 Existing database

3.3.2 Employee referrals

3.3.3 Internal accruals

3.3.4 Manpower consultant

3.3.5 Advertisement

3.3.6 Educational Institutes

3.3.7 Employment Exchange

4.0.0 Recruitment Procedure

4.1.0 In reference to the vacancies, HRD will take out the relevant bio-data from the existing database. HRD will refer such applications to respective Functional Heads.

4.2.0 Functional Head will advise an action to be taken. In case of application being not suitable or insufficient, the Functional Head will suggest the alternative mode for calling applications i.e., approaching data bank of recruitment consultants or through advertisement depending upon the profile and the urgency of vacancy.

4.3.0 Recruitment through consultant

4.3.1 HRD will approach the relevant consultant giving them the details of requirement. The consultant should be met in person and he should be explained explicitly on the job specification, fitness of the position in the organization and the salary package.

4.3.2 Subsequently, HRD will issue a letter to consultant giving our requirements and the terms and conditions as agreed upon. This letter will also include

4.3.3 a brief about RajDeep, its turnover, product range and future growth plans.

4.4.0 Recruitment through advertisement

4.4.1 HRD in concern with the Functional Head will frame a suitable job specification along with the responsibilities, reporting relationships and qualification and experience.

4.4.2 All advertisements will be released in the name of RajDeep Industrial Products Pvt. Ltd.

4.4.3 The extent of coverage will be in accordance with level of positions to be advertised.

4.4.4 HRD will decide the newspaper and its editions to be covered for the release of advertisement in consultation with Functional Heads.

4.4.5 HRD will approach the approved agency for getting the artwork made and the cost estimate of artwork and advertisement.

4.4.6 HRD will check the artwork and get it approved along with its cost estimate by the approving authority, which is Director.

4.4.7 Subsequent to approval, HRD will arrange for release of advertisement through a letter to agency confirming the media, date of release, payment terms and enclosing a photocopy of the advertisement duly approved by approving authority.

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4.4.8 HRD will maintain a separate file containing all correspondence related to advertisement.

4.4.9 HRD will issue call letters to the candidates after screening and checking up the interview schedule with Functional Head.

Position/Role	Qualification	Experience Required	General Requirements
Junior Assistant	Min 12 th Pass	Fresh, up to one year	Should have a 2 wheeler vehicle and Computer knowledge.
Assistant	Min 12 th Pass	Fresh	
Officer	Graduate	Min one/two years	
Executive	Graduate	Min three years	
Sr. Executive	Graduate	Min four years	
Assistant Manager	Engineering Diploma/ Any Graduate	Min six years	
Manager	Engineering Diploma /Any Graduate	Min ten years	
Sr. Manager	Engineering Diploma/ Any Graduate	Min 15 years	Should have a 4 Wheeler vehicle
General Manager	Engineering Diploma /Any Graduate	Min 15 year	
Executive Director	Engineering Diploma /Any Graduate	Min 15 years with RajDeep	

5.0.0 **Short-listing of Applications**

5.1.0 Staff: The HR department shall initially screen applications received from different sources. HRD will make a file of shortlisted applications and will be given to Functional Head.

5.2.1 Interview and Selection Panel:

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Position	Interview and Selection Panel
From L0 to L8	Functional Head; HR personnel
From L9 and Above	Director, Functional Head and HR personnel

Preliminary Interview should be carried out as per the Questionnaire

5.2.2 Positions and Level Chart

Position	Level/Grade
Helpers/Delivery Staff	L0
Junior Assistant (Clerical)	L1
Assistant	L2 L3
Officer	L4 L5
Executive	L6 L7
Sr. Executive	L8
Assistant Manager	L9
Manager	L10 L11
Sr. Manager	L12 L13
General Manager	L14
Executive Director	L15

5.5.0 Interview

- 5.5.1 On the day of interview HRD will ensure the following:
- 5.5.2 Handover interview schedule to the receptionist with instructions for guiding the candidates to the sitting room.
- 5.5.4 Inform accounts department of the estimated amount to be arranged for reimbursement of traveling expenses to the candidates wherever applicable.
- 5.5.5 Inform the members of the respective selection committee of the interview schedule and handover the summary of candidates along with their Bio-Data folder to Functional Head.
- 5.5.6 On the day of interview, when the candidates report for interviews, HRD will attend to candidates and ensure that they fill up Personal Profile. HRD will collect the Personal Profile and hand it over to selection committee.
- 5.5.7 Selection committee in reference of his/her experience, capabilities, etc will assess the candidate jointly. Functional Head will sign the notes. The disposal instructions will be given as
- (a) REJECT (b) FINAL INTERVIEW (c) DATA BANK.
- 5.5.8 For the final interview the process will repeat from issuance of call letter to final disposal of the candidate's application. The remarks will be given in

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Respective approving authority will sign this. In case of APPOINTED, relevant details of his/her recruitment including salary will be mentioned break-up on Personal Profile.

5.5.9 HRD will issue a letter of offer to the candidate on letterhead in 2 copies, original for candidate, one for HRD acknowledgement.

6.0.0 Reimbursement of Expenses:

6.0.1 Reimbursement of expenses will be made if it is decided before coming for the interview.

7.0.0 On The Joining Of The Candidate

7.1.0 On the due date of joining of a candidate, HRD Deptt. will check up with respective branch to know whether the candidate has joined.

7.2.0 On joining of the candidate, HRD will verify the particulars of the Bio-Data given by candidate in respect to age, qualification, experience and salary drawn from the previous employer with original documents. Upon verification, HRD will issue Appointment Letter.

7.3.0 HRD will make the appointment letter incorporating the terms and conditions of appointment as per offer letter and as per the level. It will be made in 3 copies and signed by the appropriate authorities.

7.4.0 Appointing Authority

Level	Appointing Authority
Up to Sr. Executive	Functional Head
From Assistant Manager	Director

7.5.0 Acknowledgement copy of the appointment letter to be retained by HRD.

7.6.0 In case, the candidate has not joined on the due date, HRD will send telephonic reminder to the candidate and inform respective Functional Head.

7.7.0 Further, if still there is no response from the candidate on sending the reminder; HRD will take further action in consultation with Functional Head.

8.0.0 Medical Fitness

The selected candidate has to submit medical fitness examination certificate at the time of joining in the company wherever required at employees own cost.

9.0.0 Reference Checking and Antecedents Verifications for New Appointees

The management will ascertain antecedents of new recruits and in the event of any adverse comments / references made by the previous employer or referees, no offer to be issued or the offer issued will be cancelled.

Terms and Conditions

1. Place of Posting

Your place of posting will be at present at Rajdeep <name of the place> but are liable to be transferred to another department, post or place either in existence or which may come into existence therein after at any place where Management may establish/open its branch / office later on. Upon such transfer the rules and regulations applicable to you. You shall reach the place of posting everyday at your cost. If there is any change in your residential address you have to inform to the personnel department in writing immediately

2. Probation Period:

The probation period of the employee would be 6 months from the date of joining. The employee is to take minimum leaves in this period and the probation period would be extended in proportion to the number of leaves taken during this period. The probation period can be extended/ reduced by a number of months depending on the employees performance, after which he will be given the confirmation letter. If no communication is made from the management regarding extending the period, then it will automatically be confirmed on the due date.

3. Supervision

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You will work under the supervision of such officers, as may be declared upon by the management from time to time. You shall diligently and satisfactorily carry out instructions given by your superiors in connection with the work assigned to your potentialities, skill and ability.

4. Attendance

Your hours of work shall be regulated to suit the duties entrusted to you from time to time. You will have to punch the cards or mark the attendance in any manner as may be prescribed from time to time. If you are late by more than 15 minutes for three days in a month, it will be treated as half day leave. After three late marks, each late mark will be treated as half day leave.

5. Job Specifications

Your duties / responsibilities will be as decided by your superiors or management from time to time.

6. Suspensions.

In case you are charged with any act of misconduct you may be suspended from service till pending enquiry. If you are held of misconduct, you will not be entitled to any wages for the suspension period. In case however, you are not found guilty, you will be paid wages for the suspension period and treated as if you have been in service during this period.

7. Abandonment and Automatic Termination

Absence for continuous period of 8 days (including absence when leave though applied but not granted) and when overstayed for a period of 8 days would make you loss your lien on the service and the same shall come to an end without any intimation.

8. Mode of Communication

For any service of notice or communication whatever kind, you will be inform by ordinary post at the address given by you at the time of your employment or such other address given by you to the management thereafter. The management may also paste a copy of the letter on the notice board which shall be considered to be sufficient.

9. Leave Rules

a. Probation period will be extended by the no. of days leave (leave without pay) taken during probation and review of your work performance.

b. Leave Application to be filled in prescribed format.

c. The number of paid holidays would be according to the shops and establishment act, and it will be based on the pro rata basis

d. Prior sanction to be taken at least two days before the leave is taken. In case of leave more than 3 days, 3 days prior sanction should be taken.

e. In case of unavoidable circumstances, leave should be communicated verbally to the superior and it should be regularized on the day of resuming duty.

f. Sunday or any other paid holiday is coming in between the leave duration, it should be treated as "Leave".

g. If the person has availed more than eligible leaves, it will have impact on your future growth in the company.

h. While going on leave proper work information should be given to sub-ordinate and HOD.

I. 21 days paid leaves would be allowed from april to march

10. Rules and Regulation

You will be bound by rules and regulations enforced by the management from time to time in relation to conduct, discipline, leave, holidays and any other matters relating to service conditions which will be deemed as rules, regulations and orders in the part of these terms of employment you will abide by and be governed by the settlements in operation and in existence.

11. Fitness

The continuation of your service will be subject to your being found and remaining physically and mentally fit. During the tenure of your service you can be required for medical check up either at the instance of the management or by the authorities at your cost.

12. Secrecy of Information

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During your tenure of service with our organization, you will not divulge any of our secrets of associates and/or our principle whose business you are handling. If we find your activities are detrimental to the organization, your service is liable to be terminated forthwith without giving any reason thereof.

13. Collection of Payment

You shall not be entitled to collect any cash or stocks either from the customer, dealer or the stockiest without our written permission.

