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	Certified Professional Drive		

REVISION HISTORY			
REV	Description of Change	Author	Effective Date
1.0	Certified Professional Drive	Asit Mohanty	05-July-11

REFERENCE DOCUMENTS	
Document Number	Document Title

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1. POLICY STATEMENT:

Certified Professional Drive is a special training/certificate program, where Management will identify few key employees who will be required to attend & will pay specific amount towards the fees of that course as mentioned below. This program will be based on the exigency/ requirement of the concerned employee related to job to increase the effectiveness & efficiency of the employee. The management ensures that necessary care is taken for good & effective training to the employee.

1.1 SCOPE:


The scope of the policy covers all the employees at CSM who have completed one year of service at CSM successfully.

2. PROCEDURE FOR APPLICATION:

- A Committee of employees in senior grade headed by CEO would consider and approve the application of the employee, who will be eligible for this certified professional drive.
- Any employee who has completed one year of service at CSM successfully & wants to apply for any specified course under “Certified Professional Drive” may submit an application through a mail to hrd@csmpl.com.
- She/he has to submit the course structure, fees structure & all other necessary details required by HR department.
- After completion of all the formalities, Committee will decide on the approval of his application. However decision of CEO will be final in this case.

3. PROGRAMS WOULD INCLUDE:

- Distance MBA
- Distance MCA
- Crash SAP course
- MCP

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- PMP
- Any other which is important for the organization.

4. PAYMENT STRUCTURE:

- The cost incurred will be born both by employee & CSM in 60:40 ratios, respectively.
- The Finance dept. will pay 40% of the fee structure to the concerned employee after getting the approval from Management.

5. SECURITY BOND:

- At the time of payment by CSM, the employee is required to sign a security bond for a period 1 year from the completion of the Training program.
- In the event of the employee failing to abide by the terms & conditions of the security bond, the employee shall pay a sum equivalent to 2 times the Amount contributed by the company for the Course/Certificate.

6. OTHER POINTS TO BE CONSIDERED:

- If at any given situation, company requires to have some employees to get some certification courses for organizational purpose, then company will pay the entire amount of that course fees. However the identification of employees for this purpose is purely by Management only.
- The Management shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy.
- Whatever may be the course structure/ fee structure, the decision of the committee will be full & final.