

## BIRTHDAY CELEBRATION

### 1.0 Objective/Purpose

To facilitate celebration of the employees at Company's premises and to foster team spirit amongst all employees in an informal environment.

### 1.1 Scope

All employees who are on The Company's roll are covered under this policy.

### 1.2 Policy

The Company will reimburse the amount spent on the cake or sweets maximum up to Rs. 500/- (Rupees Five Hundred Only) including conveyance expenses for all categories of employees subject to submission of bills to Finance & Accounts Department for the items purchased. In addition to this, Birthday Greeting Card will also be given to the employee by the respective HOD.

The time for the celebration of birthday will be just after the close of working hours.

### 1.3 Roles and Responsibility

Human Resource Department will forward the updated Birthday List to the Administration Department and HODs on regular basis.

HR Department will organize for Greeting Card. Cake / Sweets will be procured by the concerned Department / Employee.

Information about such celebration will be communicated to all employees within the Department by the concerned HOD.

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**End of Document**

**For HIGHBAR TECHNOCRAT LTD.**



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