14. Leaving the organization

You will be relieved from your duties after acceptance of your resignation in writing and handing over the complete charge and company owned material to the personnel department. Once resignation letter is accepted, you will be relieved after one month. In case you left without giving one month notice, one month salary will be recovered from you.

Applicable to sales personnel

In the event, you are leaving the organization in between the financial year, you are not eligible for sales commission. Your other dues will be cleared after 100% regularization of the business transactions made by you. You shall not join other business which is directly competing or conflicting with the interest of the company for a minimum period of three years. Company reserves right to take suitable legal action incase of violation.

15. General

a. In case of any damage to company's material or loss of instrument which is in your custody, entire cost will be recovered from you.

b. During your service tenure in our organization, you shall not engage directly or indirectly in any other business or job.

c. If you are using company vehicle, it should be fully insured. In the event of any accident or damage or theft to the vehicle, cost should be claimed with insurance company.

d. You shall not claim compensatory off, if you are send for training on weekly off day.

e. Check thoroughly company's product or cash, before taking possession,thereafter shortages at your end will be your responsibility.

f. Bonus for the current financial year will be paid in the next financial year prior to Diwali. Bonus will be given as per current Payment of Bonus Act. All rights reserved by Management for the payment of Exgratia.

g. You will be retired from the service of the company on attaining the age of 58 years and no notice period will be required for the same from either side. If company decides to continue your services, you will not be eligible for PF and gratuity from the date of retirement.

h. All disputes shall be settled under the jurisdiction of Industrial Court, Pune

GROUP INSURANCE:

The employees of RajDeep are covered under Group Accidental Policy which is presented by Star Health and Allied Insurance. Attached GPA Policy for reference.

RULE FOR HALF DAY:

Half day is applicable as follows:

1st half: 9.00 and to 1.30pm

2nd half: 1.30 pm to 6.00pm

TA-DA

At actual with supporting bills / documents. Attached travel policy for reference.

LOCAL CONVEYANCE HOW TO CLAIM:

The concerned person should mention starting kilometre and end kilometre with places visited and nature of work and claim to be submitted on weekly basis.

INDUCTION/ ORIENTATION

1.0.0 Objective

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Induction / Orientation Program is carried out, in order to help new entrants to overcome his sense of eagerness to familiarize with the organization, introducing to his colleagues, explaining them the rules, regulation policies and procedures that directly affects him, making him aware of his duties, responsibilities and to whom he should look for when he has any problem and to tell him how are they going to contribute towards the growth and prosperity of the organization, so that he is able to give his best to the organization.

2.0.0

Scope

This policy is applicable to all the new entrant of RajDeep Industrial Products Pvt. Ltd.

3.0.0

Procedure

3.1.0

The induction program is a 1 day's activity which the very next day of joining of the new employee.

3.2.0

There is an induction manual which is given to the new employee which makes him/her a brief idea about the organization, products, customers, general rules and regulations, etc.

3.3.0

The schedule of induction is well planned i.e., which department will be introduced first then second and so on but the time allocated to each department is fixed according to the need of the new employee . This schedule is subject to change.

3.4.0

The person who is second in command/Head of Department in each department will deliver the induction.

3.5.0

On completion of the orientation/induction program, the new employee will report for his normal duties to the Head of the Department concerned who will discuss with him in detail job responsibilities.

Induction / Orientation

Sr. No.	Activity to be Done	Who should complete
1	Explain about our organization <ul style="list-style-type: none"> - Organization starts up - Organizational Growth - Organization Chart - Quality Pledge - Quality Policy - Quality Objectives 	HR
2	Vision & Mission <ul style="list-style-type: none"> - Vision/Mission - How did we come to this vision/mission? - His role in achieving vision/mission 	Director/HR
3	His responsibility and key result area	Director/HR/Respective Manager

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4	Introduction with all existing employees	HR
5	Functioning of Each Department - Sales (Divisions) – Product Info - Logistics and Stores - Purchase	HOD

PROBATION POLICY

1.0.0 Objective

It is not possible to judge the person's capability, attitude, etc completely at the time of selection process. So the employee is first kept on probation during which the employee is assessed on different parameters including whether he/she is culturally fit or not, adaptability to change, job knowledge, responsibility and dependability, initiative, etc. In this regard this policy is framed.

2.0.0 Scope

This policy is applicable to all employees of RajDeep Industrial Product Pvt. Ltd.

3.0.0 Probation

3.1.0 Period of Probation: The standard and maximum probation will be for 6 month .

It will be Company Policy to extend the probationary period one year because if the performance of the person is not upto the mark during the probation period.

3.2.0 Notice Period

For all probationary appointments the notice period should be one week from employee side and one day on employer side.

3.3.0 Termination of service during the probationary period

Performer who are shaky/not up to the mark must be dealt with care and concern such that these that the message and genuinely put in efforts to come up. In case of decision to part compares/counseling/feedback done on a month's basis will provide a proper ground for necessary action.

Please note, therefore, that if you wish to terminate a probationary appointment earlier than the normal 6 months, there must be a good reason to justify this, and a mere 'opinion' will not be acceptable. Should you have any doubt as to the suitability of a person at the time of recruitment, you may initially take him on a temporary basis and later put him on probation if he proves to be suitable.

4.0.0 Assessment

4.1.0 All probationary staff will be assessed as per the assessment form.

4.2.0 Probationers will be assessed every 3 months.

5.0.0 Confirmation

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- 5.1.0 No person shall be confirmed in service until his performance has been reviewed and assessed
- 5.2.0 No person will be confirmed in service unless it is shown that he fulfills the requirements of the job. The philosophy that half a man is better than no man should have no place in our Company. In the longer-range interests of the Company it is better to face short-term shortage of manpower than to build up inventories of human deadwood.
- 5.3.0 Notice period: This should be 30 days on either side. However, for appointments in the Sr. Manager and above, the notice period will be increased to 3 months.
- 5.4.0 Confirmation of employees is done as per the due date.
- 5.5.0 Employees who are confirmed may be issued confirmation letter and employees who are required to be extended; extension letter may be issued.

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SEPARATION AND EXIT INTERVIEW

1.0.0 Objective

It is nature's rule that if one joins then he/she has to leave at one point or the other in due course of time. This separation may be due to retirement, transfer, resignation or termination. This policy defines the procedure to smoothen this parting.

2.0.0 Scope

This policy is applicable to all - RajDeep Industrial Products Pvt. Ltd.

3.0.0 Resignation, Acceptance & Final Clearance:

3.1.0 Any employee leaving the organization should address his letter of resignation in writing to the Director/Manager Administration

3.1.1 The terms of relieving would be concluded in the mutual interest of the employee and Company by the Head of the Department in consultation with the concerned superiors and forwarded to the Director with the recommendation. The Director/Manager Admin will approve the recommendations and conclude terms of release. The notice period for release shall be as follows:

Sr. Manager – Assistant manager: 2 months

Sr. Executive – Officer: 1 month

Others – 15 days

During probation period: 24 hrs

3.2.0 Personnel department should be informed immediately on receipt of any resignation from any employee. Upon such information, Personnel department should inform Accounts / Stores to control imprested material issued and also arrange Exit interview with the accepting authority as per the policy of the company. The Payroll for the employee should be tagged and payment should be made along with final settlement. In case of employees undergoing 2 months notice period salary may be paid first 1 months with accepting authority's' clearance.

3.3.0 The Final Clearance Form should be floated by Personnel department three days before with appropriate details through the employee for obtaining clearance from all concerned in duplicate.

3.4.0 The clearing functional heads should conclude dues and remark no dues / dues recoverable in clear monetary value with communication to the employee.

3.5.0 The employee should deposit the clearance form to personnel department. Personnel department would do it if the employee is not present and has requested release by post.

3.5.0 Personnel department to work out relevant details and forward the form to Accounts department on the last working day before noon session. Accounts department to compute the final settlement and pay the employee for workmen preferably with witnesses present.

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4.0.0 Calculations:

- 4.1.0 Balance Leaves payment for full and final settlement is calculated on prorata basis.
- 4.2.0 Gratuity – $15 / 26 \times$ last drawn basic \times total years of service (rounded off to nearest year). This shall be for employees who have completed minimum service of 5 full years on Company's service only. This is done through group gratuity scheme with LIC.
- 4.3.0 Notice Pay – shall be payable / recoverable as the case may be in accordance with the remark / conclusion of the relieving authority. The pay for this shall be treated as basic+DA pay salary of an employee. The days payable / recoverable should be clarified by personnel department after verifying the personal file.
- 4.4.0 Bonus – Shall be paid along with the final settlement at 8.33 % to all workmen whosoever qualifies for bonus as per Bonus Act. However for staff leaving the service during any financial year Bonus shall become payable as and when declared by the company and not as a matter of routine along with settlement. It is also covered under a separate payment of bonus policy.
- 4.5.0 Such of those employees Level L0 who have been provided with uniforms should be asked to deposit their uniforms before clearance of dues to personnel department.
- 4.6.0 Gratuity Linked policy claim to be lodged by Finance Department of concerned division on a monthly basis.

5.0.0 Submission of Identity Card:

Such of those employees who have been issued an Identity card should be asked to deposit their Identity cards before clearance of due to Personnel Department.

6.0.0 Service Certificate:

The Company will provide a service certificate to the entire staff member along with their clearance. (Annexure attached)

7.0.0 Exit Interview

7.1.0 The company has the policy to conduct the Exit Interview for Sr. Executive and & above.

7.2.0 An out going employee should fill in enclosed format.

7.3.0 He should complete this form and there is no need for him to sign the same.

7.4.0 The Manager Admin should conduct the Exit Interview to know the

strength and weaknesses of the organization and also have an informal chart on the improvements.

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GRIEVANCE HANDLING SYSTEM

1.0.0 Objective

To ensure the quick redressal of the grievance of the employee this policy is framed.

2.0.0 Scope

This policy is applicable to all - RajDeep Industrial Products Pvt. Ltd.

3.0.0 Procedure

3.1.0 Any employee having any complaint/grievance should immediately contact his supervisor for its redressal.

3.2.0 It is the responsibility of the HOD to listen to his complaint / grievance and redress the same within 12 hrs of the grievance.

