



**MINDIII Systems Pvt. Ltd.  
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## **Greetings from MINDIII**

A gentle notification to all MINDIII Employees.

Please carefully read the below mention HR Policies which will be on effective from 20 January 2018.

**If any query feel free to ask.**

### **A. Reward System.**

Reward System will be calculated on Quarterly for all Employees on individual basis. (For E.g. Jan –Mar, April- June and so on.) Reward amounting to Rs 5000 and Employee of the Year on Annual Basis amounting to Rs 10,000.

### **Criteria for Performance Analysis (Reward System)**

Direct Observation.

- Punctuality.
- Attendance.
- Behavior and Attitude.
- Job Responsibility.
- Technical Skills.
- Senior and sub-ordinate relationship.
- Team Spirit and Teamwork.
- Communication and Interpersonal Skills.
- Extra Curricular Activities.

### **B. Timing**

1. It is your obligation to punch in and punch out if it is not found without any information that day will be considered as your half day leave, without any consideration of Casual Leaves and Earning Leaves.
2. Break Timing: 30 minute for lunch and 30 minute (05:00 PM to 5:30 PM) for Tea break.

### **Lunch Timing Slots:**

01:00 PM to 01:15 PM (15 Boys can have lunch)

01:15 PM to 01:30 PM (15 Boys can have lunch)

01:30 PM to 01:45 PM (Girls can have lunch)

### **C. To conduct Meeting.**

- ❖ If you want to conduct any meeting with the Directors, first you have to inform to the HR via mail or Skype to conduct your meeting, management will revert you within 24 hours.
- ❖ If you want to conduct any technical meeting please use conference room or small table for the discussion.

### **D. Leaves**

- ❖ First and third Saturday of every month will be a holiday, according to the project work requirement these holidays can be consider as your working day.
- ❖ There are 12 Causal Leave which are entitle to all employees after completing their probation period (for Fresher employee after completing 1 Year and for Experienced Employee after completing 6 month) and 6 Earning leaves which are entitle to all employees after completing 1 Year and redeem at the end month of every year on their daily basic pay.
- ❖ Only one Casual leave can be transfer to another month and vice versa.
- ❖ If you take an emergency leave on Monday without prior informing to the management, if it happens frequently than in this case your Saturday leave (1st and 3rd) will be count as unpaid without consideration of Casual Leaves and Earning Leaves.
- ❖ If your leaves are not approved by the management still if you take a leave than in this case according to the number of leaves it will deducted double the leaves.

For Example - 2 days leaves you are taking but it is not approved so it will count as 4 days leaves Deduction.

- ❖ To fill Employee leave application form is mandatory within 24 Hours in case of emergency/ sudden leaves or else it will count as unpaid leave.
- ❖ If you want to apply for the leave on the occasion of your wedding maximum 20 days leaves can be approved including all Saturday Sunday , out of which 7 leave will considered as your paid leaves and the rest will considered as unpaid leaves.
- ❖ If you apply for less than 2 days leaves or more than 2 days leaves you will get to know your leave approval status within 24 hours and within 2 days respectively.
- ❖ Half day is started from 02:30 PM. If you will come after 12:00 pm and will go before 5:00 pm than in this case it will consider as your half day.

### **Regarding Earning Leaves**

- ❖ You can take Earning Leaves and Casual Leave together.
- ❖ If your date of joining is before the 31 August than your leaves settlement will be in the current accounting year (January – December).

For example: Your date of joining is 15 March 2018 than your leave settlement will be in the same year December 2018.

- ❖ If your date of joining is after 31 August than your leaves settlement will be in the next accounting year.

For example: Your date of joining is 19 October 2018 than your leaves settlement will be in the next accounting year December 2019.

### **Sandwich Rule**

- 1) The sandwich rule is not applicable if you take leave more than 1 week.
- 2) You can preponed and postpone your CL, months like Jan -Feb, March - April, May- June and so on.
- 3) If you take a half day on Friday and leave on Monday and Tuesday then, it will not consider as a sandwich rule.
- 4) If you take leaves 1 day before or 1 day after the Saturday Sunday or Sunday than it will count as sandwich leave rule, in this case all leaves will be unpaid.

## **E. Holiday Calendar – 2018**

- ❖ 1 January – New Year
- ❖ 26 January - Republic Day.
- ❖ 2<sup>nd</sup> March - Holi (3<sup>rd</sup> March will be a working day).
- ❖ 7 March – Rangpanchmi.
- ❖ 15 August – Independence Day.
- ❖ 26 August - Rakhsha Bandhan
- ❖ 19 October - Dusshehra
- ❖ 6 –10 November – Diwali Festival. (3 November will be a working Day).
- ❖ No leave approval will be for 5 November 2018. Any emergency call or without information leave will consider all your holiday as unpaid leaves.

## **F. Discipline**

- ❖ Respect your seniors and set an example for your juniors to behave you in the same manner.
- ❖ If you want to resign from your post don't mention date from your side as its mention in your offer letter your notice period is 60 days, if management will accept your resignation letter, will let you know your last working day.
- ❖ Maintain the Decorum in the Office while sitting, standing, talking to your seniors and colleagues, a decent dressing etc.
- ❖ You are not suppose to eat at your place if you want to have snacks please use dining table.
- ❖ If you want to talk to the management regarding any common issue, you can make an employee representative from your senior person.
- ❖ You are allowed to listen music while working but please maintain decorum for that regarding volume, loud speaker songs etc.
- ❖ It is your obligation to make clean your surrounding (your desk, dining room and other amenities providing by the company).

## **G. Employees Appraisal**

Employee Appraisal (Increment) will be on April month every year according to the criteria.

### **Criteria for Appraisal:**

Direct Observation.

- Punctuality.
- Attendance.
- Behavior and Attitude.
- Job Responsibility.
- Technical Skills.
- Senior and sub-ordinate relationship.
- Team Spirit and Teamwork.
- Communication and Interpersonal Skills.
- Extra Curricular Activities.

## **H. Promotional Factors**

Factors to be consider at the time of Promotion:

- Project Responsibility
- Team Handling with Coordination
- Proper Execution of the Project
- Punctuality.
- Attendance.
- Behavior and Attitude.
- Job Responsibility.
- Technical Skills.
- Senior and sub-ordinate relationship.
- Team Spirit and Teamwork.
- Communication and Interpersonal Skills.
- Extra Curricular Activities

**If any query related to any point please feel free to ask.**