

## POLICY FOR ATTENDING CONVENTIONS / SEMINARS OR VISITING EXHIBITIONS ABROAD

### 1.0 Background

- 1.1 Engineers/employees have to visit exhibitions and / or attend conventions / seminars abroad to keep abreast with international developments in their respective fields.
- 1.2 There is a need to plan for attending these conventions / exhibitions and regulate nominations as it involves significant expenses and foreign currency.
- 1.3 This note specifies the guidelines to be followed for identifying exhibitions, conventions & seminars and nominations of officers to it.
- 1.4 This policy applies to all officers who are on the rolls of The Company.

### 2.0 Guidelines

- 2.1 Concerned HOD (initiator) should identify forthcoming exhibition/convention /seminar that is useful to the organization and makes a plan for the full financial year (April to March).
- 2.2 These events should be primarily related to the Company's initiatives in the field. It is mandatory that no such equivalent programme/event are available in India.
- 2.3 The expenses for such international events should be planned and provided in the Department's budget for the year.
- 2.4 HOD must provide note on tangible / intangible benefits to the organization / department (use Annexure I).
- 2.5 Candidates to visit / attend the exhibition / seminar / convention must be identified from a pool of officers who are high performers having potential to move into larger roles.
- 2.6 The nominee must meet the following minimum criteria for such events:
  - a. Should have worked continuously for at least One year at the time of application.
  - b. Should be below 55 years of age.
  - c. Should be consistently a good performer and an asset to the organization.
  - d. The organization would like to retain him for his excellent performance and significant contributions.
  - e. Should have relevant experience and qualifications in the field of visit planned.
- 2.7 The nominations of these candidates should be discussed and finalized with Head (HR) well in advance for each of the planned event (exhibition / convention seminar).
- 2.8 Nominations for Head of Departments shall be made directly to Management for approval.
- 2.9 The applicant must give written declaration that he will stay and work with the organization for at least one year from the date of reporting back after attending such exhibition, seminar or convention (Annexure II).
- 2.10 If the nominee fails to do so and leaves the Company for whatever reasons within

- the period of one year, he will pay back the Company the entire cost incurred for sending him for such participation.
- 2.11 The proposal duly approved by HOD jointly with Head (HR) should be forwarded to Management for final approval.
  - 2.12 The application should be processed well in advance to avoid last minute preparation for tickets, visa, currency etc. which is to be arranged by COS / Administration Department at HO.
  - 2.13 A separate record shall be maintained by the Training Department of all such participants for future reference.
  - 2.14 In addition the officer shall make presentation or submit a report along with all available brochures / contents or materials received, to the Training Department at Head Office.
  - 2.15 Since this is related to "Foreign Travel" all other terms and conditions regarding International Travel Policy Guidelines shall be applicable to the nominee.
  - 2.16 The nominee shall follow all rules and regulations and follow the procedures as mentioned in the International Travel Policy Guidelines.

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**End of Document**

**For HIGHBAR TECHNOCRAT LTD.**



**Arijit Dey**  
**HR - Head**

## ANNEXURE I

### APPLICATION FOR ATTENDING EXHIBITION / SEMINAR ABROAD

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

#### 1. EMPLOYEE DETAILS:

Name of the Employee: \_\_\_\_\_ Employee Code: \_\_\_\_\_  
 Project / Branch: \_\_\_\_\_ Department: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

#### 2. DETAILS OF THE PROGRAMME:

- Title of Exhibition / Seminar / Convention : \_\_\_\_\_
- Country to be visited: \_\_\_\_\_
- Country to be visited: \_\_\_\_\_
- Date of Departure : \_\_\_\_\_
- Date of Arrival: \_\_\_\_\_
- Approximate Expenses: \_\_\_\_\_

Expenses	Amount (Rs.)	Currency
Seminar / Convention Cost		
Travel		
Lodging / Boarding		
Misc. / Other		

Signature: \_\_\_\_\_

#### 3. BRIEF DESCRIPTION OF THE EXHIBITION / SEMINAR / CONVENTION :

4. JUSTIFICATION (To be filled by HOD) :

5. RECOMMENDATION :

HOD

HEAD (HR)

6. APPROVAL:

CEO

## Annexure II

To: Head of Training Company :

From : Name :

Emp.Code :

Dept. / Site : \_\_\_\_\_

## DECLARATION

I, the undersigned \_\_\_\_\_ solemnly confirm that I have understood the policy on Exhibition / Seminar / Convention Abroad and I will abide by the rules and regulations framed for the same.

I will continue to work with the organization for a minimum period of at least one year from the date of reporting back after attending this Exhibition / Seminar / Convention.

In the event, I fail to do the above and decide to leave the organization for any reason within one year, I will pay back The Company the entire cost incurred for sending me for this participation.

On returning back from this participation, I will submit a visit report along with all the available brochures / contents or materials received, to the Training Department at Head Office for the purpose of record and evaluation.

I will contribute towards sharing within the organization the knowledge / information that I will be receiving from this participation.

Residential

Address : \_\_\_\_\_ Signature: \_\_\_\_\_

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

\_\_\_\_\_ Tel: \_\_\_\_\_

## APPROVAL

Name of HOD

Signature

## FOR OFFICIAL USE ONLY

HEAD (HR): \_\_\_\_\_

CEO: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

Highbar Technocrat Limited

Registered Address:  
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CIN No. - U72100MH2010PLC210078.