3.3.0 If he is not able to redress his grievance and he wants to discuss the problem with his boss he may do so but whether it is possible to redress his grievance or not it must be communicated to the complainant accordingly within 24 hrs.

3.4.0 Employee not satisfied from the reply of the HOD can submit his complaint in writing to the Manager through his HOD.

3.5.0 The HOD should forward his complaint with his comments to the Manager for decision and the manager should redress the complaint within 5 days from its receipt. If he so desires he may call the concerned complainant as well as his supervisor and communicate his decision.

3.6.0 If it is not possible for him to take a decision, he may discuss the matter with the Director

3.7.0 Any action being taken to redress the complaint or if there is any delay in redressing the grievance, the employee must be communicated through his immediate boss. No written reply will be given to the complainant.

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WORKING HOURS

1.0.0 Objective

Working hours for any organization is according to the legislative norms and rules. So is applicable to our organization and this policy is framed to ensure the smooth adherence to these norms.

2.0.0 Scope

This policy is applicable to all - RajDeep Industrial Products Pvt. Ltd.

3.0.0 RajDeep works in general shift.

3.1.0 The shift timings shall be as follows with half an hour break in each shift:

General Shift - 9:00 A.M. TO 05:45 P.M.

4.0.0 Lunch Timings:

Lunch is taken in two batches Batch 1: 12.30 pm to 1.00 pm

Batch 2: 1.00pm to 1.30 pm

While making the batches, it should be ensured that

1. Somebody should be there to attend the calls from outside in each division.
2. Urgent work can be handled during the lunch time.

Employees requiring Lunch to be brought from outside or going out for lunch should follow the same timings

Each branch should identify a separate place where employees can take their lunch.

Lunch area should be kept clean.

5.2.0 If an employees to work for half day, working session will be as below

5.2.1 Morning Session: 9.00 am – 1.00 pm

5.2.2 Afternoon Session: 1.30 pm – 5.45 pm

5.3.0 Director approval is required for any deviation in the policy.

6.0.0 Over Time

6.1.0 All possible efforts should be made to discourage over time. All the work should be completed within the working hours.

6.2.0 There is no over time for staff/ packers/ dispatch peons or worker and drivers except the additional

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payment fixed and is being paid presently.

7.0.0 Driver/Level L0 Late Stay Norms

7.1.0 It has been observed that the drivers attached to Managers/Directors and above is required to stay back beyond normal working hours often due to exigencies of work. In view of the above requirement and related needs of such a person so staying late, it is approved as follows:

7.2.0 7.3.0 The amount provided for is to facilitate the employees to eat and transport himself to the place of his destination.

7.3.0 There shall not be any concept of overtime payment to this category of staff and the above perspective shall be reinforced to the employees.

7.5.0 It may pleased be noted that the above norms are to be adhered to by all divisions uniformly. Accounts dept. shall not pass any claims deviating these norms.

8.0.0 Late Sitting For Staff

8.1.0 Staff sitting late after 6.00 p.m. shall be served tea and snacks as per the following policy:

8.2.0 Director approval is required for any deviation in the policy.

UNIFORM POLICY

1.0.0 Objective

The policy has been laid down to bring uniformity in the dress code among all the employees.

2.0.0 Scope

This policy will be applicable in all the branches of RajDeep and it covers all employees working in the enterprise.

3.0.0 Guideline

The following policy has been laid down for the usage of uniforms, raincoats and safety shoes to the different categories of employees of RajDeep Industrial Products Pvt Ltd.

3.1.0 Uniform Description

Male employees

3.1.0 For the managerial cadre: white uniform with logo of RIPL, full/half sleeve

- i) For non managerial cadre (clerical, officers, others) blue striped shirts half/full sleeve with Logo of RIPL
- ii) For the logistics cadre: SKF blue uniforms, preferably half sleeve with logo of RIPL

Two trousers and two shirts (As per approved sample) will be issued to the store staff, to the others, I.e. managers and office staff, only shirts will be issued

FEMALE EMPLOYEES

No uniform will be issued to the female employees they are expected to wear decent salwar suit / kurtis and other

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formals of the like.

3.1.0 Distribution Of Uniform:

For the existing employees: uniforms will be issued only when the ones already issued ware out or are damaged or are not in a condition that they can be worn anymore.

For the new employees: 2 pairs of uniform will be issues to the employees at the time of hiring.

The uniforms should be clean and tidy and properly ironed when wearing it in the office/workplace.

4.0 Issue of Safety shoes:

The safety shoes will be issued only to those employees who are involved in tasks like lifting and delivering heavy material, like store persons and delivery persons. No other persons shall be given the safety shoes unless required.

It should be kept in mind that basic level of hygiene should be maintained and shoes should be regularly polished and socks should be clean.

These are to be issued 1 time in a year.

5.0 Issue of Raincoats:

Raincoats will be issued to delivery people, specifically those who are traveling on two wheeler vehicles. Those people traveling in cars or other such vehicles should not be issued raincoats.

These are to be issued once in 3 years to the concerned employees.

The quality of the materials issued will be as per the standards decided from time to time.

The uniform should be compulsorily be worn on all working days, except Saturday. On Saturday, semi formals should be worn. It should be kept in mind that the semi formals/casuals should be carried with utmost decency.

NOTE: Failing to wear the uniform will lead to half day loss of pay.

SECURITY SYSTEM

1.0.0

Objective

This policy is framed to ensure the security of office and to define the procedure for the same.

2.0.0

Scope

This policy is applicable to all - 'Rajdeep Industrial Products Pvt. Ltd.'

3.0.0

Procedure

A person round the clock in the building shall man security gate. The person should be competent to read and write and be alert and be available at all times at the gate. The salient features of the system as to be followed up by the person are as follows: -

3.0.0

To maintain all the Register such as: -

3.1.1

Returnable Material Register (A)

3.1.2

Visitors Entry Register (B)

3.2.0

The Security man at the gate should see that the columns are neatly filled in and all the guidelines mentioned below are strictly followed.

3.3.0

In case of any problem, he should contact the Head Admin immediately.

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- 3.4.0 To check and monitor the entries of men and material at all times in proper register and with proper identity (fill entry, etc.). It is expected that he does not permit any stranger who is not able to express his identity or any person who is an ex-employee and has been separated from the company's Roll for organizational reasons or currently in employment with competitors. He should also ensure that the men and material crossing the gate go on right direction to the right place for furtherance (rather than loitering around)
- 3.5.0 To issue visitors card as per the policy of the company.
- 3.6.0 He shall keep vigil of any gathering in and around the company premises and keep personnel head informed of his observations as to such gathering and the intent of such gathering.
- 3.7.0 To guide the visitors as well as the employee to park their vehicles at the place earmarked for such purposes. He should also ensure that there is no parking of any vehicle close to the gate and no visitor's vehicle will be allowed inside the company.
- 3.9.0 The Security Guard should guide the visitor that he should directly go to the Reception. He should ensure that no visitors go to any other place except Reception.
- 3.10.0 The Receptionist will enquire on intercom from concerned official whether he/she should send him/her or not. He should be sent to the reception thereafter
- 3.11.0 Making rounds around the plant particularly after sunset and between attendance periods.
- 3.12.0 Locking of the gates, doors and windows of office, etc. within the company premises.
- 3.12.1 Switching off, on lights and fans as and when required after/before office hours.
- 3.12.2 Handle fire-fighting equipments.
- 3.13.0 The company premises should be locked and all the keys of the various departments should be kept in a box placed at security gate/Stores. While opening the external door, should ensure that the seal of the key box is intact.
- 3.14.0 After normal working hours the office premises will be kept opened only when an official stays back.
- 4.0.0 General Points:**
- 4.1.0 Any employee who come early say 15/30 minutes will be allowed to enter the premises. Security should ensure that during this time they remain at their respective place of work/department.
- 4.2.0 While settling full and final account of any employee on his resignation or terminal, the security man should sign on the final settlement form after checking his register (Returnable Material Register) that nothing is recoverable from him. Such employees should not be allowed before or after office hours.
- 4.3.0 Ex-employees of the organization should not be allowed to enter in the premises; security man should seek the permission of the Manager Admin to allow ex-employees to enter the premises.

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ATTENDANCE PROCEDURE AND SYSTEM

1.0.0 Objective

In order to stream line and regulate the attendance of all the employees in the company the following policy is framed.

2.0.0 Scope

This policy is applicable to all - RajDeep Industrial Products Pvt. Ltd.

3.0.0 Attendance for staff

3.1.0

Attendance for all categories of staff irrespective of level would be through a formal procedure in the Muster Roll Register, kept at Personnel Dept for second floor and in logistics for all staff members, are expected to sign this Muster Roll Register before reaching their work place in the morning while entering the office itself.

3.2.0

Personnel Department shall check the staff movement board at 9.00 AM and will highlight with a yellow highlighter in the Muster Roll against names of such employees who have not put their initials on the particular date.

4.0.0 Procedure for Late Coming

4.1.0

Employees reporting after 9.10 AM shall be noted and mail to be sends at marketing@rajdeepindia.com on daily basis.

4.2.0

At the end of the month while preparing the Pay Roll, the Personnel Department shall reconcile data from the mail.

4.3.1

Late comings 5 times in a month up to the maximum of ½ half an hour is permitted but this norm is only a guide line and does not entitle a staff member to have a right to come late. Further, any late coming beyond 5 times in a month will be treated as absence for half day and consequently ½ day leave will be adjusted from the concerned staff members leave account. If no leave is due then the same will be treated as Leave without pay and salary will be deducted. Late coming beyond 10 days would be treated at one day leave and 16 times or above late comings would be treated as 1.5 days leave without pay.

4.6.0

The total number of late coming in a year i.e., April to March will also be correlated with the increment policy as decided by the management.

5.0.0 Short Leave

Employee can go upto two hours (come late or leave early) for each occasion upto 2 days in a month on short leave duly sanctioned from immediate superior in case of exigency, but this is not

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an entitlement or right.

