

CERTIFICATION POLICY

1.0 OBJECTIVE:

To provide guidelines to employees for understanding the process and procedure for seeking Certification.

2.0 ELIGIBILITY:

- All employees would be eligible for certification policy after completion of 1.5 years with the organization.
- Employees would be paid for certification examination fees on successful completion of certification not exceeding the amount of Rs. 40,000/-
- Employees with performance rating of 2 and below would not be eligible for certification.
- This policy would be applicable subject to exigencies of work for which he/she should get approval from Project Manager & Program Manager.
- Employee would be eligible to avail this policy once in a year.
- The certification is available as per the following list:

Certification	Qualification & Experience Criteria
SAP Associate level	Minimum one to three years of SAP implementation experience or 2 years of support experience and minimum of six months experience in the module and version in which the candidates appears for certification
PMP	Graduate with at least five years of project management experience, with 7,500 hours leading and directing projects and 35 hours of project management education
CCNP	These categories criteria is open
CISO	
MCSA	
Dot Net	

3.0 CERTIFICATION:

3.1 Process:

- Employee to send request to the manager for Nomination as per section 4.0
- Manager to approve the request based on Eligibility criteria section 2.0(d) and send the same to HR.
- Employee to submit documents required for qualifying for certification exam to HR
- HR to confirm if employee qualifies for certification as section 2.0

- e. Employee to submit the acknowledged copy of the Certification Request letter stating that he/she is willing to serve 1.5 years after from the certification completion date, for non-adherence double the certification cost would be paid by employee. This should be done before enrolling for certification
- f. HR to enroll employee for certification
- g. Employee to submit all documents required to SAP/Certification Partner
- h. HR to issue letter to SAP/Certification Partner for certification
- i. Employee to pay the certification fees and get the same reimbursed once he clears the certifications. Please refer to Section 5.0

4.0 NOMINATION

Designation/Name Team	Designation/Name Team
Program & Project	Program & Project
Manager	Manager
Delivery External	Delivery External
Delivery Head - SAP	Delivery Head - SAP

5.0 CERTIFICATION CLAIM PROCEDURE

EMPLOYEE

- To submit the documents for reimbursement to Manager along with Original Certificate for verification and supporting bills

MANAGER

- To approve and further submit to HOD for approval

HEAD OF DEPARTMENT

- To approve the entitlements & submit to accounts department

ACCOUNTS

- Accounts to start processing for release the payment

6.0 GENERAL

This Policy comes into force w.e.f. 1st June 2015.

The Company reserves the right to review this policy from time to time taking into account, the changes in fiscal and other factors governing this policy.

End of Document

For HIGHBAR TECHNOCRAT LTD.



Arijit Dey
HR - Head