6.0.0 On Duty Procedure

6.1.0 Any employee going out on official duty is required to inform to his superior and get approval on the yellow card

6.2.0 Personnel Department shall consolidate attendance working of all the staff members of the previous month and shall see that the leave, late coming yellow card etc. are sorted out, should there be any discrepancy in the last month attendance.

6.3.0 Though it is the responsibility of the staff to have their attendance complete to earn salary for that month.

6.4.0 This process would substantiate the employee with one more opportunity to counter check his previous month pay roll data before its finalized.

8.0.0 Late Reporting On Duty On Account Of Yellow Card

8.1.0 The concerned employee shall put OD on the yellow card together with place of OD, signature and time.

8.2.0 The employee should give OD (for going out for official job/out of station duty/or on duty to other branches for whole day or multiple official) slip to be given to personnel department on a plain paper (no prescribed format) on the previous working day duly signed by his immediate superior.

8.3.0 If due to some reason, the employee has not able to write in yellow card on previous day he should update yellow card with approval immediately, when he reports on duty.

8.4.0 If an employee has reported on duty and does not get his leave/OD sanctioned either very next or before processing of payroll for that month, shall be marked absent. It is expected that all kinds of leaves should have a prior approval in writing from the appropriate authorities. (Refer to Leave Policy).

8.7.0 It is the responsibility of the employee to get his leave sanctioned from the authorized person and submits the same to Personnel Department.

The Personnel Department shall treat all absence from duty unless authorized leave/OD slip is obtained within the time frame as mentioned in the policy.

LEAVE POLICY

1.1.0 Objective

In order to stream line and regulate the leaves of all the employees in the company, the following policy is framed.

2.1.0 Scope

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This policy is applicable to all - RajDeep Industrial Products Pvt. Ltd.

3.0.0 Leave Rules

3.2.0 Employee will be eligible for 16 days of leave per annum.

3.3.0 Leave will be applicable from date of confirmation on pro-rata basis.

3.4.0 Probation period will be extended by the no. of days leave (leave without pay) taken during probation and review of your work performance.

3.5.0 Leave Application to be filled in prescribed format.

3.6.0 Prior sanction to be taken at least two days before the leave is taken. In case of leave more than 3 days, 3 days prior sanction should be taken.

3.7.0 In case of unavoidable circumstances, leave should be communicated verbally to the superior and it should be regularized on the day of resuming duty.

3.8.0 Unsanctioned leave will be treated as "Leave without Pay".

3.9.0 Sunday or any other paid holiday is coming in between the leave duration, it should be treated as "Leave".

3.10.0 Leave will be divided into two part viz. April to September - 8 days and October to March – 8 days.

3.11.0 If the person has availed more than eligible leaves, it will have impact on your future growth in the company.

3.12.0 Balance Leave Payment will be calculated on the current year Basic + DA of the salary.

3.13.0 Balance Leave payment will be paid at the end of each financial year.

3.14.0 While going on leave proper work information should be given to sub-ordinate and HOD

COMMUNICATION POLICY

1.0.0 Objective:

The purpose of Policy is to provide better internal control over official Communication Expenses.

2.0.0 Scope

This Policy is applicable to all branches of RajDeep Industrial Products Pvt. Ltd.

3.0.0 Responsibility

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Manager Admin

4.0.0 Procedure

4.1.0 All type of Communication Expenses will be monitored and routed through Manager Admin which will be maintained by authorize person assigned by Manager Admin. This procedure is divided into two parts:

4.1.1 Call from Office.

4.1.3 Call from Cellular phones.

5.0.0 Call from Office

5.1.0 Only official calls are permitted which will be monitored and controlled through Telephone bills and monthly monitoring sheet.

6.0.0 Use of Cellular Phone

6.1.0 Facility of Cellular Phone will not be provided to anyone except with the approval of Director

6.2.0 All the company cell phones are covered under CUG scheme in which mobile to mobile communication in the group is free.

6.3.0. Maximum ceiling of monthly expenses for mobile are decided individually depending on the usage required for that person. In case the mobile expenses are more than maximum ceiling of monthly expenses, excess amount should be paid by the respective employee. Expenses charts are revised from time to time as per the need and available with Manager Admin.

8.0.0 Bill Passing System

8.1.0 Company's Bills (Telephone/Cellular)

8.1.1 It is the responsibility of admin to verify the bill for proper billing is there, no totaling mistakes etc. are there and billing is done as per the agreement with the approved source that is with respect to discount etc.

8.1.2 After verification of the bill by admin, the same will be submitted to Account Department before the due date of payments for further verification and approval from Manager Accounts for payment.

9.0.0 MONTHLY MONITORING SHEET:

On the basis of actual payment of bill, monthly monitoring sheet will be prepared by the admin and monitor the expenses.

PERSONNEL FILES: PREPARATION AND MAINTAINENCE

1.0.0 Objective

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The personnel data of an employee is important information for a company. It becomes necessary to prepare and maintain them properly so that if some information is needed then it can be available easily. Also if the employee leaves the company these files will serve as a reference in future if required.

2.0.0 Scope

This policy is applicable to all RajDeep Industrial Products Pvt. Ltd.

3.0.0 Personal File:

- 3.1.0 There will be a separate personal file for each individual incumbent and the documents are to be prepared as per the checklist. The file should contain the following:
- 3.1.1 Pre appointment discussion/action.
 - 3.1.2 Employees personal information
 - 3.1.3 Appointment
 - 3.1.4 Compensation details
 - 3.1.5 Induction Schedule
 - 3.1.6 Medical Reports, if any
 - 3.1.7 Probation appraisal report
 - 3.1.8 Confirmation/Extension of probation
 - 3.1.9 Transfer from one Department to another or one function to another or one division to another.
 - 3.1.10 Re-assignment of job-responsibilities, and/ or any special task given.
 - 3.1.11 Increments or salary re-fixation
 - 3.1.12 Change of designation
 - 3.1.13 Up gradation or promotion
 - 3.1.14 Granting of any facility (allotment of car, admittance to own your car scheme, extension of conveyance expenses, credit facility for fuel, use of Company/Company hired furniture's, equipment's, machinery etc., Company telephone at residence, credit card, club membership,

Company leased residence etc.)Residential Lease Agreement

- 3.1.15 Granting of loan (including on temporary basis)
- 3.1.16 Grant of special leave
- 3.1.17 Periodic Performance Review observation
- 3.1.18 Annual Performance Appraisal (s)
- 3.1.19 Training program attended (i) in house (ii) External-inland (iii) abroad.
- 3.1.20 Commendation / appreciation
- 3.1.21 Reprimand / warning
- 3.1.22 Show Cause/ Charge Sheet/ Explanation/ Enquiry/ Disciplinary action.
- 3.1.23 Special request granted (e.g. Higher education. Change in office timing, any medical aid etc.)
- 3.1.24 Board resolution / power of attorney given.
- 3.1.25 Service Bond

4.0.0 Maintenance of Personnel Files

All Personnel files of the employees shall be kept with Manager Admin at Corporate Office

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5.0.0 All the files shall be kept under lock & key.

MAINTAINENCE OF RECORDS OF ITEMS ISSUED TO OFFICIALS

1.0.0 Objective

As while working various types of items are required to facilitate work, which are provided by the company. To keep the record of these items and to whom these are issued a proper procedure is there which is defined in this policy.

2.0.0 Scope

This policy is applicabile to all - RajDeep Industrial Products Pvt. Ltd.

3.0.0 Procedure

3.1.0 As and when any item is issued for the official use to any employee their record should be maintained by Admin in his Personal file as well as Permanent issue register, where signatures should be obtained to whomsoever it is issued.

3.2.0 As and when any employee who has been issued any item, leaves the company, as signature should be obtained the Admin department before clearing full and final clearance form will check the items issued to him as per the register and shall see that these have been received back in proper condition.

TEA AND WATER

1.0.0 Objective

To ensure availability of proper drinking water and provide tea.

2.0.0 Scope:

2.0.1 Applicable to all branches of RajDeep Industrial products Pvt Ltd.

3.0.0 Drinking Water

3.1.0 Drinking water arrangement shall be made for all the branches of RajDeep.

3.2.0 It is ensured that drinking water is clean. If the corporation drinking water is not available, packaged drinking water arrangement is made.

4.0.0 Tea

4.1.0 Company provides tea to its employees twice a day without charging any cost to them. Timings are

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as below:

- 4.1.1 10.00 am Morning Tea
- 4.1.2 03.00 pm Afternoon Tea
- 4.2.0 The tea machine is placed at its assigned place in the office. Everybody should serve themselves. Tea cup should be maintained and retained by individual employee. They can have tea at their work place in the office.

FUNCTIONS AND FESTIVALS

1.0.0 Objective

To define expenses and make the functions and festivals as a part of policy.

2.0.0 Scope

Applicable to all the branches of RajDeep Industrial Products Pvt Ltd.

3.0.0 ANNUAL FUNCTION:

3.3.1 PREPARATION OF ENTERTAINMENT/CULTURAL ACTIVITIES ON THE ANNUAL DAY AND PRIZE DISTRIBUTION

The objective of this scheme is to encourage all the employees participating in the entertainment / cultural program on the Annual day.

3.3.2 During the Annual Day, Admin shall prepare a Budget and send the same to Director for its approval. Once the budget is approved the following steps be initiated.

3.3.3 Admin shall provide the committee required facilities within the budget.

3.3.4 For the preparation of Annual Day all the employees should be encouraged to make preparations so that they will be able to take part in the Annual Day Functions.

3.3.5 The Managers will decide the duration of such relaxation and will ensure that the job does not suffer for want of participation in such activities.

3.3.6 Out-station branch employees are reimbursed the to &fro fare charges for attending the annual day.

3.3.1 It is brought to the notice that the Company's job takes the overriding priorities on such cultural activities. Therefore, it is expected that the Functional heads will exercise proper care and diligence while deciding the maximum time of such relaxation.

3.4.0 The Functional Head will certify the late coming/early going for the purpose of Annual Day.

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3.4.0 During the Annual Day which is being celebrated, following awards/prizes are also distributed by the Chief Guest.

3.4.1 **ATTENDANCE AWARD:** The Company has policy to recognize the employees who are best in their attendance and the best 3 employees are selected on the basis of their attendance in the Company. The procedure for counting the no. of days of attendance is the actual full day presence (including OD) in the office. They will be distributed the best three Attendance award as indicated below:

DESCRIPTION	AWARD
Highest Attendance Holder	Rs.1000/- (Cash or in kind) along with Recognition Certificate
2nd Highest Attendance Holder	Rs.800/- (Cash or in kind) along with Recognition Certificate
3rd Highest Attendance Holder	Rs.500/- (Cash or in kind) along with Recognition Certificate

Note: 1) For the above-mentioned award the Attendance Record for the last year record will be taken into consideration.

2) In case of a tie, the total award amount i.e. Rs 2300/- would not exceed, rather the same will be distributed among the Attendance Holders as per the decision of the Organizing Committee.

3.4.2 **LONG SERVICE RECOGNITION:**

3.4.2.1 The Company has a policy to recognize Long Service Association, to all those employees who have completed the following no. of years of service in any of the company. They are distributed the long service recognition award

LONG SERVICE AWARD

05 Years	-	Certificate alongwith a Brass Plaque
10 Years	-	Certificate alongwith a Brass Plaque
15 Years	-	Certificate alongwith a Brass Plaque
20 Years	-	Certificate alongwith a Brass Plaque

Note: The size & Quality of the Brass Plaque would be decided by the Organizing Committee after the approval from the Director.

3.4.3 During the Annual Day Function, the cultural program are also organized and employees are encouraged to participate in such programs. Best programs are selected by the Committee and they will also be distributed an award.

3.4.4 Incentives are distributed to all applicable employees during prize distribution.

3.4.5 Prizes are given during this programme who has participated in different schemes declared during

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the year time to time.

3.4.6 LUCKY DRAW for Non-sales Staff

During the Annual Day, Lucky Draw to be held and where slips having amount written from 1000 to 2000 should be put in a box and every individual from non-sales staff should come and take one slip from the box. The amount written on the slip will be awarded to the individual.

3.5.0 NEW YEAR :

3.5.1 Two samosas and one sweet should be distributed on 1st January every year to all the employees.

3.6.0 DIWALI FESTIVAL:

3.6.1 Procedure for the purchase of Gifts / Sweets & its distribution.

3.6.1.1 The Company has the policy to give a gift to all the employees irrespective of level.

3.6.1.2 The sweet should contain 500 grams of sweets for distribution to all the employees.

3.6.1.3 The items to be decided for distribution as gift to all the branches will be decided by the committee, the Manager Admin and Director

3.6.1.4 The responsibility to purchase the gift rest with the Personnel Dept.

3.6.1.5 The sweets shall also be decided by the above said committee and should be procured by Manager Admin directly.

3.6.2 DUSSERA

Previous day of Dusshera, in the afternoon session cleaning is done. Then the

3.6.2.1 whole office pooja is carried out.

3.6.2.2 250gm Chiwda with two pedhas are given to all the employees while leaving the office.

3.6.2.3 DISTRIBUTION OF BONUS: bonus is distributed on the previous day of Dusshera.

3.6.2.1 The Bonus wherever applicable will be distributed.

3.6.2.2 Ex gratia amount as a good gesture be paid to each employee as decided by the Director.

3.6.2.3 It is also the policy of the Company that the bonus will be paid to employees only after the accounts are finalized and bonus declared by the management.

3.6.2.6 For employees (staff) leaving the company before the declaration of bonus shall get bonus only after the same is declared by the Company.

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EMPLOYEE SOCIAL FUNCTION / MARRIAGE

- 1.0.0 Objective:**
The objective of this policy is encouraged the feeling of togetherness & sense of belonging to the company as family.
- 2.0.0 Scope:**
All employees of the company
- 3.0.0 Procedure**
- 3.1.0** There shall be a standard Company gift for self-marriage/ function of the employee of any level, who gets married / conduct a social function. The terms shall be as follows.

SELF-MARRIAGE

Gift shall be worth Rs. 1000/- (Cash or in kind). – In case of self marriage of an employee having service of more than 06 months as on date of marriage.

Gift shall be worth Rs. 500/- (Cash or in kind). – In case of self marriage of employee having service of less than 06 months as on date of marriage. SOCIAL FUNCTION

Gift shall be worth Rs. 200/- (Cash or in kind). – In case of social function of an employee having service of more than 01 month as on date of function.

- 3.2.0** The person should be an employee of the Company (includes probationers and trainees).
- 3.3.0** The concerned department head of such an employee who is getting married shall ensure that the gift is presented to him / her. The voucher pertaining to the same shall be authorized by the department head and Div Head. The admin will co-ordinate the activity and will ensure that the voucher should be accompanied with the marriage invitation copy in all possible cases.
- 3.4.0** A Greeting card addressed by the Div Head or equivalent / Director as applicable would be sent, on behalf of all the Company members. This activity would be co-ordinated by the Administration.

MEDICAL BENEFITS

- 1.0.0 Objective**
To ensure employees family medical expenses are taken care as per the ESI regulation.
- 2.0.0 Scope :**
Applicable to the employee whose gross salary per month is less than 21000/-
- 3.0.0 Procedure**
- 3.1.0** ESI Declaration to be given to personnel department by the employee.
- 3.2.0** The employee has to obtain the card from the ESI registration office.
- 3.3.0** The employee has to enroll his name with the ESI panel doctor.

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- 3.4.1 Employee shall contribute 1.75% of his gross salary and company will contribute 4.75% of the gross salary. The company will deposit this total contribution with ESI office on monthly basis.
- 3.5.0 Intimation should be given to ESI in prescribed format before availing the medical treatment.
- 3.6.0 Employee shall collect all the bills related to the medical expenses for claiming it to ESI.

CAR SCHEME

1.0.0. Objective

In order to facilitate the eligible employees of the Company, who are in the managerial cadre, to own a car, it has been considered expedient and necessary to evolve a scheme for the purpose. Currently they are using the vehicle provided by the company and due to excess running of the vehicle, we are replacing by providing a new car.

2.0.0 Scope :

All the employees who are provided Company vehicle (as per the following chart), will be entitled under this car scheme. However, all the applications under this scheme require specific approval of the director.

3.0.0 Procedure:

- 3.1.0 Eligibility for the scheme (management cadre i.e Assistant managers, managers, general managers)
- 3.2.0 User should give the undersigned undertaking for the vehicle at the beginning of availing the vehicle scheme.
- 3.3.0 The concerned employee, on booking the car must sign necessary agreements with the company.
- 3.4.0 On getting the delivery of the car, the same will be allotted to the concerned employee and requisite acknowledgement of the possession of the car will be obtained from him/her. A copy of this acknowledgement will be sent to the Accounts Department and another copy will be kept in the Personal file of the concerned employee.

4.0.0 Scheme

- 4.1.0 The car shall be registered in the name of the company and shall be used by the employee for company work only. The employee shall be made responsible to keep and maintain the car in a good working condition
- 4.2.0 The company will not permit transfer of car allotted to him/her in the name of the employee unless he/she completes 3/5 years from the date of allotment of the car.
- 4.3.0 The servicing of the car should be done on holidays and weekends as it should not affect the executives during the week.
- 4.4.0 The administration department is not liable to provide any replacement vehicles in case of servicing, breakdown or maintenance of the vehicle.
- 4.5.0 In case the employee leaves the services of the company before completing 3/5 years, he will need to pay the depreciated value of the car to the company and take possession and transfer of car. Alternatively, the company can pay him the total EMIs/ initial advance he has given to the company and take possession and transfer of the car, will recover the estimated cost of car if it is not in good condition.

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- 4.6.0 Per km petrol reimbursement takes care of actual fuel expenses, maintenance and wear and tear expenses, hence no extra expenses towards wear and tear will be paid by the company.
- 4.7.0 One duplicate key of the car along with RC/TC certificate and valid insurance policy along with drivers license will be kept with the company till the end of 36/60 months. Later on it is the responsibility of the user to keep the certificates and the other required documents with them.
- 4.8.0 For official visits within the radius of 250 kms, to and fro from the working places, (i.e. customers/offices) the user should use the car provided to him/her and should not take company vehicle and driver for visit. Also, as and when needed- daily/otherwise the employee will need to carry his material in his car.
- 4.9.0 Base model offered to various eligible staff is Maruti Alto 800 VXI.
Only for staff with distance of to and fro of above 120 km on a daily basis – Tata Indica is the base model. 40% of the said vehicle cost will be borne by company and 60% of the cost will be borne by the user, which is to be paid by the user at the time of taking delivery of the vehicle, and if it is not possible for the employee to pay 60%, then in installment, he has to return it to the company at nominal rate of interest.
- 4.10 Additional cost over and above(for higher model) other than vehicle provided by the company, will be borne by the user itself at the time of taking delivery.
- 4.11 After the expiry of the 3/ 5 years of the scheme as per eligibility, it is the responsibility of the user to transfer the vehicle and its documents along with RTO in his/her name within 30 days of the expiry of the scheme, else all liabilities will be on the users account, not on the company .
- 4.12 This scheme is principally designed for vehicles for official use only.
- 4.13 All the rights to alter terms, change or withdraw the scheme is reserved with the 3 directors of the company only. Only they can withdraw the user from the existing scheme.
- 4.14 Employee staying within 25kms radius of office will get fuel reimbursement of only one side of the journey, not to and fro, as vehicle running average will be taken and accordingly fuel cost for that average will be worked out is already added in his salary conveyance, as per applicable
- 4.15 Employee should make part lumpsum payment at the time of taking delivery of the vehicle. In case that isn't possible, it will be divided into 36/60 monthly installment after duly charged nominal rate of interest.
- 4.16 Per km rates are chargeable from time to time as per the decision of the management .
- 4.17 Any disputes arising from this agreement will be settled under Pune jurisdiction only.
- 4.18 The vehicle must be used for legal purposes only, in case found being used for illegal purposes, the management would take the necessary action.

EMPLOYEE LOAN/ ADVANCE

- 1.0.0. Objective:**
- 1.1.0 An employee advance/loan is cash assistance given to an employee while he is in need of money due to unavoidable circumstances at his personal front. As a broad guideline the following reasons may be observed under the gambit of exigency.
- 1.2.0 Marriage (self, depending brothers / sisters / daughter / son).
- 1.3.0 Hospitalization of self / dependent family members.

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- 1.4.0 Educational purpose (self or dependants of family)
- 1.4.0 Ceremonies in the house of specific nature caused due to death of any first-line family member.
- 1.5.0 Purchase of residential property,etc
- 1.6.0 Any other miscellaneous reason of grave nature / calamity that has caused a need for cash assistance to the employee with which the immediate superior is satisfied and has found the employee to be genuine and reasonable in his request.
- 2.0.0. SCOPE :** This Policy is applicable to all branches of RajDeep Industrial Products Pvt Ltd.
- 3.0.0. POLICY :**
- 3.1.0. An advance/loan can be granted to any employee who puts the need for his loan/advance in writing addressed to his immediate superior. The immediate superior should put it up with his recommendation to the approving authority clearly stating his conclusive decision along with logistic for such a decision.
- 3.2.0. Employee claiming a loan / advance shall be granted an amount which should be as follows:

(A)	Employee with 12 months & below employment in the Company's rolls.	No loan in allowed but salary advance may be allowed & which shall be deducted on immediate pay day.
(B)	Employee with 12 months to 5 years employment in the Company's rolls.	2 Months Basic + HRA Maximum Or Need of fund whichever is less
(C)	Employee with 5 years and above employment in the Company's rolls.	3 Months Basic + HRA Maximum Or Need of fund whichever is less

- 3.3.0. Amount will be deducted in Ten (10) equal monthly installments and lump sum amount from payment of bonus if it comes during the tenure.
- 3.4.0. A salary advance would mean an immediate need for cash flow to the employee for his personal need pending his monthly salary due for logical reasons like his proceeding on leave till the pay day etc. This amount shall be granted as an advance, which shall, however, be adjusted against salary payable on the immediate pay day succeeding such a payment.
- 3.4.1. Salary advance will be paid on the basis of working days. The same are given as under, if.

(A)	Working days are	25 & above will get 80% amount of his salary.
(B)	Working days are	20 & above will get 60% amount of his salary.
(C)	Working days are	15 & above will get 40% amount of his salary.

- 3.4.2 Only 30% of the net salary will be given as Salary Advance who has already taken Loan.

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- 3.5.0. The proposed guideline shall remain as a thumb rule for the recommending authorities to decide loan requests from employees, which comes from time to time. However, it shall not become an entitlement of every employee to gain a loan/advance from the Company every year and no employee would, however, be granted a loan/advance if he has not completed six months time of his last installments of deduction of his last drawn loan/advance. It is in any case expected from the recommending authorities that they prudently discriminate the genuine need and the unreasonable demands and put up their recommendation appropriately. While the upper limits have been
- 3.5.1. mentioned it is obvious that the need based real approving authority for the above loan/advance shall be minimum of Manager Level. Deviations from the above guidelines, if any, shall be done only by Director.
- 3.6.0 If the loan requirements of a person is more than policy amount and requirements is sanctioned by Director, remaining amount of loan will be charged with current bank interest.

REIMBURSEMENT OF STAFF WORKING ON OFF DAY/ HOLIDAY

Staff working on off day / holidays shall be entitled to following:

Employees in the staff category will be entitled to actual conveyance reimbursement from Residence to Office and back as per the local conveyance norms defined. However, staff members having their own vehicle will be reimbursed as per Kilometer Rate basis.

Employees in the staff category upto level VI will be allowed Compensatory Off in lieu of Sunday / holiday working provided he / she has worked for a full day viz. 9.00 a.m. to 5.30 p.m. or equivalent with half an hour lunch break. The Compensatory Off will be granted at the discretion of the HOD not below level L8 after the verification from the Administration.

Compensatory Off must be availed by the end of the succeeding month otherwise the same will lapse automatically. Employee in the level L6 & below, one day payment will be entitled which will be paid immediately. Extra work slip should be filled and approval to be taken from the respective manager/HOD. The slip should be submitted to the Admin department for verification and further payments.

Director approval is required for any deviation in the policy.

IOU POLICY

1) Objective :

In order to overcome the existing problems of non timely recovery of the amount of the sum taken by the employee for office management purposes, an IOU is issued, it basically means "I owe You". This is to be duly dated and signed by the borrower as an acknowledgement for a specified sum, so as to keep a record of the money flow in the maintenance purpose and purposes of the like.

2) Scope:

All the employees of the company who hold the position wherein they can take the sum for inter office work, for the betterment of the company, are to write an IOU and address it to the management or the assigned authority after getting it duly signed by the HOD, whatever the case may be

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3) Guidelines:

3.1.0 The person borrowing the sum must submit a legit voucher within 48 hours (i.e. 2 days) of borrowing the amount

3.2.0 Out of the total borrowed amount, the excess/ unused amount must be paid back to the authorized entity on the same day on which the amount has been borrowed by him/her.

3.3.0 The remaining amount (excess amount remaining from that which has been used for the allotted purpose) will be deducted from the salary of that month from the person who has taken the amount

3.4.0 In case of any disputes arising related to this matter, the HOD of the concerned department along with the management are to decide the required actions to be taken in order to address the same.

TADA POLICY

1.0 Objective:

To make available travelling expenses to the employees for visits for official work.

2.0 Scope:

The policy includes all those employees who go for visits outstation.

3.0 Guideline:

Grade	Class of travel	Boarding allowance Without bill		Lodging With bill		Lodging Without bill	
		Less than 12 hours A&B city	More than 12 hours A&B city	A city	B city	A city	B city
L0	CV,B,T	Rs 100	Rs 200	Rs 1500 + meals	Rs 1000+ meals	Rs 500+ meals	Rs 400+ meals
L1-L3	CV,B,T	Rs 100	Rs 200	Rs 1500 + meals	Rs 1000+ meals	Rs 500+ meals	Rs 400+ meals
L4-L6	CV,B,T	Rs 100	Rs 200	Rs 1500 + meals	Rs 900+ meals	Rs 500+ meals	Rs 400+ meals
L7-L9	CV,B,T	Rs 100	Rs 200	Rs 1500 + meals	Rs 1000+ meals	Rs 500+ meals	Rs 400+ meals
L10 & above	CV,B,T	Rs 100	Rs 200	Rs 1500 + meals	Rs 1000+ meals	Rs 500+ meals	Rs 400+ meals

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** A Cities - Metro's & Sub Metro's - Mumbai, Delhi, Chennai, Kolkata, Bengaluru, Hyderabad, Ahmedabad, Goa.

** B Cities - Rest all apart from above.

Class of travel # Company vehicle (CV)/ Bus/Train/Air (B/T/A)

** All train travel has to be by class II for all Grade's

** AC train travel requires approval from managers and similarly for managers, directors will approve

** Air travel required approval from Directors.

Boarding Clarity:

Boarding allowance should to be accompanied with proper bills

Boarding Allowance mentioned above is incl of all incidental expenses like - Mineral water, tips, etc.

Journey started by Individual in night to visit customer or return back to Pune Rs. 100/- will be allowed as Boarding allowance.

Lodging Clarity:

1. Employee's visiting Pune / HO from Branch's are eligible for Rs. 900/-.

2. If 2 employee's are going together, then they have to stay in 1 room. Voucher to be prepared by either one of the employees.

3. In case of 3 employee's going together, then only extra bed needs to be claimed which is: -

A-City - Rs. 400/- & B-City - Rs. 200/-

4. Lodging allowance is exclusive for lodging only. That mean in-room food ordered will be considered under Boarding Allowance.

5. In the event if the actual lodging amount is lesser than the entitled amount, only actual amount will be paid.

6. In case event visits are made with Principals / Customers, company will reimburse the cost as shown in the bill, wherein bill copy needs to be attached to the voucher. This voucher needs to be approved by Managers

For Managers, the same will be approved by Directors.

7. Due to unfortunate reasons of Employee's illness during travel, company will reimburse medical expenses as per the bills submitted.

8. Any entertainment with regards to cocktails/beverages needs prior approval from Directors.

9. To keep decor & dignity of the Company, employee's are not permitted to consume any form of alcoholic drinks during working hours.

Travelling Allowance / Daily Allowance Chart

For Dhayari and Bhosari Office:

1. Lunch allowance for following area's visited:- Pirangut, Mulshi, Maval, Shirwal, Khedshivapur, Sanaswadi, Ranjangaon, Lonand, Phaltan, Alandi, Markal, Chakan, Khed, Rajgurunagar, Manchar, Bighwan, Walchandnagar, Jejuri, Baramati, Vambori, Kesnand, Kasurdi, Talegaon,

An amount of Rs. 100/- is applicable per person with bill for journey more than 6 hours.

2. Travel to customer's within PMC and PCMC Limit will not be eligible for the above allowance.

Voucher Approval

For Dhayari Office

All employees - Vouchers needs approved by concern Manager's / HOD's and then to be submitted to Mr Ajit Shah/ Mr. Ravi within 72 hours from date of travel / visit.

Note:

Company will reimburse amount as per above T.A. & D. A. Chart only.

Any exceptions will be jointly approved in consultation with the Finance Dept

INCREMENT POLICY

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1.0 Objective:

To award the employees for their performance and to appreciate their hard work, the company gives an increment in the form of a salary hike to its employees in order to motivate them to perform better and consistently increase the sales of the company by their improved performance.

2.0 Scope:

The employees who are a part of RIPL, belonging to the Dhayri as well as Bhosari branch.

3.0 Guideline:

3.1.0 Increment is done annually in the month of June/July.

3.2.0 A committee is formed for the Appraisal of the employees. It consists of the Directors, the General Managers and the HR Personnel.

3.3.0 The increment is done by the committee based on the performance of the employees in the preceding year.

3.4.0 For the new joiners', increment will be done after they complete one year of service in the organization.

3.5.0 It is done based on the reviews/ ratings of seniors, subordinated and colleagues.

3.6.0 Different forms are used for the different cadres of employees. It is the responsibility of the HR Personnel to get these forms filled by the employees concerned and then present the result so obtained to the committee.

3.7.0 The juniors will be rated on the basis of self rating and senior/ concerned departments HOD rating

The HODs will be rated by their juniors and the seniors respectively.

The GMs will be appraised as per the discretion of the Directors.

3.8.0 The committee will then appraise the employees, increment to be given will be at the discretion of the committee members.

3.9.0 The increment will be given only for the months for which he is applicable to get so.

3.10.0 In case the employee joins before the 15th or on the 15th of the month, he will be eligible to get the increment of that month. In case he joins after the 15th, he will be given an increment which will be applicable from the following month

3.11.0 In case Special Increment is to be given, it will be treated as up gradation and will be at the discretion of the committee members, which will be a joint decision of the members involved.

BONUS POLICY

1.0 Objective:

Bonus pay is compensation that is over and above the amount of pay specified as a base salary or hourly rate of pay. Bonus pay is a means to say thank you to employees or the team that achieves significant goals. Bonus pay is also used to improve employee morale, motivation and productivity. When you tie bonuses to performance, it can encourage employees to reach their goals, which in turn helps the company reach its goals.

2.0 Scope

This policy encompasses all the employees of RajDeep Industrial Products Pvt Ltd who have worked for more than 30 days in a year.

As per the PAYMENT OF BONUS ACT 2015, only those employees whose salary is less than Rs 21000 are eligible to claim bonus, however, RajDeep has extended this scheme to all its employees, irrespective of their salary.

3.0 Guidelines.

3.1.0 The bonus will be paid on the basic salary, which will be considered as per the Minimum Wages Act; on the basis of category of employee i.e. Skilled, Semi skilled and Unskilled

3.2.0 It will be based on the set off and set on as per the Income Tax calculation.

3.3.0 The bonus will be paid in proportion with his attendance of the past year for which the bonus is to be paid.

3.4.0 The bonus calculation is prepared by the General Manager HR and is approved by the director.

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3.5.0 The bonus will be paid within 240 days of the completion of year ending, generally at the time of Diwali, whichever comes early.

3.6.0 Those who have left the organization but are eligible for the bonus, will be paid on the 240th day after the end of the year(financial year)

3.7.0 At the time of distribution of the bonus, if the person who has left the company, has made any damages to the company, in any form, then those damages can be recovered/ deducted from the bonus which he is eligible for.

3.8.0 The management has the right to recover all the amount from this bonus.

3.9.0 Those who have left the organization but are eligible for the bonus, have to write an application to the management for availing the bonus, which must be confirmed by the HOD and the HR for availing the amount.

SEXUAL HARASSMENT POLICY

1.0 Objective :

In order to prevent any harassment or abuse to the female employees from the male employees and therefore maintain the decency, decorum and discipline in the organization. This policy is formed and implemented as per the law of Sexual Harassment of women at workplace Act 2013, passed by the Honorable Supreme Court of India.

2.0 Scope:

This policy extends to all the members of RajDeep Industrial Products Pvt Ltd. It involves the harassment of all women on the organization premises at any given point of time, and at all locations.

3.0 Guidelines:

3.1.0 Any kind of abuse or harassment of any persons on the premises is highly condemned, especially, any kind of misbehavior with any women on the premises will be dealt with strict action against the accused person.

3.2.0 For the prevention, prohibition and redressal of harassment of women at workplace, a committee is formed, the members of which are the Presiding officer women who is the senior most lady at the workplace. It also comprises the other female employees and the management representative.

3.4.0 Timely meetings of the committee should be held in order to keep a regular check on the safety of the women. The minutes of the meeting must be recorded and duly signed by all the committee members present during the meeting, following which the minutes will be handed to the management representative for further action.

3.5.0 In case any complaint needs to be filed, it should be done immediately after the incident. Moreover it should be addressed to the committee members and no one else.

3.6.0 In case the complaint is filed and the case of harassment has been identified, the committee may report the same to the management for any further action to be taken.

3.7.0 The reports from all the other locations of RajDeep Industrial Products Pvt Ltd should also be asked for, when the minutes are being recorded at Dhayri Location.

3.8.0 IC members should be selected based on evaluation of various factors, including their accessibility, commitment, sensitivity and understanding.

3.9.0 The POSH Act casts certain other obligations upon an employer; which are included in the additional guidelines as per the Sexual Harassment of Women at Workplace Act 2013, Shops and establishments Act and the POSH Act. :

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act).

The Ministry of Women and Child Development (MWCD) has made several efforts to ensure that employers/companies take steps to implement the provisions of this Act effectively to ensure that women enjoy a safe workplace environment. In one of its efforts to give this enactment more teeth, the MWCD had been pursuing the Ministry of Corporate Affairs (MCA) for a while to include compliance with this Act within the non-financial disclosures of a company's Board Report, so that it catches the attention of the Board of Directors of companies. In a

recent amendment to the Companies Accounts Rules, the MCA has now made it mandatory for all companies, except One Person Companies or Small Companies, to include in their Board Report, the status of its performance and compliance with the Act.

Company's Board Report to now reflect compliance with the Anti-sexual harassment law

As per the recently notified Companies (Accounts) Amendment Rules, 2018, effective 31st July, 2018, every company, except One Person Companies and Small Companies, has to include a statement in their Board Report that such company has complied with provisions relating to the constitution of Internal Complaints Committee under the Act. By making this disclosure in the Board Report mandatory, this step should ensure that such matters will always be on the radar of the Board of Directors of the company. Failure to comply with this requirement attracts a penalty of Rs. 50,000/-, extendable to Rs. 25,00,000/- along with potential imprisonment for all officers in default.

Working women can file a complaint directly with the Ministry through the SHE-Box

The Ministry of Women and Child Development has introduced the 'SHE-box' (an online, sexual harassment complaint management system) for women working in the public as well as private sector. This portal has been launched with the aim to provide quick and hassle-free complaint registration facility to women facing sexual harassment at workplace, and applies to working women across the organised, unorganised, private and public sector. The portal also serves as an additional forum, where a woman who has already filed a written complaint with the concerned Internal Committee can again file her complaint here. Once a complaint is lodged through this portal, it gets sent directly to the concerned authority having jurisdiction to take action into the matter. It enables both the MWCD and the complainant to monitor the progress of the inquiry conducted by the concerned authority.

New Shops and Establishments Rules, 2018 in Maharashtra mandates employers to strictly enforce all the provisions of the Anti-Sexual Harassment Act

The recently notified Maharashtra Shops and Establishments (Regulation of Employment and Conditions of Service) Rules, 2018 effective 23rd March, 2018 has now included specific compliances upon an employer to take all measures and safeguards to prevent or deter the commission of sexual harassment acts at the place of work. As per Rule 13, dealing with the 'Conditions for employment of women in general as well as in night shifts', of the newly introduced Rules, the employers must take steps to ensure the safety and security of their women employees, such as:

- a) Every employer will have to maintain a complaint box.
- b) The employer will also have to display the phone numbers of local police station, control room and women help line numbers prominently in the establishment, to ensure finding support lines are never a problem.
- c) It is also mandatory for employer/s to conduct police verification of workers engaged for safe and secure transportation of women workers such as drivers/security guards etc. to ensure that the right people are engaged which was not mandatory earlier.
- d) The employer is also required to annually submit an undertaking to the Facilitator that he shall provide all facilities and shall take due care and diligence to ensure the safety, dignity and honour of women worker in general and particularly of those working in night shifts.

The Maharashtra Shops and Establishments (Regulation of Employment and Conditions of Service) Act, 2017 imposes a penalty of Rs. 1,00,000/- for contravening of any of the above requirements. For continuing contravention, an additional fine which may extend to Rs. 2000/- will be imposed for every day during which such contravention continues.

With the MCA, MCWD, Labour Ministry, Judiciary all playing their part in ensuring the letter of this Act is implemented in spirit, through these measures cited above, and with other Regulators and Ministries getting involved, the Indian workplace is expected to go a long way in implementing the true spirit with which the Anti-sexual harassment Act is implemented in India. Above anything else, it may be said that with skillful training, pragmatic sensitising, appropriate deterrents, the journey to a safe workplace for women will be collaborative, insightful and enriching for everyone

POSH ACT

Complaints Committee An important feature of the POSH Act is that it envisages the setting up of a grievance redressal forum. A. Internal Committee

The POSH Act requires an employer to set up an 'internal committee' ("IC") at each office or branch, of an organization employing 10 or more employees, to hear and redress grievances pertaining to sexual harassment.¹⁷ B. Constitution of the IC Presiding Officer Woman employed at a senior level at the workplace from amongst the employees. Members Not less than 2 members from amongst employees. Preferably committed to the cause of women or who have had experience in social work or have legal knowledge.

External member From an NGO or association committed to the cause of women or person familiar with issues relating to sexual harassment.

Not less than half of the IC Members shall be women The term of the IC Members shall not exceed 3 years A minimum of 3 Members of the IC including the Presiding Officer are to be present for conducting the inquiry.

As per Repealing and Amending Act, 2016, the nomenclature of Internal Complaints Committee was changed to Internal Committee.

Section 4 of the Prevention of Workplace Sexual Harassment Act 18. A person who has expertise on issues relating to sexual harassment and includes a social worker with atleast 5 years of experience in the field of social work towards empowerment of women and in

particular in addressing workplace sexual harassment; or someone who is familiar with labor, service, civil or criminal law (as per Rule 4 of the POSH Rules).

As far as possible, the IC should comprise of women members who have been trained on the POSH Act and POSH Rules and their roles and responsibilities;

It is preferable to have an odd number of members in order for the IC to arrive at a decision based on majority in case of a divided opinion.

The IC members should be selected based on evaluation of various factors including whether they are accessible, approachable, committed, sensitive and understanding.

They should be sensitive to issues pertaining to gender-based violence and should have good credibility and technical competency to handle grievance procedures. The functioning of the IC should be made autonomous such that there is no scope of allegations of bias or favoritism.

As far as possible, provide the IC separate space for conducting their meetings and maintaining records of cases of sexual harassment.

Hold periodic discussions between the IC members and conduct regular trainings

Complaint mechanism

An aggrieved woman who intends to file a complaint is required to submit six copies of the written complaint, along with supporting documents and names and addresses of the 21. Section 11(3) of the Prevention of Workplace Sexual Harassment Act witnesses to the IC or LCC, within 3 months from the date of the incident and in case of a series of incidents, within a period of 3 months from the date of the last incident. Prompt reporting of an act of sexual harassment is probably as important as swift action to be taken by the authorities on receiving a complaint. Infact the more prompt the complaint is, the more authentic can it be treated. In instances where sufficient cause is demonstrated by the complainant for the delay in filing the complaint, the IC/LCC may extend the timeline for filing the complaint, for reasons to be recorded in-writing. The law also makes provisions for friends, relatives, co-workers, psychologist & psychiatrists, etc. to file the complaint in situations where the aggrieved woman is unable to make the complaint on account of physical incapacity, mental incapacity or death.²² Given that the POSH Act and the POSH Rules do not prescribe any format in which the complaint needs to be filed, the following tips may be kept in mind: A WELL DRAFTED COMPLAINT The complaint should be addressed to the IC members and not the employer/HR representative. The complaint should be concise, i.e. it should be written in simple language which can be understood easily. Complaints that are well written and presented properly have greater credibility. *f* Details of exact incident, date and time, witness etc. to be included. *f* Circumstances preceding and following the incident to be recorded. *f* Whether the complainant asked the respondent to desist from the unwelcome act(s). *f* Append as many documents as possible in whatever format i.e. relevant e-mails, screenshots of SMS's/whatsapp messages, call details, photographs, recordings etc. *f* Details of the respondent including name, designation, reporting structure between complainant and respondent if any (whether subordinate, colleague or superior). *f* Do not state any fact that is false or incorrect. *f* The relief that is sought from the employer. ²². Section 6 of the Prevention of Workplace Sexual Harassment Act

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Timelines

Written complaints (6 copies) along with supporting documents and names and addresses of witnesses have to be filed within 3 months of the date of the incident. Timeline extendable by another 3 months. Upon receipt of the complaint, 1 copy of the complaint is to be sent to the respondent within 7 days. Upon receipt of the copy of complaint, the respondent is required to reply to the complaint along with a list of supporting documents, and names and addresses of witnesses within 10 working days. The Inquiry has to be completed within a total of 90 days from the receipt of the complaint. The Inquiry report has to be issued within 10 days from the date of completion of inquiry. The employer is required to act on the recommendations of the IC/LCC within 60 days of receipt of the Inquiry report. Appeal against the decision of the committee is allowed within 90 days from the date of recommendations.

Interim Reliefs

At the request of the complainant, the IC or the LCC (as the case maybe) may recommend to the employer to provide interim measures such as: i. transfer of the aggrieved woman or the respondent to any other workplace; ii. granting leave to the aggrieved woman up to a period of 3 months in addition to her regular statutory/ contractual leave entitlement; iii. restrain the respondent from reporting on the work performance of the aggrieved woman or writing her confidential report, which duties may be transferred to other employees.

Punishment and compensation The POSH Act prescribes the following punishments that may be imposed by an employer on an employee for indulging in an act of sexual harassment: i. punishment prescribed under the service rules of the organization; ii. if the organization does not have service rules, disciplinary action including written apology, warning, reprimand, censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service, undergoing a counselling session, or carrying out community service; and iii. deduction of compensation payable to the

aggrieved woman from the wages of the respondent.²⁴ The POSH Act also envisages payment of compensation to the aggrieved woman. The compensation payable shall be determined based on: 24. Section 13 of the Prevention of Workplace Sexual Harassment Act i. the mental trauma, pain, suffering and emotional distress caused to the aggrieved employee; ii. the loss in career opportunity due to the incident of sexual harassment; iii. medical expenses incurred by the victim for physical/ psychiatric treatment; iv. the income and status of the alleged perpetrator; and v. feasibility of such payment in lump sum or in installments.²⁵ In the event that the respondent fails to pay the aforesaid sum, IC may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

Consequences of non-compliance If an employer fails to constitute an IC or does not comply with the requirements prescribed under the POSH Act, a monetary penalty of up to INR 50,000 (approx. US\$ 900) may be imposed. A repetition of the same offence could result in the punishment being doubled and/or de-registration of the entity or revocation of any statutory business licenses. It is however unclear as to which business licenses are being referred to in this case.³⁰ It is also pertinent to note that all offences under POSH Act are non-cognizable.

Employer's Duties and Obligations

In addition to requiring an employer to set up an IC and ensure redressal of grievances of workplace harassment in a time bound manner, the POSH Act casts certain other obligations upon an employer which includes:

- a. Promoting a gender sensitive workplace and removing the underlying factors that contribute towards creating a hostile working environment against women;
- b. provide a safe working environment;
- c. formulate and widely disseminate an internal policy or charter or resolution or declaration for prohibition, prevention and redressal of sexual harassment at the workplace;
- d. display conspicuously at the workplace, the penal consequences of indulging in acts that may constitute sexual harassment and the composition of the IC;
- e. declare the names and contact details of all members of the IC;
- f. organize workshops and awareness programmes at regular intervals for sensitizing employees on the issues and implications of workplace sexual harassment and organizing orientation programmes for members of the IC;
- g. provide necessary facilities to the IC for dealing with the complaint and conducting an inquiry;

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h. cause to initiate action, under the Indian Penal Code, 1860 (“IPC”) or any other law in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;

i. provide assistance to the aggrieved woman if she so chooses to file a complaint in relation to the offence under the IPC or any other law for the time being in force;

j. treat sexual harassment as a misconduct under the service rules and initiate action for misconduct;

k. prepare an annual report with details on the number of cases filed and their disposal and submit the same to the District Officer;

The above mentioned policies help a student to understand various compliance to meet . We as a researcher are very thankful to the management of Raj Industries for their generous support . While understanding the implementation of above mentioned polies below mentioned points were the finding and based on these findings suggestion were rendered to the company .

- ❖ Major reason for employee dissatisfaction is that the newer recruits are hired with the salary negotiated and many are given a higher pay as compared to the existent pay of the current employee for the same job/ related job. This demotivates the employees and affects the organization climate as well. This also leads to employee attrition .
- ❖ The employees hired at times are those with no specific knowledge of the products, they are sent for expensive training at SKF and L&T etc but it is also seen that they leave the company in a few months after they undergo this expensive training and so the company isn’t able to recover from him the amount spent on his training.
- ❖ At the time of increment, it may or may not be mentioned that the employee would get an increment after 6-8 months of joining, however, this isn’t actually practised in many cases and so they feel that their salary hike is postponed and this further demotivates them.
- ❖ According to a few employees, the incentives they get aren’t satisfactory.
- ❖ The employees feel that work is given more importance than the employees and that their employees are not valued, they are not rewarded enough.
- ❖ The sales engineers majority time is used up in internal work and internal issues and therefore they think that the time they could invest in fieldwork is compromised in completing the internal work.
- ❖ The logistics department is underperforming and that is a major concern for the sales department as they have to handle the customers and timely dispatches are a major concern for the sales department.
- ❖ The director is always coming up with ideas to achieve a higher target and motivate the employees and work for their betterment.
- ❖ The employees need more positive feedback for improving their performance and for motivating them.
- ❖ Employees expect a better outcome after the appraisal process.
- ❖ The organization could pay more attention for employee satisfaction and make them feel trusted.
- ❖ Employee bonding needs to be strengthened.
- ❖ The employees also feel that they aren’t growing in the organization.
- ❖ The paperwork generated in in/out forms is humongous, this can be replaced by forming monthly charts for recording the timing of in/out of the employees.
- ❖ Senior staff is very supportive and is always ready to help the juniors whenever need be.
- ❖ The director is always supportive and appreciates the employees for their achievement.
- ❖ The employee dissatisfaction is mainly due to monetary reasons.
- ❖ Innovative and creative ideas can be used in order to increase employee motivation and bonding and improve the organizational climate.
- ❖ Due to the hardworking employees, the company is well established in the market.
- ❖ The salespersons work hard for getting the customers but they feel they are not rewarded appropriately.
- ❖ The employees expect incentives in accordance with the sales that that they do.
- ❖ The policies aren’t followed in order to extract maximum benefits from them.
- ❖ Some employees aren’t acquainted with the policies followed in the organization and so efforts are needed to make them aware of the company policies.

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Base on the above scenario and observation students can use following point with reference to the case as recommendation for the company to make more efficient and useful polices and guideline for human resources in an organization (study note for the case).

- ❖ The exit interview forms are made and must be used.
- ❖ Efforts should be made for implementation of the policy on maintainence of items issued to the officials
- ❖ Newly introduced policies should be implemented with care and diligence in order to get maximum benefits from them.
- ❖ To reduce paperwork, in- out forms should be replaced by monthly charts that record the same or switching to mails would be the best option.
- ❖ The employees who are fit for the organization should be hired and should be willing to continue here for a longer period.
- ❖ While recruiting, the effect of the new employee on the older existing and well performing ones should be taken into consideration. The new employees should not threaten the older existing employees, who, in such cases feel undervalued.
- ❖ The HR should make sure that the employees are trained on a regular basis
- ❖ The company should follow both on-the-job and off-the -job method training when they are training their employees
- ❖ Employee social gatherings should be conducted to strengthen their bonding and at such gatherings, the well performing employees should be awarded. This would not only make the employee feel empowered but would also motivate the employees to perform better in order to win such awards.
- ❖ Employee motivation should also be boosted by allocating a slot for motivational and training videos once every week.
- ❖ The HRD manager should prepare the standard promotion policy for the employees of the organisation. Here it is very much important that the employees should get the promotion based on the performance not the nepotism, political influence and whatsoever.
- ❖ The HR manager should establish the standard pay structure for the employees of the organization in order to reduce the high turnover of employees.

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CONCLUSION

After successfully understanding the company's HR actions and process as researchers we tried to propose few action plans that can help in redesigning HR policies and guidelines (HR manual) for employees at RajDeep Industrial Products Pvt Ltd. The company has established itself very well in the market and yet there are many avenues where it can improve in order to be the leading trading company in the area of industrial products.

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